



# Council Minutes

May 24<sup>th</sup>, 2016

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

**PUBLIC:** Jannea Deaver, Elizabeth Coleman, Phil & Kaye Fox, Sgt. Greg Klein (LCSO), Dan & Ruth Christiansen, Allen Buzzard, June Schlosser, Linda McCormick, and Alex Paul (Democrat Herald).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell informed Council that Item 6) A. will be deleted and adding approve Budget Committee minutes to the agenda.

**MINUTES:** Councilor Gerber made a motion to approve the April 26<sup>th</sup>, 2016 meeting minutes as presented, with an addendum stating that she would review the audio recording and capture exact testimony from participants speaking about the school bond issue. Councilor Shepherd stated that Council has never done it like this before, and not sure we should start now. Councilor Cole seconded the motion, and it passed 5-2, with Councilors Councilor Shepherd and Councilor Chambers opposing.

Councilor Van Sandt made a motion to approve the May 12<sup>th</sup>, 2016 Budget Committee Meeting minutes as presented. Councilor Cole seconded the motion, and it passed unanimously.

## **PUBLIC HEARINGS OR PRESENTATIONS:**

**Linda McCormick, Stand By Me** – Linda McCormick asked for assistance from the City for the SBM event. Mr. Frink will move the Castle Rock Sign to the Art Center for display for the event. Councilor Cole made a motion to authorize Staff to assist Mrs. McCormick with needs for this event. Councilor Neddeau seconded the motion, and it passed unanimously.

**Proposed Use of State Revenue Sharing Public Hearing** – Mayor Don Ware opened the hearing and invited the public to speak. No discussion was forthcoming, and the public hearing was closed.

**FY 2016-2017 Budget Public Hearing** – Mayor Don Ware opened the budget hearing and invited the public to speak. Mr. McDowell recapped the motions approved by the budget committee:

- Approved full permanent tax rate of \$6.9597 per \$1,000 assessed valuation
- Approved Wastewater Bond Debt levy in the amount of \$201,093
- Approved Water Bond Debt levy in the amount of \$58,387
- Approved a 3% utility rate increase
- Approved the historic use of State Revenue Sharing levy for public safety needs
- Approved the following notes to be incorporated into the budget line items:

FY 2016.2017 NOTES



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**Summary:** Below are proposed new accounts for the upcoming fiscal year. The City is adding these accounts to eliminate the Court, Utility and Park bank accounts. All of the checks will be able to be drawn from the general account with these modifications.

### REVENUES

1. Page 2 Create New Account Line: 500 PARK DEPOSITS \$8,500
2. Page 10 Create New Account Line: 500 UTILITY DEPOSITS \$5,500

### EXPENDITURES

1. Page 7 Create New Account Line: 680 STATE UAS \$4,500
2. Page 7 Create New Account Line: 685 COUNTY ADMIN. SERVICES \$1,100
3. Page 7 Create New Account Line: 690 RESITUTION/REFUNDS \$ 650

Kaye Fox spoke stating that she was unable to attend the last budget committee meeting due to medical concerns. She would like Council to know that she approves the budget and motions as outlined above.

