



CITY OF BROWNSVILLE

Council Meeting

Tuesday – February 23rd, 2016

Regular Session 7:00 p.m.

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Phases of the moon: 1:☉ 8:☿ 15:☽ 23:☾ 31:☽

Holidays and Observances: 27: [Easter Sunday](#)

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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](#)



CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, February 23rd, 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: January 26th, 2016
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Brownsville Art Association – Mural Concept
 - B. John Morrison – Summer Events Assistance
 - C. Brian Hoffman – Sweet Home Sanitation
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 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 759:** Water Management & Conservation (*Pending*)
 - B. **Ordinance 760:** Park Board Meetings Modification (*First Reading*)
 - C. **Resolution 2016.04:** Solid Waste Rate Increase
 - D. **Resolution 2016.05:** Transfers
 - E. **Resolution 2016.06:** 2015 Water System Improvements Project Change Orders
 - F. Child Abuse Prevention & Awareness Month Proclamation

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.



10) ACTION ITEMS:

- A. Central Linn School District Agreement (*Tabled*)
- B. Community Gardens Agreement

11) DISCUSSION ITEMS:

- A. Retreat Goals Review
- B. Tear Drop Trailer Event
- C. January 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) 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.



January 26th, 2016

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

PUBLIC: Patty Linn, June Schlosser, Kaye Fox, JoAnn Neddeau, Glenn Reinemer, Judy Whitfield, Lori Garcy, Rick Dominguez, Elizabeth Coleman, Randy & Gayle Simpson, John Morrison, Allen Buzzard, and Alex Paul (Albany Democrat Herald).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell added under Action Items C: Park Board Meeting change, under D: IGA with Halsey, and under E: IGA with Benton County. McDowell also deleted Item 9 under Legislation: O 759 as Staff needs more preparation time.

MINUTES: *Councilor Cole made a motion to approve the December 15th, 2016 meeting minutes as presented. Councilor Chambers seconded the motion. The motion passed unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

Brownsville Art Association (BAA) – Mr. McDowell recently met with BAA leadership and prepared a good final draft of the BAA Agreement for Council. Typically this agreement, and all like agreements, runs for a period of three years so that there are always some Councilors that are aware of the past agreement history. There were no questions from Council. Councilor Cole commented that she thought this partnership has been very successful. Folks in the BAA have worked very hard to produce a great place to learn about and promote the arts, it is promoting economic development, and she heartily endorses the agreement. Senator Merkley presented the BAA with a flag that has flown over the capital in recognition of their hard work and commitment. *Councilor Gerber made a motion to authorize the Mayor and Mr. McDowell to execute the MOU with the BAA. Councilor Cole seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **Sheriff's Report.** LCSO Lieutenant Duncan was present. She reported that in December there were 4 traffic cites, 11 warnings, in total 26 hours were spent on traffic, bringing their total for the month to 206. Deputy Chris Wagner has recently completed his training program, and you will be seeing him in Brownsville very soon.
2. **Public Works.** Mr. Frink reported that it has been a busy month. Public Works had two water leaks, a 2" waterline broke, and a vactor truck had to be called in. The GR12 project is just about complete. A tree blew down in the Park, and a tree service had to be called in. There are sand bags available for public use, located at the Rec Center. A new sidewalk has been poured from the Rec Center down to the grandstands in the Park. Mr. Frink has heard a lot of positive comments on the new path. A new sign has been placed at the entrance to the cemetery provided by the Brownsville Cemetery Association. It has a coating on it that should ensure that it lasts for many years. The Library light project is underway. The project is



about 80% complete, and will also provide dimmable capacity. The front of City Hall is torn up due to the new concrete pour scheduled for tomorrow, January 27th. Grass will be planted this spring, (weather dependent) and the fountain will be placed out front as well. More parking spots are expected to be created out front of the Art Center. Four broken windows have been repaired at the Rec Center recently. AMI will be working up an estimate for a metal guarding/screen of some sort. Councilor Chambers asked about the flag at the cemetery, and why it is no longer up. Mr. Frink responded that he had just been informed of this, and he will check with Rick Dominguez at the Legion. Councilor Chambers also asked about the water backing up at the corner of Oak and Center Streets. Mr. Frink responded that it is a reverse inflow which is how the drainage was designed. The drain needs to be tied into Ash Street but the costs associated with such a project makes it not feasible. The City cannot feed more water onto private property, so for the time being, the problem will continue as there is no easy answer.

3. Administrator's Report. – Mr. McDowell recently met with Brian Hoffman at Sweet Home Sanitation and toured their facility. He said it is likely that there will be a rate increase this year; Mr. Hoffman will be visiting with Council soon. Mr. McDowell remarked that he has been impressed with the service they provide the City. Mr. McDowell, Tammi Morrow and Jannea Deaver, Administrative Assistants, will be meeting with Bill Palmer of Boldt, Carlisle & Smith to continue to work out some items in the finance system. OGEC (SEI) will only be accepting electronic submissions this year. Mr. McDowell and Mrs. Morrow will take the online training in order to assist the Councilors with the process as needed. Mr. McDowell has been invited to participate on the Linn County Transportation Plan Advisory Committee; this plan will likely take a year or more to complete. Council will need to send representatives to public hearings regarding the plan. One is tentatively planned for Lebanon. If Kirk Avenue is ever to be a joint project with the County, certain Council members need to be there and be heard. McDowell will apprise Council of the meeting date when it is determined. McDowell also stated that there is a GO Team meeting here tomorrow at 9:00 a.m. They will be meeting with Nancy Straw who is the new economic director for the Ford Foundation. Their goal is to make updates to the prospectus and get it out to the County and other major economic development partners. The Ford Leadership project continues, with lots of folks in this 5th and final Cohort. The CIS conference is upcoming: McDowell has been practicing with the band as the lead singer, and traveling regularly to Salem for practice. Employee performance evaluations have been completed. Senator Merkley recently visited the City for an open forum with the community. Merkley sent a thank you card to McDowell in appreciation for the hospitality. Mayor Don Ware and Mr. McDowell will attend a luncheon soon for the Council of Governments. Mr. Frink and Mr. McDowell recently met with representatives from DEQ following up on an article that was in the Albany Democrat Herald concerning the TMDL. DEQ is trying to make sure all cities have a plan. The City's stance on the matter is that we do not have a storm water system. The meeting went well, and the outcome was fairly good. Staff will continue to report out annually on the TMDL. Councilor Cole stated that she appreciated Staff being proactive with the situation. She also inquired if it was time to send the Canal Company a letter and request some action from them. Council agreed by consensus.
4. Library Report. No comments.
5. Court Report. No comments.



6. Council Comments. No comments.
7. Citizen Comments.
Allen Buzzard, 220 School Avenue, stated his support for R 2016.03, Transient Room Tax. He agreed that these funds should be earmarked for the Chamber to draw more visitors to town.

LEGISLATIVE:

1. Resolution 2016.1: Judges Pro-Tem. *Councilor Cole made a motion to approve R 2016.01 appointing Pro-Tem Judge(s) for the Brownsville Municipal Court. Councilor Shepherd seconded the motion, and it passed unanimously.*
2. Resolution 2016.02: Commitment to Safety Program. *Councilor Cole made a motion to approve R 2016.02 as presented. Councilor Gerber seconded the motion, and it passed unanimously.*
3. Resolution 2016.03: Chamber Transient Room Tax. *Councilor Cole made a motion to approve R 2016.03 as presented. Councilor Gerber seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. Central Linn School District. Councilor Cole, Councilor Shepherd, and Administrative Assistants Elizabeth Coleman and Tammi Morrow recently met with Superintendent Brian Gardner, Board Members Eric Gerber and Mark Penrod to informally discuss the closing of the school district's Blakely Street district offices and the disposition of the building. Council was presented with notes from the meeting; however, nothing new was learned. General consensus is that Council is willing to support the school district, but that no financial commitment could be made at this time. Council has a list of concerns that have not been addressed. McDowell stated that this is the school's project, and Council may want to wait for more information before proceeding. The talk around town has it that the school may be going out for a bond measure in May. *Councilor Shepherd made a motion to table this item until more information is available. Councilor Gerber seconded the motion, and it passed unanimously.* Also along that same line of thinking, Council needs to be thinking about the viability of the Rec Center building. If the building is gigantically beloved by the community, it will take a sizeable amount of funding to upgrade and continue to operate. Items to consider will be the kitchen, electrical, stairs, scoreboard, wood floor, and the heating system. Mr. McDowell suggested forming a task force to investigate the matter. Councilor Gerber would be happy to be on this taskforce, and strongly believes in supporting the recreational activity in our community, recognizing that it is hard to provide this service with an all volunteer force only. This information will be critical as Council considers acquiring another recreational building. Council agreed by consensus to pursue this information. Mayor Don Ware appointed Councilor Neddeau, Cole, and Gerber to the task force and to ask Mark Running from the Rec Center to participate from the CLRA.



