



CITY OF BROWNSVILLE

Council Meeting

Tuesday – April 28th, 2015

Regular Session 7:00 p.m.

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March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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29	30	31				

Phases of the moon: ☾ ☽ ☽ ☽ ☽ ☽ ☽
 Calendar generated on www.timeanddate.com/calendar

April						
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Phases of the moon: ☾ ☽ ☽ ☽ ☽ ☽ ☽
 Holidays and Observances: 5: Easter Sunday, 13: Thomas Jefferson's Birthday

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						

Phases of the moon: ☾ ☽ ☽ ☽ ☽ ☽ ☽
 Holidays and Observances: 10: Mothers' Day, 31: Memorial Day



CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, April 28th, 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: March 24th, 2015
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. John Morrison – Brownsville Chamber of Commerce
 - B. Linda Hite – Pioneer Picnic
 - C. Paula Bivens – 108 E. Blakely
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. Ordinance 752 – Elected Officials Replacement Policy (*Second Reading*)
 - B. Ordinance 753 – Dog Leash Law (*Second Reading*)

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.



- C. Resolution 2015.08 – Verification of Services (*State Revenue Sharing*)
- D. Resolution 2015.09 – Annual Worker's Compensation Coverage Declaration

10) ACTION ITEMS:

- A. Mental Health Month Proclamation
- B. Pioneer Picnic Letter (*Park Board Recommendation*)
- C. Picnic Association Street Closure Request
- D. OLCC Renewals
- E. Linn County Sheriff's Office Contract

11) DISCUSSION ITEMS:

- A. Weapons Discharge Ideas
- B. Master Task List
- C. Vision Statement & Council Goals
- D. March 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

March 24th, 2015

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

PUBLIC: June Schlosser, Kaye Fox, Alex Paul, Allen Buzzard, John Morrison, Trisha Thompson, Sal and Leda Sepulveda (The Times), JoAnn Neddeau, Brian Hoffman and Scott Johnson (Sweet Home Sanitation), Jim Smith, Albert Sparks, Elizabeth Young, Elizabeth Coleman, Jon Younce (McFarland Cascade), and Randy and Gayle Simpson.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: No additions or deletions tonight.

MINUTES: Councilor Gerber made a motion to approve the February 24th, 2015 meeting minutes as presented. Councilor Chambers seconded the motion, and it passed unanimously. Councilor Gerber made a motion to approve the March 3rd, 2015 special Council meeting minutes with Council Van Sandt's correction as noted. Councilor Shepherd seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

McFarland Cascade – Mr. John Younce, Vice President of McFarland Cascade, stated that they have received some concerns regarding the noise levels of the new peeler plant in Brownsville. They have initiated noise level testing to determine the benchmark for the City. The testing revealed that they are well within the allowed limits. Mr. Younce did state that McFarland Cascade desires to be a good neighbor and toward that end, have implemented more noise reduction practices. They have more revisions planned, but are waiting on Linn County to acquire the needed building permits, etc. Mr. Younce assured everyone again that they want to do all they can to mitigate noise in the community and continue to be a good neighbor and community partner.

Sweet Home Sanitation – Brian Hoffman – Brian Hoffman and Scott Johnson from Sweet Home Sanitation were present. Mr. Hoffman spoke on their behalf and informed Council that he is replacing Josh Metcalf as the new site manager for Sweet Home. He intends to keep the same open door policy. He presented Council with a brochure full of facts. On page 17 of the report, community donations and reduced rates for the City are highlighted. The tentative date for this year's clean up day is October 3rd, 2015. The Household Hazardous Waste Day is scheduled for October 10th, 2015. He asked if Council had any questions about the proposed rate increase. Councilor Van Sandt made a motion to pass R 2015.07. Councilor Shepherd seconded the motion. A vote was called for on the above motion, and it passed unanimously.

Tim Housley – Washington Street - Tim Housley was present to address concerns he has about nuisance abatement within the City. He has one particular neighbor that is quite often not in compliance. After driving around and reviewing the whole city, he is more aware than ever the need for strong nuisance abatement policies and ordinances to maintain our community. He stated that he leans on Council to address these issues. Mr. McDowell responded that it has been the City's goal for a long time to focus on community development and the importance of maintaining the tax base. McDowell explained that he has been working on this point "ad nauseum" with Council, as



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Councilor Van Sandt may say, for quite some time. The City the urban growth boundary instituted by Oregon limits how cities have traditionally grown throughout the United States and around other developed nations. Strong nuisance abatement policies keep property values high, which in turn encourages folks to want to move here and be part of our community. Historically, the town has not done a good job with nuisance abatement, and it always seems to be a source of contention. Many folks agree that the City policies should be stricter, others are more ambivalent. Council is striving for balance, and is currently reviewing Council goals for the upcoming two years. The City has made strides in nuisance abatement in some areas. You may remember the dismantled trailers that were west of town for several years. Sweet Home Sanitation was instrumental in helping the City remove those, and they continue to work with us in cleaning up several properties around town. Hopefully, Council will continue to address nuisance and weed abatement issues and find the proper balance for our town.

DEPARTMENT REPORTS:

1. Sheriff's Report. No report tonight.
2. Public Works. Mr. Frink reported that the new infiltration pumps at the water plant have been installed, and are ready for summer. The manhole project on Northpoint is finished. Holderman Paving will be here around the end of April or the beginning of May, dependent on weather, to complete the planned street improvements. Grading has been done on the gravel roads. The Park electrical work is continuing, and should be finished hopefully within the next month. After that the next project will be the landscape project at the front of City Hall.
3. Administrator's Report. Mr. McDowell reported that the feral cat agreement at Moody Court has been recently reviewed, and conditions still appear to be under control. The situation will continue to be monitored. Nuisance abatement will be starting up in May, but there is a situation at 108 Blakely that is currently not in compliance. A letter requesting compliance will be sent soon. Many license plate tags around town were found to also be in non-compliance, and those will be addressed soon as well. Kaye Fox would like to remove her name from the list requesting to be on the Library Advisory Board. Mr. McDowell has requested a June deadline to comply with the CJIS (Criminal Justice Information System) audit issues. The employee handbook will need to be finished to come into compliance with this audit as well. The May ballot referral has been accepted at Linn County, and it should appear on the May 19th election. Staff is still working on the Utility and Finance Software upgrade. We may need to budget more funding for this project. The Oregon Government Ethics Commission (OGEC) has sent out the annual SEI (Statement of Economic Interest). Each official should have received theirs in the mail. These need to be completed and returned by April 15th. If possible, please return it to City Hall so that a copy can be kept on file. If you mail it back yourself, please let Ms. Morrow know for our records.
4. Library Report. No comments.
5. Court Report. No comments.
6. Council Comments. No comments.
7. Citizen Comments. Allen Buzzard thanked McFarland Cascade for being a good community neighbor to the City. In regards to the leash law, he would like Council to check with Mr. Frink to see how long the signage will take to put up,



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and he suggested a July 1st implementation date for the leash law. Albert Sparks, Washington Street, spoke in favor of cleaning up the town and implementing a strong nuisance abatement policy. He says that it is not an accident that communities are maintained and kept clean. Kaye Fox thanked the LCSO for being a presence in the community again and making the streets safer by issuing traffic warnings and citations.

LEGISLATIVE:

1. O 751: Land Use Options for Marijuana Facilities (Second Reading). Councilor Gerber made a motion to read O 751 by title only. Councilor Shepherd seconded the motion, and it passed unanimously. Councilor Gerber made a motion to approve O 751 as presented. Councilor Shepherd seconded the motion, and it passed unanimously.
2. O 752: Elected Official Replacement Policy (First Reading). Councilor Gerber made a motion to read O 752 by title only. Councilor Shepherd seconded the motion, and it passed unanimously. Discussion was called for – Councilor Chambers thought it looked great.
3. O 753: Dog Leash Law (First Reading). Councilor Gerber made a motion to read O 753 by title only. Councilor Van Sandt seconded the motion, and it passed unanimously. No changes or editions were mentioned by Council.

ACTION ITEMS:

1. Appoint Library Advisory Position. Mr. McDowell informed Council that three candidates have applied for the open Library Advisory Board position: Sandy Saltzer, Marilyn Grimes, and Kristen Whitehead. Councilor Van Sandt made a motion to appoint Kristen Whitehead to the Library Advisory Board. Councilor Gerber seconded the motion, it passed unanimously.

DISCUSSION ITEMS:

1. Weapons Discharge Policy. Mr. McDowell presented some suggestions on the weapons discharge policy that Councilor Van Sandt compiled. Mr. McDowell put the current language and proposed language underneath for comparison. Recently, Staff has allowed a couple of provisional permits. Councilor Van Sandt wonders why the City would sign off on weapons discharge permits if the local law enforcement agency is uncomfortable doing so. Councilor Shepherd also recommended going back to the rule of no weapons in town. Councilor Gerber commented that Council seems to have a good consensus on this issue, and requested that Staff bring legislation back to Council for consideration.
2. Vision Statement and Council Goals. Councilor Gerber presented a vision statement that she and Councilor Cole worked on. Council seems happy with the slogan, "Brownsville Welcomes You Home", but will review the presented materials and bring any changes to the next Council meeting. Councilor Van



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Sandt would like to see something added about kids – citizens of all ages, young and old, something like that.

3. Economic Development Strategy. Mr. McDowell reminded Council of several current projects that have improved economic development around town. Projects such as the development of water and sewer services on the south side of town that will potentially open up several acres for future development. McFarland Cascade, Kirk's Ferry, Brownsville Body Shop, Dari Mart and Dr. Kirt Glenn have all implemented new buildings or done facelifts (redevelopments) to existing structures. It is quite impressive overall. Mr. McDowell asked if there were Councilors that would like to discuss the possibility of planning an economic development committee with a few of the local business owners. Councilor Chambers and Mayor Don Ware volunteered to serve.
4. Council of Governments Meeting. Mayor Don Ware reported that he had attended the COG meeting last week in Albany, and was quite fascinated by it. He said that they talked about several interesting issues that were common between cities, and that it is probably a good thing to be involved in. The meetings are held every other month.
5. February Financials. No comments.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: No comments.

EXECUTIVE SESSION entered @: 8:09 p.m.

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

Exit @: 8:21 p.m.

The regular meeting was called back into session at 8:21 p.m.

DISCUSSION: Councilor Chambers called attention to the "Tall Cop Says Stop" information on Council's desk. She said that this seminar will be presented April 2nd, 2015 in Albany at the Expo Center, and she encouraged the Councilors to sign up and attend. It looks like good information. Judge Lemhouse attended one of these seminars, and said that it was very good. Also, Mr. McDowell put marijuana facts on the table



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tonight. He asked that Council review it and let him know if they would like it released publicly. Councilor Neddeau remarked that it is nice to hear information from other people than 20-year olds from Corvallis.

ADJOURNMENT: *Mayor Don Ware moved to adjourn at 8:26 p.m. Councilor Shepherd seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell Mayor Don Ware



City Administrator Report

April 28th, 2015

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

Note: The most important section is the first one because it provides information and a brief overview of the topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates that it is part of Council Goals that are on the Council room wall or in the City budget.



"No matter how busy you are, you must take time to make the other person feel important."
– *Mary Kay (Ash)*

"Be a yardstick of quality. Some people aren't used to an environment where excellence is expected."
– *Steven Jobs*

"No matter what people tell you, words and ideas can change the world."
– *Robin Williams*



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

John Morrison – Mr. Morrison would like to discuss several opportunities currently being offered by the Brownsville Chamber of Commerce; notably the Ford Institute Leadership Program and new clothing promoting the Chamber.



Linda Hite – Mrs. Hite has been asked by Leisa Keyser of the Pioneer Picnic Association to consider bringing her chapter also the Single Action Shooting Society (SASS) to Pioneer Picnic for this year. Basically, they would stage a shooting display in the Grand Parade and have a shooting demonstration on Saturday during Picnic. I have discussed this possibility with City Insurance Agent Mike Hoyt and City Attorney Ross Williamson. Council should require insurance coverage through SASS or the Association or both. The event is also able to buy coverage through the City and CIS. Ross Williamson

indicated that Council would need to pass an emergency ordinance in order for them to discharge firearms within the City limits based on Brownsville Municipal Code. Mrs. Hite will be on hand to discuss the logistics of such an event.

Paula Bivens - Mrs. Bivens will be on hand to discuss the poor conditions that exist at 108 E. Blakely Avenue. Bivens would like Council to provide any possible assistance. Below is the Ordinance that Council could use for this situation:



Chapter 8.10 Abatement of Dangerous Buildings

Sections:

8.10.010	Definitions.
8.10.020	Nuisance declared.
8.10.030	Initial action.
8.10.040	Notice of hearing.
8.10.050	Hearing.
8.10.060	Notice of Council action.
8.10.070	Abatement by City.
8.10.080	Assessment.
8.10.090	Summary abatement.
8.10.100	Errors in procedure.
8.10.110	Duties prescribed.
8.10.120	Penalty.



8.10.010 Definitions.

For the purposes of this chapter, the following terms shall mean:

Dangerous Building.

1. Any structure or portion thereof which, because of damage, structural weakness or deterioration, dilapidation by reason of age, or for lack or want of maintenance or proper repair, is structurally unsound, thereby endangering other properties or human life because of a possibility of its partial or entire collapse.
2. Any structure or portion thereof which, because of the deterioration, improper installation, damage or want of proper maintenance and repair of or to wiring or electrical equipment, plumbing and sewage disposal systems, gas connections, heating apparatuses, chimneys, or for any other cause or reason, is liable to cause fire, electrical shock or asphyxiation.
3. Any structure or portion thereof containing any combustible or explosive material, rubbish, rags, wastes, oils, gasoline or flammable substances of any kind, liable to cause fire or damage to property or human life, which is not maintained in accordance with law.
4. Any structure or portion thereof which is in a filthy or unsanitary condition, such as by accumulations of garbage, animal or human waste, or decaying animal or vegetable matter, so as to attract rodents or be unhealthful and liable to cause a spread of contagious or infectious disease.

“Person” means every natural person, firm, partnership, association or corporation.

“Person in charge of property” means any agent, occupant, lessee, tenant, contract purchaser, owner, or any other person having the possession or control of a structure, or the supervision of any construction project. [Ord. 538 § 1, 1981; 1981 Compilation § 7-1.1.]

8.10.020 Nuisance declared.

Every structure which is found by the Council to be a dangerous building is hereby declared to be a public nuisance and may be abated either summarily, by the hearing procedures specified in this chapter or by a suit for abatement brought by the City. [Ord. 538 § 2, 1981; 1981 Compilation § 7-1.2.]

8.10.030 Initial action.



When a City official determines that a dangerous building may exist, the official shall report its possible existence and the reasons for his conclusion to the City Council. The Council shall, within a reasonable time following the report, fix a time and place for a public hearing. [Ord. 538 § 3, 1981; 1981 Compilation § 7-1.3.]

8.10.040 Notice of hearing.

- A. The City Recorder shall mail notice of the time and place of the hearing to the owner of the structure, to the owner of the property on which the structure is situated, if not the same person, and to any person in charge of property. The notice shall state:
 - 1. That a hearing will be held to determine whether the structure is a dangerous building;
 - 2. The reasons why the City official believes that the structure may be a dangerous building; and
 - 3. The time and place of the hearing.
- B. The notice shall be mailed not less than 10 days prior to the date set for hearing.
- C. A copy of the notice shall be posted at or upon each exit of the structure.
- D. Ten days' prior notice of the hearing shall either be published in a newspaper of general circulation in the City or posted in three public places in the City. [Ord. 538 § 4, 1981; 1981 Compilation § 7-1.4.]

8.10.050 Hearing.

- A. At the hearing, the owners, the persons in charge of property and other persons interested in the matter shall have a right to be heard.
- B. The Council may inspect the structure and may consider its observations in determining whether the structure is a dangerous building.
- C. If the Council determines that the structure is a dangerous building, the Council may by resolution:
 - 1. Order the dangerous building to be abated; or
 - 2. Order the dangerous building to be made safe within a time set by the Council and prescribe what must be done to make it safe. [Ord. 538 § 5, 1981; 1981 Compilation § 7-1.5.]

8.10.060 Notice of Council action.

Copies of the Council's findings and of its resolution shall be mailed to the owner of the dangerous building, the owner of the property on which the dangerous building is situated, if not the same person, and to any person in charge of property. If the order is not obeyed or the dangerous building made safe within a time specified in the order (being not less than five days), the Council may order the dangerous building demolished or made safe at the expense of the property on which it is situated. [Ord. 538 § 6, 1981; 1981 Compilation § 7-1.6.]

8.10.070 Abatement by City.

- A. If the Council order is not obeyed within the time prescribed, the Council may:
 - 1. Specify the work to be done;
 - 2. File a statement thereof with the City Recorder; and
 - 3. Advertise for bids for doing the work in the manner provided for advertising for bids for street improvement work.



B. Bids shall be received, opened and the contract let. [Ord. 538 § 7, 1981; 1981 Compilation § 7-1.7.]

8.10.080 Assessment.

- A. The Council shall determine the final cost of the work and assess the cost against the property upon which the dangerous building is situated. The assessment shall be declared by resolution, shall be entered in the docket of City liens and shall become a lien against the property.
- B. The creation of the lien and its collection and enforcement shall be performed in substantially the same manner as assessments for street improvements. [Ord. 538 § 8, 1981; 1981 Compilation § 7-1.8.]

8.10.090 Summary abatement.

The procedures of this chapter need not be followed if a structure is unmistakably a dangerous building and imminently endangers human life or property. In such instances, the Fire Chief, the Fire Marshal or the Chief of Police may summarily demolish the structure. [Ord. 538 § 9, 1981; 1981 Compilation § 7-1.9.]

