



CITY OF BROWNSVILLE

Council Meeting

Tuesday – March 22nd, 2016

Regular Session 7:00 p.m.

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Phases of the moon: 7:☉ 14:☾ 22:☽ 29:☾

Holidays and Observances: 13: [Thomas Jefferson's Birthday](#)

Sun	Mon	Tue	May Wed	Thu	Fri	Sat
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Phases of the moon: 6:☉ 13:☾ 21:☽ 29:☾

Holidays and Observances: 8: [Mother's Day](#), 30: [Memorial Day](#)

Sun	Mon	Tue	June Wed	Thu	Fri	Sat
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Phases of the moon: 4:☉ 12:☾ 20:☽ 27:☾

Holidays and Observances: 19: [Father's Day](#)



CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, March 22nd, 2016

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: February 23rd, 2016
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Goal Priority Review
 - B. Jerry Papineau – Possible Irrigation for Flower Building
 - C. Linda Scronce-Johnson – Garden Tour (06.25)
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



8) CITIZEN COMMENTS (Non-agenda & Agenda items)

- ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

9) LEGISLATIVE:

- A. **Ordinance 760:** Park Board Meetings Modification
(*Second Reading*)
- B. **Resolution 2016.07:** Worker's Compensation
- C. **Resolution 2016.08:** Supporting Central Linn School District
- D. **Resolution 2016.09:** Accepting Library Lighting Change Order

10) ACTION ITEMS:

- A. Central Linn School District Agreement (*Tabled*)
- B. Calapooia Food Alliance Agreement (MOU)
- C. Portable Toilets & Summer Events
- D. Appoint Mr. Norman Simms as Volunteer Emergency Preparedness Coordinator

11) DISCUSSION ITEMS:

- A. Spaulding Avenue Address Confusion
- B. Canal Company
- C. February Financials

12) CITIZEN QUESTIONS & COMMENTS

- ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



- Council will be discussing a real property transaction and employee performance.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions and Section (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- A final decision may be made after this Session.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke

15) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



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February 23rd, 2016

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

PUBLIC: Linn County Sheriff Bruce Riley, Lt. Michelle Duncan (LCSO), Glen Reinemer, Allen Buzzard, John Morrison, Dave Brown, Lynn Heller, Brian Hoffman (Sweet Home Sanitation), Cheryl Hayworth, Linda McCormick, Patty Linn, June Schlosser, Kaye Fox, Sally Lockhart, Elizabeth Coleman, Cassandra and Shavonne Schumacher, Joni Nelson, Hayden, Sarah, and Grace Glenn, Thane Ashcraft and Alex Paul (Albany Democrat Herald).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell informed Council that Resolution 2016.05 (Transfers) had been revised.

MINUTES: Councilor Cole made a motion to approve the January 26th, 2016 meeting minutes as presented. Councilor Shepherd seconded the motion. The motion passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

John Morrison, President, Brownsville Chamber of Commerce – Summer Events Assistance. Mr. Morrison addressed the summer events schedule and to ask Council for financial assistance in support of these various events. He stated that most events are staffed by volunteers, from the Fire Department providing breakfast, the Seniors providing food, and the Study Club recently took over the Festival of Trees event, etc. This year is the 30th anniversary of the *Stand By Me* (SBM) movie that was filmed in Brownsville. Mrs. Linda McCormick is the head of this festivity, and has arranged for several events that will happen throughout the day, highlighting running events, pie eating contests, geocaching sponsored by Samaritan Health, and the showing of the movie in Pioneer Park that night by the Oregon Film Commission. Mr. Morrison also stated that there are others interested in sponsorship including a Portland radio station and also a Eugene TV station. The Chamber would like the City to do an in-kind donation to provide the lighting for the event. The approximate lighting cost is \$250 - \$280, plus public works time of 2-3 hours for three employees to pick them up, install them in the park, and then 2-3 more hours to take them down and return them to the rental outfit in Albany the next day. Also, the Chamber would like financial support with providing port-a-potties for the SBM event. Mr. Morrison stated that last year the City's cost for the 4th of July event alone was about \$1,000. After conferring with the provider, it was discovered that to leave the port-a-potties in place all summer (approximately July 3rd – August 14th) for the various events would cost approximately \$1,531. The lights will not be left in the Park as they are rented on a daily basis. Councilor Cole stated that she thought the timing of this request is good as tonight Council has in front of them a resolution to disburse funds from the Transient Room Tax collections to the Chamber in the amount of \$1,365. Councilor Shepherd asked Morrison to clarify what he was asking for, a cost-sharing endeavor, or the whole thing? Morrison responded all of it, if he could get it. The City would be spending \$1,000 alone just for the 4th of July event. Councilor Cole stated that she feels the Chamber works very hard to develop the community, and would like to partner with



Council Minutes

them and help bring visitors to town. She asked if there was a way for the City to do it that would be equitably beneficial to all concerned. Councilor Van Sandt expressed that she could totally see the need for the expenditure, but wondered where to draw the line? Other summer events, such as Pioneer Picnic, are worked out through agreements, and are required to provide their own amenities. Additionally, when large weddings, company picnics, or gatherings in the Park exceed a certain number of attendees, they are required to provide the necessary additional amenities as well. Councilor Neddeau asked if the Chamber has approached the businesses in town to help? Morrison said they are in the process of getting more sponsors. Councilor Cole and Councilor Chambers volunteered to meet with the Chamber to further investigate the matter. *Councilor Shepherd made a motion to table the issue for now, pending further information and discussion with the Chamber of Commerce. Councilor Gerber seconded the motion, and it passed unanimously.*

Brownsville Art Association (BAA) – Mural Concept. Cheryl Hayworth, Shavonne and Cassandra Schumacher presented the idea of painting a mural on the front of the BAA building to draw more folks into the art center. Councilor Gerber recognized Joni Nelson in the audience and asked for her input. Mrs. Nelson serves on the Historical Review Board (HRB). She stated that she is very uncomfortable to be put in this position, as normally people have to come to the HRB first and work through that process. The HRB is currently working on a sign ordinance that would keep the downtown historic district (signage, etc.) in the 1870-1920 era. Mrs. Nelson doesn't think than a mural as proposed would be appropriate, or in keeping with that. Nelson stated that we might be opening a big can of worms if this is allowed as you cannot dictate content on murals. Councilor Shepherd stated that the City has recently spent a lot of money on the building, new roof, paint, and new sidewalks out front, and doesn't think the mural would fit. Councilor Van Sandt commented that she likes the Coca-Cola mural on the bank building, and the mural on Spaulding, it was one of the things that drew her to town. Mrs. Nelson stated that the Coca-Cola mural was supposed to come down after the filming of the movie. That never happened, and has since been repainted. Councilor Cole stated that maintenance on murals could be a nightmare. She agrees with Mrs. Nelson that it doesn't belong on the front of the building. *Councilor Cole made a motion to deny the mural concept at the BAA. Councilor Shepherd seconded the motion, and it passed, with Councilor Van Sandt in opposition.*

Brian Hoffman, Sweet Home Sanitation (SHS) – Solid Waste Rate Increase. Brian Hoffman informed Council of current happenings with SHS. They are starting a scholarship program for Central Linn High School for \$1,000 per year. He is looking for a local committee to help facilitate the scholarship. SHS is celebrating their 2nd year of accident free status, quite an accomplishment in the 5th most dangerous industry in the nation. This year they also partnered with Sharing Hands to distribute seven bikes and helmets for local youth. Hoffman is here tonight to request a 1.2% rate adjustment. This rate increase will compute to approximately .30 cents more for a medium sized can. Councilor Cole reminded Council that some communities defer the rate increase to one every few years instead of every year. What happens in that scenario is that the rate increases substantially instead of incrementally. It is the same scenario we practice with the utility rates. The City uses a 3% rate increase each year instead of larger increases less frequently. McDowell reminded Council that SHS has been a great community partner for the City. They have been instrumental in cleaning up various nuisances over the last several years. Many of these services have been provided at little or no cost to the City. Mr. Hoffman also stated that October 1st, 2016 will be the City wide cleanup day this year. *Councilor Cole made a motion to approve R 2016.04, SHS rate increase. Councilor Van Sandt seconded the motion, and it passed unanimously.*



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DEPARTMENT REPORTS:

1. Sheriff's Report. LCSO Lieutenant Duncan reported that they have spent 208 local contract hours in January, 12.25 of which was spent on traffic. Mayor Don Ware stated that he continues to see a lot of speeding and is hoping that the traffic enforcement will increase. Lt. Duncan stated that she thought traffic was going pretty well, and to let her know if Council knows of certain areas that need more patrol time. Council immediately responded with calling out many of the main roads in and around town as needing attention. Sheriff Bruce Riley was also present. He said that he is happy to be living in such a great area. LCSO has seven contract cities in the area. They have also shifted duties around so that city administrators have more access to the supervisors during daytime working hours. Sheriff Riley asked for a little feedback on that duty change. McDowell responded that it has been working great! LCSO has handled themselves very well in several touchy situations. A continuing concern that the City has is traffic patrol. Brownsville is a small, rural community that has many thoroughfares. A big focal part of our community is also our court. If fewer traffic citations are written, the cost of the court for the City increases. We don't want to have a quota, per say, but it needs to be understood that there is a delicate balance needed to maintain the community court. Sheriff Riley said that a common theme that he hears is about traffic concerns, and the need to constantly battle that. He also issued an invitation to participate in the Linn County Citizens Academy. They have reinstated the program, and it is open to all. The program requires 2-3 hours for approximately 11 weeks. He says that it is a great time to interact with deputies and to find out more about what the LCSO operations. March 25th is the deadline to sign up.
2. Public Works. Mr. Frink reported that the GR 12 project is almost complete. The contract had to be modified to accommodate a timer. Mr. Frink has been working with Water Resources with a proposal to put a new well out by the south wastewater treatment plant primarily to supply water to our carrier lines that feed the chemicals into the system to treat the water. Complications arose from this contact, Water Resources was not happy with the site selected for the well (only 800 feet away from the river, they wanted it to be ¼ mile, which would put the site in the middle of the sewer pond). After waiting about six (6) weeks to hear back from them, they proposed that we transfer some of our drinking water rights to them, then we could put the well where we originally proposed it. Mr. Frink strongly suggests that we don't go that route, that we keep intact all of our water rights. Alternately, a City water line with a booster pump could be run (about 1,000 feet) for about the same cost as installing a new well. His suggestion is to go this route. Mr. Frink has also been working on a water conservation plan. Water Resources has informed him that there is basically no data available in the event the City would need to curtail water. They did inform him that they have in stock some in-stream flow measuring equipment owned by the Calapooia Watershed Council that has not been used for 15 years, that could be used to gather this data. Once this data is compiled, the City would be able to make a conservation plan as needed. It will take at least six months to a year to gather this data. Mr. Frink reported that on February 14th, 2016, a group from the LDS church came down and raked leaves in the park, finishing up this project for the year. As you can imagine, the leaf raking is a huge task, and this help is much appreciated by the City. Councilor Chambers also commended the LDS church on the number of volunteers that they provide to many organizations around town. Mr. Frink is working with Rick Dominguez to get a new flag pole installed at the cemetery. Councilor Cole expressed her appreciation for Mr. Frink's report and all that he does so efficiently for the City. Mr. McDowell asked Mr. Frink to talk a little about



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Flint, Michigan and lead and copper contamination concerns. Mr. Frink stated that lead and copper contaminants are not in the City water system. If there are contaminants, they are coming from the homes (private side of the meter), the pipes, etc., that have been used there. However, we as a water provider, have to take necessary measures to reduce or eliminate lead and copper however we can for our customers. In order to do that we add soda ash to the water which actually raises the pH of the water and provides a little skin inside the pipes that coats the pipes that are being used. It helps the water avoid contact with the pipes, thereby reducing or eliminating any contaminants coming through the system. Most all of the lead and copper contaminants stem from the building materials that were used in the initial construction of the water pipes, not from the river or the water source. The City does testing in various spots around town, and almost all of the tests come back as no shows, non-detect. We are way down in the safe zone in terms of lead and copper contaminants. Home owners can also conduct these tests on their own if they have concerns. Mr. McDowell reminded Council that anything that happens in the citizen's home is their responsibility. This is an important issue to be aware of, more information can be found on the Drinking Water Website for anyone interested.