2. Simpson Proposal. Randy and Gayle Simpson were present to ask Council again to modify the business license to allow marijuana businesses to operate in town. They have been trying for two years to open in town. They feel that the federal piece of the business registration is a way for the City to have a backdoor to be able to deny them to open. They want to open for local cardholders. Their application has been tabled until they can acquire a business registration from the City. Randy Simpson stated that they would like a trial period until the November vote, and are just asking for a fair shake. He also stated that the advisory vote was not fair, as it was skewed against them due to the wording. They stated that recently Councilor Cole went down and toured their facility and they are happy to give more information as needed by Council. Councilor Gerber asked Councilor Cole to summarize her visit. Councilor Cole stated that she felt what Randy and Gayle says makes a lot of sense, and she is of two minds. This situation is a conflict for her; it is a first rate facility. Then she comes back to the advisory vote from the community. Two out of three city voters have said by the vote that they don't want this in their town. Councilor Chambers asked about the wording on the ballot. McDowell responded that our legal counsel prepared the wording for the ballot to fully follow the law. Councilor Chambers asked if the wording will be the same in the upcoming vote. McDowell responded, yes, unless Council changes something. To clarify, McDowell stated that Brownsville has to have another vote because in Linn County the vote against marijuana was slightly below the needed 55%. Councilor Chambers stated that she is in favor of waiting until the next vote in November before making any changes. Councilor Gerber empathizes with the Simpsons, but feels that Council has a clear directive from the voters, and that is all the direction that Council has right now. Councilor Cole stated that Council has taken a stand on obeying federal law; for the Simpsons it is an unfortunate position. Councilor Shepherd stated that when he took his oath of office, he swore to uphold federal law, and that is what he is going to do. Also, the Simpsons have not proven to be good neighbors, and he, and the town, are upset by their actions by having free marijuana giveaways when Council had directed them not to operate their marijuana facility. It was hard on the neighbors across the street, and there was also an altercation at the American Legion building. Councilor Chambers stated that she felt they proved their character last summer with their free giveaways, she will not vote for a change at this time. Councilor Neddeau stated that he is comfortable with how things are at present; he will not change his vote. *Councilor Shepherd made a motion to continue on with the current legislation and policy regarding marijuana. Councilor Neddeau seconded the motion. The motion passed unanimously.*
3. Park Board. McDowell reported that Park Board would like to recommend to Council that they meet in January, March, May, July, September, and November, basically every other month, with extra meetings as needed. *Councilor Gerber made a motion to accept this recommendation. Councilor Cole seconded the motion, and it passed unanimously.*
4. IGA with City of Halsey. The City of Halsey would like to enter into an intergovernmental agreement with us to provide personnel in the event they have



a shortage or an emergency need. Brownsville would charge them a flat rate. Their insurance would cover liability issues, ours would cover the workman's compensation. If they have a need, it would probably be Mr. Frink that would respond. Halsey will also try to establish an IGA with Harrisburg. This IGA could be mutually beneficial for all concerned in the future. *Councilor Cole made a motion to authorize Mr. McDowell and Mayor Don Ware to execute an IGA with the City of Halsey. Councilor Neddeau seconded the motion, and it passed unanimously.*

5. IGA with Benton County. McDowell would like to establish an IGA with Benton County in regard to purchasing a service truck through that organization. *Councilor Cole authorized Mr. McDowell and Mayor Don Ware to execute an IGA with Benton County. Councilor Gerber seconded the motion, and it passed unanimously.*

DISCUSSION ITEMS:

1. Budget Committee Business. McDowell reminded Council that it is quickly approaching advertising time for the Budget. In 2013 Council authorized Mr. McDowell to proceed through the process as needed. This is just an awareness item.
2. Community Garden Agreement. This agreement is located in Council's packet for reference. Brian Gardner has assured us that the community garden is not part of the parcel that the school district has offered for sale. Councilor Shepherd stated that he would like the City to step out of the agreement. Councilor Cole stated that she would like the City to be an umbrella for this arrangement. Mr. McDowell will do a rewrite on the agreement and put it in the February packet for further discussion and review. The CFA has grown and changed a lot since their inception, they may want to handle this arrangement on their own.
3. Templeton Street Kennel Approval. McDowell informed Council that on December 15th, 2015, the Planning Commission approved a kennel on Templeton Street. It will probably take a year or more for it to be completely operational. Staff is concerned with possible future noise complaints from neighbors next to the operation.
4. December Financials. No comments.

CITIZENS COMMENTS – Kaye Fox commended Council for waiting for the November vote before changing any marijuana legislation. Also, she is having a hard time sleeping, the corner of Averill and Kirk is very loud.

EXECUTIVE SESSION was entered into at 8:14 p.m.

- Council will be discussing a real property transaction.



- 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.
- 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.

EXECUTIVE SESSION was exited at 8:31 p.m.

Councilor Shepherd made a motion to authorize Staff to finalize a contractual agreement related to an easement. Councilor Cole seconded the motion, and it passed unanimously.

ADJOURNMENT: *Councilor Cole moved to adjourn at 8:39 p.m. Councilor Shepherd seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



February 23rd, 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: 😊 Humpty Dumpty was pushed! 😊

"If anything is worth trying at all, it's worth trying at least ten times."
~ *Art Linkletter, Radio & TV Personality*

"Nothing endures but change."
~ *Heraclitus, Philosopher*

"Having just the vision is no solution; everything depends on execution."
~ *Stephen Sondheim, Broadway Songwriter*



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

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. **Brownsville Art Association – Mural Concept**

Representatives from the Association will be on hand to discuss the possibility of placing a mural on the front of City Hall.

B. **John Morrison – Summer Event Assistance**

Chamber President John Morrison and possibly other representatives from the Chamber will be asking permission to allow portable toilets to be placed at Kirk's Ferry Park and in Pioneer Park from July 1st, 2016 through August 8th, 2016 due to events such as Citywide Garage Sale, July 16th, Stand by Me 30th Anniversary Celebration, July 23rd, and the Antique Faire, August 6th. They are asking for the City to keep the ten (10) portable toilets used for the Fourth of July for this time frame. They will be placing five (5) additional units between Kirk's Ferry, Dari-Market and Suzanne Clarke's lot (if allowed). Last year the City spent \$1,026 on renting portable toilets for the Fourth of July. They are also interested to know whether or not the City would cost share for the portable toilets.

President Morrison will also be asking for two (2) light towers for the Stand by Me event. They are requesting that the City take care of the logistics of getting the lights to town and taking them back to the rental company and paying for the rental fees associated with the light towers. Last year for the Fourth of July the City spent \$397.80 for three (3) light towers.



The Chamber is in the process of getting a cost for the portable toilets. Mr. Morrison plans on having a cost estimate for Council the night of the meeting.

C. **Brian Hoffman – Sweet Home Sanitation**

Brian Hoffman will be discussing a rate increase of 1.2% for solid waste. The City's franchise agreement allows for an annual rate increase to happen in February. The resolution and documentation are included in the agenda packet.



9) LEGISLATIVE:

A. **Ordinance 759: Water Management & Conservation (Pending)**

Staff is still evaluating information received last week from the State of Oregon. Trying to determine the appropriate emergency levels needs to be accurate and as "fail safe" as possible. Hopefully, we will have a proposal for Council's consideration at the March 2016 meeting.

B. **Ordinance 760: Park Board Meeting Modification Language (First Reading)**

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. Council may consider passing this as an emergency.

C. **Resolution 2016.04: Solid Waste Increase**

Annually, Council considers a rate increase for waste collection based on the Solid Waste Franchise Agreement. The rationale is just like the utility rates, keep up with gradual increase instead of experiencing major jumps in service prices.

What is Council being asked to do?

Pass this annual resolution if it seems reasonable.

D. **Resolution 2016.05: Transfers**

Staff presents transfers as they become necessary over the course of the fiscal year. This resolution moves money for the Transient Room Tax disbursement as passed at last Council meeting for the Chamber of Commerce (*R 2016.03*). This resolution also covers additional funding for the purchase of a new service truck. Staff decided to add a lift gate and the box was more costly than projected. The City is purchasing the vehicle through an intergovernmental agreement (IGA) with Benton County.



What is Council being asked to do?

Pass this annual resolution if it seems reasonable.

E. **Resolution 2016.06: 2015 Water System Improvements Change Order**



The final items for the project are winding down. The resolution requests the funding for a pump timer to be installed.

What is Council being asked to do?

Pass the resolution if it seems reasonable.

10) ACTION ITEMS:

A. Central Linn School District Agreement (Tabled)

The City has received no information regarding Council’s questions pertaining to the Blakely gymnasium. The Central Linn School District will be putting out a \$32 M Bond for voter consideration in May 2016. According to the Albany Democrat-Herald the Board is planning a K-12 campus on the current high school campus.



Staff still needs to meet with Councilors Gerber, Cole & Neddeau regarding the condition of the Central Linn Recreation Center.

B. Community Gardens Agreement

Council had some disagreement over how to proceed with this agreement. Staff said they would draft a new agreement, however, it seems a bit fruitless to do that if we don’t have some general direction. My recommendation is to allow the District and the Calapooia Food Alliance the freedom to work out the details for the continued use of the property. The City could work up an agreement with the Calapooia Food Alliance for the use of water. The City has covered the potential cost of up to \$1,500 for returning the ground back to the original condition prior to improvements made by the Calapooia Food Alliance. The City did that because the Calapooia Food Alliance was just starting out on this endeavor. Eight years seems like ample time for others to cover those costs, if those costs are even necessary to include in the agreement. Right now there is a lot of uncertainty regarding the future of this property.