8.10.100 Errors in procedure.

Failures to conform to the requirements of this chapter that do not substantially affect a legal right of a person do not invalidate a proceeding under this chapter. [Ord. 538 § 10, 1981; 1981 Compilation § 7-1.10.]

8.10.110 Duties prescribed.

No person shall remain in or enter any dangerous building, except that entry may be made to repair, demolish or remove the structure under permit. No person shall remove or deface any posted dangerous building notice until the required repairs, demolition or removal have been completed and a certificate of occupancy issued pursuant to the provisions of the State Building Code. No person in charge of property shall allow a dangerous building to remain dangerous for longer than 10 days following receipt of the notice specified in BMC [8.10.060](#). [Ord. 538 § 11, 1981; 1981 Compilation § 7-1.11.]

8.10.120 Penalty.

Persons who violate a provision of BMC [8.10.110](#) may be fined not more than \$100.00, or imprisoned not more than 25 days, or both. [Ord. 538 § 12, 1981; 1981 Compilation § 7-1.12.]



Report

The conditions at 108 E. Blakely Avenue are a public health and welfare nuisance because:

- ▶ Construction has failed in the back of the house causing a potential safety issue.
- ▶ Trash and debris are piled on the eastside of the property.
- ▶ Neighbors are concerned about pestilences.
- ▶ Neighbors are concerned about squatters and people not associated with the property being on the property at all hours of the day and night.

** Staff will provide pictures of the property at the meeting.



Should Council agree & deem this a public nuisance, then:

Procedure

1. Council must make a motion deeming this property a nuisance.
2. Staff posts the property under the procedure for nuisance.
3. The property owner has the right to appeal to Council.
4. The City Administrator may have to enter into a contract to make the necessary improvements to the property.

Ordinance 752: Elected Officials Replacement Policy (Second Reading) – Council made no changes or suggestions at the last meeting. The Ordinance is ready for passage consideration.

Ordinance 753 – Dog Leash Law (Second Reading) – Council made no changes or suggestions at the last meeting. The Ordinance is ready for passage consideration.



Resolution 2015.08: Verification of Services (State Revenue Sharing) – The City is required by the Department of Administrative Services and the Oregon Revised Statutes to pass this resolution annually in order to receive State Revenue

Sharing.

Resolution 2015.09: Annual Worker's Compensation Coverage Declaration – Each year Council passes this resolution to cover all volunteers, who provide valuable services to the City, in the event of injury. It is required to be submitted as part of the City's insurance renewal process.

Mental Health Month Proclamation – Mayor Ware is proclaiming May as Mental Health Month. Proclamation enclosed.

Authorize Annual Linn County Pioneer Picnic Letter – Park Board is recommending Council approve the enclosed draft letter to the Picnic Association for this year's event.

Annual OLCC License Renewals – Each year Council is asked to comment on the liquor licenses that are operational in Brownsville. Each year Council requests Staff to forward a letter. Council may make comments or suggestions as they see fit.



Linn County Sheriff's Office Contract – Each year Council enters into a contract with the Linn County Sheriff's Office for law enforcement services. The City and LCSO have experienced many personnel changes over the last ten months. Changes in service have made it necessary to consider additional contract language that gives the City more control over these vital services. I'm currently working with Brian Latta, the City Administrator for the City of Harrisburg, on language that could be added to the standard contract. I have included all of the language for your review. I would recommend passing the contract with continued support for additional language to be added to the contract.



Weapons Discharge Ideas – I have enclosed the old language and general language for your convenience. Here are some thoughts from the extended City Staff:

- ▶ City Attorney Ross Williamson thinks it is okay for Council to hear and review permit applications in terms of due process. Williamson points out that it is extremely inefficient to take up Council meeting time with this sort of business. He also stated that the same problems that we have been dealing with will continue in the future regardless of who reviews applications.
- ▶ City Insurance Agent Michael Hoyt thinks it best to just say no all the way around. No one is certified to approve such shooting range. He was okay with requiring someone to have presented a plan but felt that there is no one who can assure Council that the situation is safe.

[For past Council discussion points, concerns and notes please refer to past Council Agenda Packets. Packets can be found on-line.]

Master Task List – I have included an update of this list for your review. It is important for this list and the 2015 Prospectus Report to be somewhat fresh as we head into Budget Committee.

Vision Statement & Council Goals – Included with the Packet are the most recent goals, the 2013-2014 Council Goals report and the vision statement ideas from last meeting. I would suggest having an additional meeting to discuss the new goals for 2015-2016. Perhaps a Friday afternoon at 4:00 p.m. would work if we were able to coordinate Councilor Van Sandt's and Gerber's schedule. Council could also consider staying after the third budget meeting. Historically, that particular meeting only lasts fifteen minutes. Trying to complete this task at the end of a Council meeting is proving to be too difficult.



Budget Meetings – The Budget Message will be delivered on April 30th, 2015 at 7:00 p.m. in Council Chambers. The meeting will reconvene on May 7th and May 14th at 7:00 p.m. The Committee could call another meeting for the 21st if deemed necessary.

Tarah Campi Incident – Cascade West Council of Governments Tarah Campi began an e-mail campaign regarding traffic plans and the Willamette Country Music Festival. I feel that the Cascade West Council of Governments overstepped on this issue. I first heard of this from Linn County Environmental Health's Rick Partipilo about this concept. I found out that it had been e-mailed to everyone prior to being discussed with the City. I have talked with Anne Hankins about this possibility and she is simply not interested this year. I let Ms. Campi know that we could potentially set down with the Festival folks in October to discuss possibilities.



Sherri Lemhouse – Mrs. Lemhouse will make an appearance.

Councilor Cole Meeting – Councilor Cole and I met to discuss the last Council meeting. We also reviewed several current events and happenings around the City including the upcoming budget and nuisances.

Anne Hankins Conversation – The Festival is working with the Chamber of Commerce to provide fundraising opportunities during the event. Ms. Hankins said that she was in full swing getting all of the



festivals ready and that so far, things have been going very well with Linn County. They are putting up a new event outside of Boise, Idaho this year.



Antique Faire – I had a meeting with John Morrison, Crystal Smith, Laura Meckle and Joe DeZurney to discuss logistics for the Antique Faire. We will once again put together a MOU that specifically addresses the Car Show and Swap Meet being conducted by Ms. Meckle. We did this as an effort to make sure that Ms. Meckle does what she is supposed to do. Public Works Superintendent Karl Frink and I will be reviewing the traffic plan and making recommendations.

Council Pictures Concept – I would like Council to consider photographs for the website.



Insurance Renewals – I will be completing all of the reviews for coverage in the near future. Many of these renewals will be done with Public Works Superintendent Karl Frink.

Appraisal Information – CIS contracted with AssetWorks to complete the new appraisal. There is a significant difference between the last appraisal and the new appraisal. City Insurance Agent Michael Hoyt has asked for a complete review in order to determine if the proposed coverage and values are satisfactory.

McFarland Cascade & Noise Mitigation – McFarland is in the process of obtaining a building permit through Linn County. The County did not allow them to add it to their last permit.

Karl Jones has been upset by this entire process. I have enclosed an e-mail string. Mr. Jones may be at Council meeting.

From 03.24.15 – Vice President Jon Younce & Site Manager Paul Olson will be on hand to discuss the changes made at their plant to reduce unwanted sound. I have included the latest sound study conducted by Vigilant. Complaints have been down at City Hall regarding the noise being generated. Mayor Ware did take a complaint from the property owner, Daniel Abraham, who owns to the west of the McFarland Cascade operation. Mr. Abraham does not live in the city limits, however McFarland is attempting to address the concerns of Mr. Abraham.



Pending: Economic Development Strategy – Mayor Ware and Councilor Chambers have not had a chance to meet on this topic; mostly due to budget season and illness.

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.





Random Thought from American City & County Magazine

- ▶ Who said Community Development isn't important? Nuisances enforced? How a community looks and feels is the direct responsibility of the elected officials and the direct result of residents who care about such things.



Utility & General Ledger Software – 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.



Cathy Stahl & Ash Street – Ms. Stahl will be heard at the Planning Commission in the near future.

From 01.27.2015: Ms. Stahl is in the process of applying for a conditional use permit for her property. I have placed the letter in the agenda packet for your information.

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 being handled.

Tabled Thoughts

Tabled

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

Recreational Vehicles – This item will be addressed in the future.



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.

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

S. Oak Street Drainage – 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.

Central Linn Recreation Association Proposal – Administrative Assistant Jannea Deaver, Administrative Assistant Tammi Morrow and I have made a comprehensive list of improvements for an upcoming meeting with CLRC President George Frazier.

From 03.24.2015: Staff has been burdened by the sign-up process. We will be working on some changes with George Frasier that will make these processes more manageable and efficient. I simply have not had the time to spear head the other part of this agreement. Unfortunately, we are missing a good opportunity for effective change.

From 02.24.2015: Staff has worked well together on this project. We are still "ironing out the kinks" but overall things are going as well as can be expected.



Pending: Water Line Projects – Final plans are ready for bid. The City still needs to secure a few easements for the project to move forward.

From 12.16.2014: As of Monday the 8th, the Surveyor is finished with the field work and in another two weeks should have the mapping to the City.

From 11.25.2014: Surveyor is a few weeks behind, but that is not a concern yet.

From 09.23.2014: Staff met with City Engineer Ryan Quigley to discuss project timelines and logistics for the three waterlines listed below. The City will attempt to put those projects out to bid as a single contract in February or March 2015. Erwin Consulting will begin drawing up the plans, surveying the sites and working on the regulatory requirements for those installations.

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

- ▶ *Finalizing the State procedure for O 751.*
- ▶ *Signed contract with Pacific Power for GR 12 well site.*
- ▶ *Secured deed for GR 12 well site from Linn County.*
- ▶ *Published the Spring newsletter.*
- ▶ *Jane MacQueen completed signs for the new restrooms.*



- ▶ *Paula Bivens neighborhood issues.*
- ▶ *Worked extensively on the budget for the upcoming FY.*
- ▶ *Karl Jones & John Perry's concerns about McFarland Cascade.*
- ▶ *Council Gerber and I have started meeting regularly to discuss City business.*
- ▶ *Stephen Sedlar finished his portion of the City Hall project with the help of Public Works.*
- ▶ *The Planning Commission approved a new modular additional for the Assembly of God Church and approved the splitting of a lot in Old Town Commercial.*
- ▶ *Public Works mowing and tree maintenance.*
- ▶ *Jane MacQueen working on signage for the Brownsville Cemetery.*
- ▶ *CIS Insurance renewals and appraisal discrepancy needs to be addressed.*
- ▶ *The City continues to work on a franchise agreement with Astound.*
- ▶ *Mr. Bob Anderson is working with Oregon Community Credit Union.*
- ▶ *City met with McFarland Cascade on finalizing the details of the contract for infrastructure.*
- ▶ *Worked with Brian Latta on the LCSO contract.*
- ▶ *Worked with President Latta of the VLC on future goal planning issues.*
- ▶ *Met with Anne Hankins to discuss all things Festival.*
- ▶ *Too much to recount. Still recovering from being sick. Sorry! ☺*

STATUS UPDATES – Projects, proposals and actions taken by Council

Pending: Tim Housley – 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.

O 751 Land Use Options for Marijuana Facilities – Administrative Assistant Elizabeth Coleman certified the final piece of the requirements for the ordinance passed by Council at the last meeting. All appeals to be filed must be received by the third week of May.

From 03.24.15: Council made a few modifications which have been made in this latest edition of O 751. A second reading of the Ordinance 752 will happen at the upcoming meeting.

What is being asked of Council?

Prepare to vote on Ordinance 751. Council may amend, vote to approve or vote to not approve this proposed ordinance.

Given the expiration time frame of the moratorium, action must be taken.



Medical & Recreational Marijuana Discussion – Council is awaiting the General Election on May 19th, 2015.

From 03.24.15: The City completed Resolution 2015.06 and placed a referral for Brownsville voters to be held on May 19th, 2015 with the Linn County Clerk's Office.

O 748: Public Works Standards, Accessory Structures & Fences (Pending) – *From 02.24.2015:* Council passed this ordinance at the last Council meeting. Staff plans to roll out these changes in the upcoming March newsletter. The City will also need to wait until the comment period is over with the Department of Land Conservation and Development (DLCD).



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: GR-12 Update – From 02.24.15: City Staff met with Pacific Power to discuss power for the site this past Thursday.

From 05.27.14: The costs, as approved by Council at last meeting, have been budgeted for FY 2014-2015.

Active: Main Street Water Line Estimate – Erwin Consulting is currently working on the engineering this project.

From 05.27.14: The costs have been budgeted for FY 2014-2015.

Active: City Hall Phase I – Mr. Sedlar finished his portion.

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.

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 that harbors insects and rodents, produces dangerous or offensive gases, odors and bacteria, or otherwise presents 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 in containers which are free from holes and covered with tight-fitting lids. (Ord. 5647 § 1 (E))

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.

Active: Economic Development Process – I will have some thoughts for Council at the upcoming meeting.

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.



Active: Visit Linn Coalition (VLC) Update – VLC has been working on redeveloping their goals. Administrative Assistant Jannea Deaver has been attending these meetings also.

Pending: Emergency Contractor Resolution Concept – *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.

Council approved moving for with this idea at the last meeting (10.28.2014) –

From 10.28.2014: The idea is to create a resolution as follows:

- Level I A business that has products and services the City may need in the event of an emergency. *(Examples include Northern Rock Supply, Curtis Excavating, Carlson's Hardware and so on.)*

- Level II An organization that has space that could be used for mass gatherings. *(Examples include area churches, the Rec Center, the Central Linn School District and so on.)*

- Level III Individuals who have particular skills that could provide service in the event of an emergency. *(Examples include Bill Sattler, Chad Hein, Alan Klinkebiel, Gary Shepherd, Todd Karo and so on.)*

The City would maintain a record of the businesses, organizations and individuals and the resolution would cover the details of how compensation would be made, how items were to be procured, and all the other requirements of FEMA. By doing this, it would simplify the process considerably.

Pending: Central Linn School Meetings – Rumors are circulating that the City is taking the District Office for a Community Center and that Habitat for Humanity will be building low income homes. The City has still not heard from Superintendent Gardner or the School Board on this issue.

From 03.24.15: Report on March meeting with Gardner and Frasier.

Pending: John Voight & Sage Street – See past Agenda Packets for information.



Pending: Smith System Development Charge (SDC) Agreement – The agreement is pending signatures.



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.

From 11.25.2015: Council may want to consider reviewing the current ordinance for house numbering. Below is the current language:

12.15.060 Owner responsibility.

SHARE

Numbers shall be placed within 60 days after the City Recorder has assigned the appropriate number. The cost of the number or numbers shall be borne entirely by the owner or occupier of the building. [Ord. 380 § 6, 1961; 1981 Compilation § 8-1.6.]

12.15.070 Specifications.

SHARE

All numbers shall be at least two inches in height and placed in such a position as to be readily seen from the front of the building. [Ord. 380 § 7, 1961; 1981 Compilation § 8-1.7.]

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

Pending: Canal Company Update – 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.

From 04.22.2014: Councilor Cole will provide a brief update.

From last meeting: The City will be meeting with Canal Company leadership later this year to determine a plan for action.

From last meeting: The annual meeting of the Brownsville Canal Company happened on May 6th, 2013. I will have an oral report for Council.

From a past meeting: Canal Company Leadership is still working on legal representation, official tax status and setting a date for their annual meeting.

From a past meeting: As reported at last Council meeting, Canal Company Attorney Deb Dyson has stepped down as their attorney citing a change in her law practice. I am still waiting to hear from the Canal Company to determine who their new attorney will be and if they have remedied the issue regarding their IRS status.

PAST MEETINGS – Memory Information

Moody Court & Unenumerated Nuisance – I will have an oral report for Council.



From 12.16.2014: Due to the quick turnaround of Council meeting, Staff will review the situation with all of the neighbors in January. Staff did perform two visual inspections of the area which looked "cat" free.

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.



From 07.22.2014: The quickest way to handle the situation on Moody Court as reported by Heather Dillon & Shannon Cason at the last meeting, is to use the Brownsville Municipal Code below:

Pending: Park Board: Street Tree Plan (Referred to Committee) – *From 10.28.2014:* Council requested the Historic Review Board review the recommendation made by the Park Board for the Spaulding Street planter box design. Staff will provide additional information at an upcoming meeting. Council also asked about incorporating language that would require the Historic Review Board to automatically review recommendation that pertain to the Old Town Commercial Zone.

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.

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

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

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

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

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

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



2009-2010: Several update conversations.

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



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

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

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

Outcome

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

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

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

From a past meeting: The Council recently reported that they have enough money for a sign in Pioneer Park. If the City is willing to install the sign, they are willing to have it constructed. The City should be receiving a proof of what the sign looks like in the near future.

WNHS Update – Enclosed is some information from Ben Stihl.

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 April 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 April.
- *Distribution System* – Two small water meter leaks and two pressure reducing valve leaks this month.
- *Cross Connection Program*- I continue to work on the annual inspections of the water system to identify and correct any unsafe condition that may exist.
- *Water Treatment Plant* –The water plant continues to run on the four wells until the water in the river stabilizes.
- *Misc.* – Nothing further to report this month.

Sewer:

- *North Lagoons* –Discharge from this facility began March 23rd and continued until April 11th. A total of 13.424 million gallons of treated effluent was safely discharged back into the environment.
- *South Lagoons*- Discharge from this facility began April 13th and will continue to discharge until April 30th. All discharge to the Calapooia River must cease May 1st. We must get the lagoon levels down as much as possible to ensure enough capacity is available to hold until November.
- *Collection System*- All of the manholes on Northpoint Loop has been repaired as required.
- *Misc.* - Nothing further to report this month.

