



# CITY OF BROWNSVILLE

## Council Meeting

Tuesday – July 28<sup>th</sup>, 2015

**Regular Session 7:00 p.m.**

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# CITY OF BROWNSVILLE

## Council Meeting

City Hall – Council Chambers  
Tuesday, July 28<sup>th</sup>, 2015

### 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: June 23<sup>rd</sup>, 2015
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
- 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. Resolution 2015.20: Assign Loans to LCHRP
  - B. Resolution 2015.21: Secretary of State – Audits Division
  - C. Ordinance 754: Discharge of Weapons
  - D. Ordinance 756: Prohibiting Recreational Sales by Medical Marijuana Dispensaries (*Emergency*)

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.



E. Ordinance 757: Prohibiting the Establishment of Marijuana Facilities in the City of Brownsville (*Emergency*)

10) ACTION ITEMS:

- A. Spay/Neuter Voucher Program

11) DISCUSSION ITEMS:

- A. Weed & Nuisance Abatements Update  
B. 2015 Water System Improvements Project  
C. Master Project Outlook List (*FY 2015-2016*)  
D. June Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- 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.

15) ADJOURN

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



## Council Minutes

June 23<sup>rd</sup>, 2015

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

**PUBLIC:** Linda McCormick, June Schlosser, Phil and Kaye Fox, Sal & Leda Sepulveda (*The Times*), Greg Klein (LCSO), Joel Stith, Steve Brenner, Donald & Christine Seale, Chad Hein, Doug Block, Kim Clayton, Jannea Deaver, Elizabeth Coleman, Alex Paul (*Albany Democrat Herald*), and Allen Buzzard.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** No addition or deletions this month.

**MINUTES:** Councilor Cole made a motion to approve the May 26<sup>th</sup>, 2015 meeting minutes with one small change: on page 7 unenumerated ordinance should read unenumerated nuisance. Councilor Shepherd seconded the motion as amended, and it passed unanimously.

### **PUBLIC HEARINGS OR PRESENTATIONS:**

**Budget FY 2015-2016 Hearing and Passage** – The hearing was opened. No comments were made. The hearing was closed.

**Stand By Me (Stand by Me) Celebration** – Linda McCormick was present and informed Council of some of the upcoming events celebrating SBM Day on July 23<sup>rd</sup>. The event this year will be on a Thursday. Next year will be the 30<sup>th</sup> anniversary, held on a Saturday, and a big event is being planned including a big 40” screen showing the movie in the Park; hopefully Rob Reiner and Stephen King will make an appearance as well. Jane Ridley, Special Events Manager for the Governor’s Office, State of Oregon Film, is also involved with the planning of the 30<sup>th</sup> anniversary event. Council thanked Ms. McCormick for all her hard work on this project.

### **DEPARTMENT REPORTS:**

1. **Sheriff’s Report.** Sergeant Greg Klein was present. He is one of the new supervisory personnel assigned with Lt. Michelle Duncan to south Linn County. He stated that he will attend as many Council meetings as possible. Sgt. Klein reported that in May LCSO spent 242 hours in Brownsville including 21 traffic hours, 16 citations and 11 warrants. Currently, LCSO is working on improving traffic patrol in the rural towns for public safety.
2. **Public Works.** Mr. Frink reported that Public Works has been very busy this month. They have completed paving projects and patchwork in various locations around town. They will soon begin applying shoulder rock to the edges of the newly paved roads. The downtown parking lot was repaved and restriped. Some shrubbery was also removed to clean things up a bit. It seems as if there has been a lot of complaining this year, with very little appreciation for the paving jobs well done. The Park Caretakers, the Grangers, have been doing a great job in the Park. There have been several vandalism incidents in the Park this year; some is pretty obscene and graphic. The drinking fountain was also destroyed, but it was



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repaired before Pioneer Picnic festivities. Mr. Frink is currently in the process of purchasing a new gator for the Park as well.

3. Administrator's Report. – Mr. McDowell placed miscellaneous items on Council's desk. He explained R 2015.17 and the delinquent sewer accounts. He also shared before and after pictures of 903 Ash Street and the nuisance abatement completed at that property. McDowell informed Council that the Central Linn Recreation Association can no longer allow classrooms on a basement floor. Parents and Pals are currently looking for a new location. July 4<sup>th</sup> preparations are complete, including 10 additional portable toilets in the Park, 3 additional light towers, and Sweet Home Sanitation will provide extra garbage and recycling cans that will be spread out around the park during that weekend. Ms. Coleman is working on getting some local community groups to help with the trash cleanup the day after the fireworks show.

Mr. McDowell reviewed the weed and nuisance program. He reminded Council that this ordinance is not for aesthetics; it is for fire protection. Green weeds will not be posted, as they are not combustible. The weed season runs from June 1<sup>st</sup> – September 30<sup>th</sup>. This year there were 34 notable violations that were addressed; more than half of the folks complied with the ordinance, after receiving a letter or phone call from Staff. On June 1<sup>st</sup> Staff posted 16 properties. The property owners were given 10 days to bring their properties into compliance. Staff went back out on June 11<sup>th</sup> and found 12 properties that would require abatement. Staff then compiled a list for the City contractor to abate. He has been very busy with the nuisance cleanup projects at 108 E. Blakely Avenue and 903 Ash Street. Staff is hopeful that he will have the first wave of abatements finished by mid-July. At the end of July/beginning of August the second wave will begin. Staff again will go out and review the town and plan for the whole process to start again. By the time the second wave of abatements is finished, it will be close to the end of September.

Mr. McDowell has been working a lot on the weekends lately due to constant interruptions by the public in his normal work day. Staff is going to try to encourage folks to set appointments for better time management. There are a lot of things happening with code enforcement/interpretation lately. Everyone can access the Brownsville Municipal Code (BMC) online through the City website. With higher end homes being built in town, these folks are paying higher taxes, and have higher expectations for code enforcement to keep the City operating at a high visual level. Staff has been actively working on the permitting systems. These permitting systems are trying to ensure that projects (such as fences) are done right the first time which protects the citizens from incurring more debt later to fix problems not done right the first time when they try to convey the property. Right of Way (ROW) issues continue to crop up. Folks have installed fences, sprinkler systems, etc. on the ROW and then try to claim that area. Staff is saying no to those requests. If Council would like to direct Staff on this issue, now would be a good time to address it. Mr. McDowell would like to extend a thank you to Paula Bivens for working with the City so well on the resolution of the nuisance at 108 E. Blakely Avenue. In reality, three months was a pretty fast turnaround to abate and clean the property to the current level. LCSO's Deputy Thurman was a big help as well. Mr. McDowell attended a 911 meeting today. They are working on replacing their computer-aided dispatch system. New technology will be coming in this area soon.

4. Library Report. No comments.



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5. Court Report. No comments.
6. Council Comments. Mayor Don Ware recapped the latest Cascade West Council Of Governments meeting and said that what they think the future holds for banking may well be “mobile banking”. It may be that small cities will find it difficult to lure traditional institutions into the small markets. Councilor Shepherd would like to encourage Council to make a small field trip trek tonight after the meeting out to 903 Ash Street to observe the massive cleanup project the City has undertaken. Our contractor has uncovered an additional 30 yards of trash, and then 100 yards of garbage after that on the property. Councilor Cole remarked that she has heard complaints about young people entering the property. Mr. McDowell stated that LCSO has been informed and all persons unauthorized to be there will be trespassed off the property.
7. Citizen Comments. Mr. Steve Brenner, 127 N. Main Street, stated that he would like to discuss the weapons discharge policy that Council is considering changing to be a ban across the board. He stated that there are several ideal shooting areas located throughout the town. The Christian Church is a prime example with a 30’ berm that goes all the way around. Brenner added that he has always taken a lot of pride in this town with the town’s openness to pets, and safe shooting ranges, etc. Pastor Joel Stith spoke next also in support of allowing weapons discharge in certain areas in town. He stated that they have formed a club, have stringent requirements, and have had no mishaps. Karen Levine spoke next, also in favor of having shooting areas in town. Chad Hein addressed the issue also speaking in support of allowing weapons discharge in the City. He is one of the few people that have actually applied for, and received, a provisional permit. Hein stated that his insurance agent is aware of the weapons discharge on his property and has assured him he has adequate liability insurance coverage. Don Seale spoke next in favor of allowing the sport in town with proper safety precautions. Christine Seale also spoke in favor of allowing bows and arrows in town and implored Council to please consider a way to make it doable for people to shoot safely and legally.

### LEGISLATIVE:

1. O 754: Weapons Discharge (Second Reading). Councilor Van Sandt made a motion to read O 754 by title only. Councilor Cole seconded the motion, and it passed unanimously. Councilor Gerber read O 754, and then asked Mr. McDowell to open the discussion. Mr. McDowell recapped the history of the weapons discharge in town. Last month Council was presented with two different Weapons Discharge proposals. The first proposal required certain topographical features on certain lots in town, and the 2<sup>nd</sup> model banned all weapons discharge in town; at the May meeting Council seemed inclined to prefer the total ban ordinance. Councilor Gerber has given this ordinance a lot of thought and thinks that allowing archery in a controlled setting would be fine. Councilor Shepherd stated that it is too dangerous to allow in the City and he will not be voting for it. Councilor Cole stated that she will not vote for the ordinance as it is proposed; she would like to see some language with criteria added where shooting could make sense. Mr. McDowell reminded Council that our insurance agent would like to ban shooting in town of course. Councilor Van Sandt and Councilor Chambers thought there might be some middle ground; perhaps some areas in town



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permissible. Councilor Neddeau thought we should stop doing the permitting system, but allow shooting in certain approved situations. Mayor Don Ware stated that he is against this ordinance, and he will be voting no. *Councilor Cole made a motion to not approve O 754 as presented. Councilor Neddeau seconded the motion. A roll call vote was taken with all members voting yes, except Councilor Shepherd. Councilor Cole made a motion to direct Mr. McDowell to craft a new ordinance for consideration at the next meeting. Mayor Don Ware seconded the motion, and it passed unanimously.*

2. R 2015.13: FY 2015-2016 Budget Appropriations. *Councilor Cole made a motion to approve R 2015.13 as presented. Mayor Don Ware seconded the motion, and it passed unanimously.*
3. R 2015.14: Water Rates Annual Adjustments. *Councilor Cole made a motion to approve R 2015.14 as presented. Councilor Shepherd seconded the motion and it passed unanimously.*
4. R 2015.15: Sewer Rates Annual Adjustments. *Mayor Don Ware made a motion to approve R 2015.15 as presented. Councilor Shepherd seconded the motion and it passed unanimously.*
5. R 2015.16: Overdue Utility Accounts. *Councilor Cole made a motion to approve R 2015.16 as presented. Councilor Chambers seconded the motion. Discussion was called for. Utility Clerk Jannea Deaver was present and stated that the ordinance that Council passed last year, not allowing users to go over the 60 day mark has been very effective on the collection end. Right now the average bill is \$76-\$80 per month. With the annual 3% increase, the new average bill will be \$72.50-\$94.50. The \$100 deposit comes nowhere close to recouping the City's costs for unpaid bills. By implementing a cap of \$180, regardless of time, it may be a better way to keep the accounts receivable costs lower. A vote was called for, and the motion passed unanimously.*
6. R 2015.17: Year End Transfers FY 2014-2015. *Mayor Don Ware made a motion to approve R 2015.17 as presented. Councilor Van Sandt seconded the motion, and it passed unanimously. Mr. McDowell also noted that there is a clarification note at the bottom for the library carpet project.*
7. R 2015.18: Zoning and Planning Fees Update. *Councilor Cole made a motion to approve R 2015.18 as presented. Councilor Shepherd seconded the motion. Discussion was called for. Administrative Assistant Elizabeth Coleman was present and discussed the particulars of the resolution. A vote was called for, and the motion passed unanimously.*
8. R 2015.19: Marijuana Advisory Vote. *Councilor Cole made a motion to approve R 2015.19 as presented. Mayor Don Ware seconded the motion. Discussion was called for. Mr. McDowell clarified what Council has done in the past around this issue; this resolution also accepts the results from the Linn County Clerk's Office. He reminded Council that this is not an end-all vote. Other government entities*



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could change their rules/laws and that may force Council to address those changes. Councilor Van Sandt stated again that she thought the medical and recreational portions of the marijuana vote should be voted on separately. Councilor Shepherd and Mr. McDowell both reiterated that this is not possible, and that currently they are both illegal at the federal level. *A roll call vote was called for, and the motion passed unanimously.*

### ACTION ITEMS:

1. Central Linn Recreation Association Agreement (Option Year). Mr. McDowell recapped the year's performance with the CLRA Agreement. Staff continues to streamline procedures and policies and has compiled some recommendations for their Board for their June meeting. Staff fully understands the amount of work involved but feels that this partnership is beneficial for the community. Keep in mind, a lot of their Board Members no longer have children in the system either, but they continue to serve this worthwhile program. Councilor Gerber stated that she felt it was important to continue to support them how we can. *Mayor Don Ware made a motion to approve the agreement for one more year. Councilor Shepherd seconded the motion and it passed unanimously.*
2. Spay/Neuter Voucher Program. *Councilor Shepherd made a motion to table this issue due to the lateness of the hour. Councilor Cole seconded the motion and it passed unanimously.*
3. Bishop Royale Request. Council has been asked for some relief on the bill (found on the desk tonight) for the Bishop Royale construction. McDowell reported that several financial considerations have already been made to make this project possible for the builders. The builder had been informed at the beginning of the project of these required costs, and had requested to just be invoiced at the end of the project. *Mayor Don Ware made a motion to approve the invoice as prepared. Councilor Shepherd seconded the motion, and it was approved unanimously.*
4. Design of Spaulding Street Trees. Staff had recently brought forth a proposal to redesign the proposed planters for Spaulding Avenue. The proposal was met with some resistance on the design by several appointed officials. Park Board has asked Staff, including Mrs. Coleman, Mr. Frink, and Mr. McDowell, to bring back options to the Park Board later this Fall. The trees are heaving the sidewalk, and growing into the power lines. The plan now is to take the trees down, patch the holes, and come back with a new design/plan. *Councilor Shepherd made a motion to accept Staff's recommendation. Councilor Cole seconded the motion, and it passed unanimously.* Mayor Don Ware stated that perhaps the Garden Club would be interested in putting up some plant tubs with flowers in these spots. Councilor Cole requested clarification on the gray area with Park Board and the Historic Review Board (HRB). Mr. McDowell responded that there is no gray area, it is Park Board's responsibility and duty to oversee this type of project. Council recommended this to the Historic Review Board; there is not a requirement to do.





