



## Council Minutes

April 28<sup>th</sup>, 2020

**ROLL CALL:** Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Carla Gerber, Mike Neddeau, Doug Block, Tricia Thompson, Lynda Chambers, and Dave Hansen. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were present.

**PUBLIC:** Elizabeth Coleman, Kim Clayton, Bryan Bradburn, Allen Buzzard, Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell would like to add 10) F. Action Items - Zoning Declaration and 11) C. Discussion Items – Public Facilities to the agenda tonight.

**MINUTES:** *Councilor Gerber made a motion to approve the March 31<sup>st</sup>, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.*

### **PUBLIC HEARING | PRESENTATIONS:**

1. **Total Maximum Daily Load (TMDL).** Mr. McDowell presented a slide show regarding TMDL, giving a quick overview with current and future implications. A portion of this information was also published in the City's Spring Newsletter.

TMDL is a federal program carried out through several agencies including the Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), Water Resources Department (WRD), and Oregon Health Authority (OHA) and the Clean Water Act and Safe Drinking Water Act. All agencies have various rules and requirements that require mandatory compliance by the City.

McDowell gave an overview of the process basically summarizing when it rains land-based chemicals such as fertilizers, pet waste, mercury, pesticides, etc. are washed into the waterways. TMDL applies to water runoff of impervious surfaces such as roofs, streets, sidewalks, driveways and carries pet waste, oil and fuels from vehicles into streams. The forever requirements center around mitigation and monitoring of temperature, bacteria, mercury, IDDE, and all pollutants. Construction practices and infrastructure techniques are also addressed through TMDL.

The general concept will be stormwater fees connected to surface drainage. McDowell showed a slide comparing other local cities fees. Looking into the future, McDowell predicts that the City and taxpayers will be paying for storm water regulations and infrastructure that will be very expensive.

The State of Oregon recently announced that their State plan was not approved by the United States Environmental Protect Agency. This will likely mean that the future will bring stricter regulations. The City did receive approval for our January report.



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### **DEPARTMENT REPORTS:**

1. **Administrator's Report.** McDowell reminded Council that on March 31<sup>st</sup>, a plan was put into play for operations during the pandemic. Mayor Ware, Councilors Block and Hansen have had an integral part to play. McDowell reported that the plan has created framework that has come alongside our mission quite well. The framework includes the Faith Community, Brownsville Fire Department, the American Legion, Calapooia Food Alliance, and the Senior Center, among others.

Ms. Morrow gave a report with highlights of the pandemic plan and framework. The framework identifies needs and sources to fill those needs through our community partners. Currently, overflow food boxes have been stored at the Brownsville Mennonite Church as well as the Brownsville Baptist Church. This box disbursement allows space at Sharing Hands Food Bank for the weekly delivery from the Linn Benton Food Share. Executive Director Deb Gruell reports that they are doing well at the moment, thanks in large part to this framework and organizations and folks coming forward with monetary and food donations. She is still short on basic things such as cereal, macaroni and cheese, and bread.

Mr. McDowell reported that the Linn County Pioneer Association has officially postponed Pioneer Picnic until August 14<sup>th</sup> and August 15<sup>th</sup>, 2020. Road closures will be discussed at a later time.

The Central Linn Recreation Association has cancelled spring sports per interim President Sean Johnson. Fall season has not been decided yet; more information to follow as it becomes available.

McDowell reported that the Chamber of Commerce is proceeding with business as usual, and are moving ahead with advertising for seasonal events. They will be playing it by ear as well.

McDowell reported that Planning Commission (PC) meetings are not well served by a teleconference meeting format. It can be difficult to really communicate well enough to discuss issues. The City will declare a moratorium on zoning issues until further notice. Zoning issues and PC meetings are required to be processed within a 120-day time frame, so this moratorium will keep the City from being unnecessarily sued.

Mr. McDowell reminded Council that this year's first Budget Committee meeting is scheduled for this Thursday, April 30<sup>th</sup>, 2020 at 7:00 p.m., and will be conducted via teleconference.

The City entered into a contract with Boldt, Carlisle to assist with some book to bank reconciliation accounting issues.

McDowell related that he had just received word from City County Insurance (CIS) that our property liability costs will be increasing by 22%.

