



Council Minutes

December 19th, 2018

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

PUBLIC: Kim Clayton, Lynlee Bischoff, Elizabeth Coleman, Allen Buzzard, David Hansen, Kaye Fox, Sgt. Greg Klein (*LC*SO), Jack Alsman, Marilee Frazier, and Jordan Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell would like to add Action Item 10) F. Personal Services Contract with Judge Meyer to the agenda tonight.

MINUTES: Councilor Shepherd made a motion to approve the November 27th, 2018 meeting minutes as presented. Councilor Block seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **EPC Committee Update – Marilee Frazier.** Mrs. Frazier was present with a progress report for Council. In October, the American Legion held a Haunted House Fundraiser. Folks were asked to donate canned food at the door. She displayed a rusty can of Ravioli that was brought in. The food expired in 2013. She reminded everyone that they need to check their food supplies and make sure that the emergency rations they have on hand are not expired. Mrs. Frazier stated that the group's focus is public education, and they have done several presentations at different area locations. The City website can also be accessed with a lot of critical information to be found there. The Senior Center has established a phone tree and she encouraged other neighborhood groups to do this too. Mrs. Frazier reminded Council that the EPC meets every other month or so at City Hall and encouraged more folks to get involved. The group also attends regional EPC meetings in Albany, which is a great networking opportunity. Mayor Ware thanked Mrs. Frazier and the rest of the EPC for all their hard work on behalf of the community.
2. **New Website Tour.** Mr. McDowell presented a 12-minute quick review of the City's new website. The capabilities have expanded exponentially and increased efficiency tremendously. The site can be translated in multiple languages, looks great on smart phones, is public records compliant, has a search feature and is safe in the cloud. McDowell thanked Council and the Budget Committee for investing in the website upgrade.; it's a very useful tool for the entire community.

DEPARTMENT REPORTS:

3. **LCSO Sheriff's Report.** Sergeant Klein reported that in November there were 15 traffic citations, 21 hours for traffic enforcement, and 204 hours overall. Klein asked Council if they had any questions, and then wished everyone a Merry Christmas!
4. **Public Works.** Public Works Superintendent Karl Frink reported that he would just hit the highlights this month. PW had a couple of water leaks, one was a main



Council Minutes

line leak on Loucks Way. He continues to work on the WWTP getting everything ready for discharge. PW has spent a lot of time in the Park. The City lost 2 well pumps; Star Water System came out and got them repaired in 2 days, all is in compliance and functioning correctly again. Leaf cleanup in the Park continues.

5. **Planning.** No updates tonight.
6. **Administrator's Report.** Mr. McDowell reported to Council that Bridger Johnson from McGee Engineering did an inspection on the cemetery bridge. The news was not great. The timber beams are in various stages of decay. Public Works has ordered weight limit signs to post. We will receive the official report the third or fourth week of January 2019. If, or when, the bridge needs replacement the current cost is likely to be \$150,000 - \$200,000. Environmental regulations are causing prices to skyrocket. It will likely take multiple years to reserve funding for this project. The City will have to address this issue sooner rather than later.

McDowell and several Councilors attended the recent Canal Company meeting. The group appears to be attempting to disband again. They are looking into quit claim deeds to return the property to abutting property owners. McDowell suggested forming a small group of Council members to learn information about the Canal Company and bring back some ideas and concepts to Council. Councilors Block and Thompson volunteered with Councilor Gerber serving as an alternate.

McDowell recently attend the ICMA meeting with the main topic of discussion around the current state of recycling. Recycling is not just an Oregon problem, it is a nationwide situation. (Information was included in the agenda packet for review.) Tipping (dumping) fees are likely to double or triple in the near future; research shows an incinerator would cost billions of dollars.

The election results are finalized, and the marijuana vote to prohibit large grows in town has officially passed. Mayor Ware has written and mailed a letter to the Linn County Commissioners asking about next steps and encouraging them to honor the City's UGB expansion request.

The Goals Setting Session in January will include discussion around the marijuana nuisance ordinance and, also, a complaint involving painting curbs in cul-de-sacs. The Ed Petermen crosswalk discussion will also be continued at the Goals Setting Session.

McDowell reported on a RAIN update. Basically, they have accomplished all their goals in 6 months! Governor Brown has vetoed and removed funding for the RAIN group out of the State budget. Legislators are looking into the situation, and trying to secure future funding. Simply put, RAIN matches investors to entrepreneurs in Oregon, and are doing a great job of it. Council may want to consider increasing the City's contribution in the future.

The Facilities Review Committee (FRC) presented a recommendation to Council last month. Mayor Ware has sent a packet of information to CLSD and the City of Halsey. CLSD Board members George Frasier and Jennifer Durringer have been appointed to review the information. Halsey City Administrator Hilary Norton has expressed that February would be a good time for her to participate in this project. A meeting will be scheduled around that time frame.



Council Minutes

Councilors Neddeau, Thompson and newly elected Dave Hansen will be meeting with Mr. McDowell for basic, in-house elected officials training on Friday, December 21st, 2018.

McDowell stated that a retirement party for Judge Jad lemhouse will be held on January 12th, 2019. If any Council member is planning on attending, please let Mr. McDowell know asap as reservations are required.