3. Administrator's Report. – Mr. McDowell and Mr. Morrison have been working on an economic development proposal for about 2 years now. On Friday they took the draft proposal and met with the COG and others, got some interesting ideas and feedback and are working on defining that a little bit further. McDowell has also met with Mr. Craig Martin, Sweet Home City Administrator, and folks from the Regional Accelerator & Innovation Network (RAIN) and the State of Oregon to talk about innovative ideas that can be a traded sector, or products that can be sold nationally. This topic is a little different that the economic development push that the Go Team focuses on; very interesting. Mr. McDowell and Mrs. Coleman recently met with Paul Olson, Plant Manager for McFarland Cascade to review a sound report for the City. McFarland Cascade has put a lot of time, energy, and effort into additional sound baffling equipment. Their sound engineer reports that the decibel readings coming from the plant are between 48-52 decibels, well below the 75 decibel compliance range that the Planning Commission required. McDowell feels that they have demonstrated again their willingness to work with the City and community and are making every effort to be good neighbors. McDowell had originally asked for more retesting, but feels that they have complied, and no further testing is needed at this time. Oregon Government Ethics Commission paperwork is due soon. All paperwork must be submitted electronically this year. Mrs. Morrow and Mr. McDowell recently attended a webinar, and McDowell will send out links soon on how to proceed with this effort. Please contact City Hall if you need assistance. After advertising in the paper, the City has had one person express interest in heading up this committee, Norman Simms. Staff will be meeting with him in the near future. Our accountant, Bill Palmer, has been working with Staff recently to get a more detailed understanding of the City's interworking. Some audit issues are getting reconciled. Benton County IGA has been executed, and we will be talking about that a little bit later. LCSO is keeping an eye on a certain property that folks may be living in illegally. Also, Staff may attend a meeting with the CLRA on 2/29/2016 to discuss parameters on that front.
4. Library Report. No comments.
5. Court Report. No comments.



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6. Council Comments. No comments.

7. Citizen Comments.

Kaye Fox, Kirk Avenue, would like to invite Council to attend a 92nd birthday party for Jean Peterman at the Senior Center on 2/25/2016 at 12:30 p.m.

Grace Glenn, Westview Street, was present as a representative from Central Linn High School. She would like the Council to support the \$32.1 million school bond that will be on the ballot soon. She feels that the building is unsafe and hazardous for the students.

LEGISLATIVE:

1. Ordinance 759: Water Management & Conservation (Pending). McDowell stated that O 759 will probably be vacated. As Mr. Frink reported, it will be some time before Council has enough data to move forward with this matter.
2. Ordinance 760: Park Board Meetings Modification (First Reading). Councilor Cole made a motion to read O 760 by title only. Councilor Gerber seconded the motion, and it passed unanimously.
3. Resolution 2016.05: Transfers. Councilor Cole made a motion to approve R 2016.05 as presented. Councilor Gerber seconded the motion, and it passed unanimously.
4. Resolution 2016.06: 2015 Water System Improvements Project Change Orders. Councilor Cole made a motion to approve R 2016.06 as presented. Councilor Chambers seconded the motion, and it passed unanimously. Discussion: Councilor Shepherd asked if the Engineer should have caught this? McDowell responded that yes, it was probably missed in the design phase. He can convey this to Mr. Erwin as Council wishes.
5. Child Abuse Prevention & Awareness Month Proclamation. Mayor Ware will declare and sign the City proclamation.

ACTION ITEMS:

1. Central Linn School District Agreement (Tabled). McDowell informed Council that the CLSD is moving forward with placing a \$32.1 million bond on the May 2016 ballot to construct a new K-12 facility. One of the reasons that McDowell has not met with Councilors Neddeau, Gerber, and Cole to discuss the Blakely building is that it is unclear what a new facility would entail, and if this Blakely gym will even be a needed future resource. Councilor Gerber stated that the design is not decided yet. Councilor Shepherd thinks that the issue should be tabled for another month. Councilor Gerber expressed her support for the bond measure in terms of safety, earthquake factors, etc. Mayor Don Ware would like to wait for awhile for more information. Councilor Van Sandt and Cole agreed with Councilor Gerber. Councilor Gerber made a motion for Council to support the upcoming school bond



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measure. Councilor Cole seconded the motion. Discussion followed. Mayor Don Ware stated that he is not ready to support this item just yet, he would like more information. Councilor Shepherd agreed; he feels there is a lot more information to know before making this decision. Councilor Cole would like to see Council approve a resolution in favor of the concept, meaning that there is a desperate need and that Council can empathize and support the need of the School District to have a safe facility for the kids. McDowell suggested if Council would like to pass a resolution, perhaps they would like to send him forth to prepare said resolution for review by Council at the March meeting. Councilor Gerber amended her first motion to send McDowell forth to construct said resolution for consideration at the March Council meeting. Councilor Van Sandt seconded the motion. A vote was taken with Councilor Shepherd and Chambers opposed. The second motion was then voted on with all in favor of the motion except Councilor Chambers.

2. Community Gardens Agreement. Mr. McDowell would like more direction from Council in terms of the Calapooia Food Alliance and community garden agreement. In the past, we have provided water to the CFA to a certain level, and have also served as a go between with the School District and CFA for this agreement. This agreement comes up again in March. As the property is in flux right now, and it seems that the CFA should be the one to consult with the school on future plans. Council agrees with this plan.

DISCUSSION ITEMS:

1. Retreat Goals Review. McDowell asked Council for some feedback on what to rate as the highest priorities after the Council retreat last month. Please contact him with that information so that he can proceed further.
2. Tear Drop Trailer Event. McDowell has been approached to allow a Tear Drop Trailer Event to happen in the Park in the prairie area this year during the Stand By Me Event on July 23rd, 2016. This event would be handled as a one-time event (probably including 25-30 trailers). The trailers would be open to the public for tours during certain times. This opportunity may spring board into a much larger Tear Drop Trailer event in the future. Mr. Frink said that he thought this use would be fine as a onetime event. Council concurred.
3. January Financials. No comments.

CITIZENS COMMENTS – Kaye Fox returned to the podium and stated that she had gone to the School Board meeting when the upcoming bond measure was discussed. She did not find it particularly helpful, and felt that forthright information was not to be found at that meeting. She recommended Council gather more information before a resolution is passed.

COUNCIL COMMENTS – Mayor Don Ware told Council that he would get some information out to them for Mr. McDowell's evaluation soon.



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McDowell also indicated to Council that on the BAA mural issue, the property owner is the one that would have taken this request to the Historical Review Board. As the City is the property owner, the request was handled in the correct manner. If Council would have wanted to proceed with a mural design, then McDowell would have asked the Historic Review Board for a complete review and recommendation on the same.

ADJOURNMENT: Councilor Cole moved to adjourn at 8:40 p.m. Councilor Shepherd seconded the motion, and it passed unanimously.

City Administrator S. Scott McDowell Mayor Don Ware



City Administrator Report

March 22nd, 2016

From: Administrator S. Scott McDowell
To: Mayor & Council
Re: General Business

Note: The most important section is the first one because it provides information and a brief overview of the topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates that it is part of Council Goals that are on the Council room wall or in the City budget. When you see this symbol ☒ by a topic, it means that I will talk more about it at the meeting.

One liner of the month: ☺ Out of my mind... I'll be back in five! ☺

"Desire is the starting point of all achievement."
~ *Napoleon Hill, Writer*

"Don't find fault – find a remedy."
~ *Henry Ford, Industrialist*

"Adaptability is about the powerful difference
between adapting to cope and adapting to win."
~ *Max McKeown, Leadership Consultant*



AGENDA ITEMS DISCUSSION – The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. **Goal Review Options**

Staff will give a brief presentation to review the options from the 2016 Retreat Report below:

‘Section III. Future Considerations

Possible Brownsville Municipal Code (*ordinance*) modifications, changes or additions include:

- A. **Right-of-Way (ROW) Mowing** – Public Works spends a lot of time mowing ROW that citizens could take care of as it abuts their property.
- B. **ROW Storage** – Citizens are storing half-bed pickup trucks full of trash, junk vehicles, boats and recreational vehicles on the public right-of-way. Should some or all of these items should be stored on private property?
- C. **ROW Infringements** – Develop an ordinance that details existing private property such as sheds, garages, porches and landscaping that are infringing on the public ROW. Define a notification system which will communicate with infringing property owners about their responsibilities for these infringements. Private property cannot be rebuilt on the public ROW.



City Administrator Report

Private property can be removed by the City for any reason; mainly involving a public project. The City is not responsible for replacing any of said property.

- D. **Nuisance Improvements** – Council has had several properties including 903 Ash Street and 108 E. Blakely that were cleaned up through the use of the Unenumerated section of the Brownsville Municipal Code. Council should consider addressing those kinds of similar situations so that there is a better, more efficient process. Other possible items include: a) consider changing noticing requirements, b) the use of tarps, c) defining junk in backyards, d) better define what constitutes a nuisance, and e) specifically address greenhouse structures that are not being maintained or used for their intended purpose.
- E. **Weeds Improvements** – Acre lots and the mowing strip requirements.
- F. **Trash & Rubbish Nuisance** – Change notice requirements and define a better process.
- G. **Attractant Nuisance** – Develop a penalty for people randomly feeding wildlife, stray animals and pets.
- H. **Junk Vehicles** – Consider revamping the current ordinance.
- I. **Noise Mitigation** – Does Council wish to consider adopting rules for noise?
- J. **Animals** – Should the City Limit the number of chickens, prohibit swine, bovine and sheep?

Strategy – Council should consider policy development in these ten areas. Does Council want to address all ten? Part of the items? Are there other areas or items to include? Once that is determined, Council should create a time frame for identified ordinances to be developed and considered for adoption.'

Staff & Council would like to develop a strategy for future policy considerations.

B. **Jerry Papineau – Sprinkler System Request**

Mr. Papineau will be representing the local Garden Club. He will be asking permission to install a sprinkler system around the Flower Building in Pioneer Park. He may also be asking for funding assistance for this project. Since the Council has an agreement with the Garden Club, I have directed this issue directly to the Council. A report from Mr. Papineau is included in the packet.



C. **Linda Scronce-Johnson – Garden Tour**

Ms. Linda Scronce-Johnson will be discussing the details of the Garden Tour to be held on June 25th, 2016. The tour is designed to be a fundraiser for the Garden Club.

9) LEGISLATIVE:

A. **Ordinance 760: Park Board Meeting Modification Language (Second Reading)**



City Administrator Report

Council accepted the Parks & Open Space Advisory Board’s recommendation to change their meeting frequency. The ordinance is relatively self-explanatory. Please let me know if you have any questions or concerns.

What is Council being asked to do?

Pass this ordinance.

C. Resolution 2016.07: Worker’s Compensation Declaration



Annually, Council passes this resolution to extend coverage to all volunteers working on behalf of the City.

What is Council being asked to do?

Pass this annual resolution.

D. Resolution 2016.08: Central Linn School District’s Bond Measure

Council asked Staff and Councilor Cole to bring back a resolution for consideration regarding the upcoming bond measure as requested by Grace Glenn.

What is Council being asked to do?

Discuss this action; consider action on this resolution.



E. Resolution 2016.09: Accepting Library Lighting Change Order

The accompanying resolution is fairly self-explanatory.

What is Council being asked to do?

Pass the resolution if it seems reasonable.

10) ACTION ITEMS:

A. Central Linn School District Agreement

Superintendent Brian Gardner indicated that he is awaiting a proposal from Willamette Neighborhood Housing Services (WNHS) for the Blakely Avenue property. Mr. Gardner indicated that several contingencies are included in the language put forth by the Central Linn School Board. Once he has the information, he will discuss the details with the City.

Mr. Gardner was very interested in discussing the City’s current debt. Gardner suggested that the City should refinance all existing debt. I did explain to Mr. Gardner that the City reviews this regularly, most recently at the prompting of Mr. Alan Buzzard at last year’s Budget Committee meetings. I recently contacted USDA to discuss refinancing. Mrs. Holly Halligan is currently reviewing the City’s debt situation to determine if the City would be eligible to refinance and how a possible refinance would impact current and future funding requirements.

Superintendent Gardner asked for the City’s support on this major bond measure.

Mr. Gardner said that the intention of the Blakely property is to make the situation work for everyone involved.