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### DISCUSSION ITEMS:

1. Weed and Nuisance Abatement Update. McDowell updated Council on the nuisance program. RFA's (*Request for Action*) letters have been sent, and most have complied. If compliance is not met by around the 1<sup>st</sup> of August, these nuisances will be posted, and then cited into Municipal Court. Councilor Cole stated that she would like to look at the disabled/non-running vehicle ordinance for possible improvements.
2. Council Goals. Mr. McDowell informed Council the Council Goals Board is at the print shop, fixing some errors on their part. If Council has modifications, now would be the time to make changes. Councilor Cole stated that on page 4 at the bottom of the page, she suggests that it should read something like Staff and Council recognize the need for ongoing training and development for all. On page 57, under "Elected and Appointed Official" she would like the last sentence stricken. No other changes were suggested. Mayor Don Ware thanked Mr. McDowell for working on this project so relentlessly. He would also like to encourage all Councilors to support Staff as much as possible. If a Councilor cannot answer a citizen's question, it might be best to have them contact City Staff for clarification.
3. May Financials. No questions or concerns.

**EXECUTIVE SESSION** entered into at 9:16 p.m.

- Council will be discussing a real property transaction and the performance of the chief executive officer.
- 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 adjourned at 9:25 p.m.

*Councilor Cole made a motion to authorize Mr. McDowell to move forward with real estate transactions. Councilor Gerber seconded the motion, and it passed unanimously.*



## **Council Minutes**

**ADJOURNMENT:** *Mayor Don Ware moved to adjourn at 9:34 p.m. Councilor Cole seconded the motion, and it passed unanimously.*

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City Administrator S. Scott McDowell      Mayor Don Ware



# City Administrator Report

July 28<sup>th</sup>, 2015

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

## COUNCIL WILL NOT MEET IN AUGUST 2015

**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.

"Maybe all one can do is hope to end up with the right regrets."

– Arthur Miller, Playwright



"Kindness, at least actual, is in our power, but fondness is not."

– Samuel Johnson, Writer

"You have enemies? Good. That means you've stood up for something, sometime in your life."

– Winston Churchill, U.K. Prime Minister



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

**Resolution 2015.20: Assign Loans to LCHRP** – The resolution seems to be fairly self-explanatory. The City was approached by Willamette Neighborhood Housing Services (WNHS) in relation specifically to the property located at 343 E. Blakely Avenue that may be able to be rolled into the project being contemplated by the Central Linn School District. The City of Scio and the City of Lebanon have both recently assigned loans to WNHS through the intergovernmental agreement with the Linn County Housing Rehabilitation Partnership (LCHRP).

### **What is Council being asked to do?**

Deciding whether or not to assign the loans to WNHS through the LCHRP. If Council decides to do so, they will consequently authorize the City Administrator to execute the necessary paperwork.

**Resolution 2015.21: Secretary of State – Audits Division** – The City received a letter from the Audits Division noting some problems with the last audit as noted by BCS. I am currently working with BCS to determine the proper course of action. This particular resolution may be placed on the desk the night of the meeting as it may not be necessary.

**Ordinance 754 – Weapons Discharge (First Reading)** – At the direction of Council after last meeting, I have drafted two ordinances for Council's consideration. Ordinance 754 (*Model A*) allows discharge of weapons on private property when the property has certain topographical features that would accommodate such an activity. Ordinance 754 (*Model B*) I have deemed this model the



# City Administrator Report

"Councilor Van Sandt" option which is to add the Brownsville Christian Church as a place where discharge is permitted into the ordinance, while banning all other private property situations.

As stated at the last meeting, no matter what is passed, some people will not follow the law.

## ***What is Council being asked to do?***

Decide which of the two ordinances to give a first reading and then conduct a first reading.

**Ordinance 756: Prohibiting Recreational Sales by Medical Marijuana Dispensaries (Emergency)** – I have included City Attorney Lauren Sommers' e-mail concerning both pieces of legislation as I think it explains the issues clearly. I have added an emergency clause to Ordinance 756 because Council does not meet in August.



## ***What is Council being asked to do?***

Decide is the ordinance should be passed.

**Ordinance 757: Prohibiting the Establishment of Marijuana Facilities in the City of Brownsville (Emergency)** – See above. This ordinance will require a vote of the City of Brownsville at the November 2016 General Election to become effective. If the voters vote against marijuana facilities, then the City would not be eligible for any of the shared marijuana state revenue.

## ***What is Council being asked to do?***

Decide is the ordinance should be passed.

**Weed & Nuisance Abatements Update** – Administrative Assistant Tammi Morrow and I are happy to report that during a recent inspection, things were looking pretty good. The City's contractor still has a few properties to attend to but will get them completed this weekend. Staff will be starting round two after the audit which is scheduled for the week of August 3<sup>rd</sup> through the 7<sup>th</sup>.

**2015 Water System Improvements Project** – I have included the sheet from City Engineer Jon Erwin with the options exercised by the City. We are wrapping up contracts and are hoping to start the first full week of August. The City recently received all proper permits from the Linn County Road Department.

**Master Project Outlook List (FY 2015-2016)** – Enclosed is the annual checklist based on the budget and Council goals. These include some of the major projects Staff will be focusing on for the year. I will also be updating the Prospectus and making it available to Staff.

**Machinery & Personnel Rates Update** – Each year Staff reviews the City's costs associated with performing various types of work. Public Works Superintendent Karl Frink and I feel comfortable with the rates as put in place by Council last year. Therefore, there will be no new resolution this year. I have included the resolution from last year for your information.

**Stand by Me Celebration** – Chamber is considering hiring an event planner for the 30<sup>th</sup> Anniversary Celebration. I will have an oral update for this year's event.





# City Administrator Report

- ▶ *Greg Hopla & LCBD – Mr. Hopla decided against hosting events on his property until he can meet the City and County requirements.*
- ▶ *Cougars – The City experienced several sightings. Oregon Fish & Wildlife Department was contacted and dealt with property owners directly.*
- ▶ *Antique Faire Planning – met with Chamber representatives to plan for the upcoming event. The LC Pioneer Picnic Association has granted permission to the Chamber for use of signage and electrical cords.*
- ▶ *Sweet Home Sanitation was huge on several projects including the Fourth.*
- ▶ *Public Works has done another awesome job coordinating their workload and making town look fantastic and welcoming!*
- ▶ *Up in Smoke – Simpson's free marijuana giveaway has generated much discontent.*
- ▶ *Citywide Garage Sale & Samaritan – Use of the parking lot was coordinated appropriately. Thank you Laura Meckle.*
- ▶ *Mayor Ware & I visited with Sweet Home Mayor Jim Gourley & City Administrator Craig Martin.*
- ▶ *Marlene Sloan – visited about several items in the cemetery.*



## STATUS UPDATES – Projects, proposals and actions taken by Council

**Active: 2015 Water Line Projects** – Currently under contract for completion.

**Active: GR-12 Update** – Currently under contract for completion.

**Active: CJIS Update/Employee Handbook** – *From 03.24.15:* CJIS (Criminal Justice Information System). The City received the requirements from the Oregon State Police. Municipal Court Administrator Jan Henry and I will be working toward making these changes. I will also be attempting to update the Employee Handbook as these changes will be a part of that document. I hope to have this done in the next two months, but it will more than likely be June 2015. The City's time frame will be dependent on what the CJIS folks will allow.

**Active: McFarland Cascade & Noise Mitigation** – *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.

*From 04.24.15* – The County did not allow them to add it to their last permit.

**Active: Central Linn School District Property Development** – *From 06.23.15:* Mayor Ware attended a tour of various facilities in Corvallis with Superintendent Gardner, a few School Board members and members from Willamette Neighborhood Housing Services (WNHS). This is regarding a possible project at the district office property on Blakely Avenue.

**Active: S. Oak Street Drainage** – The property owner was contacted and the City Attorney has been consulted. I will have an oral report for Council.



# City Administrator Report

**Central Linn Recreation Association Agreement (Option Year)** – I am recommending that Council exercise the option for this agreement. Due to other major pressing concerns, I really was unable to assist in the manner I wanted to execute. Staff has done a great job facilitating Rec Center issues and we have entered into several conversations aimed at improving logistics.

**Spay/Neuter Voucher Program** – From 06.23.2015: I have enclosed information provided by Councilor Chambers about some of the program particulars.

**What is Council being asked to do?**

Be prepared is Council should institute such a program and to discuss the logistics of this program idea.



**WCMF Traffic Plan & Linn County Road Dept.** – Staff is working with the Linn County Road Department to perform traffic counts during a regular week and then during the Festival to determine the increased usage totals. Included in the packet with the note sent to the County approving the traffic plan for the Festival for this year. The plan was exactly the same as last year.

**Santiam Bike Trail Proposal Update** – included in the packet is an update on the proposed bikeway the City supported last year. The addition is sponsored by the Santiam Spokes Bicycle Club based in Lebanon.

**BCS Audit** – The annual audit will take place August 3<sup>rd</sup> through the 7<sup>th</sup>. Staff has been busy sending and preparing information to the audit team.

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

- ▶ *American Legion Awards – The local post did an amazing job this year at their annual statewide convention.*
- ▶ *Park Electricity – Henderson Electric finished Phase II.*
- ▶ *Gator – A new John Deer Gator was purchased for the Park.*
- ▶ *Pavement Patching – Holderman Paving finished their contract work and Public Works finished their portion of the work. Everything turned out very well!*
- ▶ *Year End Entry – Staff completed several general ledger pieces.*
- ▶ *903 Ash Street – I.C. Touch finished their contract. The City has received many compliments for this efforts.*
- ▶ *Ed Putman's concerned with his neighbor were somewhat resolved.*
- ▶ *Budget Finishing – Administrative Assistant Tammi Morrow and I finished several budget pieces along with entering the numbers into the general ledger for FY 2015-2016.*
- ▶ *Lights for the Fourth and other arrangements – Public Works Superintendent Karl Frink and our partners did a fantastic job with the logistics for this awesome event.*
- ▶ *Chuck Knoll – engaged the Engineer's Office for traffic counts for the Festival.*
- ▶ *Darrin Lane – worked with Mr. Lane on several issues from the traffic counts to the permits for the 2015 Water System Improvements Project.*





# City Administrator Report

*From 05.26.15:* The City will be forwarding a letter in the near future.

*From 11.25.2014:* At the completion of the project on S. Oak Street, a local resident continues to drain their sump pump into the street. Staff would like to discuss this matter with Council to determine the best course of action to remedy the situation.

**Active: Central Linn Recreation Association Proposal** – *From 06.23.15:* Council is being asked to exercise the option year for this agreement.

*From 05.26.15:* The list of improvements are included for your information. The meeting went very well with President George Frasier.

**Active: Water Rights Update** – *From 02.24.2015:* The City will proceed with engineering for GR 12 as discussed at last meeting.

*From 11.25.2014:* Staff is still investigating information and possibilities. I will hope to have an oral report for Council at the meeting.

*From 10.28.2014:* Michael Mattick, Water Master, stopped in to discuss some possibilities. City Engineer Jon Erwin is currently researching the implications. I hope to have more information at for the meeting.



**Active: City Hall Phase I** – Staff is working to coordinate concrete work and develop the project in conjunction with a contractor.

*From 07.22.2014:* The City recently retained the services of Mr. Steven Sedlar to help with the capstones for this project. Later this Fall, Staff will begin Phase II of the project which includes the installation of the grass.

**Active: Visit Linn Coalition (VLC) Update** – VLC is finishing up the work on their goals.

**Pending: Park Board Recommendation** – *From 06.23.15:* The Historic Review Board reviewed the planters on Spaulding Avenue. The Board made some changes to the design that were going to cause some logistical concerns. Staff took the suggestions to the Parks & Open Space Advisory Board for comment. The outcome was a recommendation to Council that includes, 1) removing the existing trees on Spaulding Avenue and patching the concrete, and 2) asking Staff to review the entire street tree situation along Main Street and Spaulding Avenue to determine replacement options.

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.



# City Administrator Report

**Pending: Medical & Recreational Marijuana Discussion** – See related Ordinances above. The cost of the advisory question election was \$130.42.

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

**Pending: Utility & General Ledger Software** – *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.



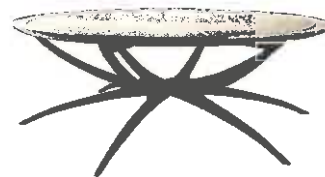
*From 03.24.15:* Staff has been busy viewing demonstrations for new software. Staff is hopeful that a smooth transition may be possible by the beginning of the new fiscal year. I will explain more at the meeting.

**Pending: Business Registration Progress** – *From 02.24.2015:* Staff is working on gaining 100% compliance. It has been difficult with all of the other pressing issues.

## **Tabled Thoughts**

### ***Tabled***

- ✦ Animals Research & Ideas (*Chambers & McDowell*)
- ✦ RV Discussion (*Ware, Cole & McDowell*)
- ✦ Water Hookups vs. Wells
- ✦ Library Summer Closure



**Pending: Recreational Vehicles** – This item will be addressed in the future as part of Council goals possibly.

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

**Pending: Animals** – *From 01.27.2015:* Councilor Chambers and I hope to have some ideas together for Council review after the first of the year.