7. **Library Report.** No comments.
8. **Court Report.** No comments.
9. **Council Comments.** Bryan Miyagishima has extended an invitation for the City to be part of the Linn Library Consortium. Councilor Gerber inquired as to why we have never joined the group before. McDowell responded that 12 years ago the City did not have a regional focus. The culture has changed; it might be worth exploring this opportunity now to see what is offered. Mayor Ware requested the Library Advisory Board review the proposal.
10. **Citizen Comments.** Lynlee Bischoff stated that she is concerned about Pioneer Park. This year there were 2 dead beavers. Last year the beavers destroyed 21 trees. She would like to suggest using chicken wire or something to stop their chewing and damaging the trees.

Alan Buzzard spoke next, stating the he is an 11-year Brownsville resident. He wished everyone a Merry Christmas, and stated that he would like to serve on the Planning Commission.

LEGISLATIVE ITEMS:

1. **Resolution 2018.23 – Lemhouse Public Service Recognition.**
Councilor Gerber moved to adopt R 2018.23 as presented. Councilor Shepherd seconded the motion, and it passed unanimously.
2. **Resolution 2018.24 [A & B].** Last month Council sent McDowell forth to investigate funding sources for the Kamstrup radio read water meters project. It is important to be clear the water rates are NOT going up. The meters are simply more efficient and correct in reporting water actually used. McDowell looked at several different options to fund this project. The two best options are self-funding and contracting financing through the Government Capital Corporation. Councilor Shepherd was in today and suggested adopting both motions in case a problem develops with GCC due to time frame constraints. He thinks that the City should consider building a relationship with GCC for future projects and emergency situations. Mayor Ware stated that he agreed. *Councilor Shepherd made a motion to adopt R 2018.24 [A] and [B], with [B] being the first option and [A] as the fallback. Councilor Gerber seconded the motion. Discussion was called for. Councilor Chambers asked if the quote from GCC included a contingency amount. McDowell replied in the affirmative. The vote was called for, and was approved unanimously.*

ACTION ITEMS:



Council Minutes

1. **Parks & Open Space Advisory Board.** *Councilor Block moved to appoint Lynlee Bischoff to the Parks & Open Space Advisory Board. Councilor Gerber seconded the motion and it was approved unanimously.*
2. **Planning Commission Appointment.** *Councilor Block moved to appoint Steve Schilling to the Planning Commission. Councilor Shepherd seconded the motion. Discussion was called for. Councilor Chambers stated that she would like to appoint Allen Buzzard. She stated that he has attended City Council meetings regularly. A vote was called for with all voting in favor of Steve Schilling, with the exception of Councilors Chambers and Gerber, the motion passed 4-2.*
3. **Marijuana Payment Disposition.** *McDowell brought the issue of the quarantined marijuana funds back to Council for discussion as directed. Councilor Shepherd stated that he feels that these funds should be expended through the General Fund to cover a small portion of the funds expended in legal fees around the marijuana issue. Shepherd stated that he felt Council should have a clear track on this money to give it a lot of transparency. Councilor Shepherd moved to approve the marijuana funding received to cover the cost of legal fees associated with marijuana. Counselor Block seconded the motion, and it passed unanimously. McDowell stated that there are other disbursements to come; they will be quarantined and brought before Council as appropriate. Councilor Shepherd suggested expending these funds in the same manner until all legal fees have been paid.*
4. **Extend Linn County Pioneer Picnic Association Lease.** *McDowell stated that the LCPA has a long-standing 3-year lease agreement with the City that expired in 2017, with a 1-year option that was exercised. The agreement was then current through 2018. It is now up for renewal. Councilor Gerber moved to renew this agreement for 3 more years. Councilor Chambers seconded the motion and it was approved unanimously.*
5. **Extend Brownsville Art Association MOU.** *McDowell reported that this agreement is up for renewal. The BAA has done a phenomenal job with the space downstairs. Councilor Gerber moved to renew this agreement. Councilor Chambers seconded the motion, and it passed unanimously. Councilor Shepherd was concerned about the BAA or its volunteers putting signs out front and damaging the irrigation system, grass, etc. McDowell assured him Staff would continue to attend to this detail.*
6. **Appoint Jessica Meyer as City Judge.** *McDowell stated that Jessica Meyer had recently been appointed as a Justice of the Peace by the Governor. Councilor Block moved to appoint Jessica Meyer as Brownsville Municipal Judge upon Jad Lemhouse's retirement and allow the City Administrator Scott McDowell to negotiate the terms of the agreement. Councilor Shepherd seconded the motion, and it passed unanimously.*

DISCUSSION ITEMS:



Council Minutes

1. **2019 Councilor Calendar.** Staff created a 2019 calendar for Council. These important dates can also be found on the web site.
2. **Goals Setting Session.** McDowell reminded Council of the upcoming January 19th, 2019 Council Goals Setting session. The session will run from 8:00 a.m. to 12:00 p.m., with lunch provided. Dave Hansen sent out a cool article featuring Brownsville as the one great small city for the entire State of Oregon!
3. **November Financials.** No comments.

CITIZENS COMMENTS – Kaye Fox thanked Councilor Shepherd for his many years of service, and told him that he would be missed here. She also wished everyone a Merry Christmas.

COUNCIL COMMENTS – No comments.

ADJOURNMENT: Councilor Block moved to adjourn the Council meeting at 8:03 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.

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