City Administrator Report

B. Community Gardens Agreement

Staff met with several representative of the Calapooia Food Alliance to discuss the City's agreement. They were willing to enter into separate agreements for the use of the property on Blakely. They were appreciative of the City's help in developing the gardens for public use and for the continued support that helps make the gardens possible. The leadership group was going to take the discussion back to a general meeting of the Calapooia Food Alliance.

I anticipate that we may have an agreement to consider Tuesday. If not, we will review it at the April meeting.

If that happens, we would need a motion of Council to extend the current agreement by thirty-five (35) days.

What is Council being asked to do?

Consider passage of agreement with the Calapooia Food Alliance to provide community gardens.

C. Portable Toilets & Summer Events

Councilors Cole and Chambers met with Chamber President John Morrison to further discuss the above referenced topic. The outcome was to recommend Council consider paying for \$1,235 toward the portables. The Chamber will be solely responsible for making arrangements for additional lighting as they deem appropriate for their event.



I did speak with Mrs. Leisa Keyser who indicated the Linn County Pioneer Picnic Association has decided to not participate at this time due to logistical reasons. She said they have a coordinated effort with their provider that really works for their needs.

What is Council being asked to do?

Council should decide how the City wants to proceed and for what amount. There are some logistical concerns in terms of call backs for service and who will be responsible for that amount. The Chamber has agreed that Public Works Superintendent Karl Frink will determine if the units should be serviced in addition to the weekly cleaning. I did, as a member of the Chamber, reserve the lighting unit. Mr. Norman Simms will pick-up and return the unit.

Thoughts: While it is nice to work together and try to solve issues and prevent problems, Staff is concerned about the logistics of this idea. The units will sit there for a complete week after the Fourth of July. It is also the responsibility of the event to provide these services. I always worry about responsibility drift which can lead to hard feelings amongst groups and individuals and can cause more problems. With that said, it does seem reasonable to consider participating at the level that it cost the City last year to provide the portable for the Fourth of July which was \$1,028.

If Chamber has units in the locations starting from July 16th through August 3rd their costs would be about \$1,225 depending on possible call backs for additional service. If the City is included in the rental, the total cost would be about \$1,531.25 which would mean a significant saving to the Chamber.



City Administrator Report

D. **Appoint Mr. Norman Simms as Volunteer Emergency Preparedness Coordinator**

Staff met with Mr. Simms and discuss the general responsibilities and goals for this position. Mr. Simms has agreed to take on this effort with the assistance of Staff.

11) DISCUSSION ITEMS:

A. **Spaulding Avenue Address Confusion** ☒

Enclosed in the packet is a map of addresses that are out of any logical order. Linn County recently asked the City to consider fixing this issue. The City would need to pass legislation and reassign the addresses. The County is working on the CAD system for emergency response. By changing these addresses, it could prevent possible future confusion.

B. **Canal Company** ☒

The annual meeting for the Canal Company is May 2nd, 2016 at 7:00 p.m. at City Hall. Council should consider the details for what a partnership with the Canal Company would look like. It has been discussed for nearly eight years but nothing has ever moved forward. The general idea is that Council would work toward an agreement that would generate revenue through user fees based on benefit from the Canal Company's drainage way.

C. **February Financials**

NEW INFORMATION – Notable situations that have developed after the last Council meeting

- ▶ *Attended CIS Annual Conference. Administrative Assistant Jannea Deaver and I are working on a few changes that were discussed including an update of the City's employment application.*
- ▶ *Met with John Morrison regarding portable toilet and lighting logistics. Reported out to the Chamber Executive Board about the possible logistics and such.*
- ▶ *Sent out Budget Committee initial letter. Prepared Budget Committee website page.*
- ▶ *Update the Organizational Prospectus document used for the Budget Committee and Council for planning for the upcoming FY.*
- ▶ *Met with Don Lyon, Steve Brenner and Peggy Purkerson from the Calapooia Food Alliance to discuss the details of the pending agreement and the agreement that would needed with the Central Linn School Board. I offered to assist in meeting with the Central Linn School Board if they felt it was necessary.*
- ▶ *Met with Lisa Keith to discuss First Friday logistics.*
- ▶ *Worked on a sub-committee to draft several changes to Chamber Bylaws and policies. All changes will be reviewed by the Chamber Executive Board before going to a vote of the general membership.*





City Administrator Report

- ▶ *Ford's East Linn Cohort Finance team had a meeting. Administrative Assistant Tammi Morrow and I worked on a receipting process for the group among other administrative details.*
- ▶ *Superintendent Gardner conversations – Blakely property and more was discussed.*
- ▶ *Concerned citizen on Holloway Heights. ☒*
- ▶ *Chamber Meeting Update – the office of Small Business Assistance was the featured speaker. BWCMF's Anne Hankins was on hand to discuss a program that could lead to a fundraising opportunity for and through the Chamber.*
- ▶ *CLRA Discussion – I met with Councilors Neddeau, Cole and Gerber to discuss an operational update, physical improvements and the implications of the Blakely gymnasium.*
- ▶ *Brian Latta and I worked on a fundraising letter for VLC last week.*
- ▶ *The City posted the Seasonal PW Operator position.*



STATUS UPDATES – Projects, proposals and actions taken by Council

Weed & Nuisance Abatements Update – Staff will soon start this process for the upcoming year. Homeowners, property owners and renters will be made aware that Clean-up Day will be coming soon in hopes that they will take advantage of this event.

Active: 2015 Water System Improvements Project – Staff is finalizing this contract.

From 01.26.2015: Council is considering a change order. See Resolution 2016.06.

From 01.26.2015: The City approved a change order for a new light as discussed at last Council meeting. The project is nearly complete.

Stand by Me Celebration – Chamber continues to plan for the 30th Anniversary. Staff met with folks from the tear drop trailer group to start working on an additional agreement with the Chamber of Commerce as directed at the last Council meeting.

Active: City Hall Phase I ☒ – Public Works finished the irrigation system last week. They will complete the drainage and roll in the sod in the near future.

Active: Economic Development ☒ – The Go Team is working on finalizing a proposal for public review.

From 11.24.2015: Mayor Ware and I will be hosting a luncheon with Sweet Home and Lebanon to talk about the efforts of the Go Team, associated with the Ford Foundation, on November 20th, 2015. We will provide an oral report.

Active: Visit Linn Coalition (VLC) Update ☒ – VLC will be sending out fundraising letters soon. The group is working on a contract with Albany Visitors Association and an updated website.



City Administrator Report

Pending: Park Board Recommendation ☒ – Staff is working toward the removal of the trees on Spaulding Avenue from the east side of the Fitness Center porch to the end of the row before Menefee Trail. Staff is working with landscape experts to develop a street tree plan for Main Street between Kirk Avenue and Stanard Avenue.

From 09.22.15: Parks & Open Space Advisory Board is waiting on information from Staff regarding project possibilities for street trees downtown.

From July 2015 Meeting: The Park Board has discussed this issue for over five years. The chief problem is that the trees are past their useful life and have caused damage to the sidewalks. The Board originally looked at street tree grates as a solution but the option is costly. The Board asked the Staff to look into possible funding options for this kind of project.

ITEMS PENDING – Tabled or On Hold

Linn County Project Advisory Committee – *From 01.26.2015:* Linn County Transportation System Plan (TSP) Project Advisory Committee (PAC) had the first meeting in a series of six total meetings over the next two years to discuss regional transportation issues and develop similar policies and land use practices. I think this will be an important piece in attempting to leverage County improvements on Kirk Avenue.

From 11.24.2015: I will be participating in a series of meeting starting in January 2016 as part of this newly formed group.



Pending: Recreational Vehicles – *From 11.24.2015:* This item will be addressed in the future as part of Council goals possibly. Staff forwarded letters and will be following up with the Linn County Sheriff's Office as needed.

From 11.25.2014: Mayor Ware & Councilor Cole have not had an opportunity to discuss this issue. I have placed some information in the packet that does somewhat address this issue.

Pending: Emergency Contractor Resolution Concept – *From 06.23.15:* Attempting to organize an effort has proven to be too difficult. The City needs a larger community buy-in to really tackle the public education piece.

From 11.25.2014: Staff is planning to host a meeting to discuss this and other concepts with a group of individuals who are interested in helping the City work in this effort. Staff is dealing with false comments that came out regarding the Brownsville Rural Fire District. The City seeks only to work with community stakeholders and partners on these issues in the future. Cooperation is the hallmark of this effort.

Pending: S. Oak Street Drainage – *From 10.27.2015:* The City will be forwarding a letter explaining the required tap again to the property owner once Public Works completes the extension.

Pending: Council Pictures Concept – *From 05.26.15:* I would like Council to consider photographs for the website.



City Administrator Report

Pending: Utility & General Ledger Software – *From 11.24.2015:* Staff is still exploring options. The overall costs for the software and impending data conversion is a major undertaking.

From 05.26.15: Staff needs to add a few more dollars to the budget to make this work properly and the timing for this project is off. I will be discussing this in the Budget Committee meeting.

Pending: Recreational Vehicles & Travel/Storage Trailers – *From 06.24.2014 meeting:* Please refer to the report entitled, "2014 Proposed Changes (First Installment) that is included as part of the packet for more details. Staff will also be providing a brief presentation regarding this and other zoning issues as have been previously discussed at the Council Retreat on April 19th.

Pending: Canal Company Update – *From 06.23.15:* I was unable to attend the meeting due to scheduling confusion on the part of the officers. Officers for the upcoming year will be John Holbrook President, Gary Shepherd Vice-President and Cindy Clark Secretary-Treasurer. Udell Engineering wants \$3,000 to check the culvert in question that was installed in 2006. Udell wants to make sure they have the data they need to determine the impact. The Company decided to move forward with talking to the City about a joint agreement that would move the mission of the Company into a workable solution that could be beneficial for all who benefit from the Mill Race.

From 05.27.14: The City continues to be willing to work toward a quasi-governmental agreement that may assist the Canal Company by better serving those who benefit from the canal.

Tabled Thoughts

- ✦ RV Discussion (*Ware, Cole & McDowell*)
- ✦ Melero Lease Agreement (*Council Review*)

Stalled: Garbage Language – *From past meetings:* Trash is starting to become a problem around town again. Below is the City of Albany's language that may be useful:

18.30.260 Accumulation of rubbish or garbage.

All exterior property and premises, and the interior of every structure, should be free from any accumulation of rubbish or garbage so as not to harbor insects and rodents, produce dangerous or offensive gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard. (Ord. 5647 § 1 (Exh. C), 2006).

18.30.265 Disposal of rubbish.

Every occupant of a structure should dispose of all rubbish or garbage in a clean and sanitary manner by placing such rubbish or garbage in containers which are free from holes and covered with tight-fitting lids. (Ord. 5647 § 1 (Exh. C), 2006).

The City would also need to consider a time frame that is appropriate and a procedure to abate quickly. If this sounds better, Staff can proceed with further research.

Pending: Medical & Recreational Marijuana Discussion – *From 11.24.2015:* The City will need to work on information for the March Newsletter regarding the November 2016 vote and pending ordinance.

From 09.22.15: Planning to address an explanation for the upcoming City Newsletter.

From July 2015 Meeting: The cost of the advisory question election was \$130.42.

PAST MEETINGS – Memory Information

Moody Court & Unenumerated Nuisance – Still looking good.

From 11.24.2015: Everything looks great. Cat numbers are normal.



City Administrator Report

From 11.25.2014: The City has paid out \$2,875 to have cats removed from the neighborhood. The City forwarded the letter that is part of the packet at the request of Council. Staff will have an oral report for the meeting.

Pending: Darrin Lane & Kirk Avenue – *From last meeting:* I had an extensive conversation with Linn County Road Master Darrin Lane recently. Mr. Lane gave a brief history of the Kirk Avenue concept, to which I have added a little research, which is as follows:

March 5th, 2001: Kirk Avenue is initially discussed at Council meeting with Mr. Lane and the County Commissioners. County must determine how to a City street a County road in order to expend funds for the proposed improvements.

Spring 2002: The County indicates to the City that it is possible for the County to deem Kirk Avenue a County interest based on McKercher Road. The City starts planning for drainage projects.

October 2006: The City completes the Galbraith Street storm sewer project.