**Pending: Tim Housley** – *From 04.24.15:* Councilor Shepherd, possibly Mayor Ware and I will meet with the Mr. & Mrs. Housley and Mr. & Mrs. Young to discuss the City's nuisance abatement program and ordinances.

**Stalled: Garbage Language** – 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.





# City Administrator Report

## **Pending: Economic Development Strategy** –

*From 05.26.15:* Mayor Ware and Councilor Chambers have not had a chance to meet on this topic mostly due to budget season and illness.

*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** – *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: Smith System Development Charge (SDC) Agreement** – Awaiting the document to be recorded by Linn County.

**Stalled: Address Mapping** – *From 12.16.2014:* Mark Stevens of the Brownsville Rural Fire District's Volunteer Association and I have had some initial discussions based on Council's decision last month to allow the curbs to be painted. We will be sitting down after the first of the year to develop some ideas.

**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 19<sup>th</sup>.

**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 05.26.15:* No action.

*From 12.16.2014:* Several things have transpired that I will report at Council meeting.

*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.



# City Administrator Report

## PAST MEETINGS – Memory Information



**Moody Court & Unenumerated Nuisance** – Everything looks in order. 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.

**Stalled: Sweet Home Economic Development Group** – *From 10.28.2014:* Chamber President Jon Morrison and I were put on hold in our efforts to discuss partnership options with this group.

**Council & Staff Education** – The Council goals are so important to focus the numerous complaints, personal requests, concerns and agenda items of special interest groups and private citizens that are regularly brought to City Hall. Staff and organizational resources include time, energy and money. The money part is simply the budgetary process. The Budget Committee and the Council have determined where financial resources will be utilized for the fiscal year. The tricky part of properly utilizing these resources are the time and energy pieces. However, to be an effective organization, Council must be on the same page with Staff to effectively ensure that the proper items are getting the correct amount of attention.

Staff has been overwhelmingly slammed by CAVE Dwellers for the last six weeks. Cave stands for Citizens Against Virtually Everything. The amount and intensity of the complaining is at an all-time high. Of course, there are some anecdotal reasons for this phenomenon occurring such as the weather being nice earlier than normal, the push on Ordinance enforcement, the enabling of new laws, the pavement contract having to be held until the Spring, new Staff members learning their roles, key deadlines like the end of the fiscal year, the fact that many of the policies implemented by Council & Staff have been successful and folks are seeing positive results and so on.



Everyone has an idea. Everyone has an opinion. Few want to take on the responsibility of developing a realistic solution that gets as many people across the "win-win" line as possible. So many are fueled by their own agenda, their own specific interest, so much so, that they do not take into consideration what the City is already doing on major issues including their issue.

The City of course runs on volunteer spirit and energy. Many citizens are wanting the City to solve their problems without any effort on their part other than picking up the phone or sending an e-mail to Staff; this part of the citizen-City Hall relationship needs work. Staff spends entirely too much time answering e-mails or having drop-ins that are asking basic questions or have issues that are not addressed by the Code, have been convoluted by their own interpretation of the Code or whatever is on their mind at the time that, in turn, wreck the integrity of Staff's work week. One solution we will be implementing is to require the name and address of the complainant. If they are not willing to take ownership of the concern, then the concern must not be that important.

Another solution we have implemented to combat part of this is to require one point of contact with civic organizations. Many times Staff is hit with the same request from eight or nine different people who mean well and only want to take five minutes, which of course leads to twenty. Staff tries to



# City Administrator Report

be courteous, but it is bleeding into our personal time away from work and making work days very inefficient.

I have asked Staff to politely excuse themselves from those kinds of conversations and ask the person to make an appointment. Unfortunately, complaining is a matter of convenience. We need to have a more structured process to make it less convenient. Many complaints we field are about the complainant's neighbor(s) when the person has not even taken the time to discuss the issue with their neighbor. Part of this is because the City is successful in remedying problems, foreseeing concerns and preventing issues before they even become issues.



We will **need** Council support for this effort to be effective. Ways that you can help include: 1) knowing what the facts are on as many issues facing the City as possible, 2) how Staff applies certain rules, 3) relaying the correct message to folks you see and talk to, 4) increasing your operational awareness and knowledge of the organization, 5) standing behind Staff on ordinance issues when they come to Council's attention, and 6) addressing issues decisively to name a few.

Staff will be scheduling many more appointments and encouraging folks to make those appointments. Time is the biggest resource we have, but it must be used effectively. When folks beeline into an office without even stopping at the front desk, it creates chaos. Chaos is the enemy of order and effectiveness. Staff does not have the time to address every complainant's e-mail within the week. Productivity is stopped when interruption occurs. When we spend our time on unproductive issues, the City gets unproductive results.

The bottom line is that Staff is dealing with a myriad of responsibilities and tasks. Most of which have been decided through the budgetary process, organizational priority and by the various contractual agreements of Council. Energy vampires are eating away at productivity and overall job satisfaction of Staff. We are simply wanting Council to understand some of the new approaches we will taking to protect our time and energy resources.

**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 5<sup>th</sup>, 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 28<sup>th</sup>, 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.





# City Administrator Report

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 22<sup>nd</sup>, 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 4<sup>th</sup>, 2012 meeting:* Darrin Lane Stopped for a visit on August 7<sup>th</sup> 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,

S. Scott McDowell



## Public Works Report July 22, 2015

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 July.
- *Distribution System* – Five small leaks this month. The pressure reducing valves are scheduled to be serviced July 23<sup>rd</sup> and 24<sup>th</sup>. One new water service was installed on School Ave.
- *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* –All of the instrumentation has been calibrated.
- *Misc.* – The water projects are scheduled to begin August 1<sup>st</sup>.

### Sewer:

- *North Lagoons* –Nothing to report this month.
- *South Lagoons*- Nothing to report this month.
- *Collection System*- A sewer extension on School Ave. is complete.
- *Misc.* – USDA Rural Development is scheduled to inspect our facilities on June 22<sup>nd</sup>.

### Streets:

- *Mowing/Tree Maintenance* – Trees are trimmed on an as-needed basis.
- *Asphalt/ Gravel Road Maintenance* – Asphalt paving is complete. The pothole work is complete. Planning is underway for this budget year's paving projects.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Nothing additional to report.

### Parks:

- *Pioneer Park* –A lot of work has been done in Pioneer Park thanks to our park hosts, our seasonal, and Public Works. Picnic table painting is under way, tree trimming is under way, several kitchen repairs are complete. Watering of the park is ongoing. A large Cottonwood tree became unstable and created a public hazard to the park. The tree was cut down for public safety. The plum trees near the park host site also became brittle and unstable, ultimately falling on their own. Five hazard trees are scheduled to be removed August 19<sup>th</sup> and 20<sup>th</sup>. Several new identification signs have been installed around the park, soon public works will be installing an information station near the front parking lot to aid visitors and users of the park.
- *Blakely Park* – Mowing and grounds maintenance is under way. Neil and Sue Karo have volunteered to manage the watering of this park. A big thank you to the Karos for their efforts to beautify our city.
- *Kirk's Ferry Park* – The drinking fountain for this facility will be installed soon. This facility is mowed weekly.

### Cemetery:

- *Grounds* – This facility has been mowed and several plots marked for burial and headstone placements.

### Library:

- *Grounds*- Mowing and grounds maintenance is under way. Irene Corbett volunteered to water this park for the City. Thank you to Irene for helping beautify and enhance our community.
- *Buildings*- A few minor building maintenance items have been repaired.

### 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 landscape project in front of City Hall is under construction, Public Works has finalized the design and has contacted concrete contractors for bidding of a portion of the work. This facility is mowed weekly.
- *Community Center*- Nothing to report this month.

### Rec. Center:

- *Grounds*- This facility is mowed weekly.
- *Buildings*- Nothing to report this month.

### Public Works:

- *Grounds*- This facility is mowed weekly.
- *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.
- One John Deere Gator was purchased to replace our existing Gator.
- We have replaced our worn out weed trimmers.

K7-D



# Planning at a Glance

## Permits (July)

### **Linn County (Building, Plumbing, Mechanical)**

- Residential Mechanical - Furnace and AC
- Residential Mechanical - Gas Furnace and AC
- Residential Mechanical - AC
- Residential Manufactured Home Placement - Loucks Way Mobile Home Park
- Residential - Special Inspection - After-The-Fact Bedroom/Carport
- Residential - Sunroom Addition, 12 x 20 Porch Addition

### **City Setback Verifications (building & fence)**

- 234 Bishop Way
- 105 Blakely
- 1112 Ash
- 930 Filbert
- 410 Faust

## Properties in Action

<b>Marchbanks</b>	Blakely Avenue Land Partition – Site Plan Review and Meeting
<b>Lynch</b>	210 School Avenue – New Construction <b>Sewer Line Extension Complete</b>
<b>Nelson</b>	Property Line Adjustment <b>Survey signed and received - wtg for deeds</b>
<b>Nelson</b>	New Construction
<b>1<sup>st</sup> Rate Roofing</b>	New Construction – Site Plan Review & Meeting
<b>Assembly of God</b>	Modular Placement
<b>Our Place</b>	Restaurant – <b>Building Permit Obtained</b>
<b>Clarke</b>	Land Partition - <b>Survey signed and received</b>
<b>930 Filbert Street</b>	New Construction - <b>Site Plan Review Complete</b>
<b>410 Faust</b>	New Construction – <b>Site Plan Review Complete</b>
<b>500 Loucks Way</b>	Manufactured Home Placement (Loucks Way Mobile Home Park)

**Lands of Interest-** Current or potential property owners are discussing development options for their land with City Staff.

- North Avenue/School
- Depot
- Hume
- Ash Street
- Spaulding Avenue
- 368 Spaulding Avenue

## Other Notes

**Kirks Ferry Trading Post** -Mr. Hopla has decided to wait until later in the year to make a decision regarding this Conditional Use.

## A Few Projects

- Residential Packets
- OTC Packets
- Site Plan Review Developmental Approval Sheets
- Planning Applications Update



# LINN COUNTY SHERIFF'S OFFICE

**Bruce W. Riley, Sheriff**

1115 S.E. Jackson Street

Albany, OR 97322

Phone: 541-967-3950

www.linnsheriff.org

## 2015

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

**FOR THE MONTH OF: June**

<b>TRAFFIC CITATIONS: -----</b>	<b>12</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>8</b>
<b>TRAFFIC CRASHES: -----</b>	<b>3</b>
<b>ADULTS CITED / VIOLATIONS: -----</b>	<b>1</b>
<b>ADULTS ARRESTED: -----</b>	<b>8</b>
<b>JUVENILES CITED / VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED: -----</b>	<b>71</b>
<b>TRAFFIC HOURS-----</b>	<b>14.75</b>

**TOTAL HOURS SPENT IN:                   BROWNSVILLE                   211.5**

**70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS**

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

**By: Sergeant Greg Klein**



PATRL\_RPT#2 City Incident Report

ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
6/29/15	20:31:38	SUICIDAL-SUBJECT	SPAULDING WY	Brownsville	Incident Report
6/29/15	13:17:45	BURGLARY REPORT	AVERILL ST	Brownsville	Incident Report
6/29/15	8:07:08	SEX OFFENSE	N MAIN ST	Brownsville	Incident Report
6/28/15	18:59:53	NARCOTICS OFF	E BISHOP WY	Brownsville	Incident Report
6/28/15	18:46:33	FOUND DOG BURGLARY	KIRK AV	Brownsville	No Additional Report Necessary
6/28/15	14:06:00	REPORT	E BISHOP WY	Brownsville	Incident Report
6/28/15	10:47:36	ALARM - POLICE	SPAULDING AV	Brownsville	Cancelled by Caller
6/28/15	3:43:25	JUV-COMPLAINT	KIRK AV	Brownsville	No Additional Report Necessary
6/27/15	2:59:17	JUV-COMPLAINT FOLLOW UP-OUT	KIRK AV	Brownsville	No Additional Report Necessary
6/26/15	8:18:12	OF CAR	ROBE ST	Brownsville	MDT Narrative Update
6/25/15	23:24:25	ALARM - POLICE	N MAIN ST	Brownsville	MDT Narrative Update
6/25/15	21:41:34	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
6/25/15	21:40:07	Trf Equipment Viol	DEPOT AV	Brownsville	WARNING - EQUIPMENT VIOLATION
6/25/15	21:09:03	Trf Equipment Viol	SAGE ST	Brownsville	WARNING - EQUIPMENT VIOLATION
6/25/15	19:39:52	DOG COMPLAINT	KIRK AV	Brownsville	CAD Report
6/25/15	16:55:34	NEGLECT	WASHBURN ST	Brownsville	No Additional Report Necessary
6/25/15	10:38:41	CIV DISP RPT	KISLING AV	Brownsville	MDT Narrative Update
6/25/15	8:43:22	DOG COMPLAINT	ROBE ST	Brownsville	MDT Narrative Update
6/25/15	5:37:07	ALARM - POLICE	TEMPLETON ST	Brownsville	Cancelled by Caller
6/24/15	15:44:48	NEGLECT	TEMPLETON ST	Brownsville	No Additional Report Necessary
6/24/15	12:57:34	MVC-HIT & RUN	N MAIN ST	Brownsville	Incident Report
6/24/15	8:04:10	HAZ-TRAFFIC	MOYER ST	Brownsville	MDT Narrative Update
6/24/15	8:04:10	HAZ-TRAFFIC	MOYER ST	Brownsville	No Additional Report Necessary
6/24/15	5:19:02	Trf Moving Viol	WALNUT AV	Brownsville	CITE ISSUED - DWS/NO ODL
6/24/15	5:19:02	Trf Moving Viol	WALNUT AV	Brownsville	CITE ISSUED - MOVING VIOLATION
6/24/15	5:19:02	Trf Moving Viol	WALNUT AV	Brownsville	CITE ISSUED - NO INSURANCE
6/24/15	1:38:36	VEH-REPO	STANARD AV	Brownsville	No Additional Report Necessary
6/22/15	9:53:38	AT SUB STATION	N MAIN ST	Brownsville	Call completed
6/21/15	20:05:33	TRESPASS	GALBRAITH ST	Brownsville	MDT Narrative Update
6/20/15	23:45:40	SUSP-PERSON	N MAIN ST	Brownsville	No Additional Report Necessary
6/20/15	22:17:42	TRAFF-DUII	W BISHOP WY	Brownsville	CITE ISSUED - DUII
6/20/15	22:17:42	TRAFF-DUII	W BISHOP WY	Brownsville	Incident Report

