



CITY OF BROWNSVILLE

Council Meeting

Tuesday – December 17th, 2013

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, December 17th, 2013

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: November 26th, 2013
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Central Linn Recreation Center Agreement Review – George Frasier
 - B. Chamber of Commerce Agreement Review – John Morrison
 - C. Community Gardens Agreement – Calapooia Food Alliance
- 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. O 741: Noxious Weeds Revision (*Second Reading*)
 - B. Proclamation (*Jim Mayer*)

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

10) ACTION ITEMS:

- A. Authorize Central Linn Recreation Association Agreement
- B. Authorize Chamber of Commerce Agreement
- C. Authorize System Development Request For Proposals

11) DISCUSSION ITEMS:

- A. Erwin Consulting & GR-12 Next Steps
- B. Urban Growth Boundary & the Linn County Commissioners
- C. Weapons Discharge Language
- D. Senior Living Facility – Town Hall Concept
- E. November Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



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November 26th, 2013

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

PUBLIC: Anne Hankinss, Don Leber, Karama Billick, Librarian Sherri Lemhouse, Angela Pellerin, Debbie Berry and Lorraine Still from the Eugene Kennel Club.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell would like Council to add the Historic Registry & Downtown Discussion to the agenda, and to postpone Public Hearing Item 6) C - Central Linn Recreation Association Agreement Review until the January meeting.

MINUTES: Council reviewed the minutes of the October 22nd & October 29th, 2013 meetings. *Councilor Cole moved to approve the minutes as presented. She also complimented Tammi Morrow, Administrative Assistant, for doing a great job with the minutes. The motion was seconded by Councilor Van Sandt and was approved unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

Bi-Mart Willamette Country Music Festival (BWCMF) – Anne Hankins, Karama Billick, and Don Leber were present to discuss the 2013 BWCMF. Ms. Hankins reported that they had a very successful year on many fronts. The new alcohol policy made the camping areas much better, traffic was improved dramatically, and the Festival has received glowing reports from the local authorities. Ms. Hankins also reported that they are 90% done with the planning for the 2014 event. They will probably have a January hearing with the Linn County Commissioners and will present to them a structured growth plan similar to last year's plan, and will ask for a two-year permit. They are projecting to ask for an increase of attendees to 18,000 this year, with structured growth for the next year. Ms. Hankins stated that they do not want to overgrow the property. They did increase security by 7,700 hours this year. Ms. Hankins also discussed the new Cape Blanco event planned this year on the Southern Oregon Coast. By combining the two events, the BWCMF is able to save substantial funding by cutting their costs with production and artists. This year they donated \$58,000 in tickets to the Sharing Hands gift baskets program alone. Councilor Cole inquired as to whether they were in need of permanent structures at the Brownsville event. Ms. Hankins assured Council that they acknowledge that the Brownsville event is held on EFU (Exclusive Farm Use) land, and that no permanent structures are allowed, and they operate within those parameters very well. She said that these events are operated as a build-out operation. The festival moves in, builds the "city," and then removes all structures. Don Leber, from Bi-Mart, talked about advertising. The Brownsville event is becoming very well known all over the country. Mr. Leber stated that the Festival will continue to bolster and market our area in terms of the real estate market, tourism, etc. He thanked Council for their support over the last few years, and stated that we are stronger together than independently. Mr. Leber encouraged Council to reach out to them for help if they needed it. Councilor Cole stated that she could really see what the



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Festival has done for the Brownsville community, local schools, and various other organizations. It feels like we are really becoming a partnership, and that things are headed in the right direction; she has heard a lot of positive feedback.

Eugene Kennel Club (EKC) – Angela Pellerin and Debbie Berry were present to discuss the EKC event. They are co-chairs of the event this year. They are working on growing their event, and it is getting better each year. They will continue to try to get more commerce for city businesses, perhaps by offering a 10% coupon off for local restaurants, etc. The Brownsville venue has really changed their event – it has turned into a less serious, more fun event. They likened it to a “Norman Rockwell” setting. They are very much looking forward to another great year in our park this upcoming Summer and expressed their appreciation to Council for making it happen. *Councilor Cole moved to authorize Mr. McDowell to sign the annual contract with the Eugene Kennel Club. Councilor Boyanovsky seconded the motion, and it passed unanimously.*

Central Linn Recreation Center – Mr. McDowell reported that this item will be tabled until Mr. George Frasier can be present at Council to provide a report in January.