[The agreement was a part of the last Council packet. Please let me know if you would like another copy.]

What is Council being asked to do?

Provide some additional direction to Staff.



11) DISCUSSION ITEMS:

A. Retreat Goals Review ☑

A report from the Council Retreat is included for your review. Council is being asked to determine a strategy to move none, some or all of those concepts forward for future legislative consideration.

B. Tear Drop Trailer Event ☑

I will explain the details Tuesday night. Basically, we have a group that may be interested in using Pioneer Park for a major event in 2017 and we will be hosting them this year as part of the Stand by Me event. Council will need to discuss the event, logistics and desire for hosting a potentially large event in 2017.



C. January Financials

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

- ▶ *Mayor Ware & I attended the Cascade West Council of Governments legislative luncheon.*
- ▶ *Attended Go Team meetings to finalize a regional economic development proposal.*
- ▶ *Attended a meeting with Administrative Assistant Tammi Morrow, Administrative Assistant Jannea Deaver and BCS's Bill Palmer to outline the plan for working out accounting issues.*
- ▶ *Council Retreat was well attended.*
- ▶ *Go Team Meetings continue.*
- ▶ *Cohort meetings and discussions continue.*
- ▶ *I will be attending the CIS Annual Conference starting February 24th.*
- ▶ *Craig Martin and I met with representatives from RAIN. ☒*
- ▶ *Staff is working with BCS and Harris Computer on software accounting issues.*
- ▶ *Spaulding trees were damaged and removed. ☒*



STATUS UPDATES – Projects, proposals and actions taken by Council

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.

Weed & Nuisance Abatements Update – The property on Kay Avenue is complete. Staff will be starting in May on the next season.

Active: 2015 Water System Improvements Project – 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.



From 12.15.2015: Public Works Superintendent Karl Frink, City Engineer Jon Erwin and I met with the contractor on December 8th for startup. The pump folks encountered a few problems. We will have more details at the meeting.

Stand by Me Celebration – See information above.

Active: McFarland Cascade & Noise Mitigation – *From 11.24.2015:* McFarland is still working on this issue. McFarland is way below the noise standard used by agreement with the Planning Commission in the conditions of use. How long does Council want to continue to pursue this concern? When should the City ask for additional testing?

From 10.27.15 - Below is an excerpt from the Plant Manager:

Good Morning Scott,

Things are going well, thank you. We got the sound baffles installed at the peeler and they turned out good. After the baffles were installed we brought in a sound engineer to look at our operations. He made a couple of suggestions on things we might be able to try to help improve on them even more. We are still working on these things and should have some more information in a few weeks.

Thanks

Paul

From 05.26.15 – McFarland is in the process of obtaining a building permit through Linn County and are currently working with a sound engineer to make additional improvements.

Active: City Hall Phase I – Briese Custom Concrete contract is complete. Public Works will be finishing the irrigation system, drainage and installing the grass in the near future.

Active: 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.

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.

From 10.27.2015: Mayor Ware and I have been meeting with Lebanon and Sweet Home. We are also trying to parlay the Go Team effort in with this important piece.

From 02.24.2015: Council and Staff continue working on these issues.

From 05.27.14: Staff had an opportunity to explain some of the finer points of Urban Growth Boundary expansions and history and the State of Oregon at the last Chamber of Commerce meeting. Hopefully, this will lead to better understanding of the requirements that must be met for such a procedure.

Pending: Emergency Contractor Resolution Concept – See above Legislative Items for more information.



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: Visit Linn Coalition (VLC) Update – Will be meeting soon.

From 11.24.2015: VLC is currently working on a proposal to work with the Albany Visitor’s Association; this has long been my wish for the VLC. The group is also receiving assistance from Anne Hankins with Country Music Concerts.

Pending: Park Board Recommendation – *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 part 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.



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

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.

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?

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 February 18th, 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 February.
- *Distribution System* – Two water leaks this month, one fire hydrant at Blakely Ave. and Moyer Street was leaking, but has since been repaired. The other leak is also a fire hydrant on Hausman Ave and Ash Street, still waiting for parts to arrive to perform repair work. 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 for the March, 2016 Council meeting.
- *Misc.* – The GR-12 portion of the project is near completion. The change orders have been submitted and approved for a pump timer installation and a few other odds and ends to complete this project. We are waiting to hear from Stettler Supply Company for a date to perform the work.

Sewer:

- *North Lagoons* –This facility will begin discharging on February 22nd.
- *South Lagoons*- Discharge into the Calapooia River began January 19th, and will stop on February 19th. The total amount discharged to date is 32. 13 million gallons of treat effluent.
- *Collection System*- Nothing to report this month.
- *Misc.* – The well installation project at the South WWTP has been on hold due to proximity issues with the Water Resources Department (WRD). WRD will require the City to transfer water rights from a different water right that the City owns. At this point we feel it is not in our best interest to change any of our water rights, as they should be used/reserved for drinking water use only. We are looking into piping City water back to this facility rather than drilling a well or putting water rights at risk.

Streets:

- *Mowing/Tree Maintenance* – Two trees on Spaulding Avenue were removed due to excess damage to the trees from a motor vehicle incident.
- *Asphalt/ Gravel Road Maintenance* – All the gravel streets in town will be graded in the month of March. Planning is underway for this budget year's paving projects.
- *Storm Drainage* – Catch basins will be cleaned in the month 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 near complete. The LDS church had a group of volunteers help clean up leaves on Saturday, February 13th. The assistance with this project was very much appreciated by all. The sidewalk project from the Rec. Center to Pioneer Park is near completion. The backfilling

of the sidewalk will begin once the ground dries up enough that we don't create more work than we are accomplishing.

- *Blakely Park* – The leaves have been cleaned up in this park.
- *Kirk's Ferry Park* – The Park is mowed and maintained as needed. Leaves will be cleaned up in this park upon completion of Pioneer Park.

Cemetery:

- *Grounds* – Several plots were marked for burial or headstone placements this month. The American Legion volunteered to replace the flagpole at the cemetery. Work on this project will begin soon.

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.
- *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. Public Works will begin installing the irrigation in March and begin backfilling thereafter.
- *Community Center*- Nothing to report this month.

Rec. Center:

- *Grounds*- The leaves have been picked up at this facility.
- *Buildings*- The City received a bid for window guards, however, the cost exceeds what we have available to spend. We are exploring other options at this time.

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 details of the new service truck have been worked out and out for bid. We expect to hear from Benton County on Monday, February 22nd to determine final pricing, the truck will be ordered at that time. We anticipate a 90 to 120 day build time for the new truck.





Permits Building, Plumbing, Mechanical

- Accessory Structure Residential
- Mechanical (Gas Furnace) Residential

Floodplain

500 Loucks Way manufactured home has passed City inspections and is ready for occupancy.

Occupancy

Spoke with Linn County; they will assist the City with the occupancy process.



A Few Projects

Encroachments – In Process

OTC Letter to Property Owners/Occupants

I have only received two inquiries relating to the letters sent out last month. The main focus was to ensure new business owners are aware of the requirements.



Filing Project

Another long and arduous process; office staff has been working on a filing process in house for the last several weeks; Planning files are being sorted into categories such as Conditional Use (approx. 68 files currently), Vacation, Subdivision, Annexation, Land Partitions, etc. Almost to the finish line...at least that's what I keep telling myself.



Planning Applications

– Slow but sure.



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

PATRL_RPT#2 City Incident Report

ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
1/30/16	13:01:52	FRAUD	WALNUT AV	Brownsville	No Additional Report Necessary
1/30/16	2:11:42	SUSP-VEHICLE	N MAIN ST	Brownsville	No Additional Report Necessary
1/29/16	19:53:20	CIV DISP RPT	PUTMAN ST	Brownsville	No Additional Report Necessary
1/29/16	1:05:31	Trf Equipment Viol	WALNUT AV	Brownsville	CITE ISSUED - NO INSURANCE
1/29/16	1:05:31	Trf Equipment Viol	WALNUT AV	Brownsville	CITE ISSUED - DWS/NO ODL
1/29/16	1:05:31	Trf Equipment Viol	WALNUT AV	Brownsville	WARNING - EQUIPMENT VIOLATION
1/26/16	18:53:13	CHILD ABUSE REPORT	KIRK AV	Brownsville	No Additional Report Necessary
1/26/16	17:03:40	JUV-RUNAWAY RPT	KIRK AV	Brownsville	Incident Report
1/26/16	9:06:13	Trf Speed Viol	LOUCKS WY	Brownsville	WARNING - SPEEDING VIOLATION
1/26/16	8:41:28	Trf Speed Viol	E BISHOP WY	Brownsville	WARNING - SPEEDING VIOLATION
1/26/16	8:23:56	Trf Speed Viol	TEMPLETON ST	Brownsville	WARNING - SPEEDING VIOLATION
1/26/16	8:06:56	Trf Speed Viol	TEMPLETON ST	Brownsville	WARNING - SPEEDING VIOLATION
1/25/16	16:16:27	WARRANT SERV	KIRK AV	Brownsville	No Additional Report Necessary
1/25/16	15:55:00	TRESPASS *IN PROGRESS*	KIRK AV	Brownsville	No Additional Report Necessary
1/25/16	9:54:27	Trf Speed Viol	E WASHINGTON AV	Brownsville	WARNING - SPEEDING VIOLATION
1/25/16	9:26:38	Trf Cell Phone Use	WASHBURN ST	Brownsville	CITE ISSUED - CELL PHONE USE VIOL
1/25/16	9:15:28	Trf Cell Phone Use	TEMPLETON ST	Brownsville	CITE ISSUED - CELL PHONE USE VIOL
1/25/16	8:25:24	Trf Speed Viol	WASHBURN ST	Brownsville	WARNING - SPEEDING VIOLATION
1/25/16	8:19:54	Trf Speed Viol	WASHBURN ST	Brownsville	WARNING - SPEEDING VIOLATION
1/24/16	14:33:24	DISTB-DOMESTIC	N MAIN ST	Brownsville	No Additional Report Necessary
1/24/16	14:33:24	DISTB-DOMESTIC	N MAIN ST	Brownsville	MDT Narrative Update
1/23/16	19:54:35	Trf Equipment Viol	S MAIN ST	Brownsville	WARNING - MOVING VIOLATION
1/22/16	17:08:26	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
1/22/16	14:36:20	CHILD ABUSE REPORT	KIRK AV	Brownsville	Incident Report