### DEPARTMENT REPORTS:

1. Sheriff's Report. LCSO Sgt. Klein reported that they have spent 230 local contract hours in April for the City of Brownsville, with 5 hours dedicated to traffic patrol. There were no traffic citations issued. He also stated that LCSO will be stepping up their traffic patrol in town. As previously reported, Oregon State Police will also have increased patrols on Highway 228 in the near future. Sgt. Klein reported that there have been several dog complaints lately, and he would like to ask Dog Patrol Officer Corey Putney and Sgt. Steve Looney to come to Council to report on that situation next month. Also, LCSO coverage will be provided for the upcoming events including Pioneer Picnic, 4<sup>th</sup> of July Fireworks, and *Stand By Me*.
2. Public Works. Mr. Frink reported that Public Works had no water leaks this month. They have had a few issues with the lift station, pumps burning up, etc. All items have been repaired or replaced and are functioning normally again. He is still waiting to hear from the paving company as to a start date for that project. Mid-June is the deadline. Dave and Sharon Peterson are the Park Caretakers. They began their duties on May 23<sup>rd</sup>. Stop down and visit with them, they also have a very friendly rescue dog. The part time seasonal worker, Clint Taskinen, will be assisting them this year with duties in the Park. The new service truck should be arriving very soon.
3. Administrator's Report. Mr. McDowell reported to Council that the Willamette Country Music Festival has received permit approval from the Linn County Commissioners for a total of 5 years, including 2016. The Go Team is very close to finishing an economic development proposal that will be sent to Council very soon. Staff has been dealing with numerous complaints. May flies appear to be a big issue this year. McDowell contacted the OSU Extension service and gathered information on ways to eliminate or cut back on the infestation, but timing is difficult at best; that information has been passed on to the landowner. A property owner on Kay Street continues to experience drainage issues. The County relinquished this land to the City, but when these housing units were built, there were no standards in place. Folks are clamoring for storm sewer drainage, but there is no drain in that area, and no where to direct the water. The newly adopted and implemented City standards will address these situations going forward. The



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main Library computer died last week! Staff was able to get everything back up again. New computers are budgeted for the upcoming budget year, but Follett is not compatible with Windows 10 yet, so this update will need to be done very carefully. Insurance renewals have been reviewed and submitted to Barker-Uerlings. Projected increases are standing as of now, so there should be no surprises there. Staff is putting the finishing touches on the Park grant which will help us obtain a Parks Master Plan. Weeds and nuisance season will be starting soon. Staff will begin the process in the next week or so. McDowell also informed Council that he is taking this year off from the OPRD grant committee due to a scheduling conflict.

4. Library Report. No comments.
5. Court Report. No comments.
6. Council Comments. No comments.
7. Citizen Comments. No comments.

### **LEGISLATIVE:**

1. **Resolution 2016.12: Election to Receive State Revenue Sharing** – *Councilor Gerber moved to pass R 2016.12. Councilor Van Sandt seconded the motion, and it passed unanimously.*

### **ACTION ITEMS:**

1. **Bonded Debt Options**. McDowell continued to research the possibility of refinancing the City's bonded debt. Last month McDowell informed Council of a proposal from Matt Donahue, D.A. Davidson, that stated that if the City were to be A rated, potential savings could be between \$45,000-\$60,000 per year with refinancing. Holly Halligan, USDA, informed McDowell that there is no longer a penalty for refinancing as USDA has recently changed their policy on this. Attorney Williamson was contacted and informed McDowell that there is no RFP process required for this situation; the City can choose who they like as a provider. *Councilor Cole made a motion to authorize Staff to get more information and a cost analysis to present to Council in June. Councilor Gerber seconded the motion, and it passed unanimously.*
2. **Central Linn School District Agreement**. McDowell reminded Council that this item has been tabled for a couple of months, and has been under discussion since October 6<sup>th</sup>, 2015. In the agenda packet, McDowell provided the April 11<sup>th</sup>, 2016 minutes from the CLSD Board meeting for Council review, indicating that the school is moving forward with the sale of the Blakely property to Willamette Neighborhood Housing Services. One of the biggest concerns for the City will be that if this proposed deal goes through, the property will need to be rezoned. This task will fall mainly to the Planning Commission, with final Council approval. McDowell suggested that a contingent, or at least the Mayor, reach out to the CLSD Board Chairman Penrod to discover how they foresee that process to work, and



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what their potential plans might be. This will be a hot issue, and Staff has heard from many neighbors that are concerned with possible uses of the property. *Councilor Cole made a motion to authorize Mayor Don Ware to meet with Chairman Penrod to discuss the Blakely school property process. Councilor Shepherd seconded the motion, and it passed unanimously. Councilor Cole volunteered to go along as well.*

