



Council Minutes

October 22nd, 2019

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

PUBLIC: Kim Clayton, Sergeant Klein (*Linn County Sheriff's Office*), Phil and Kaye Fox, Elizabeth Coleman, Sue Frasier and Lynne Heller (*Brownsville Chamber of Commerce*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell informed Council that they would find the Public Works Report on the desk tonight. He would also like to add R 2019.20 under Legislative 9 C, and Full-time Public Works Operator under Action Item E.

MINUTES: Councilor Block made a motion to approve the September 17th, 2019 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

- 1. Chamber of Commerce – Sue Frasier & Lynne Heller.** Chamber President Sue Frasier and Secretary Lynne Heller were present to request an increase of the City's support for the flower basket program. She outlined the income and expenses of the project, the shortcomings, and further stated that the Chamber feels that the baskets are very beneficial for the City. Councilor Block stated that he was opposed to that big of an increase and asked about cost saving measures such as only doing half the baskets, taking the baskets down earlier, thereby cutting the watering costs. Councilor Thompson asked what the Chamber has done for fundraising for the baskets. Have they thought of raising the sponsorship costs of the baskets? Lynne Heller replied that the American Legion has been very successful with fundraising for the new flags needed, and perhaps the Chamber could put some donation jars around town asking for support for the project. Councilor Gerber stated that she feels the flower baskets are a wonderful addition to the town, and really appreciates the beauty they provide. Gerber thanked the Chamber for taking on this project. She also stated that as a Council, we are trying to be good stewards of taxpayers' dollars, and felt that perhaps the City could contribute a little bit more. Mayor Ware stated that the City does a lot for many organizations around town, and was also encouraging the Chamber to try to cut costs where they can and still provide the service, perhaps a shorter watering season? Councilor Hansen stated that perhaps the Council could pledge \$600 addition funding and leave it up to the Chamber on how best to cut their project costs. *Councilor Gerber made a motion to increase the annual support to \$1,800 per year instead of \$1,200 for the life of the current contract. Councilor Hansen seconded the motion.* Discussion was called for. Councilor Neddeau asked if the City was the only sponsor that the Chamber is asking to double their contribution because that doesn't seem right. Councilor Thompson agreed. Councilor Chambers asked if the businesses could step up a little. The City supports the Chamber in a lot of other ways as well, not just the annual support funding. She agreed that this is taxpayers' dollars, and Council must be mindful, careful how it is spent. Mrs. Frasier asked if Council would consider doing an extra \$600 this year, \$800 next



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year, and \$1,200 the year after that? Mayor Ware stated that the motion has already been made, it is not the time to make that change now. The vote was called for with everyone in agreement except for Councilor Block and Chambers opposing the motion. Motion passed. McDowell stated that in other Chamber business tonight is the fact that it will soon be time to get new Christmas banners. Also, Council is being asked to allow the Chamber to use the park facilities at no cost on July 3rd as well as July 4th in order to prepare for their fundraising July 4th breakfast event. *Councilor Gerber made a motion to adopt the MOA with the noted modifications. Councilor Hansen seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **Public Works.** Mr. Frink reported that Public Works has replaced a water line on Howe Street. This water line has been repaired 6-7 times in the last year, so it's nice to have the issue finally resolved.

Public Works will begin scraping the sand filters soon at the Water Treatment Plant. Each filter takes about 2 weeks, so it will be about 6 weeks of work for them.

Frink stated that winter discharging will start soon.

Frink has been having intense conversations with DEQ surrounding reporting issues. Finally, Frink was informed that he was right, and is scheduled to have a conference call with them on Thursday to try to finally resolve the reporting issue. It has been a major headache!

Mr. Frink stated that the storm drain issue on Sage Street has been resolved. The pipe has been located under a huge pile of yard debris that included household trash. It was a total mess. He will contract with Spartan Environmental for sewer cleaning services to have them clear the line, and hopefully Kirk Avenue will not back anymore.

Signs update project throughout town is now complete.

During a routine maintenance inspection, the heater at City Hall was found to be in emergency need of replacement. Best Heating was able to install a new mini-sub wall unit under the \$5,000 price threshold, and it is working well.

Dry wall repairs have been completed at the PW headquarters.

Frink also reported that he will be taking a pesticide recertification course in Eugene soon.