PATRL_RPT#2 City Incident Report

1/22/16	13:05:31	Trf Speed Viol	E HWY 228	Brownsville	WARNING - SPEEDING VIOLATION
1/22/16	11:12:46	SUSP-CIRCUMSTANCES	OAK ST	Brownsville	No Additional Report Necessary
1/22/16	9:05:06	Trf Moving Viol	FRENCH ST	Brownsville	WARNING - MOVING VIOLATION
1/21/16	22:15:18	Trf Speed Viol	S MAIN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
1/21/16	22:15:18	Trf Speed Viol	S MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
1/21/16	22:09:44	Trf Equipment Viol	NORTH AV	Brownsville	WARNING - EQUIPMENT VIOLATION
1/21/16	18:39:15	INFORMATION REQUEST/REPORT	MILLHOUSE ST	Brownsville	No Additional Report Necessary
1/21/16	18:39:15	INFORMATION REQUEST/REPORT	MILLHOUSE ST	Brownsville	Focus Patrol
1/21/16	17:35:32	JUV-COMPLAINT	MILLHOUSE ST	Brownsville	No Additional Report Necessary
1/21/16	17:18:23	CHILD ABUSE REPORT	OAK ST	Brownsville	No Additional Report Necessary
1/20/16	19:59:34	SUSP-CIRCUMSTANCES	OAK ST	Brownsville	No Additional Report Necessary
1/19/16	20:56:00	MVC-HIT & RUN	PINE ST	Brownsville	Incident Report
1/19/16	19:59:26	SUICIDAL-SUBJECT	KIRK AV	Brownsville	CAD Report
1/19/16	19:40:20	SUSP-CIRCUMSTANCES	S MAIN ST	Brownsville	No Additional Report Necessary
1/19/16	15:14:33	CRIM MISCHIEF	E BISHOP WY	Brownsville	Incident Report
1/17/16	18:28:17	Trf Speed Viol	DEPOT AV	Brownsville	WARNING - SPEEDING VIOLATION
1/17/16	2:57:38	WARRANT SERV	S MAIN ST	Brownsville	No Additional Report Necessary
1/17/16	1:57:54	SUSP-PERSON	N MAIN ST	Brownsville	No Additional Report Necessary
1/16/16	10:34:21	STALKING COMPLAINT	GALBRAITH ST	Brownsville	No Additional Report Necessary
1/15/16	23:45:33	DISTB-NOISE	GALBRAITH ST	Brownsville	No Additional Report Necessary
1/15/16	9:17:44	IDENTITY THEFT	PINE ST	Brownsville	Incident Report
1/15/16	7:17:48	SUSP-VEHICLE	FIELDS CT	Brownsville	No Additional Report Necessary
1/13/16	8:36:54	SHOTS HEARD	E WASHINGTON AV	Brownsville	No Additional Report Necessary
1/13/16	7:15:23	MVC-NON INJURY	SPAULDING AV	Brownsville	No Additional Report Necessary
1/12/16	16:44:53	DOG BITE	E BLAKELY AV	Brownsville	Incident Report
1/12/16	14:57:57	NARCOTICS OFF	TEMPLETON ST	Brownsville	No Additional Report Necessary
1/12/16	14:27:46	WELF CHECK	N MAIN ST	Brownsville	No Additional Report Necessary
1/11/16	16:48:31	SUSP-CIRCUMSTANCES	MILLHOUSE ST	Brownsville	No Additional Report Necessary
1/11/16	16:42:01	EMERGENCY MESSAGE	KIRK AV	Brownsville	No Additional Report Necessary

PATRL_RPT#2 City Incident Report

1/11/16	13:48:16	NEGLECT	AVERILL ST	Brownsville	No Additional Report Necessary
1/11/16	0:39:13	SUSP-PERSON	SPAULDING AV	Brownsville	No Additional Report Necessary
1/10/16	23:28:41	SUSP-VEHICLE	KIRK AV	Brownsville	No Additional Report Necessary
1/10/16	19:15:41	CHILD ABUSE REPORT	AVERILL ST	Brownsville	No Additional Report Necessary
1/09/16	17:55:24	FIRE ARMS COMPL	E WASHINGTON AV	Brownsville	No Additional Report Necessary
1/09/16	16:07:44	DOG COMPLAINT	N MAIN ST	Brownsville	No Additional Report Necessary
1/09/16	14:55:38	BIKE - OUT WITH	STANARD AV	Brownsville	MDT Narrative Update
1/09/16	12:46:47	EVENT - SPECIAL ASSIGNMENT	N MAIN ST	Brownsville	No Additional Report Necessary
1/07/16	10:01:08	SUSP-VEHICLE	PINE ST	Brownsville	No Additional Report Necessary
1/07/16	5:37:27	Trf Speed Viol	E HWY 228	Brownsville	WARNING - SPEEDING VIOLATION
1/06/16	20:42:50	SUSP-CIRCUMSTANCES	ASH ST	Brownsville	No Additional Report Necessary
1/06/16	20:26:27	WARRANT SERV	NORTHPOINT LOOP	Brownsville	Civil process atmpted, not served
1/06/16	19:34:47	PROWLER *THERE NOW*	OAK ST	Brownsville	No Additional Report Necessary
1/05/16	17:36:59	Trf Equipment Viol	N MAIN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
1/05/16	17:36:59	Trf Equipment Viol	N MAIN ST	Brownsville	Warning issued
1/05/16	17:25:47	Trf Equipment Viol	W BISHOP WY	Brownsville	WARNING - EQUIPMENT VIOLATION
1/05/16	17:25:47	Trf Equipment Viol	W BISHOP WY	Brownsville	Warning issued
1/05/16	8:48:15	Trf Agressive Driver	E WASHINGTON AV	Brownsville	CITE ISSUED - AGRESSIVE DRIVER
1/05/16	8:48:15	Trf Agressive Driver	E WASHINGTON AV	Brownsville	CITE ISSUED - DWS/NO ODL
1/05/16	8:48:15	Trf Agressive Driver	E WASHINGTON AV	Brownsville	MDT Narrative Update
1/05/16	8:27:12	Trf Speed Viol	TEMPLETON ST	Brownsville	MDT Narrative Update
1/05/16	8:27:12	Trf Speed Viol	TEMPLETON ST	Brownsville	Warning issued
1/05/16	8:27:12	Trf Speed Viol	TEMPLETON ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
1/04/16	14:11:58	JUV-COMPLAINT	WEST VIEW ST	Brownsville	No Additional Report Necessary
1/03/16	21:46:14	Trf Moving Viol	HUME ST	Brownsville	WARNING - EQUIPMENT VIOLATION
1/01/16	23:18:42	WELF CHECK	LINN WY	Brownsville	MDT Narrative Update

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	37	4	0	41	
Violations	5	7	3	9	
Contempt/Other	37	1	1	37	
TOTALS	79	12	4	87	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 1,857.00	City	\$ 1,361.00
Total Bail Forfeits +	\$ -	Restitution	\$ 85.00
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenu	\$ 240.00
Total Bail Held -	\$ -	Linn County	\$ 96.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ (75.00)	DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 1,782.00</u>	TOTAL COURT PAYMENTS	<u>\$ 1,782.00</u>
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Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 1,361.00
STATE	\$ 240.00
COUNTY	\$ 96.00

*REFUND/RESTITUTION \$ 85.00

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 3,338.36
ENDING	\$ 2,384.59



Library Advisory Board

Librarian's Report

January 2015

Here are a few facts about our library the month of January 2015. We have received 48 new books for the library. Volunteers donated 102 hours to our library. There were 1,330 materials checked out. 442 adult fiction books; 153 adult non-fiction books; 92 audio books; 285 children's books; 268 junior books; 39 junior reference books and 51 large print books.