Streets:

- *Mowing/Tree Maintenance* – Trees are trimmed on an as-needed basis.
- *Asphalt/ Gravel Road Maintenance* – Asphalt paving is set for the end of, or first part of May, depending on weather.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Nothing further to report

Parks:

- *Pioneer Park* –The park electrical project is slowly gaining traction. The electrical panel has been installed and is now waiting for electrical pedestals to arrive for final install. It is estimated that the pedestals should arrive around May 11th. Park mowing and routine maintenance is under way. The three door refrigerator has been repaired, the food warmer is currently being repaired at Advanced Mechanical and we will be replacing the chest freezer this week.
- *Blakely Park* – Mowing and grounds maintenance is under way.
- *Kirk's Ferry Park* – The drinking fountain for this facility has arrived and will be installed soon. Mowing and grounds maintenance are under way.

Cemetery:

- *Grounds* – Several burial plots have been marked this month. Public Works will be cleaning up fallen branches and begin mowing the cemetery the week of April 27th.

Library:

- *Grounds*- Mowing and grounds maintenance is under way.
- *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.
- *Community Center*- Nothing to report this month.

Rec. Center:

- *Grounds*- Mowing and grounds maintenance is under way.
- *Buildings*- Nothing to report this month.

Public Works:

- *Grounds*- Mowing, grading and grounds maintenance is under way.
- *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.



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:

March

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	1
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	52

TOTAL HOURS SPENT IN: BROWNSVILLE 242

70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS

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

By: Sgt. Brad Kelley

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
150890290	3/30/15	17:35:38	ALARM - POLICE	PARK AV	Brownsville	No Additional Report Necessary
150890201	3/30/15	13:52:48	ALARM - POLICE	SPAULDING AV	Brownsville	No Additional Report Necessary
150890102	3/30/15	8:48:51	WELF CHECK	SPAULDING WY	Brownsville	No Additional Report Necessary
150890092	3/30/15	8:14:12	SUSP-PERSON	WALNUT AV	Brownsville	No Additional Report Necessary
150880274	3/29/15	18:47:30	PROP-FOUND	LINN WY	Brownsville	No Additional Report Necessary
150880235	3/29/15	17:16:58	JUV-COMPLAINT	E HWY 228	Brownsville	No Additional Report Necessary
150870303	3/28/15	23:57:02	ASST-OUTSIDE AGENCY	N MAIN ST	Brownsville	No Additional Report Necessary
150870126	3/28/15	11:41:42	TRESPASS	N MAIN ST	Brownsville	No Additional Report Necessary
150860330	3/27/15	21:01:25	SUSP-PERSON	N MAIN ST	Brownsville	No Additional Report Necessary
150860281	3/27/15	17:45:21	Trf Equipment Viol	HAUSMAN AV	Brownsville	WARNING - EQUIPMENT VIOLATION
150860049	3/27/15	5:25:06	Trf Speed Viol	E HWY 228	Brownsville	CITE ISSUED - SPEEDING VIOLATION
150860043	3/27/15	4:43:17	Trf Speed Viol	N MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
150850341	3/26/15	18:50:57	CHILD ABUSE REPORT	KIRK AV	Brownsville	No Additional Report Necessary
150850076	3/26/15	8:06:44	UNAUTHORIZED ENTRY TO MOTOR VEH	CALAPOOIA AV	Brownsville	Incident Report
150850061	3/26/15	7:14:00	Trf Speed Viol	N MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
150830263	3/24/15	16:28:22	JUV-COMPLAINT	E BLAKELY AV	Brownsville	No Additional Report Necessary
150830225	3/24/15	15:01:09	JUV-COMPLAINT	E BLAKELY AV	Brownsville	No Additional Report Necessary
150830168	3/24/15	12:29:08	UNAUTHORIZED ENTRY TO MOTOR VEH	KIRK AV	Brownsville	Incident Report
150830015	3/24/15	2:15:18	THEFT-RPT	E BISHOP WY	Brownsville	Incident Report
150820324	3/23/15	20:06:15	SUICIDAL-SUBJECT	PARK AV	Brownsville	No Additional Report Necessary
150820006	3/23/15	0:21:59	Trf Equipment Viol	LOUCKS WY	Brownsville	WARNING - EQUIPMENT VIOLATION
150810045	3/22/15	4:32:29	SUSP-PERSON	HUNTER ST	Brownsville	No Additional Report Necessary
150800261	3/21/15	19:41:20	THEFT-RPT	W BISHOP WY	Brownsville	No Additional Report Necessary
150800196	3/21/15	16:39:00	CRIM MISCHIEF	WASHBURN ST	Brownsville	Incident Report
150800176	3/21/15	15:37:51	Trf Moving Viol	HAUSMAN AV	Brownsville	WARNING - MOVING VIOLATION
150800071	3/21/15	8:05:25	CIV PROCESS-RESTRAINING ORDER	S MAIN ST	Brownsville	No Additional Report Necessary
150780342	3/19/15	16:43:01	FRAUD	FAUST ST	Brownsville	No Additional Report Necessary
150780233	3/19/15	13:38:02	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
150780051	3/19/15	3:59:59	WARRANT SERV	OAK ST	Brownsville	No Additional Report Necessary
150780041	3/19/15	3:22:23	DISTB-OTHER	OAK ST	Brownsville	No Additional Report Necessary
150770345	3/18/15	19:44:54	OVERDOSE	WASHBURN ST	Brownsville	No Additional Report Necessary
150770330	3/18/15	18:51:25	SUSP-PERSON	N MAIN ST	Brownsville	No Additional Report Necessary
150770309	3/18/15	18:00:03	SUSP-PERSON	PARK AV	Brownsville	No Additional Report Necessary
150770247	3/18/15	15:25:19	SUICIDAL-SUBJECT	SPAULDING AV	Brownsville	No Additional Report Necessary
150770211	3/18/15	14:29:35	NEGLECT	WASHBURN ST	Brownsville	CAD Report
150760205	3/17/15	12:42:51	FRAUD	TEMPLETON ST	Brownsville	No Additional Report Necessary
150760103	3/17/15	8:24:32	DOG COMPLAINT	STANARD AV	Brownsville	Incident Report
150760073	3/17/15	7:01:01	Trf Moving Viol	N MAIN ST	Brownsville	No Additional Report Necessary
150750395	3/16/15	22:40:26	Trf Speed Viol	N MAIN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
150750363	3/16/15	20:12:07	TRESPASS	E BLAKELY AV	Brownsville	WARNING - SPEEDING VIOLATION
150750314	3/16/15	17:30:40	WARRANT SERV	E BLAKELY AV	Brownsville	No Additional Report Necessary
150750267	3/16/15	15:20:29	BURGLARY REPORT	KAY AV	Brownsville	No Additional Report Necessary

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
150750230	3/16/15	13:50:21	THEFT-RPT	E BLAKELY AV	Brownsville	No Additional Report Necessary
150740199	3/15/15	15:40:30	DISTB-OTHER	KIRK AV	Brownsville	No Additional Report Necessary
150740068	3/15/15	6:19:55	911 HANGUP	MOYER ST	Brownsville	No Additional Report Necessary
150740028	3/15/15	2:00:49	SUSP-PERSON	SPAULDING AV	Brownsville	No Additional Report Necessary
150720158	3/13/15	10:48:27	ASST-OUTSIDE AGENCY	FAUST ST	Brownsville	No Additional Report Necessary
150710057	3/12/15	6:14:27	Trf Aggressive Driver	N MAIN ST	Brownsville	CITE ISSUED - AGGRESSIVE DRIVER
150700279	3/11/15	16:31:19	SUSP-CIRCUMSTANCES	TEMPLETON ST	Brownsville	No Additional Report Necessary
150690360	3/10/15	20:53:02	Trf Equipment Viol	WASHBURN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
150690138	3/10/15	11:11:10	PROP-FOUND	PINE ST	Brownsville	Incident Report
150680345	3/09/15	19:41:04	SUSP-PERSON	PARK AV	Brownsville	No Additional Report Necessary
150660272	3/07/15	18:23:47	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
150660155	3/07/15	12:13:14	911 HANGUP	KIRK AV	Brownsville	No Additional Report Necessary
150650072	3/06/15	6:19:02	Trf Observe Susp Activity	WASHBURN ST	Brownsville	CITE ISSUED - DWS/SNO ODL
150650029	3/06/15	2:04:57	SUSP-VEHICLE	LOUCKS WY	Brownsville	MDT Narrative Update
150640384	3/05/15	23:31:15	Trf Equipment Viol	WASHBURN ST	Brownsville	CITE ISSUED - MOVING VIOLATION
150640379	3/05/15	23:12:43	SUSP-VEHICLE	PARK AV	Brownsville	MDT Narrative Update
150640062	3/05/15	8:07:54	BURGLARY REPORT	E WASHINGTON /	Brownsville	Incident Report
150630335	3/04/15	19:30:24	THEFT-RPT	OAK ST	Brownsville	No Additional Report Necessary
150630182	3/04/15	12:38:30	WARRANT SERV	STANARD AV	Brownsville	No Additional Report Necessary
150630144	3/04/15	10:59:48	SUSP-PERSON	S MAIN ST	Brownsville	No Additional Report Necessary
150630036	3/04/15	4:48:11	ALARM - POLICE	W BISHOP WY	Brownsville	No Additional Report Necessary
150620118	3/03/15	8:57:37	EXTRA PATROL	S MAIN ST	Brownsville	No Additional Report Necessary

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	23	6	0	29	
Violations	6	23	16	13	
Contempt/Other	37	3	1	39	
TOTALS	66	32	17	81	

BALANCE SHEET FOR THE MONTH OF MARCH 2015

Court Revenue

Court Payments

Total Deposits +	\$ 3,665.49
Total Bail Forfeits +	\$ -
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ 65.00
Total NSF's -	\$ -

City	\$2,566.24
Restitution	\$ 70.00
Oregon Dept Revenue	\$ 744.90
Linn County	\$ 219.35
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE **\$ 3,600.49**

TOTAL COURT PAYMENTS **\$3,600.49**

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,566.24
STATE	\$ 744.90
COUNTY	\$ 219.35

*REFUND/RESTITUTION \$ -

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 2,391.59
ENDING	\$ 4,008.08



ORDINANCE NO. 752

AN ORDINANCE ESTABLISHING A COUNCIL VACANCY PROCEDURE

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, the Brownsville City Council wishes to adopt an official process for the filling of elected seat(s) of Council in the such event seat(s) become vacant for any reason; and

WHEREAS, the Brownsville City Council desires to specify a procedure that will guide Council actions toward a fair and equitable outcome for the City; and

WHEREAS, the Brownsville City Council finds that this ordinance is necessary for the protection of the public health, safety, and welfare, by creating an ordered process to fill elected positions;

NOW, THEREFORE, the City of Brownsville ordains as follows:

SECTION I. Chapter 1.25 be added to the Brownsville Municipal Code as hereby prescribed to read as follows:

Chapter 1.25 Council/Elected Official Vacancy

1.25.010 Appointment by Council Procedure.

In filling a vacancy, the Council shall make such inquiries and hold interviews as it considers necessary to make the appointment. The appointment must be made at a regular or special Council meeting.

The Council will use the following procedures in the appointment process:

- 1) Public notice in a newspaper of general circulation and/or on by standard electronic means and posting of a notice at City Hall, the Library and the Post Office for two (2) consecutive weeks;
- 2) Deadline for interested parties to submit applications shall be no later than thirty (30) days after the initial public notice;
- 3) Appointment from those applicants nominated and seconded for consideration by members of the Council. The recorder will announce the results of each ballot and will record each Councilor's vote. An applicant who receives a majority of the votes by the current Council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the Council will continue to vote on the two



applicants who receive the most votes until an applicant receives a majority of the Councilors voting.

- 4) All applicants shall qualify for Public Office as required by the City Charter and may be subject to the same requirements of Linn County and the State of Oregon.
- 5) Vacancies shall be filled within sixty (60) days of reasonable notice to the Brownsville City Council.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____ day
of _____, 2015.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



ORDINANCE NO. 753

AN ORDINANCE ADDING SECTION 6.10.010 – 6.10.040 TO TITLE 6, ANIMALS, OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON;

WHEREAS, Council received a public petition on October 28th, 2014 requesting the creation of a leash law for the City of Brownsville, and;

WHEREAS, Council decided to host a town hall meeting on February 24th, 2015 to take public comment on this subject, and;

WHEREAS, Council published the town hall meeting notice in the *Brownsville Times* on February 4th & 18th, and;

WHEREAS, Council received public comment overwhelmingly in favor of creating a leash law for the City, and;

WHEREAS, Title 6 of the Brownsville Municipal Code (BMC), Chapter 6.10 defines Offenses Relating to Animals, and;

WHEREAS, the Brownsville City Council desires to require a leash law for Brownsville;

NOW THEREFORE, the Brownsville City Council ordains as follows:

Chapter 6.10 OFFENSES RELATING TO ANIMALS

Sections:

6.10.010 Definitions relating to dogs.

6.10.020 Dogs as public nuisances.

6.10.030 Animal waste.

6.10.040 Dogs must be on leash.

6.10.010 Definitions relating to dogs.

Unless the context otherwise indicates:

“Dog” shall mean a male or female dog, including a dog which has been neutered or spayed and a puppy.

“Immediate control” means on a leash or in the vicinity of, and under the complete verbal command of, the keeper.

“Keeper” shall mean any person or persons, firm, association or corporation who is responsible for or harboring a dog.



“Leash” shall mean a leash, cord, chain, rope or other such physical restraint.

“Running at large” shall mean a dog that is off the premises of the keeper of the dog and not under the immediate control of the keeper.

“Unreasonable noise” shall mean barking, whimpering or other noise that a typical person would find disturbing because of its volume, duration or frequency.

6.10.020 Dogs as public nuisances.

No keeper shall permit a dog to be a public nuisance. A dog shall be considered a public nuisance if it:

1. Bites, injures or causes injury to a person or other animal;
2. Chases or threatens vehicles or persons;
3. Damages or destroys property of persons other than the keeper of the dog;
4. Scatters garbage;
5. Trespasses on private property;
6. Disturbs any person by causing unreasonable noise;
7. Is found to be running at large;
8. Is rabid;
9. Defecates on public or private property other than the keeper of the dog and the excrement is not immediately removed and properly disposed of; or
10. Causes an unsanitary condition to exist on the premises of the keeper which causes odors, attracts flies or is otherwise a hazard to public health and safety, or interferes with the comfortable enjoyment of life or property by neighbors or other persons.

However, except in a situation where a dog has caused injury to a person or another animal, or damage to property, a citation shall not be issued without first notifying the keeper of the violation and allowing an opportunity to correct the violation.

6.10.030 Animal waste.

1. No person shall permit or allow to accumulate or remain in, on, or about any yard, lot, place, or premises owned or resided in by such person any dead animals, or the refuse or offensive part of any dead animals, or any animal waste or excrement; nor shall such person suffer such yard, lot, place, or premises, to be or remain in such condition as to cause or create a noisome or offensive smell or atmosphere or thereby to become, cause or create a public nuisance.
2. No owner shall permit any dead animal or part thereof to remain upon a street or public place, or private property, for a period of time longer than is reasonably necessary to remove or dispose of such dead animal or part thereof.



6.10.040 Dogs must be on leash.

It shall be unlawful for any person to take any dog within the boundaries of any municipal park or City-owned right-of-way in the City of Brownsville without it being confined by a leash; unless an off-leash area is duly posted and recognized by the City.

The Animal Officer or Sheriff's deputy may seize and impound any animal causing a public nuisance and a violation of this section is hereby declared a public nuisance.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____ day
of _____, 2015.

ATTEST:

Mayor Don Ware

City Administrator S. Scott McDowell



RESOLUTION NO. 2015.08

**A RESOLUTION VERIFYING SERVICES PROVIDED BY THE
CITY OF BROWNSVILLE IN ACCORDANCE WITH THE
DEPARTMENT OF ADMINISTRATIVE SERVICES
REQUIREMENTS FOR STATE-SHARED REVENUES**

WHEREAS, Oregon Revised Statutes (ORS) 221.760 provides as follows:

Section 1. The office responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning, and Subdivision Control
- (7) One or more utility services and;

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- Police Protection,
- Street construction, maintenance and lighting,
- Sanitary Sewer,
- Storm Sewers,
- Planning, zoning, and subdivision control,
- Water Utility,
- Library Services,
- Municipal Court and
- Parks;

PASSED AND ADOPTED by the Council of the City of Brownsville this 28th day of April, 2015.

Attest:

S. Scott McDowell
City Administrator/Recorder

Don Ware
Mayor



RESOLUTION NO. 2015.09

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

WHEREAS, the City of Brownsville elects the following:

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

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

Introduced and adopted this 28th day of April 2015.

ATTEST:

Don Ware, Mayor

S. Scott McDowell, City Administrator



Note: Below is the original Weapons Discharge Ordinance for those who requested seeing it again.

Council Options

Summary: Council discussed the option of amending the Discharge of Weapons Ordinance, Title 9 of the Brownsville Municipal Code: Chapter 9.20.010, due to a recent citation issued by the Linn County Sheriff's Office to Mr. Charles Williams on Coshow Avenue. Council was directed by an audience member, Mr. Craig Starr, to review the City of Albany's Ordinance. Mr. Starr indicated that several cities including Sweet Home and Lebanon have very similar, restrictive ordinances as Brownsville. Mr. Starr is advocating a change to these and other like ordinances. Council requested the Administrator to develop some alternatives for review at the March 23rd, 2010 Council meeting.