February 28th, 2008: Linn County Road Master Darrin Lane discusses the logistics of Kirk Avenue with Council. Survey crews are sent to town shortly thereafter to work on a rough design. There are several rules and requirements and multiple property issues that are cause for concern for any proposed construction project.



Meanwhile, County Staff is working on developing the Gateway project in conjunction with the Oregon Department of Transportation. City Staff is focusing on the multimillion dollar Wastewater project. The Economy starts falling apart. The Veterans Hospital is announced in Lebanon. Linn County Commissioners move a whopping \$19,000,000 out of the Road Department's funds to assist with the development. The Commissioners have also taken a \$2,000,000 from the Road Department to assist the Sheriff's Office funding issues. The Road Department is not as financially stable as it was in 2001 or even 2007 for that matter.

2009-2010: Several update conversations.

January 2011: Council asks for an update. The County indicates that they will not start a new project until the Gateway project is complete.

June 2012: Council decides to scale back the project to an overlay.

June 22nd, 2012: Staff meets with Mr. Lane who felt that the first block from Main to Averill could be done with curbs and sidewalks. The rest of Kirk Avenue could be an overlay. Mr. Lane projected the cost to be between \$600,000 & \$800,000. Lane indicated that in the next year or two the County would probably be able to get this project. Lane also indicated at that time that the City would not need to financially participate, if we could be patient.

Mr. Lane indicated that his Department is currently overloaded with Federal bridge projects. The County is still interested in helping the City but timing is difficult.

Outcome

If the City is in a hurry to get this project completed, they can set up a local improvements district (LID) and assess the costs to the affected properties or the City can wait until it is budgeted in Linn County's budget.

What does Council want to see on Kirk Avenue? Overlay or reconstruction?



City Administrator Report

From the September 4th, 2012 meeting: Darrin Lane Stopped for a visit on August 7th and indicated that County Engineer Chuck Knoll is working on the subsurface investigations.

WNHS Update – Please refer citizens to the following websites for more information:

<http://www.oregonhomeownersupport.gov> & <http://w-nhs.org>

WNHS provides many home rehabilitation services and counseling for those in need.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Sm".

S. Scott McDowell



Public Works Report March 14th, 2016

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of March.
- *Distribution System* – One water leaks this month, one fire hydrant at the corner of Ash and Hausman. Public Works will soon be replacing the water line on Howe Street. The current line is an old steel 1 inch line serving two customers; the new line will be a two inch PVC line, which will balance the pressure for the two services much better.
- *Cross Connection Program*- I continue to work on the annual inspections of the water system to identify and correct any unsafe condition that may exist.
- *Water Treatment Plant* –The electrical upgrade to the wells is in the planning and design phase. We should have a plan together some time soon.
- *Misc.* – The GR-12 portion of the project is complete. The new pump timer has been installed as well as a few small plumbing changes for better operation.

Sewer:

- *North Lagoons* –This facility will began discharging on February 22nd.
- *South Lagoons*- The pipe supplies have been purchased to install the waterline to the chemical feed system. We hope to have this line installed in the next few weeks.
- *Collection System*- Nothing to report this month.
- *Misc.* – Nothing additional to report this month.

Streets:

- *Mowing/Tree Maintenance* – Two trees on Spaulding Avenue were removed due to excess damage to the trees from a motor vehicle incident. The third tree will be removed, all of the stumps will be removed and the planter wells will be filled in with concrete.
- *Asphalt/ Gravel Road Maintenance* – All the gravel streets in town will be graded in the month of March. The City received an initial estimate for this year's paving. We will be going out to bid on the paving soon.
- *Storm Drainage* – Catch basins will be cleaned at the end of March.
- *Misc.* –Sand and sand bags have been placed in the Rec. Center parking lot for the public in the event there is flooding.

Parks:

- *Pioneer Park* –We continue to perform general maintenance and grounds keeping in the park. Leaf cleanup work is complete. The sidewalk project from the Rec. Center to Pioneer Park is near complete. The City hired Curtis Excavation to complete the backfill work along the sidewalks.
- *Blakely Park* – The leaves have been cleaned up in this park.
- *Kirk's Ferry Park* – The Park is mowed and maintained as needed. Leaf work is complete.

Cemetery:

- *Grounds* – Several plots were marked for burial or headstone placements this month. We are still working on the flag pole replacement project.

Library:

- **Grounds-** Mowing and grounds maintenance is under way.
- **Buildings-** A few minor building maintenance items have been repaired. The light fixture replacement project is under way. The project is divided up based on the number of light fixtures that arrive. New dimmable light switches will also be installed for light adjustment throughout the library.

Downtown

- **Restrooms** – This facility is cleaned every Friday, or more often needed. The old bike rack in the flower bed was removed and a new picnic table will be placed once complete. A new pet waste station was installed at the downtown restrooms per request.
- **Garbage cans** – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- **Parking Lot** – Nothing to report this month.
- **Misc.** – Nothing additional to report this month.

City Hall:

- **Buildings-** Nothing to report this month.
- **Grounds** –The concrete work in front of the Art Center is complete. The irrigation work is complete, now we are waiting for a few dry days to install the soil and sod.
- **Community Center-** Nothing to report this month.

Rec. Center:

- **Grounds-** The leaves have been picked up at this facility.
- **Buildings-** Nothing additional to report this month.

Public Works:

- **Grounds-** The leaves have been cleaned up at this facility.
- **Buildings-** Cleaning and organizing continues as time allows.
- **Misc.** – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- The new service truck went out to bid and was awarded locally to Wilson Motors in Corvallis. We don't expect to see the new truck for another 60 days.





Planning at a Glance

Permits Building, Plumbing, Mechanical, Fence,

- Accessory Structure (Carport) Residential
- Plumbing (7 fixture replacement) Residential
- Plumbing (Water Heater) Residential
- Accessory Structure (Large Shop) Residential
- Accessory Structure (9X10) Residential
- Accessory Structure (12X16) Residential
- Fence Residential
- Deer Fence Residential

Since June 1st, 2015, seventeen Accessory Structure/Fence Permit Applications have been filed.

Filing Project

Currently: Conditional Uses (69) Variances (32), Land Partition (50) Annexation (10) Subdivision (6), Property Line Adjustment (26), Vacation (4) Change of Use (1) Other (4). Whew.

Planning Applications

– Slow but sure.



Properties/Inquiries

Over the past months potential property owners are stopping in or calling on vacant lots in town. The majority are fairly good sized lots with accessible utilities. As one of the assessment criteria to property taxes are based on the value of the structure and parcel, I have found potential property owners are asking more about the requirements for manufactured home placement on bare land, rather than stick built homes. I don't see this is a trend, just an observation.

A hundred years after we are gone and forgotten, those who never heard of us will be living with the results of our actions.

~ **Oliver Wendell Homes**, U.S. Supreme Court justice

Don't watch the clock; do what it does. Keep going.

~ **Sam Levenson**

Knowing is not enough; we must apply. Willing is not enough; we must do.

~ **Johann Wolfgang von Goethe**

Elizabeth Coleman



LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff
1115 S.E. Jackson Street
Albany, OR 97322
Phone: 541-967-3950
www.linnsheriff.org

2016

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: February

TRAFFIC CITATIONS: -----	3
TRAFFIC WARNINGS: -----	4
TRAFFIC CRASHES: -----	1
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	5
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	42
TRAFFIC HOURS-----	13
TOTAL HOURS SPENT IN: BROWNSVILLE	207

CONTRACT HOURS= 202 HOURS

**Bruce W. Riley,
Sheriff, Linn County**

By: Sergeant Greg Klein

PATRL_RPT#2 City Incident Report

ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
2/26/16	16:06:50	SEX OFFENSE	NORTH AV	Brownsville	Incident Report
2/26/16	10:11:42	THEFT-RPT	N MAIN ST	Brownsville	Incident Report
2/26/16	8:34:24	THEFT-RPT	N MAIN ST	Brownsville	No Additional Report Necessary
2/23/16	17:55:04	CHILD ABUSE REPORT	ROBE ST	Brownsville	Incident Report
2/22/16	17:33:06	Trf Citz Compl	NORTHPOINT LOOP	Brownsville	WARNING - MOVING VIOLATION
2/21/16	13:21:03	ANIMAL - GOAT	N MAIN ST	Brownsville	No Additional Report Necessary
2/20/16	10:08:22	SUSP-VEHICLE	LOCUST AV	Brownsville	No Additional Report Necessary
2/20/16	10:06:40	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
2/19/16	11:08:38	NARCOTICS OFF	OAK ST	Brownsville	No Additional Report Necessary
2/18/16	20:20:51	SUSP-PERSON	N MAIN ST	Brownsville	No Additional Report Necessary
2/17/16	21:45:59	SECURITY CHECK	N MAIN ST	Brownsville	No Additional Report Necessary
2/17/16	17:59:51	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
2/17/16	14:58:44	SUSP-CIRCUMSTANCES	N MAIN ST	Brownsville	No Additional Report Necessary
2/16/16	16:21:43	WELF CHECK	PINE ST	Brownsville	No Additional Report Necessary
2/16/16	14:28:23	911 HANGUP	KIRK AV	Brownsville	No Additional Report Necessary
2/15/16	16:35:00	ASST-OUTSIDE AGENCY	LINN WY	Brownsville	Incident Report
2/14/16	17:30:39	ANIMAL - SHEEP	HAUSMAN AV	Brownsville	No Additional Report Necessary
2/14/16	12:30:02	Trf Equipment Viol	W HWY 228	Brownsville	WARNING - EQUIPMENT VIOLATION
2/13/16	4:28:20	911 HANGUP	KIRK AV	Brownsville	No Additional Report Necessary
2/13/16	0:57:41	SUSP-VEHICLE	S MAIN ST	Brownsville	No Additional Report Necessary
2/13/16	0:36:37	SECURITY CHECK	NORTH AV	Brownsville	No Additional Report Necessary
2/12/16	9:22:00	Trf Moving Viol	N MAIN ST	Brownsville	WARNING - MOVING VIOLATION
2/11/16	20:28:35	MVC-NON INJURY	W BISHOP WY	Brownsville	No Additional Report Necessary
2/11/16	14:10:36	VIOL OF RESTR ORDER	PUTMAN ST	Brownsville	Incident Report

PATRL_RPT#2 City Incident Report

2/10/16	23:47:43	DISTB-NOISE	WEBER AV	Brownsville	No Additional Report Necessary
2/10/16	12:47:53	SUSP-CIRCUMSTANCES	AVERILL ST	Brownsville	No Additional Report Necessary
2/09/16	8:07:38	CRIM MISCHIEF	KIRK AV	Brownsville	Incident Report
2/08/16	14:09:34	CRIM MISCHIEF	KIRK AV	Brownsville	Incident Report
2/07/16	22:27:42	DISTB-NOISE	WEBER AV	Brownsville	No Additional Report Necessary
2/06/16	23:54:41	Trf Moving Viol	N MAIN ST	Brownsville	CITE ISSUED - DWS/NO ODL
2/06/16	22:04:08	WARRANT SERV	SPAULDING AV	Brownsville	No Additional Report Necessary
2/06/16	21:06:58	PHONE-HARASSMENT	AVERILL ST	Brownsville	No Additional Report Necessary
2/06/16	20:42:55	MINOR IN POSSESSION/ALCOHOL	SPAULDING AV	Brownsville	Incident Report
2/06/16	13:14:54	THEFT-RPT	ASH ST	Brownsville	Incident Report
2/06/16	8:16:21	SUSP-VEHICLE	PINE ST	Brownsville	No Additional Report Necessary
2/06/16	6:40:05	MVC-HIT & RUN	SPAULDING AV	Brownsville	Incident Report
2/05/16	11:27:55	SUSP-VEHICLE	N MAIN ST	Brownsville	No Additional Report Necessary
2/04/16	10:49:33	ASST-OUTSIDE AGENCY	N MAIN ST	Brownsville	No Additional Report Necessary
2/03/16	0:16:25	PERS-MISSING	N MAIN ST	Brownsville	MDT Narrative Update
2/02/16	15:07:21	THEFT-RPT	KISLING AV	Brownsville	Incident Report
2/02/16	11:12:30	DOG COMPLAINT	MILLHOUSE ST	Brownsville	No Additional Report Necessary
2/02/16	7:05:03	Trf Speed Viol	S MAIN ST	Brownsville	CITE ISSUED - EQUIPMENT VIOLATION
2/02/16	7:05:03	Trf Speed Viol	S MAIN ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
2/02/16	7:05:03	Trf Speed Viol	S MAIN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
2/02/16	6:47:31	Trf Speed Viol	E HWY 228	Brownsville	WARNING - SPEEDING VIOLATION
2/01/16	20:40:03	SUSP-VEHICLE	N MAIN ST	Brownsville	No Additional Report Necessary
2/01/16	14:13:10	DOG COMPLAINT	MILLHOUSE ST	Brownsville	No Additional Report Necessary