The following are a couple of interesting title choices that were purchased this month. Gut by Giulia Enders. This book is about the human digestive system. This book was recommended by Nan VanSandt at a service group meeting I attended. I have been adding travel guide books through donations. Destinations include many destinations in the United States, China, and countries in Europe. The Critter Club book series has been very popular among younger junior readers. I have brought in other series along the same lines to keep our next generation engaged and reading. With the new Star Wars movie release, we added an Eyewitness Book about the new characters and creatures. The children have been enjoying the new Llama Llama series book Llama Llama Gram and Grandpa by Anna Dewdney. Purchasing books for such a diverse group of readers keeps me challenged to find just the right book for all patrons .

The Summer Reading Program Team met this month and put together a tentative schedule for our youth. Participation has in these programs have been very positive. This summer we will be holding contiguous programs for children and older kids. This will allow all children to participate in the appropriate program. Also the parents with children in the two different programs will be able to enjoy their Friday afternoons.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



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.*



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.*



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



- 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.



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.



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

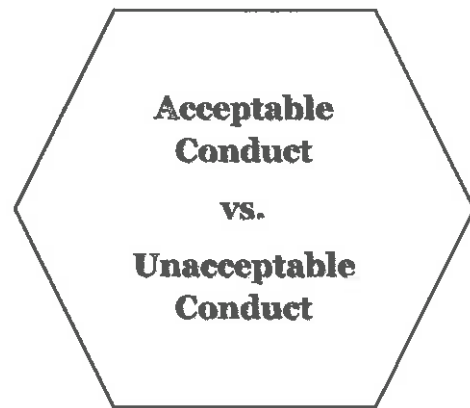


LEXIPOL'S 10 FAMILIES OF RISK MODEL

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 _____ day of _____, 2016.

Mayor

City Administrator
O 760 Title 2 Park Board



RESOLUTION 2016.04

A RESOLUTION INCREASING SOLID WASTE RATES BY 1.2% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public and;

WHEREAS, the rates shall also include a \$.59 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

WHEREAS, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees and;

NOW THEREFORE BE IT RESOLVED that the rates and fees will be as follows:

Residential Service:	2016
Cans and Carts	
1-20 gallon weekly	\$11.40
1-35 gallon weekly	\$25.45
1-90 gallon weekly	\$31.70
Other Services	
Yard Debris Only	\$5.15
Recycling Only	\$5.15
Recall Fee	\$9.20
Access Fee	\$6.05
Extra Can/bag/box (up to 32gallon)	\$4.00
 Commercial Service:	
90 gallon cart	\$32.25
35 gallon cart	\$27.65

**RESOLUTION 2016.04*****1 Yard Container***

Rental	\$52.30
Once per Month	\$71.50
Every Other Week	\$88.35
Weekly	\$113.30
2X per Week	\$204.15
Extra Dump	\$32.55

1.5 Yard Container

Rental	\$52.30
Once per Month	\$77.65
Every Other Week	\$100.35
Weekly	\$138.20
2X per Week	\$262.60
Extra Dump	\$37.40

2 Yard Container

Rental	\$52.30
Once per Month	\$83.70
Every Other Week	\$113.40
Weekly	\$179.70
2X per Week	\$322.45
Extra Dump	\$41.75

3 Yard Container

Rental	\$52.30
Once per Month	\$91.45
Every Other Week	\$172.70
Weekly	\$258.90
2X per Week	\$464.95
Extra Dump	\$46.45

4 Yard Container

Rental	\$52.30
Once per Month	\$107.45
Every Other Week	\$179.75
Weekly	\$301.75



RESOLUTION 2016.04

2X per Week	\$542.80
Extra Dump	\$75.45

Temporary 4 Yard Container

3 Days	\$95.30
Extra Dump	\$75.45
Demurrage per Day After 3 Days	\$3.40
3 Tab Roofing (3 days)	\$141.70
Extra Dump	\$111.80

Roll-Off Services:

20 Yard Box/per Haul	\$155.75
30 Yard Box/per Haul	\$178.00
48 Yard Box/per Haul	\$200.25
Tonnage	\$66.25
Delivery	\$28.80
Demurrage – after 3 days	\$7.80
Relocation Fee	\$54.30
Monthly Rental	\$87.55

This Resolution shall become effective March 1st, 2016.

Passed by the City Council on this 23rd day of February 2016.

Mayor

Attest:

City Administrator



RESOLUTION 2016.05

A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN FUNDS FOR THE FISCAL YEAR 2015-2016 BUDGET

WHEREAS, Council would like to maintain accurate expenditures for each and every fiscal year; and

WHEREAS, several line items are over spent annually depending on factors outside the control of Council and Staff; and

WHEREAS, moving funds from the contingency line items to the over spent line items will give a more accurate reflection of expenditures for each fiscal year; and

WHEREAS, funds were moved in accordance with Oregon Local Budget Law; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that that the following funds be transferred in the following accounts:

<u>Transfer From:</u>	<u>Transfer To:</u>	
<u>General Fund - Administration</u>		
100.010.950.000.00.00 <i>Contingency</i>	100.010.619.000.00.00 <i>Misc. [Refunds...]</i>	Amount: \$100
<u>Water Fund – Administration</u>		
200.010.950.000.00.00 <i>Contingency</i>	200.010.676.000.00.00 <i>Education</i>	\$70
<u>Sewer Fund - Administration</u>		
210.010.950.000.00.00 <i>Contingency</i>	210.010.616.000.00.00 <i>Misc. [Refunds...]</i>	\$210
210.010.950.000.00.00 <i>Contingency</i>	210.010.627.000.00.00 <i>Legal</i>	\$460
210.010.950.000.00.00 <i>Contingency</i>	210.010.676.000.00.00 <i>Education</i>	\$85
<u>Transient Room Tax</u>		
875.000.000.000.00.00 <i>Appropriated*</i>	100.010.675.000.00.00 <i>Economic Dev.</i>	\$1,365
100.060.950.000.00.00 <i>Contingency</i>		\$3,200
210.060.950.000.00.00 <i>Contingency</i>		\$3,200
200.060.950.000.00.00 <i>Contingency</i>	500.000.848.000.00.00 <i>Vehicle</i>	\$3,200

Total Amount Transferred \$11,890

Clarification Note: Transient Room Tax (Appropriated*) Council appropriated the amount of \$1,365 for this expenditure, however, there was no corresponding account number to properly record the transaction. Staff consulted with the City Auditor and



decided to transfer the money as shown above. Staff will add an expenditure account number for the Transient Room Tax Fund for FY 2016-2017.

PASSED AND ADOPTED by the City Council of the City of Brownsville this 23rd day of February 2016.

ATTEST:

Don Ware, Mayor

S. Scott McDowell, City Administrator



RESOLUTION NO. 2016.06

**A RESOLUTION AUTHORIZING CHANGE ORDERS TO STETTLER
SUPPLY & CONSTRUCTION COMPANY, SALEM, OREGON TO
COMPLETE THE 2015 WATER SYSTEM IMPROVEMENTS PROJECTS
IN THE AMOUNT OF \$2,819.13**

WHEREAS, the City contracted with Stettler Supply & Construction, Salem, Oregon for the construction of the 2015 Water System Improvements Project; and

WHEREAS, Council has appropriated sufficient funding to cover the costs associated with these change orders in the FY 2015-2016 Budget; and

WHEREAS, the City Engineer has verified the bid to be accurate, correct and reasonable for the work being performed; 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 authorizes the following change orders:
 - ▶ **#8: Exterior Light** – The City changed the light fixture at the request of neighbors. **Total Cost: \$338.93**
 - ▶ **#9: Pump Timer** – Item was missed in the design phase of the contract. **Total Cost: \$2,480.20**
- The total addition to the contract amount is **\$2,819.13**;

PASSED AND ADOPTED by the Council of the City of Brownsville this 23rd day of February, 2016.

Don Ware
Mayor

S. Scott McDowell
City Administrator



Child Abuse Prevention and Awareness Month

April 2016

WHEREAS, children are valued in the City of Brownsville and should live in a safe, healthy home; and

WHEREAS, preventing child abuse and neglect is a community value that depends on involvement among people throughout the community and the community providing access to the resources needed for healthy living; and

WHEREAS, child abuse and neglect not only directly harm children, but also increase the likelihood of health problems, poor education performance, unstable homes and can lead to substance abuse. Abuse and neglect are far more reaching than imagined. No social economic group is immune; children of all races and ethnicities are victims of child abuse. In 2013, 487 Linn County children were abused or neglected; child abuse is a total community problem affecting all levels of society; and

WHEREAS, effective prevention programs succeed through partnerships of community groups which help support parents to provide a safe and nurturing environment with services such as parent education, substance abuse treatment, safe housing and food resources; and

WHEREAS, there were 27,658 children in Linn County in 2014; and

WHEREAS, during 2014, seventeen percent (17%) or 4,701 children were abused in Linn County; and

WHEREAS, the prevention of child abuse needs to be addressed by the entire community; and now, therefore, the Mayor of the City of Brownsville Proclaims April 2016 as "Child Abuse Prevention and Awareness Month" throughout Linn County and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to support children and their families in living safe and healthy lives, therefore, preventing child abuse.

IN WITNESS WHEREOF, the City of Brownsville does hereby proclaim April 2016 to be Child Abuse Prevention & Awareness month.