Below is the full text of the current Brownsville Ordinance:

9.20.010 Discharge of weapons.

- A. For purposes of this section, "firearm" includes any slingshot, crossbow, bow and arrow or weapon that acts by force of a spring or pressurized air, gas, gunpowder or other explosive.
- B. Except as otherwise allowed by this section, no person other than a peace officer shall use, fire or discharge a firearm within the City or in a City-owned public park.
- C. The provisions of this chapter do not apply to a place designated by the City Recorder to be a firing range or to be open for target practice.
- D. Farm Exemption Permit. The City Recorder may grant an exemption from subsection (B) of this section by permit upon finding that:
 1. The applicant has no record of violation of federal, state or local firearm regulations or violent offense;
 2. The applicant owns or operates a farm located within or partly within the City or is an employee of an owner or operator of such a farm;
 3. The farm qualifies for and is receiving a farm tax deferral for real property tax purposes;
 4. The farm is fenced to keep trespassers out and that children are not known to regularly frequent the farm property where the firearm is to be used; and



5. The applicant agrees that the firearm shall only be used for the purpose of preserving or protecting crops or livestock and for no other purpose and that the permittee shall not discharge a firearm within 200 feet of a dwelling owned or occupied by a person other than the permittee, nor discharge a firearm in such a manner as would endanger any person or property, nor in violation of any other condition imposed by the City Recorder in approving the permit.

E. **Public Interest Exemption Permit.** The City Recorder may grant an exemption from subsection (B) of this section by permit upon finding that the applicant:

1. Has no record of violation of federal, state or local firearm regulations or violent offense;
2. Proposes to discharge the firearm in a location and in a manner that reasonably assures the safety of persons and property;
3. Indicates the reason for wanting to discharge the firearm and the reason accomplishes a purpose that is in the public interest; and
4. The applicant agrees not to discharge a firearm in such a manner that would endanger any person or property or in violation of any other condition imposed by the Chief of Police in approving the permit.

F. A permit issued under this section shall be valid for a period of time determined by the City Recorder as necessary to address the purpose for the permit but in no event to exceed one year. Renewal of such a permit shall be as provided for issuance of a new permit.

G. **Revocation of Permit.**

1. A permit for discharging a firearm shall be revoked if the City Recorder finds that the permittee has violated any of the provisions of this section, has violated any of the conditions imposed in approving the permit, no longer qualifies for a permit under the terms of this section or has discharged a firearm in such a manner as to pose a danger to other persons or property. Any revocation of a permit shall be effective immediately.
2. Any person whose application for a permit is denied or whose permit is revoked by the City Recorder may seek review of the denial or revocation by filing a written appeal with the City Recorder for City Council consideration. Such appeal shall be filed not more than 10 days after receiving notice of denial or revocation. The written appeal shall state:



- a. The name and address of the appellant;
 - b. A description of the reasons the appellant desires a permit;
 - c. The reason given by the City Recorder for revoking or denying the permit; and
 - d. The reason the determination is incorrect.
3. The City Council shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence the Council deems appropriate. If the City Council determines to take oral argument or evidence at the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply.
 4. The appellant shall have the burden of proving the error in the City Recorder's determination.
 5. The City Council shall issue a written decision following the hearing. The decision of the Council is final.
- H. Violation of subsection (B) of this section constitutes a Class C misdemeanor. [Ord. 601 § 20, 1990; 1981 Compilation § 4-4.20.]



Mental Health Month 2015

A Proclamation

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the Linn County Mental Health Advisory Board, in cooperation with other community organizations, is promoting the message there is no health without mental health through Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

NOW, THEREFORE, BE IT RESOLVED that I, *Don Ware*, Mayor of Brownsville, Oregon do hereby proclaim May 2015 as Mental Health Month in Brownsville, Oregon. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Brownsville to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Proclaimed this 28th day of April, 2015.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor

Dist. License #	Tradename	Participant	License	Premises Address
Local Government: BROWNSVILLE				
3	205978 ARMANDOS FAMILY RESTAURANT	ARMANDOS 2 LLC	F-COM	122 SPAULDING AVE, BROWNSVILLE, OR
	204863 BROWNSVILLE SALOON	WADE, NATALIE L	F-COM	419 N MAIN ST, BROWNSVILLE, OR
	204061 BROWNSVILLE VIDEO	LARSEN, DEBORAH A	O	130 SPAULDING AVE, BROWNSVILLE, OR
	203181 DARI MART STORE #24	DARI-MART STORES INC	O	220 S MAIN ST, BROWNSVILLE, OR
	203664 JERRY'S GAS & FOOD MART	JERRY'S GAS & FOOD MART LLC	O	203 E BISHOP WAY, BROWNSVILLE, OR
	205197 KIRK'S FERRY TRADING POST	KIRK'S FERRY TRADING POST LLC	F-COM	217 W BISHOP WAY, BROWNSVILLE, OR

City of Brownsville
BROWNSVILLE
PO Box 188
Brownsville OR 97327

3/31/2015

Received
City of Brownsville
APR - 3 2015
Clerk

Dear City of Brownsville

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2015**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

Renewal Fee for ON PREMISES

Renewal Fee for OFF PREMISES

We told applicants to mail your local government fees to the address on this letter.

PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 6/4/2015 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **6/4/2015**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1.) you are considering making an unfavorable recommendation; 2.) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your Local OLCC office for help. Please send renewal recommendation correspondence to OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 5138.

Sincerely,
Will Higlin
License Services Director

**REASONS WE MAY
DENY OR RESTRICT A LICENSE
ORS 471.313 (4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

FINAL DRAFT

April 29th, 2015

Pioneer Picnic Association

Attn: Ms. Leisa Keyser, Treasurer
401 Washburn Street
Brownsville, Oregon 97327

Re: Pioneer Picnic, June 19th – 21st

Dear Leisa,

The City's goal is the same as the Association's which is to have a fun Picnic. In order to accomplish that goal we want to make sure that we do our part. I have included a couple of notes from last year that I received from various key people helping with the event. Karl & I have articulated the major responsibilities below just to make sure we are all on the same page:

- 1) **Camping Fees** – The City appreciates the addition of the fifteen dollar (\$15) camping fee this year. The City will charge a flat rate (\$15) for the weekend which includes Thursday through Sunday nights. The City will make the Caretakers aware.
- 2) **Service Personnel** – The Association will have people designated to serve as garbage men, handy men and security for the event.
- 3) **Gates** – The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- 4) **Park Caretakers** – Borden & Sandi Granger will be serving as Park Caretakers this year. Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item #6.)
- 5) **Additional Bathroom Supplies** – The City supplies the necessities and they will be available as needed through the Caretakers.
- 6) **Gator Use** – We anticipate the Association working out an agreement with the Park Caretakers to use their services and the Gator for miscellaneous purposes again this year. As you know, the State requires Off Highway Vehicles (OHV) safety training. Karl & I plan on having everyone take or renew the training.
- 7) **Wood Chips** – Please make sure Karl is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.
- 8) **Keys** – We will issue keys to you for your distribution for the event. The Caretakers can always let folks in buildings if necessary. This practice has worked well for the last few years. We will *only* release the keys to one official from the Association which has been you in the past. It avoids confusion, which was less last year though there was a concern with the Flower Building. ☺
- 9) **Horse Area** – The group responsible for preparing the area will be making those arrangements.

FINAL DRAFT

- 10) **Parade Barrels/Cones/Candlesticks** – These are stored behind the stage, by the north door. Public Works will make sure you have the amount you request. The City will ask for any lost items to be replaced at cost.
- 11) **Barricade Placement** – Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. We can make arrangements to hand the barricades over to a volunteer for placement on Saturday. The City will need to know who the Association wants to be responsible for the barricades.

Council has closed Park Avenue between Main Street and Averill Street for Run Event Organizer Joe Ervin. The closure is Sunday from 6:30 a.m. to 11:00 a.m. Please make sure the placement of the traffic signage & barricades are in place.
- 12) **Park Street & Main Street Closure** – Traditionally, Council closes Park Street, as requested by the Association, on Friday before Picnic between the hours of 12:00 p.m. and 2:00 p.m. for the Kiddie Parade. Please forward a request for Council. The City also signs off on the Oregon Department of Transportation request.
- 13) **ADA Campers** – The City would like you to make room behind the new restrooms for folks who may have ADA concerns. Historically, folks have camped behind the Pavilion which causes problems for the rest of the season for us.
- 14) **Kitchen Support Campers** – Historically we have allowed people helping with the kitchen area to camp in that area. We would strongly encourage a different plan.
- 15) **Kitchen** – We would like to let you know that we are not encouraging any items to be placed or left in the kitchen for the Fourth of July celebration. The City has the Pavilion rented to others before that event and it always causes problems. If you see something, please let us know. We would like to avoid this problem from arising.
- 16) **Information Booth** – Please make sure that the room is clean.
- 17) **Banners** – Public Works hangs the Welcome signs and banners.
- 18) **Dumpster** – We provide one, ten (10) cubic yard dumpster in the park for trash. The last two years we have experienced some cleanup issues with the food vendors. We would ask that you remind them to clean their area.

We know there are other items the City does in preparation for Picnic, however we wanted to address as many issues as possible to ensure good cooperation. We wish the Association the best of luck on a successful event! If you have any questions or concerns, please let us know.

Sincerely,

S. Scott McDowell
Administrator

Karl Frink
Public Works Superintendent

cc: Mayor and Council
Park & Open Space Advisory Board
Staff
File

From: S. Scott McDowell [admin@ci.brownsville.or.us]
Sent: Friday, March 27, 2015 10:28 AM
To: 'Linda'
Subject: Brownsville - Picnic Event

Hey Linda,

I have talked with our Attorney and our Insurance Agent. Council would have to pass a special ordinance to allow your group to discharge firearms. We would also need a certificate of insurance of the agency covering you. If one doesn't exist, the City is able to purchase a one day policy but we would need to discuss logistics. Please let me know what you think. Thanks!



S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
Fax 541.466.5118

Linn County Pioneer Association
PO Box 57
Brownsville, Oregon 97327
LCPA1887@centurytel.net

April 19, 2015

Dear City of Brownsville:

The Linn County Pioneer Association is requesting the permission to close the following roads during Linn County Pioneer Picnic.

Friday: Park Street and Main Street for the Kiddies Parade for 12:55-1:30 pm

Saturday: Main Street, Kirk Ave, Spaulding Way, and Standard Ave. from 9:55am to 11:00am

Sunday: Park Street for the Dam Run from 6am to 10:30 am

Please let know if you need anything else from us.

Thank you,

Holly Gosda
Secretary
Linn County Pioneer Picnic

From: Tammi Morrow [finance@ci.brownsville.or.us]
Sent: Tuesday, April 21, 2015 9:40 AM
To: admin@ci.brownsville.or.us
Subject: PP Dam Run

Joe Ervin came in to ask to put the dam run approval on the agenda. Here are the particulars:

Sunday, June 21, 2015

6:00 a.m. - 11:00 a.m.

Closure on Park Street

Runners going down Averill and then Kirk and out to the dam and back.

He also had some trouble with locating the barricades last year. I directed him to Leisa Keyser.

Let me know if there is something else to tell him, or do on my end.

Thanks,



Tammi Morrow, Administrative Assistant

255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
Fax 541.466.5118

National Squatter Database

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How to Get Rid of Squatters When You Are a Neighbor

It's tough to get rid of neighbor squatters: your hands are tied, in a legal sense.

There is no one-size-fits-all solution, but you do have a number of tools you can employ. First, let's look at the relationship of squatters to owners and to neighbors.

Owners, Neighbors, and Squatters

Even for the property owner, it's difficult to evict squatters—but at least they have legal ties to the property. The property owner can start the eviction process and go through the courts to get rid of the squatters. Whether or not the case is decided in favor of the owner is, for the purpose of this article, irrelevant. The point is that owners have legal recourse.

As a neighbor, you have none. You cannot evict a neighbor—law-abiding or not—from their home.

Strength in Numbers

Before you begin, try to seek the support of neighbors. You may think that you are alone in this—that only you care about these squatters—but you may be surprised to find that neighbors feel the same way.

But don't expect that everyone will want to get as actively involved as you. Some neighbors will be afraid of identifying themselves and wish to remain anonymous. At this initial stage, it's important to take neighbors at whatever level they choose to be involved. If you bear down, some neighbors will completely shut down. Assure these neighbors that it's fine to remain anonymous. There will be chances later to convince them to increase their visibility.

1. Work Cooperatively Through the Owner

Absolutely the best course of action is to work through the property owner. If you have even a slim thread of connection to the owner, you need to exploit that connection to its fullest.

In some cases—when the owner is on an extended trip or lives elsewhere—the owner may not even know that their property is occupied by squatters. Often, a

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[How to Identify a Marijuana Grow House](#)
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[How to Get Rid of Squatters When You Are a Neighbor](#)

couple at retirement age will leave their main "city" home for their second, ~~vacation home~~. They may be unaware that their property is occupied.

How do you find out a property's owner? Search for online property records at your county's tax assessor office.

2. Pressure the Owner

This method again involves working through the owner—but not in a cooperative sense.

Once you have exhausted cooperative methods, it's time to put mild pressure on the owner but to stay away from overt threats.

The intent is to make it clear to the property owner that you, too, are a problem. The owner will see two problems facing him/her: the squatters and you. If you present a bigger problem to the owner than the squatters, the owner may decide to take the path of least resistance—evicting the squatters.

- **"Everyone is Against You"** Mention that the neighborhood-as-a-whole (not just you alone) is unhappy with the situation. Mention that actions are already in motion to remedy the problem.
- **Police.** If you have called the police, mention the calls and specifics of the calls. Imply that the owner may be culpable for any criminal acts committed on the squatting property.
- **Shame.** Create shame and embarrassment for the property owner. Some property owners could care less if they are publicly shamed for letting a squatter house take root.

3. Raise a Local Storm

Treat your neighborhood squatter problem as you would any other major project in your life. For example, if a group of citizens wanted to build an animal shelter, they would highlight the problem of stray dogs.

- **Local Politicos.** Instead of calling police, try a different authority: your local city councilman or alderman. These politicians are expected to tend to the fabric of their communities. Make the case that this squatter house affects the whole community, not just you or a couple of neighbors.
- **Social Media.** Create a Facebook page. Title it something like "The Squatter House at 123 Elm Street, Uvalde, Texas." Prominently featuring the street address makes the Facebook page more findable on Google.
- **Publish Articles.** Write an article about your problem and offer it to your local newspaper. Papers are always looking for new content, especially if it has a local bent and is offered free.
- **Blogging.** Start a blog detailing your efforts. WordPress.org is one example of a free blogging service. Detail all of your efforts at ridding your community of the squatters. This has two advantages: 1.) You keep a permanent record of measures you have taken; 2.) This record is publicly available.

4. Dangerous and Illegal Methods

We cannot advocate any of these methods, a majority of which deal with criminal activities within squatter houses. Some are downright foolish as well as dangerous to your safety. Others are illegal. Following are a few we have

heard:

- "Publicly expose the squatters."
- "Are they trying to quietly run a marijuana grow house? Run a Craigslist ad listing the address and detail all the activities going on over there. Users or other growers will read this and may break up the operation for you because they want a piece of the pie."
- "Cut off their power and water."



LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff

1115 S.E. Jackson Street
Albany, OR 97322
Phone: 541-967-3950
www.linnsheiff.org

April 1, 2015

The Honorable Don Ware
Mayor of Brownsville
P.O. Box 188
Brownsville, Oregon 97327

RE: Agreement – Law Enforcement Services

Dear Mayor Ware:

Enclosed please find two (2) originals of our 2015/2016 Law Enforcement Agreement.

The Linn County Board of Commissioners has determined that the municipal law enforcement agreements will be increased by 5% this coming year. The County will continue to absorb costs such as corrections, dispatch, vehicle maintenance etc., in an attempt to keep costs down.

The majority of this increase is due to rising costs in personnel services, which includes health care and PERS increases.

Please sign both copies and *return to us as soon as possible*. After the County signs the agreements, an original will be sent to you.

If you have any questions, I can be reached at (541) 967-3950.

Sincerely,

Bruce W. Riley
Linn County Sheriff

BWR/mk
Enclosures
c: file

AGREEMENT – LAW ENFORCEMENT SERVICES

THIS AGREEMENT MADE AND ENTERED into this 30th day of June, 2015, by and between LINN COUNTY, OREGON a political subdivision, of the State of Oregon, and the SHERIFF OF LINN COUNTY, hereinafter called COUNTY, and the CITY OF BROWNSVILLE a municipal corporation of the State of Oregon, hereinafter called CITY.

W I T N E S S E T H:

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described law enforcement functions within its boundaries by the County, through the Sheriff thereof, and

WHEREAS, the County is agreeable, with approval of the Sheriff to rendering such services on the terms and conditions hereinafter set forth herein, and

WHEREAS, such contracts are authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. The County agrees, through the Sheriff of the County, to provide police protection within the corporate limits of the City to the extent and in the manner hereinafter set forth. The police services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the Sheriff of the County pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances of Brownsville under those Ordinances duly authorized and enacted by the city. Such services shall include the enforcement of the State statutes and the municipal ordinances of the City.

2. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain in the Sheriff. However, it is understood that two (2) deputies will be assigned to devote seventy percent (70%) of their time to enforcement for the CITY.

3. For the purpose of performing such functions, the County through the Sheriff shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to maintain the level of services to be rendered hereunder.

4. The County hereby covenants and agrees to hold and save the City and its officers, agents and employees harmless from all claims whatsoever that might arise against the City, its officers, agents, or employees by reason of any act of the County, its officers, agents, or employees in the performance of the duties required by the terms of this agreement.

5. The City grants to the County and the Sheriff, full municipal police authority.

6. The term of this contract shall be from July 1, 2015 through and including June 30, 2016. However, the service of the Sheriff shall continue to be performed and the authority granted to the Sheriff to enforce the ordinances of the City shall continue until thirty days after notice is given by either party that such services or authority is discontinued.

7. In consideration of the services provided for hereinabove, the City agrees to pay in cash the sum of \$ 142,594.00, said sum to be paid in quarterly installments.

