



Council Minutes

July 23rd, 2013

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

PUBLIC: Kaye Fox.

ADDITIONS AND DELETIONS: No agenda additions or deletions this month.

MINUTES: Council reviewed the minutes of the June 25th, 2013 meeting. *Councilor Cole moved to approve the minutes as presented. The motion was seconded by Councilor Van Sandt and was approved unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

FY 2012-13 Review – Mr. McDowell shared a quasi-confidential report with Council. The report included general master checklists which basically include lists of current, continuing and new projects along with their respective status. The document continually expands and contracts as projects conclude and new priorities emerge.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** Sergeant Brad Kelley reported that they are still working on the tip sheet for City Hall. The sheet will probably contain their name and contact information, which will be turned into the Sheriff's Office, and they will handle the information from there. The deputies have been trying to be much more visible in the Park to deter any further vandalism. Currently, the LCSO is gearing up for the Willamette Country Music Festival.
2. **Public Works.** Mr. Frink stated that he had nothing further to add beyond his submitted report and asked Council if they had any questions for him. No questions were forthcoming, but Councilor Cole stated that the Park Caretakers did a great job over the Pioneer Picnic weekend, and she had noticed that Vern was down there working today, on his day off! Ann and Vern both seem very dedicated to their duties and have been doing an excellent job for us.
3. **Administrator's Report.** Mr. McDowell would like to commend Public Works and Staff for working so well together. The Calapooia Crossing Water Line project continues to progress well. Original plans included an auger to replace the line. As the contractor got into the project, the subsurface proved to be too unstable for this application. They went with a directional bore twenty-five feet (25') under the river instead. The City engineer approved this change, and the City should realize some savings. Public Works went out with Jon Erwin to the GR12 well. They are in the process of cleaning out the well head and will test the well once it is properly prepared. McFarland Cascade is moving forward with creating their own well for their fire suppression purposes. Their shop and office will be serviced from the connection on Highway 228 by the Living Rock Museum. The establishment of a well would eliminate some of the heavy SDC charges for their company. Mr. Frink will be working closely with them to coordinate utility



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connections. In the Planning Department, plans are under way to settle one home on the Bermel-Wolff piece of property on Washburn. The Fred Smith property on School Avenue has an interested buyer as well as a property on Blakely. All of these lots will be flag lots, which is not ideal, but it is the best the City has to offer. We have had a lot of questions about what is allowable on different pieces of land around town. Mrs. Deaver and Mrs. Morrow have been working closely with Boldt, Carlisle & Smith preparing for the audit, which will happen from August 5th – 19th. Mrs. Coleman is currently working on the semi-annual Workman's Compensation audit. Mr. McDowell attended the Visit Linn Coalition meeting last week here in Brownsville. The VLC is currently working on some interface pieces between the Sweet Home Jamboree and the Bi-Mart Willamette Country Music Festival. Mr. McDowell stated that Brigetta from the Willamette Neighborhood Housing Services reported to Chamber that housing services and needs are going up, but that funding is drying up. Mr. McDowell informed Council of a situation at the Brownsville Trailer Park. Apparently a gentleman had passed away in his home unattended and was there for several days before he was found. The gentleman named the Central Linn School District as his beneficiary. Neighbors are complaining about the heavy odor meanwhile the legalities and logistics are being worked out. The City has been working with all concerned to reach a positive outcome. The latest news from the BWCMF is that Ms. Hankins has just received a Right of Way encroachment permit with several last minute change items that will be hard to accomplish before the Festival. After further investigation, it appears that the permit should have been initiated in March, not July, so the County is working with the Festival folks to assure them to do the best they can this year, and work on the other items not completed before next year's event.

4. Library Report. Council wondered why the Library needs to be closed for a week. Mr. McDowell stated that is easier for Staff to close the Library for maintenance. Council would like to discuss this again at a future meeting.
5. Court Report. No comments.
6. Council Comments. Council mentioned that several members have had the radio station KGAL calling them late at night after the Council meetings looking for information. Mr. McDowell stated that the City will send a letter to the Station Manager requesting that the late night calls desist.
7. Citizen Comments. Kaye Fox informed Council that the City-Wide Garage Sale maps ran out very early in the day. Mayor Ware & Councilor Shepherd informed Ms. Fox that she should direct these comments to the Chamber as it is not a City event.

LEGISLATIVE:

1. R 716: Returning and Transferring Delinquent Customers. *A motion was made by Councilor Gerber to approve R 716. The motion was seconded by Councilor Van Sandt, and the motion passed unanimously.*



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ACTION ITEMS:

1. No action items this month.

DISCUSSION ITEMS:

1. Water System, Towing, & Wells Policy (continued). Mr. McDowell reported that there is a state exemption for private wells. McDowell will be continue to gather information. Mr. McDowell also stated that he had talked with the City Attorney about policy and procedure options for future consideration. He plans on having a report for Council by September or October.
2. System Development Charges Review (continued). Mr. McDowell is still gathering information and reviewing methodology. Hopefully he will have a report to Council with side by side figures and additional applicable information in September or October. McDowell will need to determine what Council can do via legislation and what items would cause a change to the methodology, which can be very expensive. Councilor Cole inquired that basically we are looking for a methodology equation that works well across the board from residential to commercial to light industrial? Mr. McDowell replied in the affirmative.
3. May Financials. Discussion called for, no questions were asked.

CITIZEN COMMENT: Kaye Fox commented that she has had no further contact with Anne Stein regarding extra produce for Seniors from the Community Garden. She may ask Mr. McDowell to mediate a meeting for a positive outcome.

COUNCIL COMMENTS: No Council comments at this time.

EXECUTIVE SESSION: The Council adjourned to Executive Session at 7:40 p.m. pursuant to ORS 192.660 Section (e) and (i).

Mayor Ware & Council returned to Regular Session at 7:45 p.m.

ADJOURNMENT: *Councilor Gerber moved to adjourn, with Councilor Shepherd seconding the motion.* The meeting was adjourned at 7:45 p.m.

Handwritten signature of S. Scott McDowell in blue ink.

City Administrator S. Scott McDowell

Handwritten signature of Don Ware in blue ink.

Mayor Don Ware