3. **Street Signs (Tabled from last month).** Last month Councilor Shepherd brought a request from a neighbor asking for more signage for a visually impaired child in his neighborhood on Kirk Avenue. Council tabled the issue pending more information. About a week after the last Council meeting it was noted that several additional homemade speed signs appeared in the area. Tonight, Mr. Frink brought the Manual on Uniform Traffic Control Devices (MUTCD). The manual indicated that a study could be done, but generally warning signs should be kept to a minimum, and the City of Brownsville has generally stayed with this practice. If Council would like a study to be done, McDowell could contact City engineer Jon Erwin; it is unknown what the cost would be. City Staff has gotten a lot of complaints about these homemade signs. McDowell commented that historically the City has been lenient with signs in the right of way, including the museum, downtown businesses, and events such as Carriage Me Back, etc. A zero tolerance is not necessarily the best answer either. Councilor Shepherd commented that he knows who put up the signs, that there has been drag racing on the street, and that he feels strongly like this is... (expletive)! Councilor Cole stated that she felt that live LCSO deputies onsite should be more effective than a homemade sign. Councilor Shepherd stated that he would go down and ask the people to take down the homemade signs. *Councilor Cole made a motion to have Staff ask LCSO to focus on monitoring speeding on Kirk Avenue, and make that a priority for a while. Councilor Shepherd seconded the motion, and it passed unanimously.*
4. **Linn County Sheriff's Office Contract.** Recently Mr. McDowell, Councilor Shepherd, and Mayor Don Ware met with Sheriff Riley to discuss concerns from Council and the Budget Committee regarding cost increases in their annual contract. Two suggestions to consider might be perhaps tying the LCSO's annual contract increase to the City's annual 3% property valuation increase and increasing traffic patrols for safety and to maintain our court system. Another option to cut the contract cost could include reducing the contract hours, thereby reducing the cost. Overall, it seemed the meeting went well. McDowell suggested adding an addendum to the contract when signed. *Councilor Cole made a motion to approve the LCSO contract, add an addendum, and also a bi-yearly or quarterly evaluation. Councilor Shepherd seconded the motion, and it passed, unanimously.*

### **DISCUSSION ITEMS:**

1. **Canal Company.** Mr. McDowell and Mrs. Deaver attended the Canal Company on May 9<sup>th</sup>, 2016. It was a fairly exciting meeting! The group decided to create a committee to look at some options with the City in June and report back to the Canal Company general membership in September.



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2. Goals Review Options (RV). McDowell provided pictures for Council of several RV's around town. Mr. McDowell, Councilor Cole, Mayor Don Ware, and Mrs. Morrow recently met to discuss the RV issue. The original intent of Brownsville Municipal Code 15.105.030, Occupancy of recreational vehicles was discussed. Currently there are about 4-6 problematic RV's in town as well as several parked in the Right of Way, etc. Procedure will include Staff sending a letter concerning the matter to the property owner, then LCSO will tag the vehicle, and the issue will be sent in to the court system for resolution, not come before Council. *Councilor Gerber made a motion to support Staff in the enforcement of 15.015.030, particularly sections B. 1 & 2, and authorizes Staff to work with LCSO to enforce the code. Councilor Van Sandt seconded the motion, and it passed unanimously.*
3. April Financials. No comments.

**CITIZENS COMMENTS** – Kaye Fox informed Council that she had been approached to put up speeding signs on her property. She declined. In July she would like to do a presentation about what work needs to be done to address the eroding at the intersection at Averill and Kirk Avenue near her house.

**COUNCIL COMMENTS** – Councilor Van Sandt commented that she appreciated the State cleaning up the highway next to her house on Highway 228. Mayor Don Ware commented that he recently attended the COG meeting, and heard some interesting information. Albany and Sweet Home mayors were talking about implementing a gasoline tax like Portland. Councilor Chambers addressed Mayor Don Ware about executive session information he published recently in the local paper. Mayor Don Ware did admit that he violated that trust, and apologized. He stated that he had had several conversations with Mr. McDowell and thought the information would be something the public would like to know. Councilor Chambers commented that it must be hard to keep the two things separate; functioning as a reporter and as the Mayor, but felt there is no excuse for the breach of trust.

**ADJOURNMENT:** *Councilor Van Sandt moved to adjourn at 8:27 p.m. Councilor Shepherd seconded the motion, and it passed unanimously.*

Handwritten signature of S. Scott McDowell in blue ink.

City Administrator S. Scott McDowell

Handwritten signature of Mayor Don Ware in black ink.

Mayor Don Ware