IN WITNESS WHEREOF The City by resolution duly adopted by its City Council cause this agreement to be signed by its Recorder, and the County by order of its County Court and attested by the Clerk of the said County, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

LINN COUNTY, a political subdivision
of the State of Oregon

By _____
Chairman

Commissioner

Commissioner

Date _____

Sheriff

Date

ATTEST:

Linn County Clerk

CITY OF BROWNSVILLE

By _____
Mayor

Date

ATTEST:

City Recorder

APPROVED AS TO FORM:

Linn County Legal Counsel



CITY OF BROWNSVILLE

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF BROWNSVILLE AND LINN COUNTY SHERIFF'S OFFICE

PARTIES TO THE AGREEMENT

This agreement made and entered into this _____ day of _____, 2015, by and between the City of Brownsville, a municipal corporation of the State of Oregon, hereinafter called CITY, and Linn County, Oregon, a political subdivision, of the State of Oregon, and the Sheriff of Linn County, hereinafter called COUNTY.

PURPOSE

The CITY is desirous of contracting with COUNTY for the performance of the hereinafter described law enforcement functions within its boundaries by the COUNTY. The COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:

- 1. Payment by CITY.** CITY shall pay COUNTY in cash the sum of \$ 142,594.00 Said sum shall be paid in quarterly installments.
- 2. Service to be Performed by COUNTY.** COUNTY shall perform the services described on EXHIBIT A, which by this reference is incorporated herein.
- 3. Term.** This Agreement shall be from July 1, 2015 through and including June 30, 2016. However, the service of the COUNTY shall continue to be performed and the authority granted to the COUNTY to enforce the ordinances of the CITY shall continue until thirty days after notice is given by either party that such services or authority is discontinued.
- 4. Hold Harmless. Except to the extent prohibited by the Oregon Tort Claims Act,** COUNTY hereby covenants and agrees to defend, and hold harmless CITY, its officers, agents, servants and employees from and against all claims, demands and judgments (including attorney fees and costs), made or recovered against them including, but not limited to damages to real or tangible personal property or for bodily injury or death to any person, arising out of, or in any manner connected with this Agreement, to the extent that any such damage, injury or death is caused by, or sustained in connection with the performance of, COUNTY, its officers, employees, servants or agents. This provision is neither intended to nor shall it create a right for any third party. COUNTY'S in this paragraph shall extend beyond the term of this Agreement.
- 5. COUNTY shall be exclusively responsible for all its employees, for providing their wages, benefits, insurance, taxes and all the like whether required by federal, state or local law or**



any Collective Bargaining Agreement, including but not limited to workers compensation and contributions to Public Employees Retirement System.

- 6. **Entire Agreement.** This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
- 7. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County.

IN WITNESS WHEREOF the CITY by resolution duly adopted by its City Council cause this agreement to be signed by its Mayor and attested by the City Recorder, and the COUNTY by order of its County Commission and attested by the Clerk of the said COUNTY, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

CITY OF BROWNSVILLE

LINN COUNTY, a political subdivision of the State of Oregon

By: _____
Mayor Date

By: _____
Chairman Date

ATTEST:

City Recorder

Commissioner Date

Commissioner Date

Sheriff Date

ATTEST:

Linn County Clerk

APPROVED AS TO FORM:

Linn County Legal Counsel

City of Brownsville Legal Counsel

DRAFT

EXHIBIT A

1. The COUNTY agrees to provide law enforcement services within the corporate limits of the City of Brownsville to the extent and in the manner hereinafter set forth. The law enforcement services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the COUNTY pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances of Brownsville under those Ordinances duly authorized and enacted by the CITY. Such services shall include the enforcement of State statutes and municipal Ordinances of the CITY.
2. CITY grants to COUNTY full municipal police authority.
3. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain with the COUNTY.
4. For the purpose of performing all functions of this agreement, COUNTY shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to maintain the level of services to be rendered.
5. COUNTY shall provide no less than two (2) fully qualified and competent deputies be assigned to devote seventy percent (70%) of their time providing law enforcement services within the jurisdiction of the CITY. Unless unforeseen and unanticipated circumstances arise, a minimum of three (3) fully qualified and competent deputies shall be assigned at all times.
6. It is understood that a minimum of _____ percent (___%) of the time devoted to law enforcement services each month shall be for traffic enforcement within the CITY'S jurisdiction.
7. COUNTY acknowledges and agrees that all offenses within the CITY'S Municipal Court exclusive or concurrent jurisdiction shall by all means, whether by citation, complaint, affidavit, warrant, order or other instrument whether or not issued within the corporate limits of the city of Brownsville, with the exception of felonies, be prosecuted in the Brownsville Municipal Court. Offenses include, but not are not limited to, Brownsville Municipal Code Offenses, Violations, and Crimes, and all applicable provisions of the Oregon Criminal Code and Oregon Motor Vehicle Code.
8. The COUNTY agrees to assign one (1) deputy to work in the city of Brownsville on the 4th of July during the organized festivities.

DRAFT

9. The COUNTY agrees to provide a monthly report of all law enforcement activities within the corporate limits of the city of Brownsville. The monthly report shall demonstrate compliance with paragraphs 5, 6 and 7.

City Council Vision Statement:

We work together with each other and community partners to preserve the historic character and economic viability of our town and to promote 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 Willamette Valley for its friendly welcome and for being a safe, clean, and well-cared for community. It's clear that residents value its historic character and make special efforts to preserve it. Talk to residents in the thriving downtown business area and you will find that it's the partnerships between city government and local groups and organizations and the participatory way of working together that create such a high quality of life. Brownsvillians care about healthy city finances, they expect infrastructure that works, 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; city government's attention to the appearance and cleanliness of public parks, streets, and neighborhoods adds to the town's livability.

Short and sweet:

Brownsville: Caring, Thriving, Participating

Brownsville: Where History Lives

Brownsville: Working Together for 170 Years

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

Brownsville: A Haven on the Calapooia River

Brownsville: Welcome to a High Quality of Life



Goals 2013-2014

- ◆ **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.*

- ◆ **Securing Water & Water Rights.**
 - *Analyze GR 12 Well Redevelopment.*
 - *Explore Other Water Source Options.*

- ◆ **Economic Development Plan.**
 - *Research Land Procurement Options.*
 - *Determine Viable Outcomes.*
 - *Encourage a Senior Living Facility & Youth Activities.*

- ◆ **Community Development Plan.**
 - *Audit Zoning Rules & Requirements.*
 - *Implement New Policies & Standards.*
 - *Establish a Sidewalk Inventory.*
 - *Improve Partnerships with CLSD & CLRA.*

- ◆ **Capital Improvements Plan.**
 - *Execute Water & Water Distribution Project Contracts.*
 - *Plan Wastewater Collections Projects.*
 - *Pursue Kirk Avenue Improvements with Linn County.*

- ◆ **Staff & Organizational Development.**
 - *Implement Employee Cross-Training Program.*
 - *Develop Accountability System for all Officials.*
 - *Continue Council Training & Leadership Development.*

- ◆ **Emergency Preparedness Plan.**
 - *Compose a Written Emergency Plan.*
 - *Administer an On-going Community Education.*
 - *Execute Agreements with Community Partners.*



2013-2014 Council Goals

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 to a new, participatory approach 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 |

GOALS

Securing Water & Water Rights

- 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.
 - Council is determining the quality of the water.
 - Council is developing cost estimates for the most viable options.
 - Council is exploring the Federal & State requirements for this water source.



2013-2014 Council Goals

Where are we now?

- GR 12 is a viable source.*
- Erwin Consulting developed cost estimates for two approaches.*
- Council authorized one cost estimate to be included in the FY2014-2015 Budget.*
- Determine Federal & State implications.*
- Verified source viability with Schroeder Law on September 16th, 2014.*
- Project is currently being engineered.*
- OWRD granted extension on both the ground water and surface water certificates until the City of Cottage Grove's case is reviewed by the Oregon Supreme Court.*
- Schroeder Law exploring a new angle on the OWRD administrative front.*
- Council is proceeding with the original plan for the redevelopment. Project is currently being engineered by Erwin Consulting.*
- **Exploring Additional Resources**
 - *Options include exploring the procurement of upstream water rights and other possibilities that exist in other areas of Brownsville.*

Where are we now?

- Continue to monitor additional opportunities.*

Economic Development Plan

- **The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.**
- **Land Purchase**
 - *Council is researching legal requirements for purchasing & selling land.*
 - *Council is examining the implications of purchasing land.*
 - *Council is considering possible civil engineering needs.*

Where are we now?

- City Attorney Ross Williamson explained that cities do not have the authority under State law to sell land directly to one party. The land must be put out for public auction. The City had to modify the plan to purchase and market land for development purposes.*
- Council learned of a new imminent Federal law (Biggert Waters Act) that would make development impossible within a certain distance of a water source that has been identified as hosting endangered species.*
- Council will not spend money on civil engineering costs surrounding a development. Council may cost share in development once it begins depending the service coverage for the general public and future implications.*



2013-2014 Council Goals

- ☑ *Council has forged a solid working relationship with McFarland Cascade which could lead to future development opportunities for Brownsville.*
- ☑ *The City has been approached about several developing opportunities for Brownsville if land should become available.*
- ☑ *The City continues to work toward cooperation between Linn County and the BWCMF and surrounding property owners.*
- ☑ *Council reviewed the significant happenings at the November 2014 Council meeting.*
- ☑ *Umpqua Bank is currently interested in locating a branch in Brownsville. Mayor Ware and Administrator McDowell will work on the communications plan for the opportunity. Council passed R 2014.23 in support of Umpqua Bank.*

▪ **Community Amenities**

- *Council would like to encourage and facilitate a Senior Living Facility to be developed in Brownsville.*
- *Council would like to encourage and facilitate Youth Activities by continuing to work in partnership with the Central Linn Recreation Association and by fostering a better partnership with the Central Linn School District.*

Where are we now?

- ☑ *Mayor Ware began discussions as "Citizen Ware" to develop the idea of a Senior Living Facility. Staff provided background research and cost estimates.*
- ☑ *Council instructed Mayor Ware to be careful not to implicate Council or City involvement. The investment should be from the private sector.*
- ☑ *The Rec Center is working on several initiatives for funding.*
- ☑ *Council & CLRA continues to work closely on events and Park uses.*
- ☑ *Council & CLRA approved an updated agreement.*
- ☑ *Council discussed the implications of purchasing property on behalf of the Central Linn School District.*
- ☑ *Staff has been working with CLSD & the City of Halsey on possible locations and facilities for the District.*
- ☑ *Council entered into an agreement with the CLRA to assist with programmatic and organizational developments pieces in July 2014.*

Community Development Plan

- **Adopting a Brownsville Development Plan**
 - *Council is actively auditing City zoning rules and requirements.*
 - *Council is implementing new policies regarding issues including, but not limited to, mixed-use options, garage sales, recreational vehicles use, zoning permits and other administrative processes.*



2013-2014 Council Goals

- Council is reviewing requirements toward adopting a comprehensive model for proper growth and development.
- Council is developing Public Works standards.

Where are we now?

- ☑ *Administrative Assistant Elizabeth Coleman has re-developed many of the forms that haven't been updated since the late 1980's.*
- ☑ *Staff asked for policy changes in October 2013 but Council was not ready to make changes.*
- ☑ *Public Works Standards are with the City Engineer for review.*
- ☑ *Public Works Standards are in the process of being approved by Council.*
- ☑ *Accessory Structures and fences are currently in the process of being approved by Council.*
- **Sidewalk Inventory**
 - Council is actively working on developing a sidewalk program.
 - Council will determine action steps once the inventory is complete.

Where are we now?

- ☑ *An initial sidewalk inventory is complete.*
- ☑ *The sidewalk inventory still needs Council approval.*

Capital Improvements Plan

- **Water Plant & Distribution**
 - Council has contracted for the repair of the Water Treatment Plant (WTP) computer system.

Where are we now?

- ☑ *System is installed and running properly.*
 - Council has budgeted for a new emergency generator for the WTP.

Where are we now?

- ☑ *Staff has not had time to complete this project.*
- ☑ *Funds were budgeted for FY 2014-2015.*
 - Council understands that the City is in need of a new 1.1 million gallon reservoir which will be part of a new water treatment plant in 2022.

Where are we now?

- ☑ *Part of future bond project.*
- ☑ *The implication of this project on the System Development Charges (SDC) is significant. Any changes to the methodology would require this improvement to be used in the calculation of SDC. The end result would be a significant increase in the SDC which is counterproductive to attracting new development.*



2013-2014 Council Goals

- Council understands there are a few critical water lines that need to be replaced including the Main Street waterline.

Where are we now?

- ☑ *Main Street line failed on December 13th, 2013. Council created a plan for temporary repair of the line that will be included in the FY 2014-2015 Budget.*
- ☑ *Council budgeted for the Main Street line, the Averill Street line and for the redevelopment of the GR 12 site in FY 2014-2015. All projects are currently in being engineered and are expected to be ready for bid as one project in March of 2015.*
- ☑ *Public Works just finished a significant 12" water line loop on School Avenue which will protect against catastrophic failure of the north part of the City's water distribution system.*
 - Council is currently repairing the Calapooia Crossing waterline this upcoming fiscal year.

Where are we now?

- ☑ *Project is complete.*
- **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.
 - Council is aware that the Millhouse line will be a priority in FY 2014-2015.

Where are we now?

- ☑ *Staff has prepared plans for the construction of this project in FY 2014-2015.*
- ☑ *The project is complete pending the final testing on four manholes. The City expended an additional \$37,350 for the water line to be extended from Kirk Avenue up Millhouse and had \$29,995 in additional pavements work due to subsurface conditions.*
- ☑ *The City has completed this project.*
 - Council is conducting visual inspections of the collection system to determine priorities.
- **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.

Where are we now?

- ☑ *Linn County Road Master is including a route through Brownsville for the Bi-Mart Willamette Country Music Festival. Hopefully, this will help speed the process up for Linn County.*
- ☑ *The City will work in conjunction with the Festival and the Linn County Road Department to perform traffic counts in Jul 2015 and then during the*



2013-2014 Council Goals

Festival 2015 to have empirical data about the increase in traffic for the event.

- ☑ *Council approved the additional route at the request of the Linn County Commissioner's in 2014. The route seemed to work due in large part to the Linn County Sheriff's Office running traffic on the road during the event and placing the electronic speed sign as an effort to slow motorists down. The only complaint received was from Kaye Fox who apparently kept traffic data of her own which she forwarded to the Linn County Commissioners. Her information was part of the public documents for the September 24th, 2014 hearing for the Festival's 2015 & 2016 applications.*
 - *Council determined that Linn County will put the improvement on their capital improvements list which will hopefully be no later than FY 2014-2015.*
 - *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.*

Staff & Organizational Development

▪ **Titles Changes**

- *City Hall Staff recently revamped job descriptions along with organizational responsibilities to better reflect duties.*

Where are we now?

- ☑ *In process. CIS recently released the updated policy handbook. Staff hopes to have this to Council by the end of 2014. Due to shifting priorities, Staff has had great difficulty finding the needed time to spend on this important item.*
 - *The goal is to cross-train all City Hall Staff in all responsibilities. Having job descriptions such as Utility Billing Clerk and Planner limit the scope of the employee which has historically caused job dissatisfaction and lack of cooperation toward executing proper cross-training.*

Where are we now?

- ☑ *In process. Administrative Assistants have been working on many projects and increased Staff capacity and efficiency. Several meetings have been held to assist in breaking down historic barriers for greater communication among all members of the Staff. We continually work on these areas to increase our performance level and capabilities.*
 - *Council encourages Staff to continually develop their professional skills and capacities as employees.*

Where are we now?

- ☑ *On going. Staff has attended training and the City Administrator is working toward a collective impact piece that will bring all employees up to speed with Council goals and objectives.*
- **Council Development**
 - *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.*



2013-2014 Council Goals

Where are we now?

- ☑ *To be determined.*
- ☑ *Council discussed possibilities at the July 2014 meeting. After the election in November, Council will discuss strategies moving forward after the election.*
 - *Council will be working on a resolution that articulates the accountability of all officials both elected and appointed. Proper training and execution of responsibilities is vital for the overall health of the organization.*

Where are we now?

- ☑ *Complete. Council passed Resolution 718.*
- ☑ *Failed first attempt at implementation. Council needs to be trained on the application of this resolution and how it will positively impact organizational culture. Second attempt was very successful.*

Emergency Preparedness Effort

- **Community Awareness & Education**
 - *Council would like to execute several goals pertaining to on-going community education in the area of emergency preparedness.*
 - *Council would like to have an on-going partnership and dialogue with the Brownsville Rural Fire District and the Central Linn School District to assist getting the message to the extended community.*

Where are we now?

- ☑ *Staff has not had time to begin this goal. Discussions have been held and some members have been identified.*
- ☑ *Staff recommends supporting a group of individuals who would form a non-profit group that would be charged with most of the mission as defined in the Brownsville Municipal Code. The first attempt at a City operated committee failed because two members could not work well within the scope defined by the group. They were also interested in collecting information that would cause the City some legal concerns. If a non-profit is formed, they would be less restricted and better equipped to implement concepts that would be illegal for the City to handle.*
- ☑ *Council is currently working toward a fresh approach and hoping to include the Brownsville Rural Fire District, the Central Linn School District and Halsey-Shedd Fire District.*
- ☑ *An initial discussion is scheduled for December 29th, 2014 at 7:00 p.m.*
- **Agreements**
 - *Council would like to execute agreements for specialized services and for designated mass gathering areas throughout the community.*

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.



2013-2014 Council Goals

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 understand the unrelenting nature of citizen complaints and how to effectively deal with emotional issues from the general public.