PATRL\_RPT#2 City Incident Report

6/20/15	21:14:51	DISTB-NOISE	FAUST ST	Brownsville	No Additional Report Necessary
6/20/15	16:08:03	PROP-LOST	N MAIN ST	Brownsville	MDT Narrative Update
6/20/15	11:10:02	THEFT-RPT	PARK AV	Brownsville	Call completed
6/20/15	11:10:02	THEFT-RPT EVENT - SPECIAL	PARK AV	Brownsville	Incident Report
6/20/15	7:46:11	ASSIGNMENT EVENT - SPECIAL	PARK AV	Brownsville	MDT Narrative Update No Additional Report Necessary
6/20/15	7:46:11	ASSIGNMENT	PARK AV	Brownsville	WARNING - MOVING VIOLATION
6/19/15	16:07:19	Trf Moving Viol EVENT - SPECIAL	N MAIN ST	Brownsville	MDT Narrative Update
6/19/15	10:54:44	ASSIGNMENT EVENT - SPECIAL	PARK AV	Brownsville	MDT Narrative Update
6/19/15	10:54:44	ASSIGNMENT	PARK AV	Brownsville	MDT Narrative Update
6/18/15	11:14:10	VACATION CHK	E BISHOP WY	Brownsville	NARN Extra Patrol
6/18/15	10:42:41	LITTERING	E BISHOP WY	Brownsville	NARN Extra Patrol WARNING - SPEEDING VIOLATION
6/18/15	3:37:45	Trf Speed Viol ASSAULT	WASHBURN ST	Brownsville	Incident Report
6/17/15	19:56:44	REPORT	KIRK AV	Brownsville	MDT Narrative Update
6/17/15	11:39:39	TRESPASS	ASH ST	Brownsville	MDT Narrative Update
6/16/15	19:55:23	JUV-COMPLAINT	S MAIN ST	Brownsville	MDT Narrative Update
6/16/15	18:52:43	CRIM MISCHIEF	LOCUST AV	Brownsville	MDT Narrative Update No Additional Report Necessary
6/16/15	18:52:43	CRIM MISCHIEF	LOCUST AV	Brownsville	No Additional Report Necessary
6/16/15	12:20:23	WARRANT SERV	OAK ST	Brownsville	No Additional Report Necessary
6/16/15	11:52:25	SUSP-PERSON SUSP-	FISHER ST	Brownsville	No Additional Report Necessary
6/16/15	10:36:26	CIRCUMSTANCE	LOCUST AV	Brownsville	No Additional Report Necessary
6/16/15	10:16:01	SUSP-PERSON	FISHER ST	Brownsville	No Additional Report Necessary
6/16/15	8:49:39	VIOL CITY ORD	ASH ST	Brownsville	No Additional Report Necessary
6/16/15	8:23:45	VIOL CITY ORD	E BLAKELY AV	Brownsville	No Additional Report Necessary
6/15/15	14:39:46	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
6/15/15	8:59:38	CRIM MISCHIEF	PARK AV	Brownsville	Incident Report No Additional Report Necessary
6/14/15	21:54:46	VEH-REPO	ASH ST	Brownsville	Civil process atmpeted, not served
6/14/15	18:44:05	WARRANT SERV Trf Observe Susp	ROBE ST	Brownsville	CITE ISSUED - DWS/NO ODL
6/14/15	18:18:13	Activity Trf Observe Susp	WASHBURN ST	Brownsville	CITE ISSUED - NO INSURANCE
6/14/15	18:18:13	Activity	WASHBURN ST	Brownsville	No Additional Report Necessary
6/14/15	13:07:34	PERS-MISSING	KAY AV	Brownsville	No Additional Report Necessary

PATRL\_RPT#2 City Incident Report

6/13/15	16:03:46	DISTB-DOMESTIC	TEMPLETON ST	Brownsville	MDT Narrative Update
6/13/15	16:03:46	DISTB-DOMESTIC	TEMPLETON ST	Brownsville	Incident Report
6/13/15	10:26:49	DOG COMPLAINT OTHER-OUT OF	WORLEY ST	Brownsville	CAD Report
6/12/15	19:59:19	CAR	KIRK AV	Brownsville	MDT Narrative Update
6/12/15	9:22:43	ALARM - POLICE	WILLSON AV	Brownsville	MDT Narrative Update No Additional Report
6/11/15	23:44:40	ALARM - POLICE	N MAIN ST	Brownsville	Necessary
6/11/15	22:22:15	ALARM - POLICE	N MAIN ST	Brownsville	MDT Narrative Update
6/11/15	12:28:26	CRIM MISCHIEF INFORMATION REQUEST/REPOR	WASHBURN ST	Brownsville	MDT Narrative Update No Additional Report
6/10/15	23:27:13	T	TEMPLETON ST	Brownsville	Necessary
6/10/15	20:33:40	DOG COMPLAINT	E BLAKELY AV	Brownsville	CAD Report
6/10/15	10:05:31	PROP-FOUND	KIRK AV	Brownsville	No Additional Report Necessary
6/10/15	9:26:58	DOG COMPLAINT TRESPASS *IN	TEMPLETON ST	Brownsville	MDT Narrative Update
6/10/15	2:45:14	PROGRESS*	W BLAKELY AV	Brownsville	MDT Narrative Update
6/09/15	21:05:46	WARRANT SERV Trf Observe Susp	WASHBURN ST	Brownsville	MDT Narrative Update
6/09/15	21:00:43	Activity Trf Observe Susp	WASHBURN ST	Brownsville	Nuisance Tow CITE ISSUED - DWS/NO
6/09/15	21:00:43	Activity Trf Observe Susp	WASHBURN ST	Brownsville	ODL
6/09/15	21:00:43	Activity Trf Observe Susp	WASHBURN ST	Brownsville	CITE ISSUED - NO
6/09/15	21:00:43	Activity Trf Observe Susp	WASHBURN ST	Brownsville	INSURANCE CITE ISSUED -
6/09/15	21:00:43	Activity	WASHBURN ST	Brownsville	EQUIPMENT VIOLATION
6/09/15	19:34:16	DOG COMPLAINT	WASHBURN ST	Brownsville	CAD Report No Additional Report
6/09/15	19:27:34	VIOL CITY ORD FOLLOW UP-OUT	PARK AV	Brownsville	Necessary
6/09/15	10:32:13	OF CAR	W BISHOP WY	Brownsville	MDT Narrative Update
6/08/15	16:07:25	THEFT-RPT CIV PROCESS- RESTRAINING	WASHBURN ST	Brownsville	Incident Report
6/08/15	14:49:30	ORDER ASST-OUTSIDE	W BISHOP WY	Brownsville	Civil process atmpted, not served
6/08/15	10:33:48	AGENCY	FAUST ST	Brownsville	No Additional Report
6/08/15	9:08:51	DOG COMPLAINT BURGLARY	S MAIN ST	Brownsville	Necessary
6/08/15	6:56:34	REPORT BURGLARY	PINE ST	Brownsville	MDT Narrative Update
6/07/15	17:18:54	REPORT	TEMPLETON ST	Brownsville	Incident Report
6/06/15	9:47:44	DOG COMPLAINT	TEMPLETON ST	Brownsville	No Additional Report Necessary

PATRL\_RPT#2 City Incident Report

		INFORMATION REQUEST/REPOR			No Additional Report Necessary
6/06/15	6:19:14	T	SPAULDING WY	Brownsville	
		INFORMATION REQUEST/REPOR			
6/06/15	6:19:14	T	SPAULDING WY	Brownsville	MDT Narrative Update
6/05/15	9:30:08	CIV DISP RPT	E BISHOP WY	Brownsville	MDT Narrative Update
6/05/15	8:03:38	DOG COMPLAINT	AVERILL ST	Brownsville	MDT Narrative Update
6/04/15	23:12:08	SUSP-VEHICLE HARASSMENT	N MAIN ST	Brownsville	No Additional Report Necessary
6/04/15	17:06:12	RPT	KIRK AV	Brownsville	MDT Narrative Update
6/04/15	12:09:27	PARKING COMPL	N MAIN ST	Brownsville	No Additional Report Necessary
6/04/15	7:25:14	Trf Equipment Viol	HAUSMAN AV	Brownsville	WARNING - EQUIPMENT VIOLATION
6/04/15	7:25:14	Trf Equipment Viol	HAUSMAN AV	Brownsville	WARNING - EQUIPMENT VIOLATION
6/03/15	15:40:51	LITTERING	N MAIN ST	Brownsville	MDT Narrative Update
6/03/15	10:29:54	Trf Seatbelt	E WASHINGTON /	Brownsville	CITE ISSUED - EQUIPMENT VIOLATION
6/03/15	10:29:54	Trf Seatbelt	E WASHINGTON /	Brownsville	CITE ISSUED - NO INSURANCE
6/03/15	10:29:54	Trf Seatbelt	E WASHINGTON /	Brownsville	CITE ISSUED - SEATBELT VIOLATION
6/03/15	10:29:54	Trf Seatbelt	E WASHINGTON /	Brownsville	CITE ISSUED - DWS/NO ODL
6/03/15	10:29:54	Trf Seatbelt	E WASHINGTON /	Brownsville	Incident Report
6/03/15	9:49:49	JUV-COMPLAINT Trf Observe Susp	KIRK AV	Brownsville	No Additional Report Necessary
6/03/15	9:30:52	Activity	E WASHINGTON /	Brownsville	CITE ISSUED - DWS/NO ODL
6/02/15	16:53:32	Trf Citz Compl	HAUSMAN AV	Brownsville	No Additional Report Necessary
6/01/15	23:56:04	WARRANT SERV	W BISHOP WY	Brownsville	No Additional Report Necessary
6/01/15	22:47:04	VEH-STOLEN	W BISHOP WY	Brownsville	MDT Narrative Update



## Library Advisory Board

### *Librarian's Report*

June 2015

Here are a few facts about our library the month of June 2015. We have received 35 new books for the library. Volunteers donated 118 hours to our library. There were 1,297 materials checked out. 369 adult fiction books; 157 adult non-fiction books; 70 audio books; 247 children's books; 348 junior books; 41 junior reference books and 65 large print books.

The fresh air conditioned air in the Library smells so wonderful. While we were closed for one week the duct work and carpet were cleaned. This has helped immensely. Our Summer Reading Program officially began on Friday, June 19 with the Pioneer Picnic Kiddie Parade. The participants won first place in their division. Red Yarn entertained as our Kick off Performer at Pioneer Picnic Main Stage on Saturday. Approximately 85 people attended this event. Our first programs will be on Friday, July 3. The junior program will be a Bike Rodeo. Our teen program will be all about bees.

Looking back over the past budget year, I find the following:

We have 18,655 items cataloged and we checked out 17,047 total items: 4,933 adult fiction books; 1,762 adult non-fiction books; 1,060 audio books; 3,666 children's books; 3,984 junior books; 669 junior reference books and 973 large print books. 36 Volunteers donated 1,702.75 hours, which in turn saved the City more than \$17,000 in wages alone. We purchased or were given 559 books and 36 audio books. We held 106 programs for children with 1,399 attendees, 7 for young adults with 89 attendees and 58 for adults 383 attendees.

Respectfully submitted,

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

Sherri Lemhouse  
Librarian

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR THE MONTH OF JUNE 2015**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	33	2	6	29	
Violations	9	27	25	11	
Contempt/Other	39	1	2	38	
<b>TOTALS</b>	<b>81</b>	<b>30</b>	<b>33</b>	<b>78</b>	

**BALANCE SHEET FOR THE MONTH OF JUNE 2015**

**Court Revenue**

**Court Payments**

Total Deposits +	\$ 2,200.00	City	\$ 1,270.00
Total Bail Forfeits +	\$ -	Restitution	\$ 65.00
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 625.00
Total Bail Held -	\$ (160.00)	Linn County	\$ 80.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -

<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,040.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$2,040.00</u></b>
----------------------------	---------------------------	-----------------------------	--------------------------

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

**TOTAL NON-REVENUE CREDIT ALLOWEE** \$ -

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,270.00
STATE	\$ 625.00
COUNTY	\$ 80.00
	\$ -
*REFUND/RESTITUTION	\$ 65.00

**ACCOUNTS RECEIVABLE:**

BEGINNING	\$ 2,437.59
ENDING	\$ 2,890.12



## 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.*



## **City 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**





## 2015-2016 Council Goals

### Council Vision Statement

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### Tag line

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

### Goals 2015-2016

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



## 2015-2016 Council Goals

### 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.*

### ***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      |



## 2015-2016 Council Goals

### 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.

#### 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.

#### 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.

#### 4. Community Development Plan.



## 2015-2016 Council Goals

- *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.

### 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.

### 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 accomplished 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.