Alyrica has been very busy with installation throughout town; it is going well overall.

Dave and Sharon Peterson will be returning this year as our Park hosts. It is difficult to say what camping will look like this year at this time, but regardless of camping, grass will still need to be mowed and restrooms will need to be cleaned.



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A bike group would like to reschedule their event. Staff will be talking to Park Board about those details.

2. **Public Works.** McDowell reported that Public Works has been very busy with water and sewer breaks. Karl has been working on the downtown sewer project and other planning pieces. Superintendent Frink has successfully ordered the new dump truck, a new service truck, and mowers.
3. **LCSO Sheriff's Report.** Sergeant Klein reported that in March there were 13 traffic citations, 5 warnings, 67 total complaints and 239.5 hours spent for the City. Klein stated that as of today there are 18 citations on the books for the month of April.
4. **Citizen's Comments.** Mr. Allen Buzzard thanked City Staff publicly for their great work during these difficult times. He also recommended not renewing the Early Dawn Bakery OLCC license as that establishment has been closed for two months.

### LEGISLATIVE ITEMS:

1. **Resolution 2020.11 – Verifying Services in Accordance with the Department of Administrative Services Requirements for State-Shared Revenues.** *Councilor Hansen made a motion to approve R 2020.11. Councilor Gerber seconded the motion, and it passed unanimously.*

### ACTION ITEMS:

1. **Mental Health Month Proclamation.** Mayor Ware proclaimed May 2020 to be Mental Health Awareness Month in Brownsville, Oregon. Council agreed by consensus.
2. **Older Americans Month Proclamation.** Mayor Ware proclaimed May 2020 to be Older Americans Month in Brownsville, Oregon. Council agreed by consensus.
3. **Canal Company Operations.** Mr. McDowell reported that this is the time every year that Council sends him forth to ensure that the Canal Company has insurance in place for operations for the year. By consensus, Council agreed to send McDowell forth.
4. **OLCC License Renewals.** Mr. McDowell reported that this is just usual housekeeping we do for the State. We have never had any complaints with our process. *Councilor Gerber moved to approve the renewals as presented and authorized Mr. McDowell to send the information to the State. Councilor Hansen seconded the motion, and it passed unanimously.*
5. **Set Live Executive Session | Retreat.** Mr. McDowell reported that Council has a few real estate items and a contract to discuss in executive session. He has made arrangements to hold this session at the American Legion on Friday, May 1<sup>st</sup>, 2020, as this location will enable Council to comply with social distancing measures currently in place. The retreat will be at the end of the executive session. *Councilor Block made a motion to set the Executive Session for May 1<sup>st</sup>, 2020 at 4:00 p.m. at the American Legion with a retreat session immediately following. Councilor Gerber seconded the motion, and it passed unanimously.*



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6. **Zoning Declaration.** Councilor Gerber made a motion to approve the Planning Commission/Zoning Declaration as previously discussed. Councilor Hansen seconded the motion, and it passed unanimously.

### DISCUSSION ITEMS:

1. **Canal Company Update.** McDowell informed Council that the City had made some progress, pre-pandemic with the Canal Company. It looks like the group is ready to come alongside the City to work cooperatively for a long-term solution.
2. **Public Facilities.** McDowell reported that the City has been having a few issues with the rental of public facilities. Toward resolution of some of these items, he will be bringing legislation to Council that will set some parameters and expectations going forward. By consensus, Council agreed to send McDowell forth.
3. **March Financials.** No comments.

**CITIZEN COMMENTS:** Allen Buzzard commented that he would like to give a kudo to our librarian for bundling up books and helping folks get the books they desire. He asked if it was possible for Public Works to put up a small reader board by the library breezeway? He also asked if Council needed a copy of *The Times* featuring his Letter to the Editor in regard to budgeting during these difficult times.

**COUNCIL COMMENTS:** Councilor Hansen stated that he is looking forward to reopening the Park when the Camp Hosts arrive. Also, is there a plan to treat the moss on the roof of the Rec Center? McDowell stated he would check in with Public Works.

**ADJOURNMENT:** Councilor Gerber moved to adjourn the Council meeting at 7:42 p.m. Councilor Neddeau 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 blue ink, appearing to be "DW", written over a horizontal line.

Mayor Don Ware