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**



2013-2014 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

Information added after April 19th, 2014 Council Retreat:

1. Proposed Policy Changes as they relate to current Council Goals:

Councilor Gerber said that it would be great to have holistic approach to these improvements instead of a fragmented, piece meal approach. So, we have them listed below for discussion:

- ▶ **ROW Infractions Policy:** Trailers, Boats, Porches and Irrigation Systems. Council discussed what this would like with some detail. Basically, history has not been kind to the City. How do we make things better now and in the future?
- ▶ **Nuisance Abatement Timelines:** Taking November & December, March through May off due to the holidays and budget season.
- ▶ **Construction Permits:** Making sure that Zoning laws are understood by the general public, carried out by applicants and properly enforced by City Officials.
- ▶ **Business Registration Process:** Council discussed the practical application of adopting this sort of process.
- ▶ **Zoning Code Review:** Staff reviews currently underway.
- ▶ **Civil Engineering Standards:** Staff reviews currently underway.



2013-2014 Council Goals

McDowell indicated that these can be brought to Council as a group, though it will be difficult due to all the parts and pieces that are required. Unfortunately, piecemeal may be the only real way to implement some of these policies. Staff will try to get these discussions on the agenda as early as July 2014.

2. Council Training & Development

- ▶ Continuing to Seek Opportunities
- ▶ Regular Attendance
- ▶ Come Prepared
- ▶ Be an Active Participant
- ▶ McDowell to provide a weekly recording to keep Councilor abreast of weekly developments



2014-2015 Project Outlook

PROJECT

NOTES:

1. Medical Marijuana Dispensary Committee & Beyond

Time Frame: 06.2014 – 07.2014

- Committee Meeting #2 07.08.2014
- Committee Recommendation to Council 07.22.2014
- City Attorney Follow-Up 07.11.2014
- Council Determine Proper Course of Action 07.22.2014
- Develop Policy or Ordinance Language 08.26.2014
- Council Approval 09.22.2014
 - ▶ Passed Business Registration
 - ▶ Passed General Penalty Provision
- Meeting with LCSO & LC District Attorney 10.16.2014
- Council Meeting & Measure 91 Implications 10.28.2014
- General Election 11.04.14 Recreational Use (Passed) 11.05.2014
- Council Meeting & Measure 91 Options 11.25.2014
- Council Created Marijuana Committee 11.25.2014
- Provided Lawyer MMC Information 12.02.2014
- Sommers Briefing & Review 12.02.2014
- Marijuana Committee Meeting Scheduled 12.04.2014
- Marijuana Committee: Council Report 12.16.2014
- Staff Developing Land Use Language 01.23.2015
- Notify DLCD 01.23.2015
- Staff Meeting about Measure 56 Notice 02.02.2015
- Send Measure 56 Notice 02.02.2015
- Update Measure 56 Notice Information WS 02.02.2015
- Post Library, Post Office & City Hall 02.03.2015
- Planning Commission Hearing 02.23.2015
- Council Hearing (*First Reading*) 02.24.2015
- 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 DLCD 03.26.2015
- Major Mailing Options (?) On Going
- On-going Lawyer Conversations On Going
- Policy Implementation (*Pending*) On Going

2. City Hall Sidewalk Project

Time Frame: 07.2014 – 12.2014

- Finalize Phase I
- Consult Ben Swartzendruber (End Caps) 07.10.2014
 - * Final Swartzendruber Invoice 08.27.2014
- Price from Stephen Sedlar (End Caps) 07.10.2014
 - Sedlar Check-in 10.21.2014
 - To be ready January 7th, 2015 04.03.2015
 - Finally Installed 04.04.2015
 - No End Caps...



2014-2015 Project Outlook

PROJECT

- Begin Phase II (KF Review Saw Cuts)
- Contact Sidewalk Contractor
 - ▶ *Public Works to Perform General Services; currently pending another major capital improvement project*
- Pick Contractor
- Construction
- Finalize Contract
- Budget for Phase III

NOTES:

08.28.2014
 Pending 10.09.2014
 03.20.2015

3. Banking Options

Time Frame: Immediate

- | | |
|--|------------|
| <input checked="" type="checkbox"/> Umpqua Bank Recruitment Process | 07.29.2014 |
| <input checked="" type="checkbox"/> Bob Anderson Progress | 08.28.2014 |
| <input checked="" type="checkbox"/> Significant Events & Contracts | 10.10.2014 |
| <input checked="" type="checkbox"/> Multiple Conversations with Anderson | 11.2014 |
| <input checked="" type="checkbox"/> Communication Plan Logistics | 12.05.2014 |
| <input checked="" type="checkbox"/> Council Report | 12.16.2014 |
| <input checked="" type="checkbox"/> Secure Meeting Location (Insurance) | 12.22.2014 |
| <input checked="" type="checkbox"/> Prepare Mailing | 12.23.2014 |
| <input checked="" type="checkbox"/> Send Mailing | 12.26.2014 |
| <input checked="" type="checkbox"/> Monitor Logistics | 01.07.2015 |
| <input checked="" type="checkbox"/> Host Event | 01.14.2015 |
| <input checked="" type="checkbox"/> Setup Tables & Chairs | 01.15.2015 |
| <input checked="" type="checkbox"/> Call to Action EM | 01.23.2015 |
| <input checked="" type="checkbox"/> Rally Support Newspapers | 01.26.2015 |
| <input checked="" type="checkbox"/> Rally Support | On Going |
| <input checked="" type="checkbox"/> Umpqua Meeting | 02.23.2015 |
| <input checked="" type="checkbox"/> Bob Anderson Progress | 03.08.2015 |
| <input checked="" type="checkbox"/> Bob Anderson Regroup | 03.27.2015 |
| <input type="checkbox"/> Recruitment Process II | On Going |

4. Central Linn School District Facilities Discussions

Time Frame: Pending

- | | |
|---|------------|
| <input checked="" type="checkbox"/> Monitor Developments <ul style="list-style-type: none"> ▶ <i>Agreed to host a voting drop-off location</i> | |
| <input checked="" type="checkbox"/> Disposition of District Office | 01.05.2015 |
| | 02.19.2015 |
| <input checked="" type="checkbox"/> Send Brian Discussion Document | 03.12.2015 |
| <input type="checkbox"/> Discuss Options with Board & Council | |
| <input type="checkbox"/> Other City Involvement | |

5. Zoning Code Provisions Review

Time Frame: 10.2014 – 02.2015

- | | |
|--|-------------|
| <input type="checkbox"/> Review Current Standards | In progress |
| <input checked="" type="checkbox"/> Dave Kinney Contract Option | 08.06.2014 |
| <input checked="" type="checkbox"/> Consider Options (Professional Firm v. In-house) | 09.11.2014 |



2014-2015 Project Outlook

PROJECT

- Frink, Coleman & McDowell (Standards, Fences, AS)
- Noticed DLCD (35 Days)
- Planning Commission Review & Approval
- Council Readings & Amendments

- Council Approval
- Review O 748
- Submit O 748 to DLCD
- Newsletter Review of O 748
- Implementation of O 748

6. OPRD Grant Advisory Responsibilities

Time Frame: 08.2014 – 06.2015

- Attend Debrief (Salem)** Unable to Attend**
- Attend Veterans Requests (Salem)
- Review Grants & Requests
- Salem Conference

7. Central Linn Recreation Partnership

Time Frame: 07.2014 – 06.2015

- 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 Checklists
 - 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

NOTES:

09.18.2014
 09.21.2014
 10.20.2014
 October & November
 Tabled to December
 Tabled to January 2015
 01.27.2015

02.19.2015
 03.31.2015
 In progress

11.10
 NA (Programmatic)
 In progress

October &
 November
 10.08



2014-2015 Project Outlook

PROJECT

NOTES:

Create Fundraising Committee

8. Emergency Electricity

Time Frame: 12.2014 – 05.2015

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

9. Adopt Standards

Time Frame: 12.2014

- Finalize Erwin Standards 09.12
- Frink, Coleman & McDowell ...
- Council Approval 01.27.2015
- See Above for Implementation Timeline 01.27.2015
- Staff Implementation & Teamwork In progress

10. EPC Follow-Up

Time Frame: 09.2014 – 06.2015

- Determine New Committee 10.28
- Agreements 10.28
 - ▶ Council discussion and resolution approach.
- Assemble Committee 12.29
- Community Outreach
- Emergency Plan
- Continuity of Operations Plan

11. 2014 Linn County Commissioners & BWCMF

- LCCO Public Hearing Continuation 09.24
- LCCO (OMG First Reading) 10.07
- LCCO Workgroup OMG 10.14
- LCCO Staff Report on OMG Changes 10.21
- * Multiple phone calls and visits with community partners and the Festival
- LCCO Hearing OMG Second Reading 11.12
- Many Phone Calls & Discussions On Going
- County Staff to File Report 12.03 (12.02)
- LCCO Hearing OMG Second Reading 12.10
- LCCO Hearing OMG Second Reading (Continued) 12.30
- Monitor Progress & Outcomes 03.17 (SFSG)

12. Canal Company

Time Frame: 08.2014 – 06.2015

- Culvert Concerns 12.15.2014 & On Going
- Reset with Holbrook, Shepherd & Fox 11.24.2014
 - * Discussed Future Operations
 - * Discussed Sloan Culvert Possibilities



2014-2015 Project Outlook

PROJECT

NOTES:

- Review Options (Water Attorney)
- Reset with Holbrook & Shepherd
- Develop Model
- Review Model & Outcomes
- Council Negotiations
- Public Hearings
- Finalize Agreement
- Council Approval
- Execute Contract Outcomes

13. Employee Handbook & Job Descriptions Update

Time Frame: 10.2014 – 01.2015

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

14. Event Agreement Negotiations

Time Frame: 12.2014 – 02.2015

- All Notified 12.29.2014
- Chamber of Commerce In progress
- Willamette Valley Cycling Tour In progress
- Willamette Agility Group In progress
- Festival of Tents In progress
- Eugene Kennel Club Out this Year

15. Event Letters

Time Frame: 02.2015 – 04.2015

- Pioneer Picnic Association 04.01.15 (Park Board)
04.28.15 (Council)

- Chamber of Commerce
(Process – Street Closures, freezer, storage, receipt books etc.)

16. Sidewalk Program

Time Frame: 04.2015

- Discuss Funding the Program (BCM)
- Prepare Specifications
- Council Approval

17. VLC Responsibilities

Time Frame: On Going

- Keep Everyone Together
- Incorporate Branding Ideas
- Incorporate Jamboree & BWCMF



2014-2015 Project Outlook

PROJECT

- Re-approach Commissioners
- Goals Review & Facilitation
- Goals Breakout Session
- Festival Implications
- Commissioner Tucker TRT Effort
- Revisioning Goals
- Re-imagine Website
- Develop Linn County App

NOTES:

08.2014
10.16.2014

November 2014
In progress

18. Staff Prospectus

Time Frame: On-going

- Create Planning Strategies
- Continue to Define the New Era
- Create Shared Expectations
- Execute Debrief Sessions
- Review Internal Processes & Policies
- Monitor Execution

October & November

January 2015
In progress

19. 2015 Water Line Improvements

Time Frame: 08.2014 – 06.2015

- Start Engineering
- Submit to OHA
- Prepare Documents
- Pacific Power Contract
- Secure Easements
- Advertise Bids
- Council Resolution of Acceptance

09.19.2014
12.28.2014
February 2015
04.06.2015
Stalled

Project to include:

- Main Street Water Line
- GR12 Update (*Several Developments with Schroder Law & OWRD*) November
- Averill Street Water Line
 - Letter to Residents
 - Execute Contracts
 - Pre-Construction Meeting
 - Mobilization & Construction
 - Weekly Inspections
 - Punch List Items
 - Execute Final Check
 - Finalize Contract

20. Gator Purchase

Time Frame: 07.2014 – 10.2014

- Frink Discussion
- Frink Discussion
 ** To Start in January (Last year's New Model)
- Contact Contractors
- Receive Quotes

Last FY
12.02.2014



2014-2015 Project Outlook

PROJECT

- Selection Process
- Council Approval
- Complete Purchase
- Complete Contract
- Final Payment
- Insurance Coverage

NOTES:

21. Park Projects

Time Frame: 09.2014 – 12.2014

Pioneer

- Install Signage
- Park Electric (*Phase II*)
- Road Relocation
- Playground Relocation
- Paint Sidewalk Distance Indicators
- Fix Temporary Fencing
- Cleanout River Debris
- Execute Contracts

Kirk's Ferry

- Install Fountain
- Fill Work
- Asphalt Quote

Remington Park

- General Clean Up
- Surplus Property
- Park Board Approval
- Council Approval

22. South Wastewater Plant Well

Time Frame: 10.2014 – 04.2015

- 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

23. Public Works ROW Maintenance Checklist

Time Frame: 09.2014 – 10.2014

- Create Photo Checklist
- Seasonal Employees Training Piece



2014-2015 Project Outlook

PROJECT

NOTES:

- Demonstrate Workload
- Council Review

24. Wastewater Collections Cleaning Checklist

Time Frame: 12.2014 – 05.2015

- Identify Areas
- Contact Inspection Service
- Review Findings
- Complete Recommendations
- Create Maintenance Checklist
- Implement Cleaning Process

25. ICMA – RC DeLana Hansen

Time Frame: 01.2015

- Setup Meeting
- Retirement Review

26. CIS/Barker-Uerlings

Time Frame: 01.2015 – 07.2015

- Open Enrollment 10.24
 - ▶ Figured out changes 10.09
 - ▶ Internal Deadline 10.22 10.22
- Annual Survey 12.15
- Attend Annual Conference 02.26-02.28.15
(Liz & Jannea attended)
- Pass Workers Compensation Resolution April 2015
- Review Workers Compensation Figures In progress
- Review General Liability Coverage In progress
- Review Flood Insurance In progress
- Mobile Equipment List In progress
- Property Coverage Review In progress
- Appraisal Problem In progress

27. Council Goal Review

Time Frame: 02.2015

- Set a Date for Training (January 24th, 2015) 11.25.2014
- Make Lunch Arrangements 01.13.2015
- Prepare PowerPoint Presentation 01.13.2015
- Secure Joseph Bailey 01.06.2015
- Host Session 01.24.2015
- Follow Up Session 02.21.2015
- Mission Statement
- Goals Finalize Session

28. Hire Seasonal Public Works

2014-2015 Master TTDL



2014-2015 Project Outlook

PROJECT

NOTES:

Time Frame: 02.2014 – 04.2014

- Prepare Advertisement 04.07.15
- Post to WS 04.07.15
- Staff Prep 04.07.15
- Prepare Questionnaire 04.07.15
- Interviews
- Negotiations
- Prepare Contract
- Execute Contract

29. Records Project

Time Frame: 01.2013 – 06.2013

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

30. Update Safety Manual

Time Frame: On-going

- Review Manuals
- Make Changes
- CIS Review
- Adopt New Manual
- Council Approval

31. Shuttle to Town MOU

Time Frame: 04.2015 – 07.2015

- 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

32. Update Capital Improvements Plan [CUPSS Development]

Time Frame: 10.2013 – 03.2014

- Review Current CIP
- Make Changes
- Frink & McDowell Review
- Adopt New Plan
- Council Approval

33. Brownsville Municipal Code Review

2014-2015 Master TTDL



2014-2015 Project Outlook

PROJECT

NOTES:

Time Frame: 08.2014 – 06.2015

- Review Code
- Make Recommendations
- Council Approval

34. Internal Controls Project

Time Frame: 01.2015 – 02.2015

- BCS Quote for Services
- Develop Written Standards
- Implement Policy Recommendations
- Provide Council Drafts
- Council Approval
- Incorporate New Procedures

35. Certified Local Government

Time Frame: On-going

- Watch Developments (*Kuri Gill*) 11.03.2014
- Historic Review Board
- Canal Company Implications
- Others Respect Process
- Council Decision

36. Budget Process

Time Frame: 02.2015

- Prepare & Review Checklists 01.30.2015
- Send Staff Memo 01.30.2015
- ODR New Budget Offering 02.03.2015
- ODR Annual Training 02.12.2015
- Refer to Budget Checklists ...