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR FEBRUARY 2016**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	41	4	8	37	
Violations	11	0	3	8	
Contempt/Other	37	1	3	35	
TOTALS	89	5	14	80	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits + \$ 3,646.42
 Total Bail Forfeits + \$ -
 Total Bail/Bank Fees = \$ -
 Total Bail Held - \$ -
 * Total Refund/Rest = \$ (38.00)
 Total NSF's -

City \$ 3,026.72
 Restitution \$ 55.00
 Oregon Dept Revenue \$ 392.48
 Linn County \$ 134.22
 State Misc. \$ -
 DUII Surcharge \$ -

TOTAL COURT REVENUE \$ 3,608.42 **TOTAL COURT PAYMENTS** \$3,608.42

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY \$ 3,608.42
 STATE \$ 392.48
 COUNTY \$ 134.22

*REFUND/RESTITUTION \$ 93.00

ACCOUNTS RECEIVABLE:

BEGINNING \$ 2,384.59
 ENDING \$ 4,296.01



Library Advisory Board

Librarian's Report

February 2015

Here are a few facts about our library the month of February 2015. We have received 42 new books for the library. Volunteers donated 104 hours to our library. There were 1,168 materials checked out. 393 adult fiction books; 158 adult non-fiction books; 69 audio books; 259 children's books; 216 junior books; 24 junior reference books and 49 large print books.

The Library had a wonderful display courtesy of the Linn County Historical Museum. Ms. Mandy Cole brought over 15 – 20 hand-made horse drawn wagons, carriages and sleds. Up next in March is the much anticipated LEGO Display. On the last Friday of February, I brought in my own collection of Duplo and Mega Block LEGOs. Eight children were able to play with these blocks and had a great time building, tearing down and building again. This is a fun exhibit to watch unfold. If time permitted it would be fun to host a Lego Club here at the Library. The Library hosted a record 11 story times this month. The Learning Tree and Head Start Preschool both visited us this month. Parents and Pals Story Time is growing with the enthusiasm of new coordinators Kori Helget and Libby Tenbusch. Oregon College Savings Plan has announced the Rich Glauber will be our Free Summer Reading Program Performer. Our SRP Team continues to develop great programming for our youth this summer. We have been fortunate to have a Library benefactor who is donating books that we do not have for the 2016-2017 Oregon Battle of the Books. So far this family has donated 18 books for our Library this year. The original idea for Battle of the Books came from a radio program sponsored by the Chicago Public Library in the early 1940's. Prior to 2006, several schools in Oregon had their own *Battle of the Books* competitions. In 2006, Oregon Association of School Libraries (OASL) President Allen Kopf formed a committee to submit a LSTA (Library Services and Technology Act) grant proposal for a statewide *Oregon Battle of the Books* program. The OASL Committee managed five successful years with over 410 schools participating in local, regional, and state competitions. Our library participates with copies for patrons.

I learned about a FREE eBook program for our area youth. Central Linn School District is a Title 1 school, so our Library will be hosting Open eBooks. Publishers around the nation are banding together to provide quality eBooks for children in disadvantaged areas. Watch for more details.

Respectfully submitted,

Sherril Lemhouse

Librarian



2015-2016 Council Goals

Goals 2015-2016

1. Focus on the Fundamentals.
 - *Protect Brownsville's Treasury.*
 - *Active Capital Improvements Plan Implementation.*
 - *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*
2. Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*
3. Economic Development Plan.
 - *Discuss Land Options with McFarland Cascade.*
 - *Participate in Regional Efforts & Opportunities.*
 - *Support Youth Activities in Cooperation with CLRA.*
4. Community Development Plan.
 - *Refine Zoning Rules & Requirements.*
 - *Consider & Adopt New Policies & Standards.*
 - *Finish & Implement a Sidewalk Program.*
 - *Improve Partnerships with CLSD.*
5. Capital Improvements Plan.
 - *Execute 2015 Water Improvements Project Contracts.*
 - *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
 - *Estimate City portion of Kirk Avenue Improvements.*
6. Organizational Development.
 - *Implement Accountability System for all Officials.*
 - *Focus on Council Development.*
7. Emergency Preparedness Plan.
 - *Compose a Written Emergency Plan.*
 - *Work with Area Partners on a continual Community Education Program.*
 - *Develop Agreements with Community Partners.*

GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect Brownsville's Treasury.*
- *Active Capital Improvements Plan Implementation.*
- *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*



2015-2016 Council Goals

Plan: Staff will continue to strictly adhere to the annually adopted budget working within the necessary parameters to keep rates as low as possible while providing vital services effectively. Staff will execute the planned projects found in the FY 2015-2016 budget as time and priority allow.

Staff will bid, construct and complete the 2015 Waterline Project. Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial for the next fiscal year.

Staff will continue to strive for excellence in all relational aspects of service delivery. McDowell serves on the State's OPRD Grant Advisory Committee, the Visit Linn Coalition, the Ford Foundation's Go Team Effort and works with CIS and the LOC as needed. Frink works with various groups including 811.

January 2016 Update: The 2015 Water System Improvements Project came in on budget but a little over time due to an issue with the GR 12 pump. Public Works Superintendent Karl Frink did an outstanding job providing inspection services for this important project.

Staff is executing at a very high level. Projects are executed with precision. Many members of the Staff participated in new ways to learn new skills and build overall capacity for the City.

Council does a great job navigating through tough decisions to honor the wishes of the Budget Committee and to honor the taxpayers while getting a lot of projects accomplished.

Staff continues to work on regional economic development plans with other municipalities as well as Linn County.

The Willamette Country Music Festival (WCMF) had a banner year and the cooperation with Linn County was nearly flawless.

2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

Plan: Currently working on the redevelopment of the GR12 well site east of the Main Street Bridge. Council has determined that this water source would double the current water capacity for the City. The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that exist in other areas of Brownsville.

January 2016 Update: City Engineer Jon Erwin and Staff continue to work on this important process. The completion of GR 12 aides greatly in this process. The City is in the process of exploring other water resource options.

3. Economic Development Plan.

- *Discuss Land Options with McFarland Cascade.*
- *Participate in Regional Efforts & Opportunities.*
- *Support Youth Activities in Cooperation with CLRA.*



2015-2016 Council Goals

Plan: Continue working with East Linn communities and the Ford Foundation. Continue working with the Brownsville Chamber of Commerce, Visit Linn Coalition and the Bi-Mart Willamette Country Music Festival to drive local financial viability of businesses. Discuss future options with McFarland Cascade.

Continue to work with the CLRA to develop and strengthen youth activities as a vital community amenity.

Definition: The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

January 2016 Update: Staff directing private parties discuss land purchase & development options with McFarland Cascade. Staff has encountered a few problems with the continued implementation of services with the CLRA. Staff is overly involved with projects regionally; working on the Visit Linn Coalition, the Ford's Go Team, the East Linn Cohort through the Ford Foundation, working with the State and Linn County on opportunities.

4. Community Development Plan.

- *Refine Zoning Rules & Requirements.*
- *Consider & Adopt New Policies & Standards.*
- *Finish & Implement a Sidewalk Program.*
- *Improve Partnerships with CLSD.*

Plan: Council would like to continue looking at ways to effect overall livability including right-of-way management. Install sidewalk into Pioneer Park from the Rec Center. Fully develop the City's sidewalk inventory plan getting the plan ready for approval by Council. Continue to try to develop an effective working relationship with the CLSD to assist with their community development plans.

January 2016 Update: Council will be attending a training session in February where items will be discussed pertaining to this goal. Staff is currently under contract for sidewalks to be extended into Pioneer Park from the Rec Center. City Hall sidewalks are also being improved. The overall City-wide sidewalk program is still pending. Council has been working with the Central Linn School Board on possible options for the Board's property on Blakely Avenue. The Central Linn School Superintendent and Board has not answered Council's questions about the property or any future agreement. Please see Council agenda packets for more detailed information.

5. Capital Improvements Plan.

- *Execute 2015 Water Improvements Project Contracts.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- *Estimate City portion of Kirk Avenue Improvements.*
 - Wastewater Treatment & Collections
 - Council has budgeted for a well for the South Plant.
 - Council understands that nearly 45% of the collection lines are in need of replacement.
 - Kirk Avenue Improvements



2015-2016 Council Goals

- Council has determined that the first block of Kirk from Main Street to Averill Street will be fully reconstructed with sidewalks, curb and gutter improvements. The remainder of Kirk Avenue will be a grind and overlay project.
- Council's only other alternative is to execute the project as a City project and assess all abutting property owners according to the project cost.

January 2016 Update: Staff will have the 2015 Water System Improvements project wrapped up by the end of January. Staff is exploring options with the storm water concern downtown; this particular project may be another year out in terms of funding for construction. Linn County is currently working on a Transportation System Plan (TSP) that will determine if Kirk Avenue will be funded or not. The TSP process will take over a year to complete and Council will want to attend certain meetings over the course of this year to advocate for Kirk Avenue. Staff will do exploration work to determine City costs for moving certain infrastructure and appurtenances.

6. Organizational Development.

- *Implement Accountability System for all Officials.*
- *Focus on Council Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve individually in their role as community leaders working together to accomplish shared organizational goals with Staff. Council implement accountability aspects of all officials both elected and appointed. Proper training and execution of responsibilities is vital for the overall health of the organization.

January 2016 Update: Council has taken an active role with the discussions regarding the School Board's property on Blakely Avenue at the request of the Board. Councilors are making an extra effort to visit City Hall more regularly as way of staying current on issues. Council will be holding training and touring town.

7. Emergency Preparedness Plan.

- *Compose a Written Emergency Plan.*
- *Work with Area Partners on a continual Community Education Program.*
- *Develop Agreements with Community Partners.*

Plan: A larger community effort is necessary for this task. Staff will work on the internal plan for the City.

January 2016 Update: Council has taken an active role in re-working this process at the direction of Darrell Tedisch, Albany. Council has a plan in place for the active implementation of this goal through 2016.



2015-2016 Council Values

Note: I have divided Council Values and Council Goals for the sake of convenience for the agenda packet.

Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsvillians care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

Tag line

Brownsville: Where People Care, Business Thrives, and History Lives

Who we are?

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.



2015-2016 Council Values

What do we want for Brownsville?

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:

- | | |
|-------------------------|----------------------------|
| 1. Treasury Health | 7. Contract Administration |
| 2. Water | 8. Personnel |
| 3. Sewer | 9. Police Protection |
| 4. Capital Improvements | 10. Municipal Court |
| 5. Parks | 11. Library Services |
| 6. Streets | 12. Planning & Zoning |

Organizational Development

1. ***Elected & Appointed Officials.*** People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. ***Staff.*** People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. ***Organizational Axiom.*** Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

THE PROCESS OF PROGRESS

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes



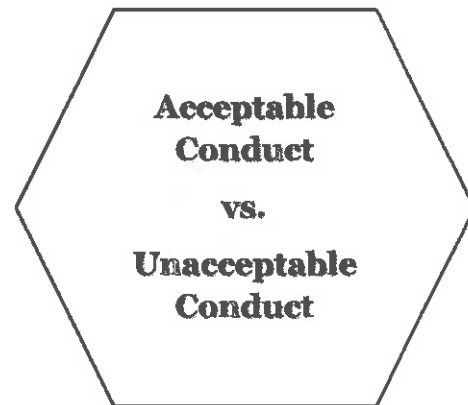
2015-2016 Council Values

LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks

How are expectations set in City Government?