Library Advisory Board Manual– Librarian Sherri Lemhouse presented her report to Council. It was her birthday, so Council sang Happy Birthday to her. Ms. Lemhouse reported that she has been the librarian for 5 years. She discussed the past, present, and future for the Library. In February 2011 the Library went electronic! Yay! Ms. Lemhouse has increased the programs from 1 when she started to about 16 scheduled programs next year. Storytime, Summer Reading Program, Book Club, Stitchery Group, Genealogy are some of the featured programs. Ms. Lemhouse closed her report with the statement, “Brownsville Welcomes You Home, Come to the Library and meet everyone else!” Council expressed their appreciation of Ms. Lemhouse’s work at the Library, and making it such a great thing for our community. *Councilor Van Sandt made a motion to pass the revised Library Advisory Manual. Councilor Cole seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **Sheriff’s Report.** Sergeant Brad Kelley reported that LCSO will have an open south county position soon. Our regular deputies are Officers Putney, Rossiter, and Sutton. In regard to the BWCMF – the Sheriff’s Office reports that from their standpoint, it was a great event this year. It was a much better atmosphere, and folks felt a lot safer.
2. **Public Works.** Mr. Frink was on vacation, so Mr. McDowell made a Public Works report to Council. There was a water leak this weekend, but it was handled well by Staff. An employee was injured, but all is well on that front. The leaf collection in the Park will start next week. The Church of Latter Day Saints has offered to assist in this cleanup project. They also do cemetery work for the City periodically. Mr. McDowell reported that an infiltration pump has failed (reference R 721), and that Staff would like to replace the other pump before it fails as well. Christmas lights will be going up next week. Public Works Superintendent Karl Frink is still working out the details with The Automation Group on the Water Treatment Plant computer. The Public Works crew is working well together.



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3. Administrator's Report. Mr. McDowell thanked Sergeant Kelley for his assistance in dealing with some abandoned vehicles in town, and Mayor Don Ware & Councilor Shepherd for their help at the front desk relieving Staff as necessary. *1044 Pine* – Mr. McDowell informed Council that he and Ms. Morrow had gone out and visited with Diana Young about their unsafe structure at 1044 Pine. Mrs. Young stated that she and her husband had been talking about their options. Mr. McDowell requested that they submit a plan for the repairs by Christmas complete with a timeline. *382 Kirk* – Mr. McDowell and Ms. Morrow also visited with Colleen Garrison. A cleanup plan was mutually agreed upon, with the freezer on the front porch being tarped until next summer when it will be moved into the back. *613 Kay Street* - Mr. McDowell and Ms. Morrow then continued on to visit with Wendy Houtz. This property has been posted. The Houtz requested an extension, which we granted until January 8th, 2014 (approximately a 6-week extension). Discussion ensued about what items would need to be removed by the extension date. *305 Kirk* – Mr. McDowell reported that the City had issued an RV permit for this property. The permit expires on December 5th, 2013. If RV is not moved, or closed up (no longer anyone living in it), the City will post a cease and desist letter and will proceed through the Court process if needed. Mr. McDowell is also in possession of a 56 page report from LCSO about ongoing problems at this address. The City has been approached by Steve LaCoste about taking possession of the west end of Kay Street. This street has many drainage issues, and until the existing problems are corrected, the City is not interested in taking possession of the street. Don Lyon will be taking over as coordinator of the Farmer's Market. We have allowed them space in the red barn on Park to store supplies, materials with a follow-up meeting to happen in early January 2014. The space they are using has increased substantially from what was agreed upon. Mr. McDowell had a meeting with them, and some improvements will be made to the building, and the footprint reshuffled so that the building can be a dual-use building again. *Historic Registry* – Mr. McDowell reported that he had contacted Joni Nelson and asked her to come to Council and present her ideas on the Historic Registry. Ms. Nelson really wanted to take the matter to Chamber first, not Council. Mr. McDowell reminded Council that town hall meetings have worked well in the past and that might be the right course of action on this matter. All downtown business owners and other interested parties would be invited, so everyone would get a chance to express their opinion and hear all of the information at the same time. Councilor Cole stated that she thought this was just an exploration on Joni's part, there is no formal plan yet, and that a town hall meeting might be a great second step in the process. Mayor Don Ware commented that that he hoped the downtown business owners would show up at a town hall meeting as they could be key to supporting and passing this proposition. Mr. McDowell reported that he has an OPRD Grant Advisory Committee on Tuesday. He is undecided whether or not he will continue on this Board, he will need to feel that his time spent on this Committee will be beneficial. Mr. McDowell reminded Council that the annual Christmas Party is scheduled for December 6th, 2013 at 6:30 p.m. in the Community room at City Hall.
4. Library Report. No comments.
5. Court Report. No comments.



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6. Council Comments. No comments.
7. Citizen Comments. No comments.

LEGISLATIVE:

1. R 721: Miscellaneous Transfers (Infiltration Gallery Pumps). Councilor Cole made a motion to approve R 721 as presented. Councilor Van Sandt seconded the motion and it passed unanimously.
2. O 741: Noxious Weeds Revision (First Reading). Councilor Gerber made a motion to read by title only. Councilor Cole seconded the motion and it passed unanimously.