37. Fourth of July Preparations

Time Frame: 06.2015 – 07.2015

- Prepare Caretakers
- Rent Light Banks
- Coordinate with Public Works Superintendent Karl Frink
- Coordinate Volunteer Help
- Contact Vendors
- Contact Sweet Home Sanitation
- Order Additional Toilets
- Execute Cleanup

Agreements & Miscellaneous

Time Frame: Various [January 2015]

- ◆ 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]



2014-2015 Project Outlook

PROJECT

NOTES:

- ◆ Central Linn School District (Community Gardens) [03.2016]
- ◆ Pioneer Picnic Association & the Picture Gallery [09.2016]
- ◆ City Administrator [06.2015] *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
 - State of Oregon (DAS) *Cancelled 2014*
 - Eugene Kennel Club *Cancelled 2015*
 - LC Picnic Association (Oregon Heritage)
 - Chamber of Commerce Addendum
 - Calapooia Food Alliance MOU [06.2015]
 - Willamette Agility Group
 - Festival of Tents
 - WVCT OBRA Kenny Graham
 - Central Linn Rec Assistance MOU [06.2015]
 - Miscellaneous Bicycle, Motorcycle & Running Events

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]

Notes:

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



2014-2015 Project Outlook

PROJECT

NOTES:

COMPLETED

38. Budget Process

Time Frame: 07.2014

- | | |
|---|------------------------|
| <input checked="" type="checkbox"/> Certify Budget | 07.07.2014 |
| <input checked="" type="checkbox"/> Budget Checklist Update | 07.09.2014 |
| <input checked="" type="checkbox"/> Complete Compilation | 07.10.2014 |
| <input checked="" type="checkbox"/> Microfund – Populate FY 2013-14 | 07.11.2014; 07.14.2014 |
| <input checked="" type="checkbox"/> Budget Documents Forward '14 | 08.26.2014 |
| <input checked="" type="checkbox"/> Schedule Forward '14 | 08.26.2014 |

39. Millhouse Sanitary Sewer Line

Time Frame: 07.2014 – 10.2014

- | | |
|---|--------------------|
| <input checked="" type="checkbox"/> Letter to Residents | 07.03.2014 |
| <input checked="" type="checkbox"/> Execute Contracts | 07.03.2014 |
| <input checked="" type="checkbox"/> Pre-Construction Meeting | 07.07.2014 |
| <input checked="" type="checkbox"/> Water Line Conflict Problem | 07.09.2014 |
| <input checked="" type="checkbox"/> Develop Engineering Estimate | 07.09.2014 |
| <input checked="" type="checkbox"/> Contractor Price for Water Lin Change Order | 07.10.2014 |
| <input checked="" type="checkbox"/> City Acceptance | 07.10.2014 |
| <input checked="" type="checkbox"/> Mobilization & Construction | 07.10.2014 |
| <input checked="" type="checkbox"/> Weekly Inspections | Throughout Project |
| <input checked="" type="checkbox"/> Punch List Items | 09.10.2014 |
| | 10.07.2014 |
| <input checked="" type="checkbox"/> Execute First Check (- Escrow) | 09.24.2014 |
| <input checked="" type="checkbox"/> Finalize Contract | 10.10.2014 |
| <input checked="" type="checkbox"/> Release Escrow | |

40. Library Flooring Project

Time Frame: 07.2014 – 09.2014

- | | |
|--|------------|
| <input checked="" type="checkbox"/> Obtain Asbestos Testing Report | 07.01.2014 |
| <input checked="" type="checkbox"/> Request Asbestos Removal Quote | 07.01.2014 |
| <input checked="" type="checkbox"/> Execute All Quotes | 07.21.2014 |
| <input checked="" type="checkbox"/> Council Resolution of Acceptance | 07.22.2014 |
| <input checked="" type="checkbox"/> Execute Contract | 07.31.2014 |
| <input checked="" type="checkbox"/> Pre-Construction Meeting | 09.09.2014 |
| <input checked="" type="checkbox"/> Mobilization & Construction | 09.20.2014 |
| <input checked="" type="checkbox"/> Punch List Items | 10.10.2014 |
| <input checked="" type="checkbox"/> Finalize Contract | 10.17.2014 |
| <input checked="" type="checkbox"/> Execute Final Check | 10.31.2014 |

41. Weed Abatements

Time Frame: 07.2014 – 09.30.2014

- | | |
|--|-------|
| <input checked="" type="checkbox"/> Complete Spreadsheets | 06.02 |
| <input checked="" type="checkbox"/> Determine Contractor | 06.02 |
| <input checked="" type="checkbox"/> Hold Harmless Clause | 06.06 |
| <input checked="" type="checkbox"/> Contractor Property Review | 06.06 |



2014-2015 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Price Determinations	06.09
<input checked="" type="checkbox"/> Review Work (Phase I)	06.26
<input checked="" type="checkbox"/> Execute Spreadsheets (Phase I)	06.26
<input type="checkbox"/> Execute Spreadsheets (Phase II)	
<input checked="" type="checkbox"/> Pull Contractor PO (Phase I)	07.17
<input checked="" type="checkbox"/> Inspection (Phase II)	08.18
<input type="checkbox"/> Pull Contractor PO (Phase II)	
<input type="checkbox"/> Execute Necessary Paperwork	
<input type="checkbox"/> Execute Final Contract	
<input type="checkbox"/> Review Work (Phase II)	
<input type="checkbox"/> Pay Contractor(s)	
<input checked="" type="checkbox"/> Send Invoices to Property Owners	08.06

42. Arbor Day (Coleman)

Time Frame: 07.2014 – 10.2014

<input checked="" type="checkbox"/> Contact Partners	
<input checked="" type="checkbox"/> Contact the State	
<input checked="" type="checkbox"/> Determine Planting Location (<i>NA this year</i>)	
<input checked="" type="checkbox"/> Park Tree Planting: Discuss with Frink	
<input checked="" type="checkbox"/> Make Arrangements for Refreshments (Optional)	
<input checked="" type="checkbox"/> Event Day	10.18

43. Northside Water Line

Time Frame: 08.2014 – 01.2015

<input checked="" type="checkbox"/> Contact K & D	07.30
<input checked="" type="checkbox"/> Klinkebiel's Easement Concern	08.25
<input checked="" type="checkbox"/> Public Works Installation	09.02
Testing & Finish	10.21
<input checked="" type="checkbox"/> Letter/Report to Klinkebiel's	10.30
<input type="checkbox"/> Finish Landscaping Work	Spring 2015

44. Boldt, Carlisle & Smith

Time Frame: 07.2014 – 12.2014

<input checked="" type="checkbox"/> Pre-Audit Conference Information	07.02
<input checked="" type="checkbox"/> Schedule Audit (09.02-09.05)	07.02
<input checked="" type="checkbox"/> Complete Engagement Letter	08.27
<input checked="" type="checkbox"/> Execute Checklists	09.02 (<i>Computer Problems</i>)
<input checked="" type="checkbox"/> Prepare Debt Confirmations	09.04
<input checked="" type="checkbox"/> New GASB Statements	09.05
<input checked="" type="checkbox"/> Prepare Information	09.05
<input checked="" type="checkbox"/> Complete USDA Questions (HOLD)	10.08
▶ <i>Requested and granted an extension;</i> <i>Holly Fellows wants everything at one time.</i> <i>Will send once the audit is received.</i>	
<input checked="" type="checkbox"/> Track Completion	



2014-2015 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Review Audit	12.01.2014
<input checked="" type="checkbox"/> Prepare Information	12.05.2014
<input checked="" type="checkbox"/> Provide M D & A Report	12.05.2014
<input checked="" type="checkbox"/> Answer Follow-Up Questions	12.08.2014
<input checked="" type="checkbox"/> File with Secretary of State	12.16.2014
<input checked="" type="checkbox"/> Finalize Contract	12.26.2014

45. Christmas Decorations	
<i>Time Frame:</i> 11.2014 – 01.2015	
<input checked="" type="checkbox"/> Make Installation Arrangements	11.26
<input checked="" type="checkbox"/> Make Removal Arrangements	01.2015

Signage	
<i>Time Frame:</i> 07.2014 – 09.2014	
<input checked="" type="checkbox"/> Install City Shop Signs	07.09.2014

46. Evaluations	
<i>Time Frame:</i> 10.2014 – 12.2014	
<input checked="" type="checkbox"/> Vacation (November Payroll)	10.30
<input checked="" type="checkbox"/> Perform Evaluations	12.26
<input checked="" type="checkbox"/> Send Payroll Changes to BCS	12.30
<input checked="" type="checkbox"/> Calculate Potential Increases	12.12
<input checked="" type="checkbox"/> Prepare Benefits Letters	12.12
<input checked="" type="checkbox"/> Prepare Payroll Changes	12.15
<input checked="" type="checkbox"/> Execute Personnel Meetings	January

47. Out-going Councilors (Pending)	
<i>Time Frame:</i> 12.01.2014 – 12.31.2014	
<input checked="" type="checkbox"/> Research Last Gift	
<input checked="" type="checkbox"/> Call Gravagraphics/Gateway Imprints	
<input checked="" type="checkbox"/> Write Resolution	01.14.2015
<input checked="" type="checkbox"/> Order Frames	
<input checked="" type="checkbox"/> Pickup Gift	01.27.2015
<input checked="" type="checkbox"/> Prepare Resolutions (01.27.2015)	

48. Judges Pro-Tempore	
<i>Time Frame:</i> 01.2015	
<input checked="" type="checkbox"/> Create Resolution	12.22
<input checked="" type="checkbox"/> Council Approval	01.27.2014

49. Hire Park Caretakers	
<i>Time Frame:</i> 11.2014 – 04.2015	
<input checked="" type="checkbox"/> Prepare Advertisement	10.10
▶ Placed ad in Workamper News	
▶ Prepared Hiring Folder	
<input checked="" type="checkbox"/> Prepare Advertisement (The Times)	12.03



2014-2015 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Prepare Documents & Workampers Mixup	<i>November & December</i>
<input checked="" type="checkbox"/> WS Update	<i>12.02</i>
<input checked="" type="checkbox"/> KF & Staff Review	<i>12.03</i>
<input checked="" type="checkbox"/> Many Information Returns	<i>Ongoing</i>
<input checked="" type="checkbox"/> Applications Deadline	<i>January 16, 2015</i>
<input checked="" type="checkbox"/> Prepare Questionnaire	<i>01.19.15</i>
<input checked="" type="checkbox"/> Interviews	<i>02.03-02.06</i>
<input checked="" type="checkbox"/> Negotiations	<i>02.09.15</i>
<input checked="" type="checkbox"/> Prepare Contract	<i>02.09.15</i>
<input checked="" type="checkbox"/> Execute Contract	<i>02.10.15</i>

From: S. Scott McDowell [admin@ci.brownsville.or.us]
Sent: Saturday, April 18, 2015 2:09 PM
To: 'Karl Jones'
Subject: RE: Cascade and Water Bonds

Karl,

I really do not appreciate your tone or attitude. McFarland continues to do what they can. The levels are so low no State agency will take up this case - period. We are fortunate that McFarland cares enough to work toward improving levels that are already well below any standard. They are currently working on a permit with Linn County to modify the structure. This will take a few months more than likely. If you are going to take this combative tone, please do not waste my time. Especially since you think my responses are non-sense! I am reporting what we are doing and what we can legally do.



S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
Fax 541.466.5118

From: Karl Jones [mailto:quebec100@msn.com]
Sent: Saturday, April 18, 2015 9:14 AM
To: S. Scott McDowell
Subject: Re: Cascade and Water Bonds

This remains to be seen on all your points
A number of citizens are very annoyed enough so that we can take action in a number of venues
The EPA has full jurisdiction
Second the decibels are not the only component of sound regulation
I am not at all falling for your nonsense
Karl

Sent from my iPhone

On Apr 16, 2015, at 3:22 PM, S. Scott McDowell <admin@ci.brownsville.or.us> wrote:

Good Afternoon Karl,

Actually, the State of Oregon stopped regulating these kinds of "community noise" issues in 1991. It was regulated by the Department of Environmental Quality as part of the Department's responsibilities to EPA. Even if DEQ were still enforcing noise concerns, the levels being generated at this site are far below what those standards were - 75 dB. The

highest recorded level has not eclipsed 50 dB. I am sorry you have experienced no improvement as many folks have noticed a major improvement. The City of course will continue to monitor the progress and outcomes. We are fortunately working with a company who is interested in being a good neighbor. Hopefully, they will be able to fine tune a few of the solutions their sound engineers are currently investigating. Thanks!



S. Scott McDowell

255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
Fax 541.466.5118

From: Karl Jones [<mailto:quebec100@msn.com>]
Sent: Wednesday, April 15, 2015 5:00 PM
To: S. Scott McDowell
Subject: Re: Cascade and Water Bonds

The noise regulatory reach is beyond the city and county and can be regulated by OSHA and the EPA

This installation was mismanaged
There are numerous solutions to noise such as a partial enclosure

So far I have seen zero progress in noise abatement

If a business is allowed to operate in an area there are constraints. If that business cannot handle reasonable constraints then they have 2 options; option one comply with constraints
Option 2 close operations

The noise level is unacceptable and need not be tolerated

As far as water goes it is clear that our piping and facilities are in renewal and unfortunately we have limited economies of scale regarding a costs that is life
Thanks for the info

Sent from my iPhone

On Apr 14, 2015, at 12:04 PM, S. Scott McDowell <admin@ci.brownsville.or.us> wrote:

Good Afternoon Karl,

My answers are in blue below your questions. Thanks!

<image004.png>
S. Scott McDowell
255 N. Main Street

From: Karl Jones [<mailto:quebec100@msn.com>]
Sent: Friday, April 10, 2015 12:39 PM
To: S. Scott McDowell
Subject: Cascade and Water Bonds

Cascade Noise;

1) So how is the progress going on mitigating the noise from the debarking machines at Cascade ?

They have done many different things to abate the sound as much as possible. They are currently working with Linn County on their permit which is taking time. With that said, there really isn't anything the City can require of them.

Fortunately, they want to be good neighbors and continue to go above and beyond. Of course weather conditions will always be a factor as well.

2) Do they have a time table when this noise mitigation process will be in full effect ?

They do not have a time table because they continue to work with the County and address complaints as they arise.

I expect that by June, what will be will be. Hopefully, the changes made by then will work for most people.

Per the sewer water improvements Brownsville Municipal Bonds;

1) Do you know when the water/sewer improvement bonds will be finished ?

The current Water Bond will be mature in the year 2039. The problem is that the Feds allow communities to take the debt out further than the useful life on water improvements. This means the City will have significant debt they will roll over into the next major water project which is slated to begin planning in 2020.

The current Wastewater debt will end in 2039. Sewer improvements typically do last through the entire useful life of the improvement.

2) What will be the property tax reduction when these bonds mature and are satisfied ?

There will never be a reduction due to the new requirements of the Clean Water & Safe Drinking Water Acts.

As soon as we near the end of our plants useful life, the City will be required to update the plants which will cost a lot of money that 720 users have to bond over time.

3) The water and sewer costs are inflated will these monthly costs reduce per house hold ?

Prudent cities across the nation try to increase rates between 3% & 5% in order to avoid a major increase in one year.

Bandon had a 24% increase a few years ago. Toledo had a 22% increase as well. There are many others. Federal requirements

require a project to be constructed and the Feds will not provide grant money until the utility bill exceeds an average of

\$234 per month! Realistically rates will never be lower than they are in any current year.

Please advise,

Thanks

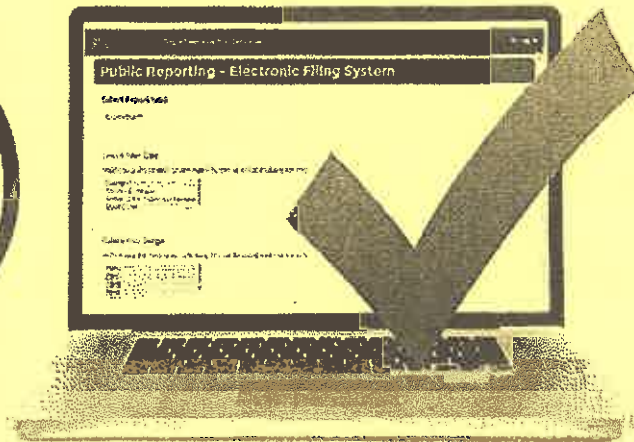
Karl M Jones 874 Northpoint Loop

Electronic Filing System

Coming in 2016

2015 is the last year Statements of Economic Interest (SEIs) will be filed by mail!

In 2016, SEI filers will use the OGE Electronic Filing System



With the new system, SEI Filers can:

- ✓ Receive automated messages regarding important filing deadlines
- ✓ Save an SEI in progress and return to edit and submit later
- ✓ Receive automated SEI submission confirmation
- ✓ View, print, and amend prior SEI filings
- ✓ View previously received communications from the Commission
- ✓ And, of course... file SEI electronically!

Updates & training coming soon! For additional details, visit www.oregon.gov/ogec

From: Ben Stiehl [Ben.Stiehl@w-nhs.org]
Sent: Thursday, March 26, 2015 11:02 AM
To: Brian Latta (blatta@ci.harrisburg.or.us); Cathy Nelson (cityofwaterloo@centurytel.net); Craig Martin (cmartin@ci.sweet-home.or.us); Dean Baugh (dbaugh@ci.lebanon.or.us); Georgia Edwards (georgia@cityoftangent.org); Ginger Griffith (scio@smt-net.com); Judy Smith (Sodaville@centurytel.net); Rick Partipilo (rpartipilo@co.linn.or.us); Ronda Fischer - City of Halsey (Ronda@cityofhalsey.com); Scott McDowell (admin@ci.brownsville.or.us)
Cc: Kym O'hare
Subject: WNHS Programs Resources
Attachments: WNHS-HomeRepairProgramFlyer-2014dec18.pdf; WNHS-HomeRepairProgramTearoff-2015jan12.pdf; WNHS Workshop Flyer Qtr2_2015.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello All,

I have included with this email information on some of our programs we offer. Below you will find a short "blurb" about the rehab program which can be included with your utility billings. Please let me know if you would like something in little bit more in depth what I have included is very brief.

I have also attached 2 different flyers for the rehab program. One is 8.5x11 (flyer) and one is 8.5x14 (tear off). Please feel free to circulate these as you see fit.

Finally you will find a "workshop" flyer. This lists the classes we offer under our home ownership center. The most compressive information on all of our programs can be found on our website; www.w-nhs.org
Please let me know if there is anything else I can assist with in marketing for the rehab program. Thanks.

Need home repairs? Willamette Neighborhood Housing, a local nonprofit, is offering home repair loans at 0% interest, with no payments, for qualifying low to moderate income homeowners. For information contact: 541-752-7220 ext.300, or w-nhs.org. equal housing lender, ML#4909

Ben Stiehl
Housing Development Coordinator
Willamette Neighborhood Housing Services
257 SW Madison Avenue, Suite 113
Corvallis, OR 97333

Direct: 541.752.7220 ext.314 | Toll-free: 800.403.0957 | Mobile: 503.318.0466 | Fax: 541.752.5037
ben.stiehl@w-nhs.org | www.w-nhs.org | [ML-4909](#) | [CCB-174093](#)



From: Schmidgall, Joan -FS [jschmidgallo2@fs.fed.us]
Sent: Friday, April 17, 2015 3:30 PM
To: Schmidgall, Joan -FS; McHugh, Judith P -FS
Subject: Willamette National Forest Plan Revision Listening Sessions
Attachments: 041415forest plan revision meetings.docx

Please see the following announcement regarding the Willamette National Forest Plan Revision Listening Sessions scheduled for May 4th in Pleasant Hill, OR and May 6th in Stayton, OR. We welcome your attendance and input. Feel free to call or email with questions.