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion





ORDINANCE NO. 760

AN ORDINANCE AMENDING SECTION 2.30.040 OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON; MEETINGS OF THE PARKS AND OPEN SPACE ADVISORY BOARD

WHEREAS, Chapter 2.30 of the Brownsville Municipal Code (BMC) defines the quorum and meetings of the Parks & Open Space Advisory Board of the City of Brownsville, and

WHEREAS, the City Council desires to modify the meeting times at the recommendation of the Parks & Open Space Advisory Board;

NOW THEREFORE, the City of Brownsville ordains as follows:

That Section 2.30.040 be amended to read as follows:

2.30.040 Quorum - Meetings.

Four members of the Board shall constitute a quorum. The members may make and alter rules and regulations for its government and procedures consistent with the laws of this state and with the City Charter and ordinances. It shall meet at least once a month at such times and places as may be fixed by the Board. Special meetings may be called at any time by the chair or by four members by written notice served upon each member and posted at City Hall, at least 24 hours before the time of the proposed meeting. [Ord. 686A § 4, 2004.]

CHANGE TO READ AS FOLLOWS:

Four members of the Board shall constitute a quorum. The members may make and alter rules and regulations for its government and procedures consistent with the laws of this state and with the City Charter and ordinances. It shall meet ***in January, March, May, September, November*** at such times and places as may be fixed by the Board. Special meetings may be called at any time by the chair or by four members by written ***or electronic*** notice served upon each member and posted at City Hall, at least 24 hours before the time of the proposed meeting.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this 22nd day of March, 2016.

Mayor

City Administrator
O 760 Title 2 Park Board

Page 1 of 1



RESOLUTION NO. 2016.07

A RESOLUTION EXTENDING CITY OF BROWNSVILLE WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF BROWNSVILLE.

WHEREAS, the City of Brownsville elects the following:

1. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.
2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Brownsville and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
4. A roster of active volunteers will be kept monthly for reporting purposes. The City shall update the current list of volunteers utilizing the CIS Web portal. It is acknowledged that City/County Insurance Services (CIS) may request copies of these rosters during year-end audit; and
5. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Brownsville's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing it is hereby acknowledged that coverage of this type cannot be backdated.
6. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of their administrative duties.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, to provide for workers' compensation insurance coverage as indicated.

Introduced and adopted this 22nd day of March 2016.

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator



RESOLUTION NO. 2016.08

**A RESOLUTION SUPPORTING EFFORTS OF THE
CENTRAL LINN SCHOOL BOARD.**

WHEREAS, the Council believes a healthy school system is a vital component of the Central Linn area and important to the economies, livability, and quality of life of local communities; and

WHEREAS, the Council understands the responsibility of the Central Linn School Board to provide an improved and motivating learning environment within a safe and reliable physical infrastructure; and

WHEREAS, the Council understands the financial realities inherent to the Central Linn area and the near-term and long-term budgetary challenges of the communities of Shedd, Halsey and Brownsville; and;

WHEREAS, the Council understands the fiscal challenges facing the Central Linn School Board and the citizens of the Central Linn School District; and

WHEREAS, the Central Linn School Board has placed a bond measure on the May 17th, 2016 ballot to construct a new k-12 campus at the site of Central Linn High School; and

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, to recognize the need to educate the students of the Central Linn area in the most academically sound manner possible while recognizing the local budgetary constraints and the will of the citizenry.

Introduced and adopted this 22nd day of March 2016.

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator



RESOLUTION NO. 2016.09

A RESOLUTION AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH NORM'S ELECTRIC, INC., BROWNSVILLE, OREGON TO INSTALL LIGHTING AT THE BROWNSVILLE COMMUNITY LIBRARY IN PARTNERSHIP WITH ENERGY TRUST OF OREGON IN THE AMOUNT OF \$3,825

WHEREAS, the Council passed Resolution 2015.28 to repair lights in the Brownsville Community Library; and

WHEREAS, Brownsville Municipal Code Chapter 2.25.070 allows Council to authorize Public Works contracts and approve special solicitation methods and exemptions; and

WHEREAS, the City requested Norm's Electric Inc. to review and quote the costs associated with replacing the lighting; and

WHEREAS, Norm's Electric Inc. was able to partner with Energy Trust of Oregon who provide a \$1,200 incentive for this change order; and

WHEREAS, Norm's Electric, Inc. quoted an additional contract change order of \$3,825.00; and

WHEREAS, Staff recommends accepting the change order from Norm's Electric, Inc.; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

- The change order amount is **\$3,825**;
- The City will receive **\$1,200** from Energy Trust of Oregon;
- Staff is directed to use City Budget Account Line Item, 100.040.801, for this purpose.

PASSED AND ADOPTED by the Council of the City of Brownsville this 22nd day of March, 2016.

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION NO. 2015.28

**A RESOLUTION AWARDED & AUTHORIZING A
CONTRACT WITH NORM'S ELECTRIC, INC., BROWNSVILLE,
OREGON TO INSTALL LIGHTING AT THE BROWNSVILLE
COMMUNITY LIBRARY IN PARTNERSHIP WITH ENERGY TRUST
OF OREGON IN THE AMOUNT OF \$12,792**

WHEREAS, Brownsville Municipal Code Chapter 2.25.070 allows Council to authorize Public Works contracts and approve special solicitation methods and exemptions; and

WHEREAS, the City recently learned that the lighting fixtures in the Brownsville Community Library were illegal; and

WHEREAS, the City requested Norm's Electric Inc. to review and quote the costs associated with replacing the lighting; and

WHEREAS, Norm's Electric Inc. was able to partner with Energy Trust of Oregon who provide a \$4,183 incentive for this project to replace the lighting; and

WHEREAS, Norm's Electric, Inc. quoted a total contract price of \$12,792.00; and

WHEREAS, Staff recommends accepting the quote from Norm's Electric, Inc.; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

- That the City of Brownsville will enter into a contract with Norm's Electric Inc. for the purpose of completing this project;
- The contract amount is **\$12,792**;
- The City will receive **\$4,183** from Energy Trust of Oregon;
- Staff is directed to use City Budget Account Line Item, 100.040.801, for this purpose.

PASSED AND ADOPTED by the Council of the City of Brownsville this 24th day of November, 2015.

A blue ink signature of S. Scott McDowell.

S. Scott McDowell
City Administrator

A black ink signature of Don Ware.
Don Ware
Mayor

S. Scott McDowell

From: Mike McDaniel <mikemcdaniel1525@gmail.com>
Sent: Wednesday, February 24, 2016 9:57 PM
To: admin@ci.brownsville.or.us
Subject: City of Brownsville, Or. Budget Committee Volunteer Position

February 24, 2016

City of Brownsville, Or. Budget Committee Volunteer Position

Dear Mr. Scott McDowell,

I am interested in filling the open position on the City of Brownsville's Budget Committee. I have 10 years working as a manager for the City of Coos Bay. And 20 years as a manager a with private contractor (OMI), in providing management and operations for the City of Coos Bay. For most of those years, I was the primary person putting together the budget for the Wastewater Department (\$2.5 million in 2015). During those times the Director of Public Works, and I made the presentations to the City's Budget Committee. While my budget concerned only the Wastewater Department, I was exposed to the rest of the City's departmental budgets. From those experiences, I have come to understand what is needed in order for a city to operate in a responsible fiscal manner. This experience should be a valuable asset to the Budget Committee should I be accepted for the position.

I am a resident living in the City of Brownsville's city limits. My main concern is to make a positive impact here in Brownsville this being my home. Being retired, I see no reason why I wouldn't be able to attend all the budget Committee meetings and workshops. I am an reliable, dependable person who works well with others.

Thank you for your consideration.

Sincerely,

Mike Mc Daniel

367 Fisher Street

Brownsville Or. 97327

Mikemcdaniel1525@gmail.com

Cell 541 290-0244

S. Scott McDowell

From: S. Scott McDowell <admin@ci.brownsville.or.us>
Sent: Monday, March 14, 2016 8:45 AM
To: 'Theresa Wilhelm'
Subject: RE: Budget Committee

Thanks Theresa! I will let Council know. We will miss you! The City appreciates your service.



S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
admin@ci.brownsville.or.us

From: Theresa Wilhelm [mailto:twilhelm444@gmail.com]
Sent: Sunday, March 13, 2016 2:36 PM
To: S. Scott McDowell <admin@ci.brownsville.or.us>
Subject: Budget Committee

Hi Scott,

I would like to resign from the Budget Committee. I enjoyed and learned from the experience, but feel it's time to let someone else have a turn.

Thanks,

Theresa Wilhelm



City of Brownsville

Volunteer Emergency Preparedness Coordinator

Department: General Administrator
Reports to: City Administrator
Created: December 2015

General Statement of Duties

The Volunteer Emergency Preparedness Coordinator will be responsible for working with the Emergency Preparedness Committee (EPC) to implement and prioritize strategy efforts, determine emergency logistics and develop working relationships with partners and stakeholders and make recommendations for emergency preparedness as assigned by the City Administrator. The following are examples and are not intended to include all of the duties assigned to this classification. Work in conjunction with the EPC to create, monitor and execute necessary tasks.

Essential Job Functions

- Coordinate Emergency Preparedness Committee (EPC).
- Identify Community Risks.
- Develop Outreach Plan.
- Create objectives to achieve Council's goals.
- Outreach to civic organizations, key partners and stakeholders.
- Recommend budget figures to City Administrator.

Other Job Functions

- Report to the City Administrator.
- Occasionally report to Council.
- Answer general questions.
- Understand the basic functions of the City.
- Assist and organize volunteers.

Required Knowledge & Abilities

- Knowledge of the laws and regulations governing emergency management.
- Knowledge of emergency and/or disaster planning principles and practices.
- Skill in both verbal and written communication.
- Skill in the use of a computer and related software.
- Ability to establish and maintain effective working relationships.

Physical Requirements

- Must be able to operate a variety of automated office machines including a computer, printer, copy machine, telephone, etc.
- Must be able to move and carry a variety of objects.



- Must be able to lift twenty pounds frequently and/or up to forty or more pounds occasionally.

The City of Brownsville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City may provide reasonable accommodations to qualified individuals. Requests for accommodations should be made to the City Administrator. This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as needs and requirements of the classification change. The City Administrator may assign additional duties as needed at any time.

By signing the position description, you are acknowledging that you have read and understood the information presented.

Dated this _____ of _____.

Volunteer Coordinator

City Administrator

S. Scott McDowell

From: S. Scott McDowell <admin@ci.brownsville.or.us>
Sent: Tuesday, February 23, 2016 10:31 AM
To: Sharon McCoy (atavistafarm@centurytel.net); 'John Morrison'; john@eweberry.com
Subject: Brownsville, OR - TPI PORTABLE TOILET BID

Good Morning John & Sharon,

Below are the numbers based on the quoted prices and our conversation last week:

Portable Toilets

15	Total Units			
13	Regular Units	13 X \$79	=	\$ 1,027.00
2	Deluxe Units	2 X \$99	=	\$ 198.00
	Total Monthly Charge		=	\$ 1,225.00
	Per Week Charge		=	\$ 306.25
	Total Portable Charges		=	\$ 1,531.25

Light Towers

2	Total Units	2 X \$135	=	\$ 270.00
		(per day)		
	Total Rental Fees		=	\$ 1,801.25



S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
admin@ci.brownsville.or.us

From: Chris TPI [mailto:tpi.chris@yahoo.com]
Sent: Tuesday, February 23, 2016 9:37 AM
To: admin@ci.brownsville.or.us
Subject: TPI PORTABLE TOILET BID

Goodmorning Scott,

Thank you again for your time sharing the details and needs for your event season! So a couple options to start with:

So Standard Units or ADA with Weekly service (includes unit rental, all consumables, service, etc) would be \$79 per unit per month.

Deluxe units (either uni-sex or pink ladies only) would be \$99. Feel free to mix and match standards, ~~deluxes,~~ ladies only, and ada to best match your needs. The month of August will be pro-rated as needed since you wont be needing the all month.

This is a unique bid, and event list so dont hesitate to ask questions, and please let me know if we need to work on units, pricing, etc! I look forward to working together, and creating a wildly successful event season!

Thank you again!

Chris Reding

Sent from Yahoo Mail on Android

S. Scott McDowell

From: Donald Lyon <phototraveler02@gmail.com>
Sent: Tuesday, March 15, 2016 5:17 PM
To: S. Scott McDowell
Subject: Re: Memorandums of Understanding

Hi Scott--Yes, please mention the trees and fence. Peggy will request CFA being placed on the agenda. Shall we mention that you will be there to discuss or terminate the City-CLSD agreement or will you do that as separate from our business with them. Thanks--Don

On Mar 15, 2016, at 5:01 PM, "S. Scott McDowell" <admin@ci.brownsville.or.us> wrote:

Good Afternoon Don,

I like those changes. I will make them. I will then forward the agreement back to you so that you can provide it to the District.