### 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.



# 2015-2016 Council Goals

## 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 two of those models:

### *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

**Acceptable  
Conduct**  
**vs.**  
**Unacceptable  
Conduct**



## **2015-2016 Council Goals**

### **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



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

1. **Budget Process (McDowell & Morrow)**  
**Time Frame:** 07.2015
  - Certify Budget 07.07.15
  - Budget Checklist Update 07.07.15
  - Complete Compilation 07.07.15
  - Microfund – Populate FY 2015-16 07.03.15
  - Budget Documents Forward '16 07.09.15
  - Schedule Forward '16
  
2. **Marijuana**  
**Time Frame:** On Going (Please refer to 2014-2015 FY Annual Checklist)
  - Advisory Question Measure (Attorney) 02.25.2015
  - Special Council Meeting Advisory Question Measure 03.03.2015
  - Council Hearing (Second Reading) 03.24.2015
  - Submit to DLCDC 03.26.2015
  - Major Mailing Options 04.29.2015
  - On-going Lawyer Conversations On Going
  - Certified Advisory Vote Result 06.04.2015
  - Council Resolution 2015.19 06.23.2015
  - Policy Implementation (Pending) On Going
  - Lawsuit Threat On Going
  - Legal Avenue Exploration On Going
  - Law Enforcement Options On Going
  
3. **2015 Water Improvements Project ③ (Frink, Erwin & McDowell)**  
**Time Frame:** 07.2015 – 10.2015
  - Bid Deadline 07.01.15
  - Execute Contracts (Pre-authorized 05.26.2015) 07.11.15
  - Letter to Residents
  - Pre-Construction Meeting
  - Water Line Conflict Problem
  - Develop Engineering Estimate
  - Contractor Price for Water Lin Change Order
  - City Acceptance
  - Mobilization & Construction
  - Weekly Inspections
  - Punch List Items
  - Execute Final Check
  - Finalize Contract
  
4. **City Hall Sidewalk Project (Pioneer Park Sidewalk Project ★) ③ ⑥ (Frink & McDowell)**  
**Time Frame:** 08.2015 – 10.2015
  - Contact Concrete Contractor
  - Pick Contractor
  - Construction



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

- Public Works Concrete Removal
- Public Works Drainage
- Public Works Irrigation
- Public Works Install Grass
- Finalize Contract
- Punch List Items
- Budget for Phase III (*Fire Pad*)

**5. Pioneer Park Sidewalk Project (City Hall Project ★)ⓐ**  
*(Frink, Coleman & McDowell)*

**Time Frame:** 08.2015 – 10.2015

- Public Works Landscaping Cleanup
- Public Works
- Contact Sidewalk Contractor
- Pick Contractor
- Construction
- Public Works General
- Finalize Contract
- Punch List Items

**6. City Hall Phones ⓑ (Morrow & McDowell)**

**Time Frame:** 07.2015 – 09.2015

- Contact Valley Telephone
- Execute New Quotes (*Based on Old Quote*)
- Execute Contract
- Pre-Construction Meeting
- Punch List Items
- Finalize Contract
- Execute Final Check

**7. General Ledger & Utility Billing Software Upgrade ⓑ**  
*(Deaver, Morrow & McDowell)*

**Time Frame:** 08.2015 – 12.2015

- Create Specification Sheet
- Request & Obtain Quotes
- Execute All Quote
- Council Resolution of Acceptance
- Execute Contract
- Conversion & Training
- Punch List Items
- Finalize Contract
- Execute Final Check

**8. Street Paving & Rehabilitation Projects ⓑ (Frink & McDowell)**

**Time Frame:** 08.2015 – 12.2015

- Create Specifications
- Request & Obtain Quotes





# 2015-2016 Project Outlook

## PROJECT

## NOTES:

- Execute All Quote
- Council Resolution of Acceptance
- Execute Contract
- Pre-Construction Meeting
- Mobilization & Construction
- Punch List Items
- Finalize Contract
- Execute Final Check

### 9. **Weed Abatements** ③ (*McDowell & Morrow*)

**Time Frame:** 07.2014 – 09.30.2014

- Complete Spreadsheets 06.01
- Determine Contractor 06.01
- Hold Harmless Clause 06.01
- Contractor Property Review 06.12
- Price Determinations 06.12
- Pull Contractor PO (Phase I) 06.12
- Review Work (Phase I) 06.30
- Execute Spreadsheets (Phase I) 06.30
- Execute Spreadsheets (Phase II)
- Pull Contractor PO (Phase II)
- Execute Necessary Paperwork
- Execute Final Contract
- Review Work (Phase II)
- Pay Contractor(s)
- Send Invoices to Property Owners

### 10. **September Newsletter** ③ (*Morrow*)

**Time Frame:** 7.2015 – 09.2015

- Call for Articles
- Staff Write Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing including Out-of-Town copies
- Prepare Post Office (*Bulk Process*)
- Post to WS
- Send

### 11. **Employee Handbook & Job Descriptions Update** ③ (*McDowell*)

**Time Frame:** 7.2015 – 09.2015

- Add Necessary Policy
- Revise Existing Policy to match practice
- CJIS - Add Necessary Policy**
- Review All Job Descriptions
- Make Necessary Changes
- Council Approval



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

**12. Arbor Day ③ (Coleman)**

**Time Frame:** 07.2015 – 10.2015

- Contact Partners
- Contact the State
- Determine Planting Location
- Park Tree Planting: Discuss with Frink
- Make Arrangements for Refreshments (Optional)
- Event Day

**13. Zoning Code Provisions Review ⑥ (Coleman, McDowell & Frink)**

**Time Frame:** 10.2015 – 02.2016

- Review Current Standards
- Frink, Coleman & McDowell
- Council Approval

*In Progress*

**14. Central Linn Recreation Partnership ③⑥**

*(Deaver, Morrow & McDowell)*

**Time Frame:** 07.2015 – 06.2016

- Create Policy & Procedures
- Administrative Policies
  - Background Checks
  - Concussion Treatment
  - Medical Emergency
  - First Aid Administration
  - Operational Policies
  - Facility Management
  - Equipment Management
  - Capital Improvements Components
  - Management Policies
  - Sport Directors Handbook
  - Coaches Directors Handbook
  - Parents & Players Handbook
  - Develop Basic Position Descriptions
  - Develop Basic Things to Do Checklist
  - Develop Training Program
  - Fine Tune Programmatic Logistics
- Facility Booking
- Sports Scheduling
- Website Updates & Support
- Basic Janitorial Service
- Develop General Maintenance Guidelines & Procedures
- Develop New Partnerships
- Create New Fee Structures
- Create Fundraising Committee



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

### 15. Central Linn School District Facilities Discussions

**Time Frame:** Pending/On Going

- Monitor Developments
- Discuss Options
- Other City Involvement

### 16. Library HVAC Project ⑥ (*Lemhouse & Frink*)

**Time Frame:** 08.2015 – 12.2015

- Create Specifications
- Request & Obtain Quotes
- Execute All Quote
- Council Resolution of Acceptance
- Execute Contract
- Pre-Construction Meeting
- Mobilization & Construction
- Punch List Items
- Finalize Contract
- Execute Final Check

### 17. Boldt, Carlisle & Smith ⑥ (*Deaver, Morrow & McDowell*)

**Time Frame:** 08.2015 – 12.2015

- Schedule Audit (09.02-09.05)
- Pre-Audit Information Gathering
- Complete Engagement Letter
- Prepare Debt Confirmations
- New GASB Statements
- Prepare Information
- Complete USDA Questions
- Prepare Information
- Execute Checklists
- Review Audit
- Provide M D & A Report
- Answer Follow-Up Questions
- Track Completion
- File with Secretary of State
- Finalize Contract

06.03

*In Progress*

### 18. OPRD Grant Advisory Responsibilities ⑥ (*McDowell*)

**Time Frame:** 08.2015 – 06.2016

- Finish Report (*See Notes*)
- Attend Debrief (*Salem*)
- Review Grants & Requests
- Salem Conference



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

**19. Red Barn Revamp ⑥ (Frink & McDowell)**

**Time Frame:** 11.2015 – 03.2016

- Define Scope
- Pick Contractor (?)
- Construction
- Public Works Roof Removal
- Public Works Painting
- Public Works Garage Doors
- Public Works Electricity
- Finalize Contract
- Punch List Items

**20. Evaluations ⑥ (McDowell & Frink)**

**Time Frame:** 10.2015 – 12.2015

- Vacation (November Payroll)
- Perform Evaluations
- Execute Personnel Meetings
- Calculate Potential Increases
- Prepare Benefits Letters
- Prepare Payroll Changes
- Send Payroll Changes to BCS

**21. Emergency Electricity (Frink)**

**Time Frame:** 12.2015 – 05.2016

- Erwin & Norms Discussion
- Obtain Quotes
- Mobilization & Construction
- Finalize Contract

**22. EPC Follow-Up (McDowell)**

**Time Frame:** 09.2015 – 06.2016

- Resolution & Agreements
- Community Outreach
- Emergency Plan
- Continuity of Operations Plan

**23. 2015 Linn County Commissioners & BWCMF (McDowell)**

- LCCO Public Hearing Continuation
- Approve Traffic Plan
- Monitor Progress & Outcomes
- Conducting Traffic Counts (LCRD)

*In Progress*  
07.16.15

*In Progress*

**24. Canal Company (McDowell)**

**Time Frame:** 08.2015 – 06.2016

- Review Options (Water Attorney)
- Reset with Holbrook & Shepherd

**2015-2016 Master TTDL**

③ = First Three Months; ⑥ = First Six Months;



## 2015-2016 Project Outlook

### PROJECT

### NOTES:

- Develop Model
  - Review Model & Outcomes
  - Council Negotiations
  - Public Hearings
  - Finalize Agreement
  - Council Approval
  - Execute Contract Outcomes
- 25. Christmas Decorations ⑥ (Frink & McDowell)**  
**Time Frame:** 11.2015 – 01.2016
- Make Installation Arrangements
  - Make Removal Arrangements
- 26. Event Agreement Negotiations (McDowell)**  
**Time Frame:** 12.2015 – 02.2016
- Chamber of Commerce  
(Process – Street Closures, freezer, storage, receipt books etc.)
  - Pioneer Picnic (New)
  - Willamette Valley Cycling Tour
  - Willamette Agility Group
  - Festival of Tents
  - Eugene Kennel Club
- 27. Judges Pro-Tempore (McDowell)**  
**Time Frame:** 01.2016
- Create Resolution
  - Council Approval
- 28. Sidewalk Program (McDowell, Erwin & Frink)**  
**Time Frame:** 02.2016
- Discuss Funding the Program (BCM)
  - Prepare Specifications
  - Council Approval
- 29. VLC Responsibilities (McDowell)**  
**Time Frame:** On Going
- Re-approach Commissioners
  - Re-imagine Website/Technology
  - Develop Linn County App
- 30. Staff Prospectus (McDowell)**  
**Time Frame:** On-going
- Create Planning Strategies
  - Review Internal Processes & Policies
  - Continue to Define the New Era
  - Create Shared Expectations
  - Execute Debrief Sessions



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

- Monitor Execution

### 31. 2015 Utility Line Improvements (McDowell, Erwin & Frink)

**Time Frame:** 08.2015 – 06.2016

- Start Engineering Downtown Sanitary Sewers
- Video Inspections & Maintenance
- Shelve Main Street Water Line
- Prepare Documents
- Council Resolution of Acceptance

### 32. Service Truck Purchase (Frink & McDowell)

**Time Frame:** 07.2015 – 10.2015

- Frink Discussion
- Contact ORPIN
- Receive Quotes
- Selection Process
- Council Approval
- Complete Purchase
- Complete Contract
- Final Payment
- Insurance Coverage

### 33. Park Projects (Frink, Coleman & McDowell)

**Time Frame:** 09.2015 – 12.2015

#### **Pioneer**

- Install Signage 06.23
- Park Electric (Phase II) 06.30
- Buena Vista Tree Service (Hazard Tree Removal)
- Cleanout River Debris
- Sandbox Eyelash Idea
- Paint Sidewalk Distance Indicators
- Road Relocation
- Playground Relocation
- Execute Contracts

#### **Kirk's Ferry**

- Install Fountain
- Fill Work
- Asphalt Quote

#### **Remington Park**

- Remove Equipment
- Open Space Property
- Park Board Approval
- Council Approval



## 2015-2016 Project Outlook

### PROJECT

### NOTES:

- 34. South Wastewater Plant Well (Frink)**  
**Time Frame:** 10.2015 – 04.2016
- Well Driller Recommendations
  - Prepare Documents
  - Obtain Quotes
  - Council Resolution of Acceptance
  - Execute Contract
  - Pre-Construction Meeting
  - Mobilization & Construction
  - Punch List Items
  - Finalize Contract
  - Execute Final Check
- 35. Public Works ROW Maintenance Checklist (Frink)**  
**Time Frame:** 11.2015 – 01.2016
- Create Photo Checklist
  - Seasonal Employees Training Piece
  - Demonstrate Workload
  - Council Review
- 36. Wastewater Collections Cleaning Checklist (Frink)**  
**Time Frame:** 12.2015 – 05.2016
- Identify Areas
  - Contact Inspection Service
  - Review Findings
  - Complete Recommendations
  - Create Maintenance Checklist
  - Implement Cleaning Process
- 37. Hire Park Caretakers (Frink, Morrow & McDowell)**  
**Time Frame:** 11.2015 – 04.2016
- Prepare Advertisement
  - Prepare Questionnaire
  - Interviews
  - Negotiations
  - Prepare Contract
  - Execute Contract
- 38. ICMA – RC DeLana Hansen**  
**Time Frame:** 01.2016
- Setup Meeting
  - Retirement Review



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

**39. CIS/Barker-Uerlings (McDowell)**

**Time Frame:** 01.2016 – 07.2016

- Annual Survey
- Attend Annual Conference
- Pass Workers Compensation Resolution
- Review Workers Compensation Figures
- Review General Liability Coverage
- Review Flood Insurance
- Mobile Equipment List
- Property Coverage Review
- Open Enrollment

**40. March Newsletter (Morrow)**

**Time Frame:** 1.2016 – 03.2016

- Call for Articles
- Staff Write Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing including Out-of-Town copies
- Prepare Post Office (*Bulk Process*)
- Post to WS
- Send