Attest:

Don Ware
Mayor

S. Scott McDowell
City Administrator



Section I. Staff & Council

Council Retreat Outcomes & Strategy

The City desires to create an annual organizational communication, in a retreat format, that highlights duties and responsibilities along with sharing positive momentum and challenges of both the Staff and Council. Staff recognized and appreciated Council's efforts handling marijuana issues and public policy over the last two years. Council shared many positive comments about Staff's performance. Public Works Superintendent Karl Frink highlighted the right-of-way challenges that make it difficult for Public Works to effectively execute other responsibilities due to the sheer volume of mowing that tasks requires. Administrative Assistant Tammi Morrow shared some of the challenges pertaining to the nuisance and weed abatement process. Librarian Sherri Lemhouse discussed the programming opportunities offered at the Library and the challenge of constant interruptions. The officials shared many instances of positive changes that have been made by Staff that have maintained the small town atmosphere while increasing the professionalism of the office. Each one of us make the town a special place. We are City Hall.

The crux of the discussion focused primarily around two of Council's goals listed below:

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

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

Section II. Current Progress

Below are excerpts from the most recent City Administrator Report pertaining to goal number 4:

Weed & Nuisance Abatements Update – Staff continues to work on the property on Kay Avenue. A local person purchased 903 Ash Street, the Bushnell property. The City will re-cooperate the outlay to clean the property up over the last two summers.



From 11.24.2015: Overall, the City had a good season this year. The City still should review the ordinance and have a discussion around ways to improve the process. The City did spend a lot of money on derelict properties this year.

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.

Active: 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.

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.

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.

Moody Court & Unenumerated Nuisance – *From 11.24.2015:* Everything looks great. Cat numbers are normal.

From 11.25.2014: The City has paid out \$2,875 to have cats removed from the neighborhood.

Section III. Future Considerations

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

1. **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.



2. **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?
3. **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. 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.
4. **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.
5. **Weeds Improvements** – Acre lots and the mowing strip requirements.
6. **Trash & Rubbish Nuisance** – Change notice requirements and define a better process.
7. **Attractant Nuisance** – Develop a penalty for people randomly feeding wildlife, stray animals and pets.
8. **Junk Vehicles** – Consider revamping the current ordinance.
9. **Noise Mitigation** – Does Council wish to consider adopting rules for noise?
10. **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.



Section IV. External Dynamics

The reasons why Council should continue to consider improvements for the Code include:

1. **Practice & Local Law** – The City should strive to ensure that local laws are reflected in the practices of the Staff and Council. The City should always have force of law before taking action. Clear processes and sound procedures will help ensure reaching City goals while honoring residents.
2. **High Taxes** – Due to costs associated with unfunded mandates from the Federal government and related State requirements, the City completed a major Water Treatment Plant project in 1998 and the largest Public Works project in the history of the City by completing new Wastewater Treatment Facilities in 2007. The projects have led to higher utility rates and higher tax rates that place Brownsville second in Linn County. People who pay higher taxes have higher expectations and demands.
3. **New Population** – New people have come to Brownsville to raise their families or to retire. Most of the new residents are transplants from out of state. High taxes generally mean high local government service levels. The City has been playing catchup trying to meet the expectations of the citizens while responsibly managing limited financial resources, trying to honor the past and attempting to maintain aging infrastructure.

Council should consider all of these factors when laying out future public policy decisions. The important and tricky part is to find a reasonable balance that can be defended properly by the Council and Staff. Having a vibrant city that attracts visitors and new residents alike leads to a vital community. Brownsville has thrived due to the help of volunteers, a dedicated Staff and a tremendous sense of community.



March 16, 2016

Brownsville City Council
255 N Main St.
PO Box 180
Brownsville, OR 97327

RE: Request for Solid Waste & Recycling Annual CPI (1.2%) Rate Adjustment from Sweet Home Sanitation

Dear Council:

Over the course of providing many years of service to the citizens of the City of Brownsville, we have actively sought out new cost effective ways to provide a high level of service to our customers. Sweet Home Sanitation and our employees are committed to "Doing Good in our Communities":

- Created \$1,000 scholarship for Central Linn High School 2016 graduates
- Accident free for the last two years throughout all of our service area
- Partnered with Sharing Hands to deliver 7 bikes and helmets to kids during Holiday Season
- Second annual Household Hazardous Waste Event
- Removed 43 tons of material during Brownsville City Clean-up

We are requesting the solid waste collection rate to be adjusted per Section 7.4 of our franchise agreement. The proposed adjustment is based on the Consumer Price Index which illustrates a 1.2% increase is needed. This adjustment equates to an additional \$.30/month for our most frequently utilized service level.

We look forward to meeting with you during the next council meeting and answering any questions you may have. Thank you in advance for your time and please let us know if you need any additional information.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B Hoffman", with a long horizontal line extending to the right.

Brian Hoffman
Site Manager



U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS
Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
Information Staff (415) 625-2270 / Fax (415) 625-2351

01/19/16 PORTLAND-SALEM
 Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

YEAR	SEMI-ANNUAL AVERAGE			OVER-THE-YEAR PERCENT CHANGE			ANNUAL AVERAGE
	1st Half	2nd Half	ANNUAL AVERAGE	YEAR	1st Half	2nd Half	
1986	113.6	115.9	114.7	1986	3.4	3.6	3.4
1989	119.3	121.6	120.4	1989	5.0	4.8	5.0
1990	124.9	129.8	127.4	1990	4.7	6.7	5.8
1991	132.8	135.1	133.9	1991	6.3	4.1	5.1
1992	138.8	140.9	139.8	1992	4.5	4.3	4.4
1993	143.6	145.8	144.7	1993	3.5	3.5	3.5
1994	147.7	150.1	148.9	1994	2.9	2.8	2.8
1995	152.5	153.9	153.2	1995	3.2	2.5	2.9
1996	157.2	160.0	158.6	1996	3.1	4.0	3.5
1997	162.6	165.5	164.0	1997	3.4	3.4	3.4
1998	168.1	168.1	167.1	1998	2.2	1.6	1.9
1999	170.8	174.4	172.6	1999	2.8	3.7	3.3
2000	176.4	179.5	176.0	2000	3.3	2.9	3.1
2001	181.2	183.6	182.4	2001	2.7	2.3	2.5
2002	183.5	184.0	183.8	2002	1.3	0.2	0.8
2003	186.0	186.5	186.3	2003	1.4	1.4	1.4
2004	189.8	192.5	191.1	2004	2.0	3.2	2.8
2005	194.5	197.5	196.0	2005	2.5	2.8	2.8
2006	199.8	202.5	201.1	2006	2.7	2.5	2.8
2007	206.653	210.460	206.556	2007	3.4	3.9	3.7
2008	214.619	216.159	215.369	2008	3.9	2.7	3.3
2009	214.102	217.191	215.847	2009	-0.2	0.5	0.1
2010	217.508	218.179	218.344	2010	1.6	0.9	1.3
2011	223.105	228.077	224.590	2011	2.6	3.1	2.9
2012	228.746	230.911	228.778	2012	2.5	2.1	2.3
2013	233.735	237.322	235.528	2013	2.2	2.8	2.6
2014	239.751	242.679	241.215	2014	2.6	2.3	2.4
2015	242.976	245.405	244.180	2015	1.3	1.1	1.2

Table of over-the-year percent increases. An entry for 2nd-Half 2005 indicates the percentage increase from 2nd-Half 2004 to 2nd-Half 2005 (in this example 2.6 percent).

Stettler Supply & Construction

"Committed to Service Excellence"

Since 1948
CCB #33228

4420 Ridge Drive NE, Salem OR 97301
800-595-5555 local 503-595-5555 toll-free 800-521-6799 fax

To	Jon Erwin, P.E.		NOTIFICATION LETTER NO:	CO-09		
Company	Erwin Consulting Engineering, LLC		Date	2/5/2016		
Address:	33923 Bond Road		Job No:	22330		
	Lebanon, OR 97355		Job Name:	Brownsville Water Improvements		
Phone:	541-259-2190					
Fax:			Regarding:	Pump Alarm Shut Down		
Notification of:	X	Request for Additional Time		Cost Proposal		
Description						
Proposal includes Materials and Labor to install the necessary electrical componets for a timer on the operation of the pump controls, wiring additions for pump alarm shut down, and additional drain piping.						
Labor Cost:	Rate	Hours	Workers	Total	Markup	Total
Pipefitter	\$72.21	2	1	\$144.42	10%	\$158.86
Millwright	\$56.72	2	1	\$113.44	10%	\$124.78
Total						\$283.65
Materials:		Quantity	Cost	Markup	Total	
Brass Fittings & Pipe		1	\$74.25	10%	\$81.68	
Mag Drill Bits		2	\$65.45	10%	\$143.99	
Total						\$225.67
Equipment:	Rate	Hours	Total	Markup	Total	
			\$0.00	10%	\$0.00	
			\$0.00	10%	\$0.00	
Total						\$0.00
Sub-Contractor:		Quantity	Cost	Markup	Total	
Benton Electric		1	\$1,465.00	10%	\$1,611.50	
Total						\$1,611.50
Sub-Total						\$2,120.82
Bond Rate Increase @ 1.55%						\$32.87
Insurance @ 1.25%						\$26.51
Engineering - Safety - Supervision		4 Hours		\$75.00		\$300.00
Total						\$2,480.20
Upon acceptance of the noted cost impact, Stettler Supply Company request that a change order						
be issued to,	X	Increase		Decrease contract amount by:		\$2,480.20
Stettler Supply request that our contract amount be extended by:			0	Working Days		
Copy To			By	Jason Jarmin		
				Project Engineer		
Attachments			Email	jasonj@stettlersupply.com		