2. **LCSO Sheriff's Report.** Sergeant Klein recapped the September numbers: 20 citations, 10 warnings, 29.5 hours for traffic, and 202 total hours spent in Brownsville. Klein informed Council of several different calls and incidents that have happened recently, and the time constraints that each incident can require. Klein stated that on September 18th, 2019 there was an incident with juveniles harassing each other; a civil compromise was reached. Lt. Jeff Cone and Sgt Klein have been in contact with the parents, and are hoping to curtail the situation in that manner. Councilor Neddeau asked if LCSO patrols the school zones. Klein stated that they could definitely focus on those zones. Neddeau said that he has been getting complaints about high rates of speed in those zones. Sgt. Klein also



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stated that cameras on the school buses can also capture speeders and drivers not respecting the flashing lights on the buses. Council suggested he contact the school district about that issue.

Councilor Hansen asked if Brownsville has a curfew for juveniles. Klein replied in the affirmative that it is 10:00 p.m. during the week, and 11:00 p.m. on the weekends. Again, it is just an enforcement thing that the patrols need to know that the City wants to have enforced. It seems that we are kind of on the bubble right now with a group of teens in town that are in that critical age and stage that can develop into unwanted behaviors. Klein said he will bring this up at the next focus patrol meeting and see if they can get some more attention in these areas. Councilor Block wanted to rule to be enforced more consistently.

3. **Administrator's Report.** Mr. McDowell reminded Council that the Volunteer Appreciation Party is scheduled for this Thursday, October 24th, 2019 at Kirk's Ferry from 5:30 p.m. – 7:00 p.m. It is a great opportunity to thank Staff and the City's volunteers for all they do for the City all year! Hope to see everyone there!

McDowell stated that there is a new sign at the Brownsville Art Center. Local artist Jane MacQueen painted the sign. It looks great.

McDowell reported that Municipal Court Clerk Carol Humphreys recently attended the OACA (Oregon Association of Court Administrators) conference in Eugene. She reported that there are many disturbing trends happening. One piece of legislation that is pending is the inability to suspend someone's driver's license for failure to pay fines or comply with court rulings. McDowell took this concern to the Cascade West Council of Governments in hopes of getting some support in advocacy going forward. Another trending item is the possibility of turning over collections to a collection agency. McDowell will bring information for Council to the next meeting. It might be the best way to collect future fines and fees.

On September 20th, 2019, there was an article in the Democrat Herald about a gravel bar being removed near Takeena Landing. Tom Valentino, Albany Parks & Rec, came down and visited with McDowell about the process they used to accomplish this task. Valentino stated that their ace in the hole was that their issued centered a life and safety situation as this area had a boat ramp that was used in emergency situations. This kind of effort is always a major undertaking as it must be coordinated with many different agencies (US Army Corps of Engineers, DEQ, Department of State Lands, Fish & Wildlife, etc.) McDowell related the situation to Council wondering if Council would like to review our river erosion issue and perhaps move forward with gathering more information such as an estimate and opinion from River Design Group. Council agreed by consensus.

McDowell reminded Council that they may be seeing Alyrica around town as they begin overhead and underground installations around town. High speed internet will be a huge benefit for the City and residents.

McDowell updated Council on the current status of the relocation of the playground equipment in Pioneer Park. The project is in the planning phase.

Mr. McDowell and Councilor Block are scheduled to attend a meeting on Thursday, October 24th, 2019 with the Linn County Sheriff's Office (LCSO) to discuss the contract agreement. All contract cities will be in attendance from the last contract. McDowell asked what Council would like to see, and at what increase would they



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be comfortable with the contract? McDowell stated that it is important to note that there will never be a time when all speeders in town will be caught. Discussion ensued. McDowell and Block were given some parameters for the upcoming discussion. McDowell will report back next month.

McDowell shared with Council a copy of the letter that each councilor received from the auditor reviewing audit and internal control policies. Discussion ensued with McDowell reminding Council of policies and procedures, and reiterating that Council has access and is encouraged to inspect documents and practices at any time. It is their fiduciary responsibility. Every reasonable precaution is taken to prevent fraud, and the Staff does a great job monitoring transactions.

4. **Library Report.** Mayor Ware commented that it a marvelous program; the center of our community.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Resolution 2019.18 – Adopting Officials Handbook.** *Councilor Gerber made a motion to adopt R 2019.18 as presented. Councilor Neddeau seconded the motion, and it passed unanimously.*
2. **Resolution 2019.19 – Downtown Sewers Engineering Transfer.** McDowell stated that the City Engineer has indicated he currently has time to work on the downtown sewer project engineering. This resolution moves funding from the construction line item to the engineering line item. By accomplishing the engineering now, it may mean that the City can go out to bid by May for the project, which could greatly increase the chance of completing the project in a timely manner. Council will need to increase the line item for the project's construction in the FY 2020.2021 budget. *Councilor Block made a motion to adopt R 2019.19 as presented. Councilor Hansen seconded the motion, and it was approved unanimously.*
3. **Resolution 2019.20 – Software/Hardware for Water Treatment Plant.** McDowell reported that on Sunday the power outage basically fried the computer at the WTP. Staff would like to enter into an agreement with The Automation Group (TAG) as a special circumstance as they are the only ones capable of building this software for us. *Councilor Gerber made a motion to adopt R 2019-20. Councilor Hansen seconded the motion, and it passed unanimously. (McDowell related to Council that this is required because Council is the contract board per the Brownsville Municipal Code.)*