**41. Council Goal Review (McDowell)**

**Time Frame:** 02.2016

- Set a Date for Tour & Training
- Prepare PowerPoint Presentation
- Obtain a Van
- Make Lunch Arrangements

**42. Hire Seasonal Public Works (Frink, Morrow & McDowell)**

**Time Frame:** 02.2016 – 04.2016

- Prepare Advertisement
- Council Authorization
- Prepare Questionnaire
- Interviews
- Negotiations
- Prepare Contract
- Execute Contract

**43. Records Project (Deaver, Coleman, Morrow & McDowell)**

**Time Frame:** 01.2015 – 06.2016

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File

*In Progress*





## 2015-2016 Project Outlook

### PROJECT

### NOTES:

- Create Contracts File
  
- 44. Update Safety Manual**  
**Time Frame:** On-going
  - Review Manuals
  - Make Changes
  - CIS Review
  - Adopt New Manual
  - Council Approval
  
- 45. Shuttle to Town MOU (McDowell)**  
**Time Frame:** 04.2016 – 07.2016
  - Part of Shuttle to Town Committee
  - Create MOU
  - Negotiate Contract with CLSD
  - Discuss details with outside parties
  - Solidify Details
  - Coordination with WCMF
  - Finalize Contract
  - Debrief of Event
  
- 46. Update Capital Improvements Plan [CUPSS Development]**  
**Time Frame:** 10.2015 – 03.2016
  - Review Current CIP
  - Make Changes
  - Frink & McDowell Review
  - Adopt New Plan
  - Council Approval
  
- 47. Brownsville Municipal Code Review (McDowell & Coleman)**  
**Time Frame:** 08.2015 – 06.2016
  - Review Code
  - Make Recommendations
  - Council Approval
  
- 48. Internal Controls Project ⑥**  
**Time Frame:** 01.2016 – 02.2016
  - BCS Quote for Services
  - Develop Written Standards
  - Implement Policy Recommendations
  - Provide Council Drafts
  - Council Approval
  - Incorporate New Procedures



# 2015-2016 Project Outlook

## PROJECT

## NOTES:

### 49. Certified Local Government

**Time Frame:** On-going

- Watch Developments
- Historic Review Board
- Canal Company Implications
- Others Respect Process
- Council Decision

### 50. Budget Process (*Morrow & McDowell*)

**Time Frame:** 02.2015

- Prepare & Review Checklists
- Refer to Budget Checklists

### 51. Dust Control & Greg Tilley (*Frink*)

**Time Frame:** 05.2016

- Prepare & Review Streets
- Fax Greg List of Streets
- Add Pearl Street (*Check with Lemhouse*) City paid 1/4 of 735' Last FY

### 52. Fourth of July Preparations (*Frink & McDowell*)

**Time Frame:** 06.2016 – 07.2016

- Prepare Caretakers
- Rent Light Banks (*Karl: 3 Total*)
- Coordinate Volunteer Help (*Liz*)
- Contact Vendors
- Contact Sweet Home Sanitation (*Scott*) 30 Cans
- Order Additional Toilets (*Karl: 10 Total*)
- Execute Cleanup

## Agreements & Miscellaneous

**Time Frame:** Various

- ◆ Solid Waste: Sweet Home Sanitation [01.2016 Review] [01.22.2013]
- ◆ Central Linn Recreation Board [02.2017] [12.21.2013]
- ◆ Chamber of Commerce [09.2016] [12.21.2013]
- ◆ Central Linn School District (Community Gardens) [03.2016]
- ◆ Pioneer Picnic Association & the Picture Gallery [09.2016]
- ◆ City Administrator [06.2017] w/One (1) Year Option
- ◆ Municipal Court Administrator [Perpetual]
- ◆ Brownsville Art Association [2016]
- ◆ Senior Center Phone Agreement [2017]
- ◆ LCSO Agreement [Annual] January
- ◆ Sattler Planning & IT Agreement [Annual] December
- ◆ 729 N. Main Street Flower Agreement [01.2017]
- ◆ Calapooia Food Alliance (Kirk's Ferry) [Pending]
- ◆ Monitor Kirk Avenue Project [Pending]
- ◆ Prepare Annual Park Agreements



# 2015-2016 Project Outlook

## PROJECT

- State of Oregon (DAS)
- Eugene Kennel Club
- LC Picnic Association (Oregon Heritage)
- Chamber of Commerce Addendum
- Calapooia Food Alliance MOU [06.2015]
- Willamette Agility Group
- Festival of Tents
- Central Linn Rec Assistance MOU [06.2015]
- Miscellaneous Bicycle, Motorcycle & Running Events

## NOTES:

*Cancelled 2014*

*Option Exercised*

## Franchise Agreements

**Time Frame:** Various

- ◆ **Natural Gas:** Northwest Natural Gas 2026 (Expiration)
- ◆ **Electricity:** Pacific Power 2021 (Expiration)
- ◆ **Communications:** CenturyLink 2017 (Expiration)
- ◆ **Solid Waste:** Sweet Home Sanitation [01.22.2013]

## Duties:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▶ Day to Day Operations</li> <li>▶ Website Maintenance</li> <li>▶ Weekly Deposits</li> <li>▶ Monthly Utility Billing</li> <li>▶ Month End Financials</li> <li>▶ Citizens Concerns &amp; Complaints</li> <li>▶ Water &amp; Wastewater Testing</li> <li>▶ Water &amp; Wastewater Reports &amp; Processing</li> <li>▶ Utility Emergencies</li> <li>▶ Routine Maintenance</li> <li>▶ Grounds Maintenance</li> <li>▶ Vehicle Maintenance</li> <li>▶ State Law Changes</li> <li>▶ Programmatic Changes</li> <li>▶ Reporting</li> </ul> | <ul style="list-style-type: none"> <li>▶ Committees &amp; Boards Developments               <ul style="list-style-type: none"> <li>✦ Council</li> <li>✦ Planning Commission</li> <li>✦ Park Board</li> <li>✦ Library Advisory Board</li> <li>✦ Historic Review Board</li> </ul> </li> <li>▶ Resolutions &amp; Ordinances</li> <li>▶ Council Packets</li> <li>▶ Newsletters</li> <li>▶ Consumer Confidence Report</li> <li>▶ Utility Emergency Plans</li> <li>▶ Community Emergency Plans</li> <li>▶ Brownsville Handbook Update</li> <li>▶ Business Registration Program</li> <li>▶ Zoning &amp; Permits</li> <li>▶ Computer Issues</li> </ul> |
|---|--|



**RESOLUTION NO. 2015.20**

**A RESOLUTION TO TRANSFER OF SERVICING RIGHTS OR NOTICE OF ASSIGNMENT TO THE WILLAMETTE NEIGHBORHOOD HOUSING SERVICES THROUGH THE LINN COUNTY HOUSING REHABILITATION PARTNERSHIP INTERGOVERNMENTAL AGREEMENT**

**WHEREAS**, Council had received funds from the Federal Housing Urban Development (HUD) in 1984 which originated the necessity of servicing housing rehabilitation loans granted in participation and execution of this program; and,

**WHEREAS**, Council entered into an intergovernmental agreement (IGA) with Linn County in April 2003 by passing Ordinance 684 known as the Linn County Housing Rehabilitation Partnership (LCHRP); and,

**WHEREAS**, LCHRP entered into an agreement with Willamette Neighborhood Housing Services (WNHS) to service loans and execute programmatic elements on behalf of the LCHRP; and,

**WHEREAS**, Council acknowledges that is in the best interest of the City to transfer servicing rights on the remaining three outstanding loans from the original HUD program based on the conditions of the IGA; and

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

**Section I.** The City authorizes the City Administrator to execute the Assignment of Promissory Note for three properties:

118 E. Blakely Avenue 14S02W06BC01200	Donald R. Adams	\$22,775.00
343 E. Blakely Avenue 14S02W06BA01200	Delpha Duckett	\$20,000.00
715 Kirk Avenue 13S02W31DB04401	Jean & Jacque Smith	\$11,043.00

**Section II.** The City authorizes the City Administrator to execute the Assignment of Trust Deed for three properties:

118 E. Blakely Avenue 14S02W06BC01200	Donald R. Adams	\$22,775.00
--	-----------------	-------------



**RESOLUTION NO. 2015.20**

343 E. Blakely Avenue 14S02W06BA01200	Delpha Duckett	\$20,000.00
715 Kirk Avenue 13S02W31DB04401	Jean & Jacque Smith	\$11,043.00

**Section III.** The assignment or transfer of the servicing of the mortgage loan does not affect any term or condition of the mortgage instruments, other than terms directly related to the servicing of these loans.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 28<sup>th</sup> day of July, 2015.

**Attest:**

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell



## ORDINANCE 754 [Model #A] (*First Reading*)

### AN ORDINANCE AMENDING TITLE 9 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 9, SECTION 9.20.010; DISCHARGE OF WEAPONS

#### **Current Language:**

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow except with the permission of the affected property owner or other person lawfully in control of the property. Any discharge permitted under this section shall only be at inanimate targets and no projectile so discharged may leave the property upon which permission to discharge was granted. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
  1. By any person in the defense or protection of his/her property or family;
  2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.
  3. At any other private location, the property owner shall apply for a special permit for weapons discharge. Local law enforcement and the City Administrator shall approve such permits based upon determining factors such as property location, is the property of suitable size, noise levels, design and configuration and any other relevant factors to safely allow such use. [Ord. 742, 2014; Ord. 724, 2010; Ord. 601 § 20, 1990; 1981 Compilation § 4-4.20.]

#### **Proposed Language:**

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow except with the permission of the affected property owner or other person lawfully in control of the property for lots of sufficient size as to accommodate such a discharge. Any discharge permitted under this section shall only be at inanimate targets and no projectile so discharged may leave the property upon which permission to discharge was granted. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:



**ORDINANCE 754 [Model #A] (*First Reading*)**

1. By any person in the defense or protection of his/her property or family;
2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.
3. At any other private location of sufficient size, the property owner shall apply for special approval. Approval shall be based upon determining factors such as property location, is the property of suitable size, noise levels, design and configuration of targets and any other relevant factors to safely allow such use.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



## ORDINANCE 754 [Model #B] (*First Reading*)

### AN ORDINANCE AMENDING TITLE 9 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 9, SECTION 9.20.010; DISCHARGE OF WEAPONS

#### **Current Language:**

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow except with the permission of the affected property owner or other person lawfully in control of the property. Any discharge permitted under this section shall only be at inanimate targets and no projectile so discharged may leave the property upon which permission to discharge was granted. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
  1. By any person in the defense or protection of his/her property or family;
  2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.
  3. At any other private location, the property owner shall apply for a special permit for weapons discharge. Local law enforcement and the City Administrator shall approve such permits based upon determining factors such as property location, is the property of suitable size, noise levels, design and configuration and any other relevant factors to safely allow such use. [Ord. 742, 2014; Ord. 724, 2010; Ord. 601 § 20, 1990; 1981 Compilation § 4-4.20.]

#### **Proposed Language:**

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
  1. By any person in the defense or protection of his/her property or family;
  2. At any shooting or target range maintained or provided by the City of Brownsville, any public or private school or the Brownsville Christian Church.





**ORDINANCE 754 [Model #B] (*First Reading*)**

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



**ORDINANCE NO. 756**

**AN ORDINANCE PROHIBITING SALES OF RECREATIONAL MARIJUANA  
BY REGISTERED MEDICAL MARIJUANA DISPENSARIES WITHIN THE  
CITY AND DECLARING AN EMERGENCY**

**WHEREAS**, Senate Bill 460 (2015) allows medical marijuana dispensaries registered with the Oregon Health Authority pursuant to ORS 475.314 to sell limited marijuana retail products to persons 21 years of age or older, beginning October 1, 2015; and

**WHEREAS**, Senate Bill 460 (2015) also provides that a city may adopt ordinances prohibiting the sale of limited marijuana retail product by registered medical marijuana dispensaries in the area subject to the jurisdiction of the city; and

**WHEREAS**, in the interest of the health, safety, and well-being of the citizens of Brownsville, the City Council has determined that the sale of limited marijuana retail product by registered medical marijuana dispensaries within the City of Brownsville should be prohibited;

**NOW, THEREFORE, THE CITY OF BROWNSVILLE ORDAINS AS FOLLOWS:**

- Section I.** In accordance with Senate Bill 460 (2015), the sale of limited marijuana retail products by medical marijuana dispensaries registered with the Oregon Health Authority pursuant to ORS 475.314 is prohibited in the area within the City of Brownsville.
- Section II.** The City Administrator is directed to provide a copy of this ordinance to the Oregon Health Authority.
- Section III.** This Ordinance being necessary for the immediate protection of the public peace, health, and safety, an emergency is declared to exist and this Ordinance shall take effect upon adoption.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR** this 28<sup>th</sup> day of July, 2015.