The trees appear to be the property of the Central Linn School District. I think they should be responsible for cleaning up the trees and repairing the damage in case of an event. I will put something to that effect in the language if that is okay. Please let me know. Thanks!

<image001.jpg>
S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
admin@ci.brownsville.or.us

From: Donald Lyon [<mailto:phototraveler02@gmail.com>]
Sent: Tuesday, March 15, 2016 4:15 PM
To: S. Scott McDowell <admin@ci.brownsville.or.us>
Cc: peg1977mike@gmail.com Purkerson <peg1977mike@gmail.com>; Stephen Brenner <sbrenner@archetype.org>
Subject: Memorandums of Understanding

Hi Scott--I've discussed the two Memorandums of Understanding with the Board of the CFA. We just have two minor changes we'd like to make to the agreement with the School. Under 2, Use, I've added the word "promoting" after operating as we plan several gatherings of the public in the Gardens to promote our activities. Under 5, In-Kind Contribution, I've changed "as needed" to "as mutually agreed upon" since we expect to have all the plots rented by the time the Board meets, and therefore no plots would be available if a teacher wanted one.

I have one other concern which I believe you can put to rest. There is a row of old fir trees and a chain link fence along the highway. If a branch/tree falls and damages the fence, would you please assure me that we would be responsible for that?

Other than those small points, I believe we are ready to meet with the School Board on April
11. Shall I or will you provide them with an advance copy of the Memorandum? Thanks for
your help. Sincerely, Donald Lyon

*Donald Lyon, Close-Up Expeditions, 352 Kirk Avenue, Brownsville, Oregon 97327 USA, tel: 541
654 2052, email: phototraveler02@gmail.com*

water system for park garden house

The goal was to provide the easy maintance,changing water needs plant demands,lower water waste.

Some of the key points:

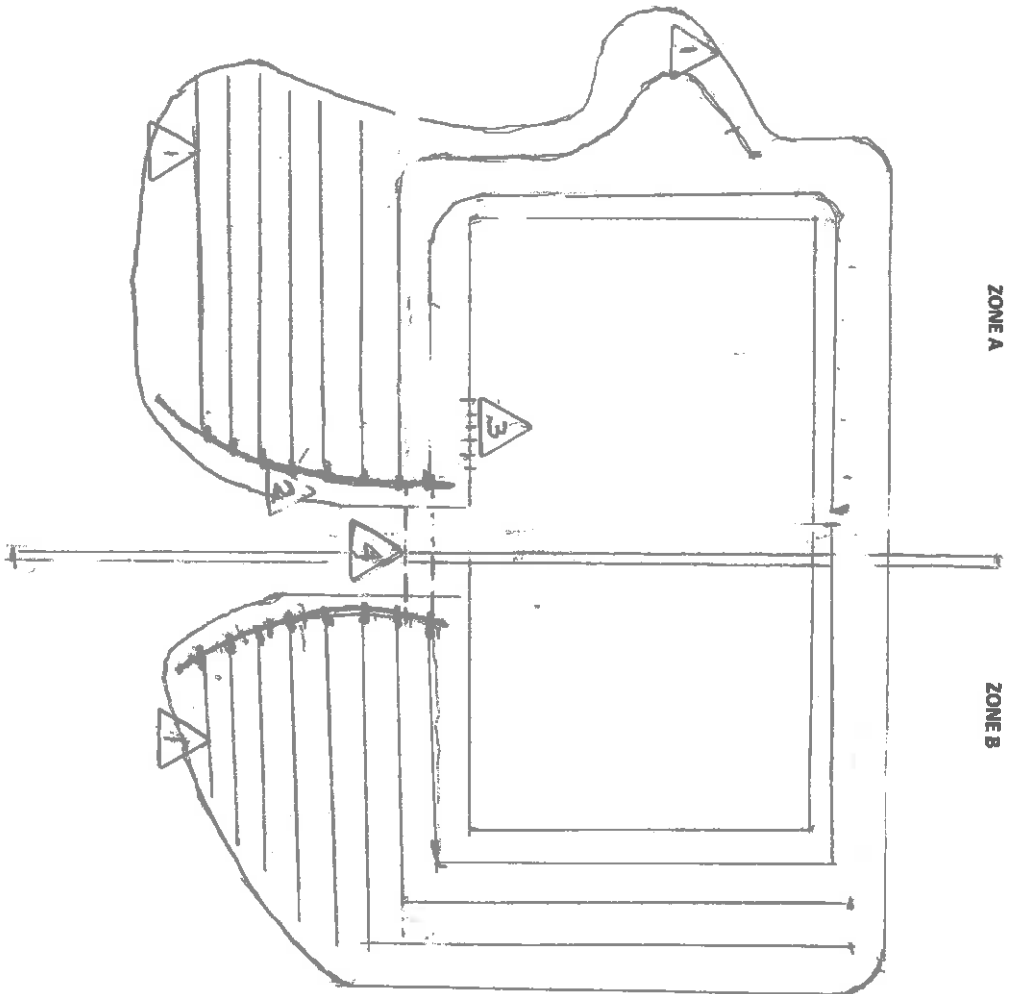
1. battary operated timer
- 2 added line for inside use for plant starts,wintering plants inside.
- 3.outside lines are easy to move turn off (induvidual lines)
4. allows for different plants requiring different water demads
5. above or sub level lines (above ground recommended)
- 6 drippers are built in no lines to run.

NOTES: AND QUESTIONS

PARTS LIST

Item #	ITEM DESCRIPTION	QTY	PRICE EACH	EXTENDED PRICE	SOURCE
1	4 outlet water filter	1	\$49.99	\$49.99	home depot
2	1/2inch x100 ft 1 gph pressure	4	\$20.47	\$81.88	home depot
3	1/2inch compression end cap	20	\$1.55	\$21.10	home depot
4	1/2 barb shut off valve	20	\$6.27	\$135.40	home depot
5	1/2 inch barb tee	20	\$2.97	\$59.40	home depot
6	2" pvc pipe 10 ft	1	\$7.27	\$7.27	home depot
7	1/2 inch poly pipe (manifold)	1	\$9.97	\$9.97	home depot
8	male & female hose hardware	20	\$1.97	\$19.80	home depot
9	garden house 1/2 inch 100 ft	1	\$24.97	\$24.97	home depot
10	hold down stakes	50	\$0.37	\$18.50	home depot
11	100 psi backflow fitting	4	\$4.27	\$17.08	home depot
12	metal hose bib	1	\$6.72	\$6.72	home depot
13	1/2 in iron tee	1	\$2.06	\$2.06	home depot
14	misc tape,sealer,parts		\$75.00	\$75.00	
				<hr/>	
				\$529.14	

LANDSCAPE PLAN
PARK GARDEN HOUSE



NOTES
ITEM# DESCRIPTION MAP LOCATION

*#2 Drip lines placed 24" apart off set 9"

*#7 Water manifold both sides of walk
 *#4 Manifold tees and shut off valve (w/tee optional)
 *#3 End caps on each line end for draining (end of season)
 *#10 Tie down stakes placed A/R

*#1,12 Battery operated timer installs inside flower house
 *#11,12 hardware installed on each line out.
 (allows winter disconnect and drain dripper lines)
 *#8,9,13 all items to mount timer

*#6 2" pvc pipe installed under front walkway to provide water line to zone B + extra lines for future use.

*** SPECS
 See attached item sheets for discriptions and specs

Care and maintainace documents and procedure to be provided to Garden club upon install

Install labor to be provided by Garden club

all installation must meet city approval

LOC Advocates for Local Control in Cave Junction Case

Last month, the League presented oral arguments before the Oregon Court of Appeals in the case of *City of Cave Junction v. State of Oregon*. This case involves the home rule authority of cities to ban medical marijuana facilities, and specifically, the ability of a city to use its business license ordinance to refuse to license a medical marijuana facility.

While a number of issues were considered during oral argument, the court focused many of its questions on local control and home rule authority. In particular, the court questioned the impact on this case of recent judicial opinions, which held that the Legislature must clearly state its intent to preempt, and that courts will generally assume that the Legislature didn't intend to displace a local regulation unless the Legislature's intent to do so is apparent. The League strongly maintains that Oregon's medical marijuana laws do not contain a clear preemption, and as a result, the city could use its business license ordinance to prohibit a medical marijuana dispensary from operating within the city.

The League participated as amicus (friend of the court) in two of those recent judicial opinions, *Rogue Valley Sewer Services v. City of Phoenix* and *Thunderbird Mobile Club v. City of Wilsonville*. Both cases clarify and strengthen concepts of local control and home rule authority, and serve as reminders that the League's effective advocacy on behalf of its member cities continues to build and support its continuing ongoing advocacy efforts.

The Oregon Court of Appeals has requested supplemental briefs in this matter, at which time the case will be in the Court's hands. Hopefully, its decision will follow upon the successes of *Phoenix*, *Thunderbird* and other cases supported by the League, building an even stronger foundation of support for and understanding of local control and home rule authority.



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Local Control Requires Your Participation



Mike McCauley,
Executive Director

Local control was the founding principle of and motivation for the formation of the League of Oregon Cities in 1925. The founding cities sought to guarantee full local control of local affairs and to restrict the Legislature's interference with the home rule authority of cities. That struggle continues. In this issue

of *Local Focus*, we are making our election year call to action. Every race is important. One legislator can be the difference between defeating a really bad idea impacting local control or its passage. The results of state elections will impact legislation that could affect local control and preemption.

Unless local elected officials engage in the legislative election process to bring city issues and local control into candidate forums and community discussions, those issues will not be part of the election. This issue of *Local Focus* provides information on some of the key issues and messages to bring into the legislative elections, starting with the primaries. Mayors and council members are often asked to endorse legislative

“Why should someone receive a local elected official’s endorsement if they are not going to respect the principle of local control and seek to have the state work in partnership with cities?”

candidates (incumbents or challengers). They are seeking to use the mayor or council member’s stature in the community as a local elected official to enhance their credentials. Unless those seeking your endorsement know your local issues and understand, as well as support local control, they won’t understand or support those issues when they arrive at the Legislature. Why should someone receive a local elected official’s endorsement if they are not going to respect the principle of local control and seek to have the state work in partnership with cities?

If the 2016 Legislature is not comprised of a majority of legislators that understand local issues and respect local control, cities will face greater challenges during the 2017 legislative session. This is not a partisan issue. Legislators of both parties have been great partners with cities. Where bad ideas have been killed or helpful legislation proposed/enacted, the legislators working with and for cities have been a bi-partisan group. ■

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CITY BONDS & THE BALLOT

Frequently Asked Questions

It's a common misconception—all public financing must go to the ballot. In fact, very few types of public financing require voter approval. To clear up this misconception, we consulted with Carol McCoog, a partner in the Portland law firm of Hawkins Delafied & Wood LLP. Here she explains various finance mechanisms available to cities and their legal requirements.

Q. What is a Bond?

A. A “bond” is simply evidence of a debt. It is like the note that one signs when one takes out a mortgage on their house. We tend to say that a government “issues” bonds when we describe bonds sold through the public securities markets, but a government can also obtain financing for a project by selling bonds to commercial banks or certain state and federal agencies.

Q. Are There Different Types of Bonds?

A. Yes, and typically the distinction is made based on the security for the bond. For example, in Oregon, a general obligation bond is secured by an unlimited property tax levy. A revenue bond is secured by a particular stream of revenues (e.g., water or wastewater system revenues). Bonds can be secured by assessments from a limited improvement district—referred to as LID bonds—or by a local government's full faith and credit (i.e., payable from all legally available funds, revenues and taxes)—often called full faith and credit obligations.

Q. Are There Limits on How Many Bonds a City Can Have Outstanding?

A. Yes, for certain types of bonds. Debt limits can be found in the Oregon Constitution, Oregon statutes and city charters, and often, the limit will depend on the security for the bond. For example, unless a city charter provides for a lower limit, the Oregon statutes limit a city's outstanding general obligation bonds for many types of projects to 3 percent of the real market value of taxable property within the city limits.

