



Council Minutes

November 24th, 2015

ROLL CALL: Mayor Don Ware called the meeting to order at 7:00 p.m. with Councilors Shepherd, Neddeau, Van Sandt, Chambers, Cole and Gerber present. Public Works Superintendent Karl Frink, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

PUBLIC: Sergeant Greg Klein and Deputy Spangler (*LCSO*), Loraine Stix, Marc Kelly, and Debbie Berry (*Eugene Kennel Club*), Brian Hoffman (*Sweet Home Sanitation*), John Morrison, JoAnn Neddeau, Elizabeth Coleman, Barbara DeRobertis, Linda McCormick, Patty Linn, Chenowith Robertson, Doug Block, June Schlosser, Kaye Fox, Alice Tetamore, and Cheryl Haworth.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell added Linda McCormick under Public Hearing and Presentations with Stand By Me information.

MINUTES: Councilor Cole made a motion to approve the November 10th, 2015 meeting minutes as presented. Councilor Shepherd seconded the motion. The motion passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

Brian Hoffman – Sweet Home Sanitation – Mr. Brian Hoffman gave an overall summation of the success of the October Clean Up Day. Hoffman stated that this was his first Clean Up Day event, and that it seemed to go very well. They had over a 50% recycle rate. They were able to sort at the site, and collected over 40 tons of materials. Public Works was present to assist in the event as well. The Household Hazard Waste event was held the next weekend at the Sweet Home Transfer Station site, and it was also a success. Councilor Chambers suggested inviting St. Vinnie's back next year as there seemed to be a lot of material that could have been reused. Mayor Don Ware commented that the Clean Up Day event started over an hour later than planned. There was quite a line of folks waiting when at the beginning of the event.

Brownsville Art Association Annual Report (BAA) – Alice Tetamore, Workshop Coordinator and Cheryl Haworth, Vice President of the BAA were present to thank the City for their help with some of the building costs this year. Mrs. Tetamore stated that their main focus is promoting art in the community, and they try to fill their classes with local folks first. She also described current and ongoing classes. Ms. Haworth encouraged Council to stop in and see what delightful Christmas items are currently on display and for sale. The Association looks forward to working on renewing the agreement with the City.

Eugene Kennel Club (EKC) – Debbie Berry and Marc Kelly were present to inform Council that they are planning on being back in Brownville for their September event in 2016. Last year there was a date conflict, their dates this year are for the weekend after Labor Day. They try to sustain local vendors by contracting with them to supply food, etc. They will continue to work on ironing out all the details/negotiations with Mr. McDowell, Mrs. Coleman, the Central Linn Recreation Board and the Parks & Open Space Advisory Board.



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Stand By Me – Linda McCormick and Barbara DeRobertis were present to discuss particulars for the benefit run for *Stand By Me* Day. Ms. DeRobertis will be organizing the run. Mrs. McCormick handed out a tentative outline for the day. She stated that the Chamber of Commerce has engaged a professional from Salem to work toward getting sponsors for some of the events being included for the celebration. Mrs. McCormick is also working with the Oregon Film Commission to show the movie that evening. No big stars are coming that they know of, however, Mrs. McCormick was trying to possibly get an audio recording from Stephen King, Wil Wheaton or Rob Reiner to share with fans. Council asked McCormick to provide a copy of the permit from Linn County Road Department closer to the event.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** Sergeant Greg Klein was present. Klein stated that they are willing to help with traffic concerns on Stand By Me Day, just let him know what is needed. Klein reported that they have spent 215 contract hours in town last month. (The City contract only requires 202.) Deputy Sutton continues to focus on traffic citations, and there was also one DUI violation on Highway 228.
2. **Public Works.** Mr. Frink reported that new software has been installed to integrate radio reads for water meters. Once this upgrade is completed, meter reading can be completed in a fraction of the time that it currently takes: 2 hours instead of 2 days! The GR12 project completion has been delayed due to construction of an electrical panel. Once the panel is built and installed, the project will be complete. Public Works is getting ready to do the winter discharge into the river. Mr. Frink received a quote for new lights at the Library through Energy Trust. For Arbor Day a Buckthorn Cherry tree was planted in the Park; it is native to the coast region.
3. **Administrator's Report.** – Mr. McDowell expressed gratitude for Council and the many folks that help City Hall function. Janet Briley and Mayor Don Ware come in often and sit at the front desk for meetings as needed. Councilor Neddeau contributes by fixing doors and cabinets. Public Works helps maintain City Hall along with all of their other responsibilities, and are much appreciated. We have a great Staff right now, and they are truly a joy to work with.

McDowell reported that he is working on the TMDL requirements. In 1997 the city did a flood report, and that report stated that the City basically does not have a storm water system. The City does have an active Watershed Council and they are providing assistance for this report. Mr. Frink and Mr. McDowell will be reviewing the progress and hopefully it will be finished by the middle of next week. Mr. McDowell would like to make a few revisions to the report to retain more local control.

Mayor Don Ware and Mr. McDowell have been meeting quarterly with a Go Team group from Lebanon and Sweet Home in hopes of making some forward economic development in the region. Regional efforts are strong right now. If Council would like to see more information on Go Team, please contact Mr. McDowell.

McDowell recently attended a meeting with the BiMart Willamette Country Music Festival where they presented a check for \$90,000 to the Cobra Booster Club for fundraising activities throughout the year. This funding opportunity make a huge impact on the School District and various other civic organizations around town.