---

Mayor Don Ware

*Attest:*

---

City Administrator S. Scott McDowell



## **ORDINANCE NO. 757**

### **AN ORDINANCE PROHIBITING THE ESTABLISHMENT OF MARIJUANA FACILITIES WITHIN THE CITY AND DECLARING AN EMERGENCY**

**WHEREAS**, ORS 475.314 requires medical marijuana dispensaries to register with the Oregon Health Authority and establishes rules for the State of Oregon's regulation of medical marijuana dispensaries; and

**WHEREAS**, Chapter 79, Oregon Laws 2014, placed additional restrictions on medical marijuana dispensaries and expressly permitted cities to impose a temporary moratorium on the operation of registered medical marijuana facilities within city limits; and

**WHEREAS**, Ballot Measure 91, approved by the voters of the State of Oregon in November 2014, permits the manufacturing, distribution, sale, possession, and use of recreational marijuana in Oregon; and

**WHEREAS**, on March 3, 2015, the Brownsville City Council passed Resolution 2015.06, which asked the voters of the City of Brownsville to respond to the following advisory question: "Should registered medical marijuana facilities and licensed recreational marijuana facilities be allowed to operate within the City of Brownsville?"; and

**WHEREAS**, approximately 65% of the citizens who voted on the advisory question voted against allowing registered medical marijuana dispensaries and licensed recreational marijuana facilities to operate within the City of Brownsville; and

**WHEREAS**, section 134, chapter 614, Oregon Laws 2015 (House Bill 3400) expressly permits a city to prohibit the establishment of medical marijuana dispensaries, medical marijuana processing sites, recreational marijuana growers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the city's jurisdictional limits, subject to a requirement that the ordinance be referred to the electors of the city at the next general election; and

**WHEREAS**, section 134, chapter 614, Oregon Laws 2015 (House Bill 3400) provides that upon receipt of notice that the City has adopted an ordinance prohibiting the establishment of medical marijuana dispensaries, medical marijuana processing sites, recreational marijuana growers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the city's jurisdictional limits, the Oregon Health Authority and the Oregon Liquor Control Commission shall discontinue registering and licensing those entities until the next statewide general election; and

**WHEREAS**, pursuant to Article IX, Section 2 of the Oregon Constitution and the Brownsville Charter, the City of Brownsville is a home rule municipality with all the powers that the constitutions, statutes, and common law of the United States and the State of Oregon expressly or impliedly grant or allow the City; and

**WHEREAS**, in the interest of the health, safety, and well-being of the citizens of Brownsville,



## ORDINANCE NO. 757

the City Council has determined that the establishment of medical marijuana dispensaries, medical marijuana processing sites, recreational marijuana growers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the City of Brownsville should be prohibited; and

**WHEREAS**, the City Council must act quickly to adopt this ordinance and to notify the Oregon Liquor Control Commission and the Oregon Health Authority of the adoption of this ordinance to prevent the issuance of future licenses and registrations by the State of Oregon;

**NOW, THEREFORE, THE CITY OF BROWNSVILLE ORDAINS AS FOLLOWS:**

**Section I.** Chapter 5.25 – Prohibition on Marijuana Facilities – is added to Title 5 of the Brownsville Municipal Code to read as follows:

### **Chapter 5.25 – Prohibition on Marijuana Facilities.**

- A. Prohibition.** No person, business, or entity may establish, maintain, or operate a marijuana facility within the city limits of the City of Brownsville. The establishment, maintenance, or operation of a marijuana facility by any person, business, or other entity within the city limits of the City of Brownsville in violation of this chapter is declared to be a public nuisance.
- B. Definitions.** For the purposes of this chapter and in accordance with section 134, chapter 614, Oregon Laws 2015 (House Bill 3400), a “marijuana facility” includes:
1. Marijuana processing sites registered under section 85, chapter 614, Oregon Laws 2015;
  2. Medical marijuana dispensaries registered under ORS 475.314;
  3. Marijuana producers licensed under section 19, chapter 1, Oregon Laws 2015;
  4. Marijuana processors licensed under section 20, chapter 1, Oregon Laws 2015;
  5. Marijuana wholesalers licensed under section 21, chapter 1, Oregon Laws 2015; and
  6. Marijuana retailers licensed under section 22, chapter 1, Oregon Laws 2015.
- C. Violations and Enforcement.** The establishment, maintenance, or operation of a marijuana facility by person, business, or other entity within the City of Brownsville in violation of the requirements of this chapter will be subject to any and all enforcement remedies available to the city by law, including but not limited to penalties pursuant to Chapter 1.05 of the Brownsville Municipal Code, abatement pursuant to Chapter 8.30 of the Brownsville Municipal Code, and the filing of an appropriate action and pursuit of an appropriate remedy, including but not limited to declaratory or injunctive relief, in a court of competent jurisdiction.

**Section II.** The City Administrator is directed to provide copies of this ordinance:

- A. To the Oregon Health Authority, in the form and manner prescribed by the Authority;



**ORDINANCE NO. 757**

and

B. To the Oregon Liquor Control Commission, in the form and manner prescribed by the Commission.

**Section III.** City staff are directed to take all necessary action to refer this ordinance to the electors of the City of Brownsville at the next statewide general election to be held on Tuesday, November 8, 2016.

**Section IV.** Section I of this ordinance shall not become operative unless and until it is approved by the electors of the City of Brownsville at the November 8, 2016, election.

**Section V.** This ordinance being necessary for the immediate preservation of the public peace, health, and safety, an emergency is declared to exist, and this ordinance shall take effect immediately upon adoption.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR** this 28<sup>th</sup> day of July, 2015.

\_\_\_\_\_  
Mayor Don Ware

*Attest:*

\_\_\_\_\_  
City Administrator S. Scott McDowell

# PROCLAMATION



## **In the Matter of the 25<sup>th</sup> Anniversary of the Americans with Disabilities Act**

**WHEREAS**, twenty-five years ago, on July 26<sup>th</sup>, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA), establishing our nation's comprehensive mandate for the elimination of discrimination against individuals with disabilities; and

**WHEREAS**, the ADA is a civil rights law, impacting many facets of daily living, including employment, housing, public facilities and services, education, new construction and modifications, and telecommunications; and

**WHEREAS**, the ADA has expanded opportunities by reducing physical and other barriers, changing perceptions, and increasing full participation in community life; and

**WHEREAS**, Citizens of Brownsville and the nation will recognize that progress has been made by celebrating the 25<sup>th</sup> anniversary of the signing of the ADA on July 26<sup>th</sup>, 1990; and

**WHEREAS**, while we celebrate the 25<sup>th</sup> Anniversary of the ADA and the achievements which have been accomplished, we also recognize that the full promise of the ADA can only be reached if we remain committed to continue our efforts to achieve full implementation of the goals of the ADA including the provisions of accessible facilities and services;

**NOW, THEREFORE**, Brownsville does hereby proclaim July 26<sup>th</sup>, 2015 to be recognized as Americans with Disabilities Act Awareness Day, celebrating the 25<sup>th</sup> Anniversary of the ADA, and reaffirming the principles of equality and inclusion for people with disabilities.

*Dated this 20<sup>th</sup> day of July, 2015*

**ATTEST:**

A handwritten signature in blue ink, appearing to be "SM".

S. Scott McDowell  
City Administrator

**APPROVED:**

A handwritten signature in black ink, appearing to be "Don Ware".

Don Ware  
Mayor



**RESOLUTION NO. 2014.15**

**A RESOLUTION SETTING THE COSTS FOR MACHINERY, MATERIALS AND RESOURCES FOR WORK PERFORMED BY CITY PERSONNEL**

**WHEREAS**, City resources are utilized on various occasions to complete tasks which should have been completed by a contractor, subcontractor, resident, property owner or other entity; and

**WHEREAS**, the following rate schedule for machinery, materials and human resources shall be utilized when invoices are sent to any contractor, subcontractor, resident, property owner or other entity for these tasks; and

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

**SECTION I.** That the following costs for machinery, materials and resources for work performed by City personnel be and are hereby set:

***Human Resources Per Hour***

Regular Pay = \$37.06/individual      Overtime Pay = \$55.60/individual

***Machinery Rates Per Hour***

Backhoe	\$90.00	Dump Truck	\$75.00
Pickup Truck	\$50.00	Grader	\$70.00
Sweeper	\$75.00	6" Trash Pump	\$50.00
Air Compressor		Lawn Mower	\$35.00
& Hammer	\$65.00	Boring Machine	\$500 Flat Rate +
Weed Trimmer	\$15.00		\$7.00/linear foot

***Materials***

Appurtenances	Cost + 20%	Stone	Per Contract
<i>Examples Include:</i>		Blacktop	Market Price

- ▶ *Hydrants*                      ▶ *Fittings*
- ▶ *Meters*                        ▶ *Light Poles*
- ▶ *Pipe Sizes Vary*

**SECTION II.** That this Resolution be in force and effective immediately and repeals all previous resolutions include Resolution 575.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 22<sup>nd</sup> day of July, 2014.

S. Scott McDowell  
City Administrator

Don Ware  
Mayor

**From:** Lauren Sommers [Lauren@speerhoyt.com]  
**Sent:** Friday, July 17, 2015 11:36 AM  
**To:** 'S. Scott McDowell'  
**Cc:** 'Ross Williamson'  
**Subject:** Marijuana Ordinances  
**Attachments:** ORD Ban on Recreational Sales by Medical Dispensaries 071715.doc; ORD Marijuana Facilities Ban 071715.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Scott,

Attached please find two ordinances. The first ordinance prohibits medical dispensaries from selling recreational marijuana (which they will otherwise be allowed to do beginning October 1, 2015). This ordinance does not include an emergency clause so it will need to be adopted before September 1<sup>st</sup> to make sure it takes effect prior to October 1<sup>st</sup>. Of course, at this point it looks like the City doesn't have any registered medical marijuana dispensaries because it appears that Green Cross is no longer a registered dispensary; however, if the Council wants to take a belt and suspenders approach they can still adopt the "no recreational sales by medical dispensaries" ordinance.

The second ordinance bans all ban-able marijuana facilities from the City. The Council does not have the authority to ban medical marijuana grow sites so they are not included. The Council can ban one or all of the types of marijuana facilities (I assumed that the Council would want to ban them all so I have listed all the ban-able facilities in the ordinance, but if the Council only wants to ban certain types of facilities, they can do that instead). The ban will not take effect unless and until it is approved by the voters in November 2016, but once the Council adopts the ordinance and sends it to OHA and OLCC, OHA and OLCC will not issue any licenses or registrations in the City of Brownsville until November 2016. So by adopting the ordinance the Council will impose an effective moratorium until the November 2016 election. Bear in mind that if the City bans any or all marijuana facilities the City will not be eligible for revenue sharing of state marijuana taxes, nor will the City be able to impose any local taxes on marijuana facilities.

Please let me know if you have questions or concerns about any of this. I am out of the office this afternoon, but I will be back on Monday. I am holding 7/28 on my calendar so that I can come up and talk with the Council about all this.

Have a great afternoon.

Lauren

***Lauren Sommers***

Local Government Law Group P.C.

A Member of Speer Hoyt LLC

975 Oak Street, Suite 700

Eugene, OR 97401

Telephone: (541) 485-5151

Fax: (541) 485-5168

[lauren@speerhoyt.com](mailto:lauren@speerhoyt.com)





# Spay and Neuter Voucher Program For the City of Brownsville

---

**Business Name**

50% off Voucher for citizens' of Brownsville , Must show water bill to pick up voucher from the City, no income discrimination, take Voucher to Amy Simone (in Bville) she will check ID to verify that the person who wants to use the vouchers live in the City Limits.

Spay \$82.50 before Voucher

Neuter \$49.50 before Voucher

I am asking to have Budgeted \$5000 to get this program off the ground.

**Business Name**

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



---

*Your business tag line here.*

S. Scott McDowell

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**From:** Partipilo, Rick [rpartipilo@co.linn.or.us]  
**Sent:** Thursday, July 16, 2015 9:33 AM  
**To:** S. Scott McDowell  
**Subject:** RE: Willamette Country Music Festival

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Today

Thanks Scott, I think we're good to go.

Rick Partipilo, REHS  
Environmental Health Program Manager  
Linn County Department of Health Services  
Courthouse Annex, 2nd Floor  
315 SW 4th Ave., PO Box 100  
Albany OR, 97321  
Phone: 541-967-3821, ext. 2372  
Toll free: 800-304-7468  
FAX: 541-924-6904  
<[http://www.co.linn.or.us/Health/enviro\\_n\\_health/eh.htm](http://www.co.linn.or.us/Health/enviro_n_health/eh.htm)>

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**From:** S. Scott McDowell [mailto:admin@ci.brownsville.or.us]  
**Sent:** Thursday, July 16, 2015 7:54 AM  
**To:** Partipilo, Rick  
**Cc:** Karl Frink; Kevin Rogers; Duncan, Michelle (SO); Klein, Greg (SO)  
**Subject:** RE: Willamette Country Music Festival

Good Morning Rick,

The traffic plan for this year's Willamette Country Music Festival appears to be exactly as last year's plan as shown on page 2C-4 specifically. The City was very satisfied with the plan last year as it had minimal impact to the City and was generally well received by people attending the event as volunteers and as concert goers. We have also partnered with the Linn County Road Department to get some traffic counts to determine the additional use during the Festival. Last year there was some confusion about how many additional trips were generated; the City plans on executing traffic counts to properly measure the increased usage starting on August 8<sup>th</sup>, 2015. Rick, please let me know if you need anything else. Thanks!



**S. Scott McDowell**  
255 N. Main Street  
P.O. Box 188

Brownsville, OR 97327  
541.466.5880  
Fax 541.466.5118

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**From:** Partipilo, Rick [mailto:[rpartipilo@co.linn.or.us](mailto:rpartipilo@co.linn.or.us)]  
**Sent:** Monday, July 13, 2015 5:11 PM  
**To:** S. Scott McDowell  
**Subject:** Willamette Country Music Festival

Hello Scott,

Hope all is going well in B'ville.

I'm making a last minute push to get WCMF their permit. My notes reflect a discussion of permit conditions which include approval of the traffic control plan by Your Fair City. I have the City's approval of an earlier WCMF traffic plan, but should have your approval of their current plan for this permit. The most current version I have is dated April 2014.

If you can reply via email, that would be sufficient for our purposes. If you need more process at your end, let me know, and I'll make your approval a condition rather than an exhibit.