Q. Is Voter Approval Required for a City to Issue Bonds?

A. Not necessarily. It depends on the type of bonds and from where the city is obtaining the authority to issue them. For example, under the Oregon Constitution, voter approval is required to issue general obligation bonds. Revenue bonds issued under a particular Oregon statute are subject to referral. A separate statute authorizes cities to enter into financing agreements for real or personal property following a resolution by the city council. Some city charters may authorize particular types of financing or bonds and may or may not require voter approval.

Q. Are There Limits on the Term of the Bonds?

A. Yes, for certain types of bonds. For example, for general obligation bonds, the Oregon Constitution limits the term to the weighted average life of the financed capital costs. Bonds, often referred to as notes, issued to provide interim (construction) financing are generally limited to five years, and notes issued in

anticipation of tax revenues, often called tax anticipation notes (TANs), must mature within 13 months. The federal tax rules also impose term limits on tax-exempt bonds.

Q. What Does it Mean to Issue a “Tax-Exempt” Bond?

A. Typically, when a person earns interest, such as the interest a bond investor would earn from owning a city's bond, a person has to pay taxes on that interest income. However, under the federal tax rules, interest earned on certain qualifying bonds of states and local governments is exempt from tax. Therefore, an investor who holds a tax-exempt bond will generally charge less interest on the bond because that person will not have to pay taxes on the interest earned. That is why governments will try to qualify their bonds as tax-exempt—so they will pay less interest on their bonds. The federal tax rules to qualify a bond as tax-exempt are complex and generally place limitations on the use of the financed project(s) and the investments of the bond proceeds. Bonds issued by Oregon local governments are always exempt from Oregon personal income tax without additional qualifications or limits.

Q. Can Bonds be Issued for Non-Capital Items?

A. It depends. Typically, the bond authorization will prescribe the types of projects that can be financed with the bonds. For example, under the Oregon Constitution general obligation bonds can only be issued for capital costs with a useful life of more than one year. Certain financings may only be done for real or personal property. However, one revenue bond statute authorizes the issuance of revenue bonds for any public purpose, which could include non-capital items, and there is also statutory authorization for bonds to finance pension obligations. However, with the exception of Tax Anticipation Notes, federally tax-exempt bonds may only be issued for capital projects. Therefore, for example, pension obligation bonds may not be issued on a tax-exempt basis.

Q. There Seems to be a Lot of Talk About “Disclosure” When it Comes to Bonds. What is the Big Deal?

A. Certain activities related to bonds issued on the public securities market (i.e., bonds that are traded in the bond market) are subject to federal securities laws and regulations of the Securities and Exchange Commission (SEC). Primarily, a city will prepare a disclosure document in connection with an issuance of bonds. That disclosure document, called an official statement, provides investors with material financial and operating information about the city and the security for the bonds (similar to a prospectus in a stock offering). The city may not make any material misstatements or omissions in the official statement. Additionally, the city is required to provide annual, updated financial and operating information during the term of the bonds. In recent years the SEC has stepped up its enforcement actions against issuers of municipal bonds and, upon review of official statements, has found a number of issuers in violation of securities laws. ■



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RAIN hopes to grow new businesses

[See it in Print](#)

February 24, 2016 5:44 pm • [KYLE ODEGARD Albany Democrat-Herald](#)

[\(0\) Comments](#)

Joe Teibel is a software engineer at Hewlett-Packard. He's also looking to start his own company.

"I've developed a couple of tech startup ideas that I want to explore related to 3-D printing," said Teibel, an Albany resident halfway through his MBA program at Oregon State University.

On Wednesday morning, Teibel was among a dozen entrepreneurs who attended the Oregon Regional Accelerator and Innovation Network's Startup Albany Meet-up, which was held at the Brick and Mortar Café downtown.

The event aimed to connect innovators with government, higher education and industry business experts who could give them advice and help them succeed.

Teibel, for example, chatted for a few minutes with John Pascone, president of the Albany-Millersburg Economic Development Corp.

He said that he thought the meeting, RAIN's first in Albany, was phenomenal. "I had no idea there was these sorts of resources," Teibel said.

And even though he attends OSU, he was surprised to know of the university's Advantage Accelerator/RAIN Corvallis, which helps entrepreneurs create businesses.

RAIN is a state and regionally funded consortium in Linn, Benton, Lane and Lincoln counties, and its goal is to advance entrepreneurship, which in turn will create jobs, wealth and opportunities in the region.

"Small businesses are the backbone of our community," said Linn County Commissioner Will Tucker, who attended the event.

Cynthia Fischer of Albany has started her third company, the Curriculum Projects, a bilingual e-learning platform, and finished the OSU Advantage Accelerator program in the fall. But she attended the RAIN event to do more networking.

"I firmly believe in just showing up. You never know what opportunities are going to present

themselves," she said.

Fischer added that with her previous businesses, she was figuring things out as she went along. The OSU Advantage Accelerator helped greatly, including with putting together her financials for the Curriculum Projects.

"This way, it's slower before you take the leap, but it's less of a leap, as well," Fischer said.

Adrienne Kume, owner of Merrime Bridal, and Heidi Gornik, owner of G2 Fun Zone, talked with a representative of Linn-Benton Community College's Small Business Development Center to see what classes it was offering.

"I don't think RAIN is for us, but just that somebody wanted to get business owners and entrepreneurs in Albany together is exciting," Kume said.

RAIN has two more events planned for the near future in Albany. On April 5, people can learn how to launch a new venture in Albany and how to engage the city's startup activities during an event at Deluxe Brewing. On May 5, a startup seminar will be held as well.

For more information about Rain go to www.oregonrain.org.

Kyle Odegard can be reached at kyle.odegard@lee.net, 541-812-6077 or via Twitter @KyleOdegard.

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Tags [Oregon Rain](#), [Joe Teibel](#), [Entrepreneurs](#), [Albany, Oregon](#), [Oregon State University Advantage Accelerator](#), [Linn-benton Community College Small Business Development Center](#)

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S. Scott McDowell

From: Jon Erwin <jon@erwinconsult.com>
Sent: Wednesday, March 09, 2016 10:10 AM
To: Bob Young; S. Scott McDowell
Subject: New fees at Health Division

The Oregon Health Authority has come out with their new fees for reviewing plans and reports. These fees are supposed to be paid when submitting design plans and/or Master Water Plans or even studies that are required by the Health Authority.....

Table 1. Plan Review Fee Schedule
Effective January 1, 2016

Nature of Plan	Community Water System serving ≥ 300 connections	Community Water System serving <300 connections and Non-Community Water System
Water Source	\$3300	\$825
Water Treatment:		
Surface Water Filtration	\$3300	\$825
Disinfection	\$825	\$248
Corrosion Control	\$825	\$248
Other*	\$825	\$248
Distribution Waterlines	\$3300	\$825
Storage	\$3300	\$825
Combination two or more**	\$4125	\$825
Master Plan	\$4125	\$825
Corrosion Control study	\$4125	\$825
As-built plans & certification statement	No additional fee if original plans reviewed	

* Examples include: arsenic or nitrate removal, disinfectant residual maintenance, coagulant injection.

** Projects submitted jointly will be issued joint conditional and final approvals.

Take a look at the Waterline and Storage Review fees.....just a minor increase, don't you think??? I think these are outrageous.....

Jon E. Erwin, P.E.
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33923 Bond Road
Lebanon, OR 97355
541-259-2190
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Oregon Secretary of State



Memorandum of Understanding

BETWEEN: The City of Brownsville,
An Oregon Municipal Corporation (City)

AND: Calapooia Food Alliance (CFA)

DATE: April 2016

RECITALS

- A. The City desires to promote a community garden.
- C. The City will provide these services to the community through the Calapooia Food Alliance as a service partner.

FOR AND IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN, THE PARTIES AGREE:

1. **PREMISES.** The premises is located at 331 E. Blakely Street in Brownsville, Oregon; described as tax lot #14S02W06B 1200. The premises is south of Bishop Way/OR 228, northeast of the Blakely Gymnasium. The use of this property shall be done through agreement between the Central Linn School District and the CFA.
2. **TERM.** The term of this Memorandum shall commence upon execution hereof and shall continue with reviews every three (3) years.
3. **TERMINATION.** Either party may terminate this Memorandum without cause by giving thirty (30) days written notice to the other sent first class and certified mail to the addresses listed, however, termination will not commence until the end of the gardening season which is in November. All rights extended under this Memorandum shall be null and void upon termination.
4. **MAINTENANCE.** The City is not responsible for making repairs and necessary replacements or performing necessary maintenance to or upon the premises. CFA guidelines and programming shall maintain the premises in a manner consistent with the agreement with the Central Linn School District and any City requests.
5. **UTILITIES.** City, at City's expense, shall supply up to 55,000 cubic feet of water per year to the property for the use of the community gardens. Any water used in excess of this amount shall be charged to the CFA at the normal monthly rate then in effect. Water shall be billed annually in December.



6. **INDEMNIFICATION.** To the extent legally possible, City agrees to indemnify, hold harmless and defend the Calapooia Food Alliance from and against any and all claims, damages, losses and expenses, including attorneys fees, made by or paid to others, arising from City's use of the premises or from City's performance or failure to perform its obligations under this Memorandum. The City shall have the right to review and make recommendations on any of the CFA policies for the community gardens.
7. **ATTORNEY FEES AND LEGAL EXPENSES.** In the event any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this Memorandum or to collect any indebtedness hereunder, the prevailing party in such proceeding shall be entitled to recover reasonable attorney fees in the proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law. Such sum shall include an amount estimated by the court as the reasonable costs and fees to be incurred by the prevailing party in collecting any monetary judgment or award or otherwise enforcing any order, judgment, or decree entered in such suit or action. In addition, in the event of default by either party in performance of this agreement, the defaulting party agrees to pay all reasonable attorney fees and legal expenses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.
8. **SUCCESSORS AND ASSIGNS.** The terms, provisions, covenants and conditions contained in this Memorandum shall apply to, bind and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors and assigns of the CFA and City.
9. **ENTIRE MEMORANDUM.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
10. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by both parties.

CITY:

ALLIANCE:

By:

By:

Don Ware, Mayor

Don Lyon, President



By:

S. Scott McDowell, Administrator

Address: 255 N. Main Street
P.O. Box 188
Brownsville, OR 97327

MONTH END RECAP

		FEBRUARY 2016				
	REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	\$ 20,960.08	\$ 51,788.45	\$ 463,017.58	39.90%	\$ 775,506.42	1
2	\$ 23,771.13	\$ 22,560.41	\$ 491,158.49	48.22%	\$ 529,291.51	2
3	\$ 26,940.38	\$ 17,897.30	\$ 141,898.56	31.01%	\$ 440,101.44	3
4	\$ 15,726.13	\$ 34,930.23	\$ 116,264.89	23.77%	\$ 372,935.11	4
5	\$ -	\$ -	\$ -	0.00%	\$ 77,678.00	5
6	\$ -	\$ -	\$ 332,072.00	83.51%	\$ 65,582.00	6
7	\$ 10,838.17	\$ -	\$ 86,499.13	69.20%	\$ -	7
8	\$ -	\$ -	\$ -	0.00%	\$ 436,500.00	8
9	\$ -	\$ -	\$ -			9
10	\$ -	\$ -				10
11	\$ -	\$ -				11
12	\$ -	\$ -				12
13	\$ -	\$ -				13
14	\$ 92.69	\$ -				14
15	\$ -	\$ -				15
16	\$ 500.00	\$ -				16
17	\$ -	\$ -				17
18	\$ -	\$ -				18
19	\$ -	\$ -				19
20	\$ -	\$ 8,250.00	\$ 17,704.25	9.92%	\$ 160,695.75	20
	\$ 98,828.58	\$ 135,426.39				

KeyBank Accounts		2015-2016	YTD	% of Total
General	\$ 64,745.08	\$ 1,562,115.77		27.63%
Utility	\$ 19,800.00			
Park	\$ 4,187.50			
Court	\$ 4,296.01			
Oregon State Treasury	\$ 4,102,375.24			
Community Improvements	\$ 15,233.18			
		DEBT Payments		Totals
		Water	\$ 54,928.00	
		Wastewater	\$ 397,654.00	
		Total Debt		
		Water	\$ 784,574.00	
		Wastewater	\$ 6,145,365.00	
		Total	\$ 6,929,939.00	