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The City has entered into a contract with Norm's Electric to remove light poles on the south side of town. These poles will be kept for spare parts for the remaining poles still in place. The sidewalk/City Hall project contract has been executed and will begin as soon as the contractor has time for the project. We will try not to tear up the concrete in front of City Hall/BAA during the holiday season.

Christmas decorations will be going up after Thanksgiving. New population numbers from Portland State University (1690) indicate we are up 10% in Brownsville.

4. Library Report. The book sale will be going on from December 5th – December 10th, 2015.
5. Court Report. No comments.
6. Council Comments. No comments.
7. Citizen Comments. No comments.

LEGISLATIVE:

1. Ordinance 758: Emergency Preparedness Modifications – (First Reading). *Councilor Gerber made a motion to read O 758 by title only. Councilor Cole seconded the motion. The motion passed unanimously. Councilor Cole stated that she thought it was great to try to get a volunteer coordinator; it makes a lot of sense. Mr. McDowell asked for Council's input for any additions or deletions.*
2. Resolution 2015.28: Brownsville Library Lighting. McDowell explained that this project is before Council as they are the contract review board for the City. The lights in the library need replacement as the bulbs are not being manufactured anymore. *Councilor Gerber made a motion to adopt Resolution 2015.28 as presented. Councilor Cole seconded the motion. The motion passed unanimously.*

ACTION ITEMS:

1. Spay/Neuter Program. Councilor Chambers explained the possible parameters for the program. She said that she would like to possibly have a 6 month trial period. Discussion ensued. *Councilor Cole made a motion to approve this program as an experiment from January – June 2016. Councilor Chambers seconded the motion. A vote was called for with Councilors Cole and Chambers in favor, and Councilors Neddeau, Shepherd, Gerber, Van Sandt and Mayor Ware opposed. The motion failed.*
2. Central Linn School District Agreement (Blakely School Property) – McDowell recapped the October 6th meeting, and brought Council up to date with current information. The biggest concern right now seems to be the disposition of the property and the rumors circling about this topic. Council is not sure that the School District has clear title at this time. The School District has surplused the property; this project could easily become a huge political issue in the broader Central Linn community. Mr. McDowell suggested sending two Councilors to visit



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with local Board members and then they would take the Council's questions to the Board. Councilor Cole and Shepherd volunteered to make this effort on Council's behalf. Mr. McDowell will draw up a one page document with highlights for them to utilize. Mayor Ware was interested in including Superintendent Gardner in this discussion. McDowell stated that the Superintendent has not kept the City in the loop since October 6th, 2015, after all this is the District's project. McDowell said that the Board members could include Superintendent Gardner as they deem appropriate.

3. Brownsville Community Foundation Request. Chenowith Robertson was present to request a donation to the Brownsville Community Foundation. They are behind on raising grant money this year, and would appreciate a donation from the City. Councilor Van Sandt asked if we usually fund this request. McDowell responded that this would be the first time. McDowell added that the City does already spend thousands of dollars for other organizations and causes within the City, such as the Meals on Wheels, Juvenile Justice Program, the Brownsville Art Association, the Senior Center, the Pioneer Picture Gallery, the Pioneer Picnic, the Fourth of July Fireworks celebration to name a few. Councilor Cole stated that she felt this foundation does benefit the community. Councilor Shepherd indicated that he thought perhaps we could give them \$1,250 this year and try to get feedback from the community about this support. One concern was that some of these funds go to the Central Linn community in general, not just the City of Brownsville interests.

Councilor Gerber made a motion to make a \$1,250 donation to the Brownsville Community Foundation this year. Councilor Chambers seconded the motion. The motion passed unanimously.

4. December Council Meeting. Mr. McDowell reminded Council that the December meeting is a week earlier than normal (December 15th, 2015) due to the Christmas holiday schedule. Councilor Chambers was unsure if she could make that date. Council historically approves this date the year before and offers a courtesy reminder.

DISCUSSION ITEMS:

1. Emergency Preparedness Logistics. McDowell indicated that Administrative Assistant Tammi Morrow, Councilor Van Sandt and himself had met to discuss this issue. Councilor Van Sandt did a great job working up some language for the ordinance changes reviewed earlier. Staff has provided sample job description language for Council's review. The outcome of the meeting was that Council would consider changing the ordinance and approving a job description through the end of the year and go out for advertisement in January and may appoint someone in February.
2. October Financials. No questions or comments.

CITIZENS COMMENTS – Kaye Fox wished Council and Staff a Happy Thanksgiving.



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COUNCIL COMMENTS – Councilor Cole commented that she has heard there is some concern about her attendance and she would like to open that up for Council discussion. Cole stated that her primary concern is that Council can work happily and efficiently together; if there is discord she would like to address any concern. Council consensus was that Councilor Cole adds a lot to the group, and is an integral part of Council. Council functions very efficiently and effectively with her part of this vital government body. Councilor Geber and Councilor Shepherd stated that Council rules do not allow two meetings to be missed per year. Council typically has eleven meetings per year.

Mr. McDowell asked if Council would like to schedule the training day for the year – perhaps January or February? It will need to be a Saturday morning from about 9:00 a.m. to noon. McDowell will put this item on the agenda under Action Items for the December meeting. Council will need to weigh in with their availability at that time.

ADJOURNMENT: *Councilor Gerber moved to adjourn at 8:37 p.m. Councilor Cole seconded the motion, and it passed unanimously.*

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

City Administrator S. Scott McDowell

A handwritten signature in black ink, appearing to be "Don Ware", written over a horizontal line.

Mayor Don Ware