ACTION ITEMS:

1. **Re-Appoint Appointed Members.** *Councilor Gerber made a motion to re-appoint previously appointed members as all are willing to serve another term. Councilor Chambers seconded the motion, and it passed unanimously.*



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Budget Committee

Kaye Fox
Kim Clayton

Planning Commission

Rob Wingren

Library Advisory Board

Barbara DeRobertis, Gwen Landon & Jennifer Ashcraft

2. **2020 Council Calendar.** *Councilor Block made a motion to approve the 2020 Council Calendar as presented. Councilor Gerber seconded the motion, and it passed unanimously.*
3. **Mid-Valley Partnership Agreement.** Mr. McDowell stated that years ago the Ford Family Foundation began encouraging and supporting economic development in our area with education and seminars conducted by Ford Family cohorts. This effort then led to the Go Team who created RLED, a regional local economic development plan. Several cities were interested in the RLED plan. Stemming from those conversations, opportunities such as applying for the Rural Opportunities Initiative through Business Oregon and successfully working with RAIN, focusing on entrepreneurial support, has happened regionally. The MVP agreement will flush out other key parts of the original RLED plan including asset building and coordination of economic development tools. One of the ultimate goals is to make a better attempt at collecting local talent from OSU and U of O. Instead of letting these folks/companies go to other states, work toward locating them in our region for our benefit. Along those lines a group of 8 regional cities have gotten together to utilize resources to achieve the goal of enhancing economic development activities that better serve the our public. The cities shall cost share expenses to promote this IGA through the annual budget cycle. The term shall be from November 1st, 2019 – June 30th, 2022. *Councilor Gerber made a motion to approve the partnership agreement as presented, and to authorize the Mayor and Mr. McDowell to proceed. Councilor Hansen seconded the motion, and it passed unanimously. Council thanked Mr. McDowell for all his hard work on this effort; he has done amazing things, and it is appreciated.*
4. **Approve Dyer Partnership Task Order 2 for Public Works Standards.** Mr. McDowell reminded Council that the standards should be reviewed every five years. McDowell has asked Dyer Partnership to review and update the standards with Public Works Superintendent Karl Frink as needed. *Councilor Block moved to approve Dyer Partnership to review and update Public Works Standards as needed, not to exceed \$7,300 for project. Councilor Gerber seconded the motion, and it passed unanimously.*
5. **Full-Time Public Works Position.** Mr. McDowell would like Council to consider adding a 4th person to the Public Works crew. The City's current temporary PW employee has had two previous tours of employment with the seasonal crew. He is an asset to the City's team due to his operational knowledge and skill set. He would also provide much needed help to the City's PW crew. His contract ends on October 31, 2019 which is the reason for the ask this evening. Public Works has someone on call every weekend, and frankly we just don't have the manpower to most effectively do all that we do. McDowell assured Council there is funding in the budget for this position. We will not be hiring either of the part-time seasonal workers next year should this position be filled now. *Councilor Gerber moved to authorize Mr. McDowell to hire an additional full-time Public Works operator. Councilor Hansen seconded the motion, and it passed unanimously.*



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DISCUSSION ITEMS:

1. **Pacific Power Franchise Agreement.** McDowell reported that the PPL franchise agreement will expire on June 6th, 2021. October is the month that he typically looks at these agreements. With Council's approval, he would like to work ahead and start this franchise agreement soon. *Councilor Block made a motion to authorize Mr. McDowell to go forth with negotiations. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Calapooia Rock Bar Discussion Continued.** Councilor Gerber recused herself from the discussion as she owns adjacent property. Council consensus encouraged Mr. McDowell to reach out to River Design Group for an estimate and an opinion on the possible removal of the rock bar.
3. **September Financials.** No comments.

CITIZENS COMMENTS: Kaye Fox asked if Council is liking the candy that she brings for them every month. She got a resounding yes! It is very much appreciated!

COUNCIL COMMENTS: No comments.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:31 p.m. Councilor Hansen seconded the motion, and it passed unanimously.*

A blue ink signature of S. Scott McDowell.

City Administrator S. Scott McDowell

A blue ink signature of Mayor Don Ware.

Mayor Don Ware