Contact: Jude McHugh (541) 915-5372

Date: April 14, 2015

Willamette NF - Forest Plan Revision – Two Listening Sessions Scheduled

(Springfield, OR) - It has been 25 years since the Willamette National Forest published its first Forest Plan in 1990. We've learned a lot, and much has changed, during that time. On May 4th in Pleasant Hill and on May 6th in Stayton forest staff will be hosting listening sessions in preparation for revising the Forest Plan.

The Willamette sessions are being held in rural communities near the Forest boundary to make it easier for local citizens to attend and interact with us. This is just the beginning of a several year process and there will be many opportunities and ways to participate.

We want to hear from everyone, and are especially eager to hear from those who want to help shape a middle ground that meets the needs of communities, individuals and the long-term sustainability of the forest. The Willamette National Forest comprises much of the headwaters for the Willamette River providing clean water and air, wood products and other resources thus making an important contribution to the ecologic and economic sustainability of our State. Please come join us on May 4th or 6th and share what is important to you.

The Willamette National Forest and other Oregon and Washington Forests are revising their plans for a variety of reasons. Those reasons include the accumulated scientific learning of the last 25+ years, our changing climate, landscape and socio-political realities. We must revise forest plans to stay current with today's needs and values in a way that preserves options for future generations.

We will need both familiar and new voices to shape a revised plan. Together, we can build a foundation for the next 15-20 years, please come and be involved. Contact Jude McHugh at 541.915.5372 or email jmchugh@fs.fed.us.

WHAT: Listening Sessions for Willamette NF Forest Plan Revision

WHEN: Monday, May 4 & Wednesday, May 6. Both locations; doors open at 5:30pm, sessions begin at 6:00pm and end at 7:30pm.

WHERE: May 4 in Pleasant Hill at the High School (84455 N Enterprise Road) and May 6 in Stayton at the Community Center (400 W Virginia Street).

CONTACT: For additional information contact Jude McHugh at 541.915.5372 or jmchugh@fs.fed.us.

The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations. The Agency manages 193 million acres of public land, provides assistance to State and private landowners, and maintains the largest forestry research organization in the world.



Joanie Schmidgall
Public Affairs Specialist (detail)
Forestry Technician- Timber Presale

Forest Service
Willamette National Forest

p: 541-225-6298
jschmidgall02@fs.fed.us

3106 Pierce Parkway
Suite D
Springfield, OR 97477
www.fs.fed.us



Caring for the land and serving people

RON WYDEN
OREGON

CHAIRMAN OF COMMITTEE ON
FINANCE

221 DIRKSEN SENATE OFFICE BUILDING
WASHINGTON, DC 20510
(202) 224-5244

United States Senate
WASHINGTON, DC 20510-3703

April 7, 2015

COMMITTEES:
COMMITTEE ON FINANCE
COMMITTEE ON BUDGET
COMMITTEE ON ENERGY & NATURAL RESOURCES
SELECT COMMITTEE ON INTELLIGENCE
JOINT COMMITTEE ON TAXATION

Secretary Tom Vilsack
U.S. Department of Agriculture
1400 Independence Ave., S.W.
Washington, DC 20250

Dear Secretary Vilsack,

I am writing in strong support of continued funding for ongoing research projects through the Agricultural Research Service (ARS). During a recent trip to some of Oregon's most economically hard-hit counties, I learned that the President's FY2016 Budget recommendation for ARS funding made significant cuts to important agricultural research in Pendleton, Oregon and corresponding research being done at Oregon State University in Corvallis, Oregon.

The proposed budget cut would end the critical research work on dryland cropping systems on the Columbia Plateau, one of the largest production areas for wheat in the Pacific Northwest. The research affects large parts of Eastern Oregon, Southeastern Washington, and Southern Idaho. What is remarkable about the research on these dryland producing areas, which covers about 4.5 million acres, is that the low annual rainfall in this area has proven to be an effective climate to perform cutting-edge research that could lead to advancements in dryland cropping methods.

The Columbia Plateau Conservation Research Center (CPCRC), located outside of Pendleton was established in 1970, and is also home to some of the oldest long-term agricultural research plots in the Pacific Northwest. The co-research done in collaboration with Oregon State University is also further enhanced by the financial and in-kind support from Oregon's wheat growers, and benefits one of Oregon's most important export commodities.

The important new research needed in these dryland producing areas is critical to the use and management of nitrogen fertilization in the summer-fallow production regime. The research developed in Oregon will have lasting impacts on advances in precision agriculture and have clear benefits to farm productivity and profitability of wheat production nationwide.

911 NE 11TH AVENUE
SUITE 630
PORTLAND, OR 97232
(503) 326-7525

405 EAST 8TH AVE
SUITE 2020
EUGENE, OR 97401
(541) 431-0229

SAC ANNEX BUILDING
105 FIR ST
SUITE 201
LA GRANDE, OR 97850
(541) 962-7691

U.S. COURTHOUSE
310 WEST 6TH ST
ROOM 118
MEDFORD, OR 97501
(541) 858-5122

THE JAMISON BUILDING
131 NW HAWTHORNE AVE
SUITE 107
BEND, OR 97701
(541) 330-9142

707 13TH ST SE
SUITE 285
SALEM, OR 97301
(503) 589-4555

[HTTP://WYDEN.SENATE.GOV](http://wyden.senate.gov)

PRINTED ON RECYCLED PAPER

The proposed budget cut would also end the research at the National Forage Seed Production Research Center (NFSPRC) in Corvallis where researchers have partnered with Oregon State University scientists and the Oregon Grass Seed Industry on forage and turf grass research. The NFSPRC facility was created in 1986 to increase scientific understanding about grasses, which is also one of Oregon's leading exports.

Oregon produces nearly half a million acres of temperate zone grasses that account for almost two-thirds of the world's production. The grasses are important to erosion control along streams and steep slopes after wildfires.

Restoring the FY 2016 funding is imperative to the critical work being done by the researchers at the CPCRC, and at Oregon State University and agriculture in the United States.

Sincerely,



RON WYDEN
Unites States Senator

Local Government Law Group ^{PC}

a member of SPEER HOYT LLC

Carolyn H. Connelly
Christy K. Monson
Ross M. Williamson*
Lauren A. Sommers
Diana Moffat
J. Kenneth Jones, *Of Counsel**
Russell D. Poppe, *Of Counsel*
John A. Wolf, *Of Counsel*
*Admitted in Washington

Received
City of Brownsville

APR 10 2015

Clerk _____

April 6, 2015

Scott McDowell
City of Brownsville
P.O. Box 188
Brownsville, OR 97327

Re: Attorney Hourly Rate Increase

Dear Scott:

As you likely know, we have not raised our hourly rates since we started providing legal services to the City. As is true of each of our municipal clients, our costs continue to increase. Because of these increases, it is necessary to raise our hourly rate for the City by \$4 (approximately 2.22%) for a new rate of \$184 per hour. This new rate will be effective July 1, 2015.

Rates for each project are shown on your billing statement. If, at any time, there is ever a question regarding billing, please promptly contact us. Billing issues should never interfere with a good attorney-client relationship. Additionally, if you feel there has been a miscommunication between our office and the City, please contact us immediately. We value our client relationships. Your recommendations on how we can improve our service to your City are always welcome.

We look forward to continuing to work with the City. Thank you for allowing us to be of service.

Sincerely yours,

LOCAL GOVERNMENT LAW GROUP, PC


Carolyn H. Connelly Christy K. Monson Ross M. Williamson Lauren Sommers
chc@speerhojt.com christy@speerhojt.com ross@speerhojt.com lauren@speerhojt.com

RMW:cad

F:\Clients\Muni\Brownsville, City of\General\General 2015\LTR - 2015 Fee Increase RMWcad 04.02.15.docx

Cascades West Area Commission on Transportation

Staffed by Oregon Cascades West Council of Governments

Notes from March 26, 2015 CWACT Meeting

1. CWACT 2015 Executive Committee Members Selected

The following people will serve on the CWACT 2015 Executive Committee:

Roger Nyquist-Linn County (CWACT Chair)	Doug Hunt-Lincoln County
Jay Dixon-Benton County (CWACT Chair Elect)	Rocky Sloan-City of Philomath
Doris Johnston-Linn County Private Sector	Amy Ramsdell-ODOT Region 2
Bill Bain-Lincoln County Private Sector	

2. ODOT State Transportation Improvement Program (STIP)

ODOT Area Manager Amy Ramsdell provided background information regarding the Statewide Transportation Improvement Program and the development of the 2018-2021 STIP.

ODOT's four year capital improvement program is updated on a two (and sometimes three) year cycle and identifies funding and scheduling of transportation projects and programs. The STIP includes all modes of transportation—roadway, transit, rail, bicycle, pedestrian and other modes (including transportation demand management).

The Oregon Transportation Commission and the STIP Stakeholder Committee provide policy and oversight on the development of the STIP.

The STIP includes two categories, “Fix It” and “Enhance” with separate but parallel processes.

“Fix-It” projects are activities that fix or repair the transportation system. The “Fix-It” project selection process is similar to prior STIPs. They are developed mainly by ODOT project managers with needs identified through an assessment of technical data, a benefit cost analysis and the ability to leverage resources. ODOT shares its proposed “Fix-It” projects with local partners on an informational basis.

“Enhance” projects are activities that enhance, expand or improve the transportation system. The 2015-2018 “Enhance” program was a significant change and reflects ODOT's goal to become a more multimodal agency and make investment decisions based on the system as a whole, not for each mode or project type separately. “Enhance” project proposals are developed in partnership with local partners and stakeholders and the process begins at the local level.

Any public agency can submit a proposal for “Enhance” funding. Projects are generally developed from locally adopted transportation plans and early collaboration with ODOT staff is strongly recommended. Area Commissions on Transportation screen proposed projects, in a process that is more qualitative than in prior STIP cycles, and forward to ODOT a list equal to 150% of the available funding. ODOT staff works with project proposers to scope each project and ACTs collaborate to develop a regional list equal to 100% of the available funding. The Oregon Transportation Commission remains committed to a transparent process with significant local involvement throughout project selection.

Ramsdell indicated that ODOT will also propose several projects; unlike the relatively small number of ODOT proposals submitted for 2015-2018 STIP funding.

At this time, ODOT expects that about 80% of the state’s share of STIP funds will be allocated to “Fix-It” projects and about 20% to “Enhance” projects.

3. Report on the February 19 Oregon Transportation Commission Meeting and the March 23 meeting of ODOT Region 2 ACTs. CWACT discussion about STIP priorities

Chair Roger Nyquist provided a brief report on the February OTC meeting with the Chairs of all ACTs in the state. The discussion was a follow up to the October meeting of the OTC and all ACT Chairs.

The ACT Chairs specifically discussed the balance of the “Fix-It” and the “Enhance” funding. Chairs provided a clear message regarding STIP funding: “maintain what we currently have”, noting the importance of funding the “Fit-It” program. Some Chairs indicated the importance of the state system was not emphasized enough in the 2015-2018 “Enhance” program.

Nyquist also reported on the March 23 meeting of the Chairs and Vice Chairs of the four Region 2 ACTs to discuss considerations and priorities for the review and selection of projects. The participants selected three general highest priority elements to take back to their ACT members to discuss:

- Safety
- Efficiency (“value to taxpayers”)
- Bundling (leverage with local partners and/or linkage to “Fix-It” and other projects)

Following a discussion by CWACT members, there was consensus that these three priority elements should be used by the CWACT TAC, CWACT and the Region 2 “Super ACT” (the four ACTs in Region 2) review committee in prioritizing proposed 2018-2021 “Enhance” projects.

Nyquist also reported that Region 2 STIP staff asked the ACT Chairs and Vice Chairs whether 25% of the Region 2 “Enhance” funds (an estimated \$15 million of the total \$60 million currently estimated to be available to fund “Enhance” projects in 2019, 2020 and 2021) should be set aside (“off the top”) to fund a “large project” in Region 2.

Members discussed examples of safety projects and other projects which could be funded in the range of \$1 million to \$5 million; compared with a single \$15 million project. The 35 mile I-5 median cable barrier, with a construction cost of about \$4 million, was discussed as an example of a very important safety project. The consensus was not to set aside 25% of the Region 2 “Enhance” funds to a “large project”.

4. ODOT Rough Roads Ahead Report

Amy Ramsdell discussed with members ODOT’s recently published *Rough Roads Ahead: The Cost of Poor Highway Conditions to Oregon’s Economy*.

To better understand the economic impacts of deteriorating roads ODOT used a sophisticated model that integrates transportation, land use and economic activity to compare how Oregon’s economy performs when the transportation system is maintained in good condition versus how it performs when the system conditions deteriorate.

The report indicates deteriorating highway conditions will impact Oregon’s economy in a number of ways including:

- Higher cost to repair infrastructure. The cost of returning deteriorated bridges and pavement to good condition is many times higher than keeping them in good condition through proper maintenance.
- Safety impacts. Pavement in poor conditions creates hazardous conditions such as hydroplaning and vehicle damage from potholed surfaces.
- Bridge restrictions will impact transportation costs. Weight restricted bridges will impact the flow of truck freight, forcing lengthy detours and requiring smaller loads spread across more trucks.
- Oregon firms will be less competitive. Over time, higher transportation costs will reduce the ability for Oregon firms to compete in a global marketplace.
- Increase traffic congestion. As the transportation system deteriorates, highway investment will shift away from Enhance projects that address bottlenecks to Fix-It projects which address more urgent needs. This will likely increase congestion and reduce travel time reliability.

ODOT estimates it would take an additional \$405 million per year (constant dollars) to keep the state highway system in its current condition.

5. ODOT Construction Project Update

Amy Ramsdell distributed a status report on construction projects in each of the counties. She particularly noted:

The I-5 project to install 35 miles of median cable barrier. An additional area was added to the project, extending the completion date by a short period. The project is expected to be finished by the end of April.

The OR34/US20 South Bypass-Riverside Drive project in Corvallis/west Linn County. Construction has started on the Third Street improvements and the multi-use path on the north side of OR34 between Peoria Road and Riverside Drive.

The US20 Pioneer Mountain-Eddyville project. Using savings from construction contracts in the past two years (and remaining within the budget for the total project) ODOT will straighten the curve on the western edge of the original boundary of the project. This will require blasting and ODOT is reviewing options and schedules with local partners to minimize the impact to travelers.

6. ODOT Planning Update

Valerie Grigg Devis distributed an update on 15 planning projects in the CWACT area, in addition to 5 statewide planning initiatives. She indicated 5 grant applications have been received for Transportation and Growth Management program funding and local jurisdictions still have time to submit an application. Most of the applications relate to Transportation System Plan updates. She also distributed an overview of state and federal transportation funding opportunities for local government.

The construction and planning updates were also forwarded electronically to CWACT members and CWACT TAC members. Copies are also available by contacting Mark Volmert.

Next Executive Committee meeting: April 23

Next CWACT meeting: May 28

For additional information or to provide comments and suggestions please contact:

Mark Volmert (541) 924-8430 mvolmert@ocwcog.org

CWACT website: ocwcog.org/ccbindex.asp?ccbid=101

MONTH END RECAP

		MARCH 2015				
	REVENUE	EXPENDITURES	YTD	%	Unexpended	
1 GENERAL	\$ 12,511.87	\$ 50,986.48	\$ 463,956.92	43.72%	\$ 597,343.08	1
2 WATER	\$ 23,629.11	\$ 30,309.26	\$ 252,763.03	24.72%	\$ 769,936.97	2
3 SEWER	\$ 26,311.59	\$ 13,606.15	\$ 341,098.95	48.50%	\$ 362,151.05	3
4 STREETS	\$ 11,628.91	\$ 5,307.15	\$ 90,883.75	17.19%	\$ 437,816.25	4
5 WATER BOND	\$ -	\$ -	\$ -	0.00%	\$ 77,678.00	5
6 SEWER BOND	\$ -	\$ -	\$ 332,072.00	80.17%	\$ 82,154.00	6
7 SEWER DEBT FEE	\$ 10,804.29	\$ -	\$ 96,344.52	77.08%	\$ -	7
8 BUILDING & EQUIPMENT	\$ -	\$ -	\$ 41,050.08	8.93%	\$ 418,549.92	8
9 WATER RESERVE	\$ -	\$ -	\$ -			9
10 HOUSING REHAB	\$ -	\$ -	\$ -			10
11 WATER SDC	\$ 2,093.00	\$ -	\$ -			11
12 SEWER SDC	\$ 5,160.00	\$ -	\$ -			12
13 STORMWATER SDC	\$ 1,968.00	\$ -	\$ -			13
14 BIKEWAY/PATHS	\$ 66.79	\$ -	\$ -			14
15 LIBRARY TRUST	\$ -	\$ -	\$ -			15
16 CEMETERY	\$ 1,000.00	\$ -	\$ -			16
17 TRANSIENT ROOM TX	\$ -	\$ -	\$ -			17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -			18
19 LAND ACQUISITION	\$ -	\$ -	\$ -			19
20 COMMUNITY PROJECTS	\$ -	\$ -	\$ 11,070.00	7.90%	\$ 129,030.00	20
	\$ 95,173.56	\$ 100,209.04				

KeyBank Accounts

General	\$ 98,613.81	2014-2015	YTD	% of Total
Utility	\$ 19,150.00	Appropriated	\$ 1,532,894.73	29.60%
Park	\$ 4,650.00	DEBT Payments		Totals
Court	\$ 4,008.08	Water	\$ 54,928.00	
		Wastewater	\$ 396,307.00	
Oregon State Treasury	\$ 4,287,507.72	Total Debt		
Community Improvements	\$ -	Water	\$ 1,349,225.00	
		Wastewater	\$ 12,371,610.00	
		Total	\$ 13,720,835.00	