Thanks,

Rick Partipilo, REHS  
Environmental Health Program Manager  
Linn County Department of Health Services  
Courthouse Annex, 2nd Floor  
315 SW 4th Ave., PO Box 100  
Albany OR, 97321  
Phone: 541-967-3821, ext. 2372  
Toll free: 800-304-7468  
FAX: 541-924-6904  
<[http://www.co.linn.or.us/Health/enviro\\_n\\_health/eh.htm](http://www.co.linn.or.us/Health/enviro_n_health/eh.htm)>

**CITY OF BROWNSVILLE  
2015 WATER SYSTEM IMPROVEMENTS  
LOW BIDDER FOR VARIOUS SCHEDULES AWARDED**

LOW BIDDER	TABLE 1 - ALL SCHEDULES AWARDED			TOTAL	
	SCHEDULE A	SCHEDULE B	SCHEDULE C		
1	CLACKAMAS CONSTRUCTION INC.	\$ 215,385.00	\$ 95,926.00	\$ 66,923.00	\$ 378,234.00
2	STETTLER SUPPLY COMPANY	\$ 187,085.00	\$ 114,479.00	\$ 81,076.00	\$ 382,640.00
3	PACIFIC EXCAVATION	\$ 214,935.00	\$ 115,066.00	\$ 74,957.00	\$ 404,958.00

LOW BIDDER	TABLE 2 - ONLY SCHEDULES A & B AWARDED			TOTAL	
	SCHEDULE A	SCHEDULE B	SCHEDULE C		
1	STETTLER SUPPLY COMPANY	\$ 187,085.00	\$ 114,479.00	\$ -	\$ 301,564.00
2	CLACKAMAS CONSTRUCTION INC.	\$ 215,385.00	\$ 95,926.00	\$ -	\$ 311,311.00
3	PACIFIC EXCAVATION	\$ 214,935.00	\$ 115,066.00	\$ -	\$ 330,001.00

LOW BIDDER	TABLE 3 - ONLY SCHEDULE A AWARDED			TOTAL	
	SCHEDULE A	SCHEDULE B	SCHEDULE C		
1	STETTLER SUPPLY COMPANY	\$ 187,085.00	\$ -	\$ -	\$ 187,085.00
2	PACIFIC EXCAVATION	\$ 214,935.00	\$ -	\$ -	\$ 214,935.00
3	CLACKAMAS CONSTRUCTION INC.	\$ 215,385.00	\$ -	\$ -	\$ 215,385.00

**From:** Snow Toad [snowtoad5@gmail.com]  
**Sent:** Thursday, July 02, 2015 3:55 PM  
**To:** Allysa Wink; Amy Ramsdell; Bob Rea; Brian Carroll; Cindy Glick; Craig Martin; Damon Tempey; Dani Pavoni; Darrin Lane; Dustin Bengsten; Emily Menulty; Gary Marks; Janet Steele; Jim Cripe; Jimmie Lucht; Joe Graybill; John Meier; Julie Whalen; Karl Frink; Laura LaRoque; Mark Volmert; Mike Adams; Rob Emmons; Rod Porsche; Roger Nyquist; Ron Whitlach; Scott McDowell; Sharon Kanareff; Sherri; Tamara Schroeder; Wes Hare; Bill Pintard; Donna Short; Doug Robin; Ken Bronson; Rod and Raylene Sell; Roger and May Gaither  
**Subject:** Santiam - Calapooia Scenic Bikeway Update

Greetings:

This is a brief update to let you know where our Scenic Bikeway proposal is in the State's evaluation process.

Eight Scenic Bikeway proposals were submitted in March to the Oregon Department of Parks and Recreation for consideration. Out of the eight proposals, four were chosen for further evaluation. Our proposal was one of the four finalists. The next steps include meeting with the proponents and supporters of the proposal and the State's Scenic Bikeway Committee, and then the committee members ride the route. We met for about an hour with the committee on June 2<sup>nd</sup> in Albany. We gave a short presentation and answered questions for the committee members. They rode the route on June 2<sup>nd</sup> and 3<sup>rd</sup> to rate our route proposal against established criteria, and experience firsthand the scenic quality of the area.

We will not know the results until October when they have completed their evaluations of the other three proposals. If we are one of proposals selected to continue in the process, an Implementation Plan will be developed. The final designation of the route as a Scenic Bikeway usually takes a year from that point. It may be possible for us to have the route designated as an Oregon Scenic Bikeway by the fall of 2016.

We will continue to keep in contact during the process, and thank you for your continued support.

Sincerely,

Doug Robin



# Ready fo

Spaceport America is "the world's first purpose-built, commercial spaceport, intended to be the launchpad of the global commercial space flight industry."



# r Takeoff

**Will space tourism  
transform the sleepy  
desert town of Truth or  
Consequences, N.M.?**

**By David Kidd**

Even without schedule launches, tourists are already drawn to the future site of space travel

**T**en years ago, New Mexico officials unveiled plans for the world's first commercial spaceport. Soon after, British billionaire Richard Branson announced that it would be his "spaceline," Virgin Galactic, that would take paying customers into space. But a decade later, residents of the quirky desert town of Truth or Consequences, N.M., are still waiting.

Originally Virgin Galactic flights were supposed to start in 2012. But a series of setbacks, including the loss of one of its test rockets and a pilot over the Mojave Desert last year, have now pushed the first flights toward the end of 2016 at the earliest.

That hasn't dampened would-be space travelers' excitement. More than 700 people have put down deposits on tickets that go for \$250,000 a pop. That's good news for T or C, as the town is locally known. The spaceport could be a huge economic boon for the city of about 6,300, which sits just 30 miles southeast of the now-completed \$209 million taxpayer-funded site. Until now, T or C's main attraction has been hot springs.

But the spaceport is also a big gamble. In anticipation of the site, there has been some limited outside investment: CNN founder Ted Turner bought a resort in the middle of town. Other than that, investors are playing a game of wait and see, according to city leaders.

For its part, Virgin Galactic is at work on another spaceship. Once completed, flight-testing will resume and, if all goes according to plan, the spaceline will eventually take well-heeled passengers into suborbital space for 15 minutes. With each flight, the state will make a fee—a long-awaited return on its investment. **G**

Email [dkidd@governing.com](mailto:dkidd@governing.com)

**Spaceport America says its mission is "aimed at inspiring and delighting the next generation."**



LUCY NICHOLSON / REUTERS

**A local museum honors radio quiz show host Ralph Edwards, whose program the town was renamed after in 1950.**







LUCY NICHOLSON / REUTERS



In search of a simpler life, artist Roy Lohr moved here in 1995 from Santa Fe.

LUCY NICHOLSON / REUTERS



As the nearest town to the spaceport, Truth or Consequences stands to gain the most from the expected increase in tourism and industry.



**Future space travelers may enjoy omelets, burritos, salads, soups and sandwiches at the Happy Belly Deli.**



**Val Wilkes and her wife, Cydney, are proprietors of the Rocket Inn. The restored classic motor lodge is “tastefully decorated for soothing ambiance.”**

MARK GREENBERG



**Virgin Galactic hopes to begin flying passengers by mid-2016.**

**Truth or Consequences advertises itself as “Hot Springs, Cool Town” on billboards between El Paso, Texas, and Albuquerque, N.M.**



LUCY NICHOLSON / REUTERS



LUCY NICHOLSON / REUTERS

**Local restaurants are already benefiting from an influx of hungry employees from SpaceX, another company with a lease at the spaceport.**

**From:** Fred Abousleman [fabousle@ocwcog.org@mail58.atl91.mcsv.net] on behalf of Fred Abousleman [fabousle@ocwcog.org]  
**Sent:** Thursday, July 16, 2015 4:00 PM  
**To:** =?utf-8?Q??=  
**Subject:** State of the Region Summit – Register today!  
**Categories:** Today

[View this email in your browser](#)

## State of the Region Summit

Thursday, September 17, 2015  
9:30 am - 1:00 pm



**JOIN US AT THE  
Samaritan Center, 605 Mullins Drive, Lebanon, Oregon**

The Oregon Cascades West Council of Governments (OCWCOG) cordially invites you to this no-cost **invitation-only event**. The Summit marks the release of OCWCOG's inaugural *State of the Region* Report, the culmination of a yearlong endeavor highlighting trends, assets, connections, and resources in our Benton, Lincoln, and Linn County region, relating to health and human services; food and agriculture; land use and transportation; economic development; and much more.

This Summit will bring together local elected officials, business leaders, and other stakeholders, and will provide a unique snapshot of where the region has been, where it is today, and what possibilities lay ahead. Our goal is that this project helps set the stage for future conversations about our priorities, investments, and visions in our vibrant tri-county region.

*Registration for the Summit is required and requested before August 1, 2015. If you have any questions, please contact Tarah Campi, [tcampi@ocwcog.org](mailto:tcampi@ocwcog.org). (After you register, you will receive a brief confirmation email. Please follow the instructions on the email.)*

We look forward to your participation in this inaugural *State of the Region* Summit.



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Oregon Cascades West Council of Governments  
1400 Queen Avenue SE, Suite 201  
Albany, OR 97322

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## MEMORANDUM OF UNDERSTANDING

**BETWEEN:** The City of Brownsville (City)  
**AND:** Brownsville Garden Club (Club)  
**DATE:** July 2015

### RECITALS

- A. City owns several pieces of property including public right-of-ways through Brownsville.
- B. Club desires to plant and maintain flowers and other beautification efforts on property owned by the City.

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

1. **PREMISES.** City allows the Club to improve and plant flowers in specified areas upon mutual agreement. The President of the Club and the City Administrator shall determine projects eligible under this agreement prior to planting or otherwise.
2. **TERM.** The term of this agreement shall be for three (3) years.
3. **PAYMENT.** City agree to pay for the cost of plants and associated materials for the beautification of specified City projects. The City shall make checks payable to the Brownsville Senior Center care of the Club. The Club is under the general umbrella of the Brownsville Senior Center for non-profit status.
4. **INDEMNIFICATION.** To the extent legally possible, the Club agrees to indemnify, hold harmless and defend City from and against any and all claims, damages, losses and expenses, including attorneys fees, made by or paid to others, arising from the Club's activities on any City owned property or from the Club's performance or failure to perform its obligations under this agreement.
5. **TERMINATION.** Either party may terminate this agreement without cause upon thirty (30) days written notice to the other sent First Class and Certified mail to the addresses listed. Upon termination, all rights extended under this Agreement are terminated.
6. **ATTORNEYS FEES AND LEGAL EXPENSES.** In the event any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this agreement or to collect any indebtedness hereunder, the prevailing party in such proceeding shall be entitled to recover reasonable attorney fees in the proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law. Such sum shall include an amount estimated by the court as the reasonable costs and fees to be incurred by the prevailing party in collecting any monetary judgment or award or otherwise enforcing



**MEMORANDUM OF UNDERSTANDING**

any order, judgment, or decree entered in such suit or action. In addition, in the event of default by either party in performance of this agreement, the defaulting party agrees to pay all reasonable attorney fees and legal expenses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.

- 7. **SUCCESSORS AND ASSIGNS.** The terms, provisions, covenants and conditions contained in this agreement shall apply to, bind and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors and assigns of the City and the Club.
- 8. **ENTIRE AGREEMENT.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
- 9. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.
- 10. **INTENT.** The intent of this Agreement is to cooperatively work together to create a working relationship that will be mutually beneficial.

**CLUB:**

BROWNSVILLE GARDEN CLUB

**CITY:**

CITY OF BROWNSVILLE

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
City Administrator

Address: 345 N. Main Street  
Brownsville, OR 97327

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

# MONTH END RECAP

	REVENUE	EXPENDITURES	YTD	%	Unexpended
1 GENERAL	\$ 13,314.98	\$ 87,231.75	\$ 651,595.67	61.40%	\$ 409,704.33
2 WATER	\$ 24,828.86	\$ 63,260.18	\$ 385,577.39	37.70%	\$ 637,122.61
3 SEWER	\$ 27,710.22	\$ 19,287.21	\$ 398,810.48	56.71%	\$ 304,439.52
4 STREETS	\$ 11,330.79	\$ 91,176.14	\$ 213,101.64	40.31%	\$ 315,598.36
5 WATER BOND	\$ -	\$ -	\$ -	0.00%	\$ 77,678.00
6 SEWER BOND	\$ -	\$ -	\$ 332,072.00	80.17%	\$ 82,154.00
7 SEWER DEBT FEE	\$ 11,113.75	\$ -	\$ 128,400.76	102.72%	\$ -
8 BUILDING & EQUIPMENT	\$ -	\$ 6,887.16	\$ 47,937.24	10.43%	\$ 411,662.76
9 WATER RESERVE	\$ -	\$ -	\$ -		
10 HOUSING REHAB	\$ -	\$ -	\$ -		
11 WATER SDC	\$ 104.65	\$ -	\$ -		
12 SEWER SDC	\$ 258.00	\$ -	\$ -		
13 STORMWATER SDC	\$ 98.40	\$ -	\$ -		
14 BIKEWAY/PATHS	\$ 70.55	\$ -	\$ -		
15 LIBRARY TRUST	\$ -	\$ -	\$ -		
16 CEMETERY	\$ -	\$ -	\$ -		
17 TRANSIENT ROOM TX	\$ 12.65	\$ -	\$ -		
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -		
19 LAND ACQUISITION	\$ -	\$ -	\$ -		
20 COMMUNITY PROJECTS	\$ -	\$ 10,726.64	\$ 24,046.64	17.16%	\$ 116,053.36
	<b>\$88,842.85</b>	<b>\$278,569.08</b>			

**2014-2015**      **YTD**      **% of Total**

Appropriated      \$ 2,053,141.06      39.65%

**DEBT Payments**

Water      \$ 54,928.00

Wastewater      \$ 396,307.00

**Total Debt**

Water      \$ 1,349,225.00

Wastewater      \$ 12,371,610.00

**Total**      \$ 13,720,835.00

**KeyBank Accounts**

General      \$ 137,969.55

Utility      \$ 18,350.00

Park      \$ 5,325.00

Court      \$ 2,890.12

**Oregon State Treasury**      \$ 4,096,324.44

**Community Improvements**      \$ -