Change Request Proposal

Project: 22330 / BROWNSVILLE WATER SYS IMP
 (name and address) SCH A - KIRK AVE
 SCH B - MAIN ST, AVERILL ST
 BROWNSVILLE, OR 97327

Change request number: CO - 09
 Description: PUMP ALARM SHUT DOWN

Customer: CITY OF BROWNSVILLE

Notice to Proceed

Submitted date:
 Received date:
 Rough order of magnitude: 0.00

Status: PENDING
 Origination date: 01/27/16

Quotation

Submitted date: 01/27/16
 Due date:
 Submitted amount: 2,480.20
 Requested days delay: 0

Revenue Detail

Billing Group/Item	Description	Quantity	UM	Unit Price	Revenue
CO CO - 09	PUMP CONTROL TIMER		LS		2,480.20
Total Revenue:					2,480.20

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
1006-00 A-WELL PIPING	L LABOR	1.00		257.86
1006-00 A-WELL PIPING	M MATERIALS	1.00		205.15
1001-00 A-MOB/BOND/PERMIT/INS	P PERMITS/FEES			32.87
1001-00 A-MOB/BOND/PERMIT/INS	P PERMITS/FEES			26.51
1001-00 A-MOB/BOND/PERMIT/INS	L LABOR			300.00
Contractor Pricing Total:				822.39

Subcontractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
1008-00 A-BLDG ELEC & CONTROLS	S SUBCONTRACTORS	1.00		1,465.00
Subcontractor Pricing Total:				1,465.00

Total: 2,287.39
Mark-up: 192.81
Total Contractor Price for CR CO - 09 2,480.20

Approvals

Customer: CITY OF BROWNSVILLE
 Authorized Representative: _____
 By: _____
 Date: _____

Contractor: STETTLER SUPPLY COMPANY
 By: _____
 Date: _____



PO Box 4
Brownsville, Oregon, 97327

Official 2015 Receipt for income tax purposes

BCF Tax ID/EIN: 20-1220508

Pursuant to Internal Revenue Code requirements for substantiation of charitable contributions, no goods or services were provided in return for the Tax Deductible contributions.

City of Brownsville

2015 Total Contributions: \$1250.00

Thank you so much for your support and help during the year in our work to service the Central Linn community with grants.

You may not need this tax information but we do want to thank you and the City Council for supporting the BCF. We are able to fund \$9000 worth of grants because of this community support. Thanks again -

Donald D. Ware

Donald D. Ware, BCF Board President



ALBANY Democrat-Herald

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Central Linn mulls bond measure



Mark Ylen, Democrat-Herald (File)

A flooding in mid-January caused by a quadruple pump failure was one of the recent infrastructure problem of the aging Central Linn High School.

[Buy Now](#)

11 hours ago • [JENNIFER MOODY Albany Democrat-Herald](#)

[\(0\) Comments](#)

HALSEY — The Central Linn School District is considering asking voters this May to approve a bond measure for \$32.1 million to replace its two schools with a single new K-12 school.

If the proposal remains as is and voters approve, it would cost taxpayers approximately \$1.87 per \$1,000 of assessed property value, less if the bond rate comes in at a lower rate than it is now. The bond would be for 30 years.

Central Linn has been approved for \$4 million in state funds on top of the request if a measure of at least \$4 million passes, but it must decide on such a request this month.

The plan would be to build a school of about 122,600 square feet, plus a new sports complex, on the current high school property, saving structures such as the current gym if possible.

Members of the Central Linn School Board actually voted unanimously Tuesday for the full request

to lock in the \$4 million state promise. But they said that isn't final and asked district staff also to work up a second, smaller option for voters, saying maybe both could go on the same ballot. Page 51 of 59

Board member George Frasier said he favors staying with the full amount.

The district doesn't have a safety margin if something catastrophic happens, and a new school may keep the district's students from having to be absorbed by other districts, Frasier said.

The state supplies education dollars but not enough to sustain aging buildings, he added.

"It comes down to, do we want a community or don't we?" he said. "If you're going to support facilities, you need to pass bonds and levies."

But several speakers in the 26-person audience said regardless of the need, the community can't afford a bond request of that size.

A sewer bond measure is coming up in Halsey, Bill Fast pointed out, and much of the Central Linn population is retired and on fixed incomes. "How do you expect these people to afford that?"

Bob Anderson suggested the district ask for a smaller "Band-Aid" measure of perhaps \$6 million — \$10 million with the state money — with the understanding that it would come back in a decade to ask for another round.

It's not enough, he acknowledged, but it might sell. "I don't think we can do the full-meal deal," he said. "It's not going to happen. It won't pass."

Travis Hewitt asked how the district could be sure the total would be enough. And Skip Smith questioned whether locking voters into a 30-year plan is wise when the educational system might not even be relying on physical buildings in that time.

Board members said they are relying on talks with contractors and on what's generally known about the price per square foot for new schools.

Central Linn Junior-Senior High was built in 1958 and the elementary school was built in sections between 1938 and 1970. Past studies have indicated problems with roofs, boilers, windows, wiring, heating, plumbing and other physical structures at both.

Board member Parker Leigh said \$10 million won't cover the need because while it might cover a roof, it wouldn't replace boilers, too. "We don't get anywhere as far as longevity."

Better than nothing, Anderson countered. "I'm sorry. It might be the right thing. You're not going to get it done."

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Tags Central Linn School Board, Central Linn School District, George Frasier, Bob Anderson, Travis Hewitt, Skip Smith, Jennifer Moody

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Answers



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Proven, cost-effective strategies to prevent elder abuse

*The **Gatekeeper** program is a community based approach to lower abuse and neglect*

In Oregon, rates of abuse reported for seniors and elderly are on the rise. The Oregon Department of Human Services states in their latest annual report on adult abuse and investigation a 10% increase in the number of investigations conducted on behalf of vulnerable Oregonians including seniors and people with disabilities. The report noted a marked increase in abuse in communities versus facilities, with abuse in communities making up the majority of the increases in reporting.

Nationally, **less than a quarter of abuse cases are reported**. Community awareness and outreach are a key strategy, as noted in the recent DHS report – and cost effective.

Research into the outcomes of the Gatekeeper program has shown significant improvements for individuals served with an increase in reporting of potential abuse incidents, lowering of social isolation, decrease in depression symptoms, and a decrease in suicide ideation. It is community prevention and intervention at work in a cost effective strategy.

What is the Gatekeeper Program? The Gatekeeper program is a community abuse prevention program that was created for people who need help but may be unable to get that help on their own. While many seniors and people with disabilities are independent, healthy and active, many are living alone, have little contact or interaction with others and may not know how to ask for help if they are in a situation that is unsafe. It is a cost effective approach to lowering abuse.

Who is a Gatekeeper? A Gatekeeper is a community member who, during the normal course of their job, would have contact with a vulnerable individual. This could be a grocery store clerk, bank teller, pharmacist, utility reader or mail carrier. Gatekeepers receive training on danger signs that could indicate potential abuse or neglect. Upon identifying these danger signs for an individual, a Gatekeeper is able to make contact with Aging and Disability network and the situation can be investigated. The individual can also be connected to services and supports to help increase their independence and safety. Area Agencies provide the Gatekeeper program.

Gatekeepers prevent abuse.

Since the Gatekeeper statewide initiative began in 2014, **over 800 businesses and organizations and over 8,000 individuals** have participated in Gatekeeper training. **Over 2,100 Gatekeeper calls have been received by ADRCs. Over 400 calls were referred to Adult Protective Services** due to possible abuse or neglect. These referrals are critical in lowering the incidences of abuse and neglect for seniors and people with disabilities in our communities.

The Oregon Legislature discontinued funding for the Gatekeeper Program for the 2015-17 biennium. However, with heightening rates of abuse reporting, the Gatekeeper Program is a wise investment to help decrease rates of abuse and neglect for seniors and people with disabilities.

Reinstate \$850,000 in funding for Oregon's Gatekeeper program with Area Agencies on Aging to increase safety and independence for seniors and people with disabilities.



Linn County Sheriff's Office

Bruce W. Riley, Sheriff

1115 SE Jackson Street, Albany, OR 97322

PHONE 541.967.3950

www.LinnSheriff.org

Received
City of Brownsville

FEB 16 2016

Clerk _____

February 9, 2016

Subject: Linn County Sheriff's Office Citizens Academy

I would like to personally extend an invitation to you, to attend our next LCSO Citizens Academy. Starting this spring, Citizens Academy class begins April 5, 2016, and concludes on June 21, 2016. The Citizens Academy will be held at our office on Tuesday evenings from 6:00 p.m. to 9:00 p.m.

I believe this is a valuable program that allows citizens to learn more about the services we provide. This includes introductions of each division and specialty team, which offers a detailed look into our day-to-day operations. Participants will receive approximately 30 hours of classroom instruction and hands-on training in a relaxed and friendly learning environment.

Applications can be located on the Linn County Sheriff's Office website (www.linnsheriff.org) under volunteer programs. Applications need to be returned by March 25.

I look forward to hearing from you. If you have any questions, please call me at 541-967-3950.

Sincerely,

Bruce W. Riley, Sheriff

Civil Division

PH# 541-967-3907 • FAX# 541-924-1935

Corrections Division

PH# 541-967-3901 • FAX# 541-917-6663

Criminal Division

PH# 541-967-3950 • FAX# 541-967-8169

Animal Control

PH# 541-967-3925 • FAX# 541-791-1330

Support Services Division

PH# 541-967-3950 • FAX# 541-967-8169

Records Division

PH# 541-967-3950 • FAX# 541-967-8169

Linn County Property Management

330 Third Avenue SW, Albany, Oregon 97321

Page 56 of 59

Russ Williams
Property Manager



Phone: 541-967-3807
Fax: 541-928-3517

Received
City of Brownsville

FEB 01 2016

Clerk _____

Linn County will have a foreclosed property auction at 10:00 a.m. on Thursday, March 17, 2016. The auction will be at the Linn County Courthouse, Fourth and Broadalbin, Albany, Oregon. Enclosed is a list of properties to be auctioned which includes minimum bid amounts.

Registration begins at 9:00 a.m. on the day of the auction. This is an oral auction starting with a minimum bid set by the Board of Commissioners. Successful bidders must pay in full with cash, money order, or cashier's check within 15 minutes of the sale of the last parcel. Any individual intending to bid or purchase a property must be present at the sale. Linn County does not allow absentee bidding.

After a property is purchased, a "Certificate of Sale/Receipt" is issued. A "Conveyance of Tax Foreclosed Property" is recorded approximately one month following the auction.

Any property that does not sell at auction will be immediately available for sealed bid. Per the Post Auction Property Pricing Policy, the minimum sealed price will be 10% less than the minimum auction price.

No redemption period remains for these properties. (This means the previous owner nor anyone else can pay the back taxes and reclaim the property.) These properties were deeded to the County after the redemption period had expired.

Additional information can be found at www.co.linn.or.us/propertymanagement.

Sincerely,

A handwritten signature in black ink, appearing to read "Russ Williams", with a long horizontal flourish extending to the right.

Russ Williams
Linn County Property Management

Linn County Property Management

Linn County Foreclosed Property Sale March 17, 2016 at 10:00 a.m. in the Linn County Courthouse

- Unit of Land Sizes Listed Are Approximate Sizes Only

LINN COUNTY DOES NOT GUARANTEE TITLE ON ANY OF THESE PROPERTIES

A complete legal description of these properties is available at www.co.linn.or.us/PropertyManagement

Property #	Account #	Map & Tax Lot #	Real Market Value	Minimum Bid	Property Description
1	88712	11S-3W-7AC-3400	\$39,590	\$31,672	1241 Madison St. SE, Albany, OR
2	195657	12S-2W-148B-5200	\$39,750	\$31,800	91 Jennings St., Lebanon, OR
3	205845	12S-2W-15CD-1900	\$61,230	\$48,984	975 Wassom St., Lebanon, OR
4	220844	12S-02W-36AC-2100	\$42,450	\$33,960	30670 Spring St., Sodaville, OR
5	233862	13S-01E-20-1500	\$108,710	\$86,968	42357 North River Dr., Sweet Home, OR
6	258083	13S-01E-32AD-0901	\$28,820	\$23,056	3703 Long St., Sweet Home, OR
7	260204	13S-01E-32CA-2800	\$58,910	\$47,128	2463 and 2475 Harding St., Sweet Home, OR
8	295333	14S-1E-58B-2800	\$43,710	\$34,968	245 Mountain View Rd., Sweet Home, OR
9	307997 & 885950	14S-02W-06BC-3400	\$161,990	\$129,592	600 Washburn St., Brownsville, OR - Property and manufactured home
10	314357	14S-4W-1AD-3900	\$38,840	\$31,072	291 W H St., Halsey, OR
11	315008	14S-04W-01DA-1101	\$2,000	\$1,600	1270 Crowell Ln., Halsey, OR
12	323648	15S-04W-10CD-1400	\$117,970	\$94,376	925 Cherry St., Harrisburg, OR
13	339206	13S-02W-18-305	\$10,920	\$8,736	.43 acre. Sperry Rd., Brownsville, OR - potentially unbuildable lot
14	413290	10S-06E-21AA-2517	\$7,650	\$6,120	.27 acre. Idanha, OR

Exhibit A

January 25, 2016



PO Box 4985a Monroe, LA 71211

Received
City of Brownsville

FEB 01 2016

Clerk _____



City Of Brownsville
PO Box 188
Brownsville, OR 97327-0188

IMPORTANT INFORMATION REGARDING YOUR CENTURYLINK SERVICE
Qwest Corporation's (dba CenturyLink QC) Notice of Intent to Discontinue Offering
Local Long Distance Service

Dear City Of Brownsville,

We have been informed that your current local long distance carrier, Qwest Corporation, d/b/a CenturyLink QC, will be withdrawing as a local long distance provider in the state of Oregon, effective **April 8, 2016** subject to approval by the Federal Communications Commission. The Oregon Public Utility Commission (OPUC) has approved this action by CenturyLink QC. **Therefore, you must select another long distance provider by March 25, 2016.** Once you have selected a new local long distance provider, **please contact us at 800-990-9886 with your choice. There will be no charge to transfer your service.**

Local long distance service refers to long distance calls within the Eugene local long distance calling area. Please see the attached map. For instance, calls from Eugene to Ashland are local long distance. Other calls, including calls to Portland or out-of-state calls, are carried by another long distance toll carrier (which may be an affiliate of CenturyLink QC), or you may have selected to not have a carrier for those types of long distance calls.

If you want information about possible replacement carriers, such information is available at the CUB Connects website (<http://cubconnects.org/>) or at CUB Connects telephone number (855-892-4314). CUB Connects is a free, unbiased resource that helps consumers to navigate the competitive marketplace for telecommunications services available in your local community. You may also get information regarding replacement carriers by calling us toll-free at **800-990-9886**.

If we do not receive your selection of a new local long distance provider by **March 25, 2016**, we are required to assign the other long distance provider on your account (the one used for calling Portland or out-of-state) as your local long distance provider. If you do not have another long distance provider, you will not be assigned to another provider and you will not be able to make local long distance calls until you select a new local long distance provider. **Therefore, if you currently do not have another long distance provider and you want to be able to make local long distance calls after March 25, 2016 you must select a local long distance provider and notify us at 800-990-9886 with your choice.**

If you have a preferred carrier freeze (PIC freeze) on your account, it will be removed for this one change and then reinstated.

This change in local long distance providers will not affect any other services you receive from us. If you have any questions about this letter or the selection process, please contact us at **800-990-9886**.

Sincerely,

CenturyTel of Oregon

MONTH END RECAP

		JANUARY 2016	
	REVENUE	EXPENDITURES	
1	GENERAL	\$ 6,664.07	\$ 47,484.90
2	WATER	\$ 23,622.36	\$ 41,883.15
3	SEWER	\$ 26,432.02	\$ 20,840.13
4	STREETS	\$ 13,820.52	\$ 13,476.90
5	WATER BOND	\$ -	\$ -
6	SEWER BOND	\$ -	\$ -
7	SEWER DEBT FEE	\$ 10,593.24	\$ -
8	BUILDING & EQUIPMENT	\$ -	\$ -
9	WATER RESERVE	\$ -	\$ -
10	HOUSING REHAB	\$ -	\$ -
11	WATER SDC	\$ -	\$ -
12	SEWER SDC	\$ -	\$ -
13	STORMWATER SDC	\$ -	\$ -
14	BIKEWAY/PATHS	\$ 83.92	\$ -
15	LIBRARY TRUST	\$ -	\$ -
16	CEMETERY	\$ 125.00	\$ -
17	TRANSIENT ROOM TX	\$ 247.73	\$ -
18	SEWER CONSTRUCTION	\$ -	\$ -
19	LAND ACQUISITION	\$ -	\$ -
20	COMMUNITY PROJECTS	\$ -	\$ 265.00
		\$81,588.86	\$123,950.08

	YTD	%	Unexpended
1	\$ 411,229.13	35.44%	\$ 827,294.87
2	\$ 468,598.08	46.00%	\$ 551,851.92
3	\$ 124,001.26	27.10%	\$ 457,998.74
4	\$ 81,334.66	16.63%	\$ 407,865.34
5	\$ -	0.00%	\$ 77,678.00
6	\$ 332,072.00	83.51%	\$ 65,582.00
7	\$ 75,660.96	60.53%	
8	\$ -	0.00%	\$ 436,500.00
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20	\$ 9,454.25	5.30%	\$ 168,945.75

KeyBank Accounts	2015-2016	YTD	% of Total
General	\$ 81,392.89		
Utility	\$ 19,700.00	\$ 1,426,689.38	27.63%
Park	\$ 2,900.00		
Court	\$ 2,384.59		
Oregon State Treasury	\$ 4,115,700.32		
Community Improvements	\$ 14,964.22		
		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