ACTION ITEMS:

1. Brownsville Chamber of Commerce Request. The City has received an invoice from the Chamber of Commerce for the summer flower baskets. Mr. McDowell had asked them for a bill so that the City could help defray their costs. He suggested that the City could put this into an MOU format each year if Council would like. Councilor Shepherd would like the invoice to read "Flower Baskets" instead of "Charge for some of the watering for flower baskets". Councilor Gerber made a motion to approve this expenditure with amended invoice, and to add this arrangement into MOU form annually. Councilor Cole seconded the motion and it passed unanimously.
2. Conditional Use Applications. Mr. McDowell requested Council approve two temporary Conditional Use Permits for Home Occupations due to the Planning Committee being unable to meet until January. Mr. McDowell has talked to a few members of the Planning Committee and informed them that these temporary Conditional Use Permits in no way reflects the City's standing or authority to authorize Conditional Use Permits. Councilor Cole made a motion to allow these temporary Conditional Use Permits to allow the businesses to continue to operate until their January Planning Commission Hearing. Councilor Boyanovsky seconded the motion and it passed unanimously.
3. Authorize Park Caretakers Advertisement. Councilor Cole made a motion to authorize Mr. McDowell to advertise locally to fill the Park Caretaker position. Councilor Shepherd seconded the motion and it passed unanimously, with Mayor Don Ware abstaining stating conflict of interest.
4. Resolution Renumbering Proposal. Mr. McDowell presented a proposal to begin a new resolution renumbering system. The resolution numbers will start with the four digit year, and then a sequential number after that. Councilor Cole made a motion to approve the new Resolution Numbering System. Councilor Van Sandt seconded the motion and it passed unanimously.



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DISCUSSION ITEMS:

1. CLSD & Calapooia Food Alliance – Community Garden Agreement. Mr. McDowell reported that this agreement comes up in March, but generally the City starts working on it in December. This will be the third year of the agreement. Participants in the agreement are the Calapooia Food Alliance and the Central Linn School District as the garden is on their property. The City provides water for the gardens up to a certain limit, and also installed the meter. Councilor Van Sandt would like to invite them to the next meeting to discuss the garden. Councilor Shepherd stated that he gets a lot of negative feedback about the unsightly condition of the gardens at times. Council agreed for Mr. McDowell to go forth on this agreement.
2. Economic Development Process. Mr. McDowell reviewed current economic development growth. McFarland Cascade is moving forward with their operation on the southwest section of town. As discussed last month, their improved utilities will set Brownsville up for economic development out there for a number of years to come. Mr. McDowell stated that economic development is challenging in the State of Oregon. The Department of Land Conservation & Development dictates what the City can and cannot do to a great degree; that given, Brownsville has positioned itself as well as possible with the circumstances. The town is in the process of elongating and re-developing on the south side with the new Dr. Glenn building, Bramble House, and Kirk's Ferry all out on Highway 228. It really is a very exciting time.
3. Weapons Discharge. Mr. McDowell reported that Council had discussed briefly last month the need to revisit the Weapons Discharge policy in the Brownsville Municipal Code. He would like some feedback from Council before moving forward with any proposed changes. As he stated last month, our insurance company has indicated that they would like us to be more proactive with our Brownsville Municipal Code language by re-instating the permitting process for weapons discharge. Their main concern seems to be the size of the lots with high powered weapons discharge (such as bows and arrows). Mr. McDowell remarked that we are not necessarily going for a certain size lot, or a permit fee, Council just needs to set some parameters. Councilor Cole stated that if this is what we are being advised to do this, Council should definitely listen. McDowell will bring back some options for consideration at the next meeting.
4. October Financials. Discussion called for, no questions were asked.

CITIZEN COMMENT: None.

COUNCIL COMMENTS: Mr. McDowell informed Council that the State Mortuary Board has requested information on plots sold, ashes scattered, etc. Mr. McDowell also distributed to Council a letter from Linn County regarding medical marijuana dispensaries. Mr. McDowell reported that he will monitor and report back to Council on these issues.



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EXECUTIVE SESSION: The Council adjourned to Executive Session at 8:32 p.m. pursuant to ORS 192.660 Section (e) and (i).

Mayor Ware & Council returned to Regular Session at 8:44 p.m.

Councilor Gerber made a motion to exercise the quitclaim deed on the Old Leo Haney property from the Marchbanks' development. The motion was seconded by Councilor Shepherd and the motion passed unanimously.

ADJOURNMENT: *Councilor Van Sandt moved to adjourn, with Councilor Shepherd seconding the motion.* The meeting was adjourned at 8:45 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

December 17th, 2013

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

Reminder: I have added new section headings in an effort to assist you in preparing for the upcoming meeting. Please refer to the centered, bold sections for information contained under each of those headings. 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.



The most prepared are the most dedicated."

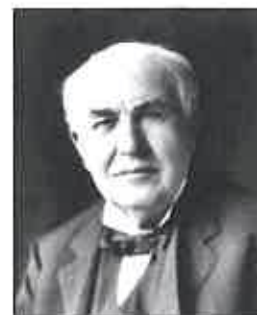
– *Raymond Berry*

"Opinions are made to changed – or how is the truth to be got at?"

– *Lord Byron*

"Discontent is the first necessity of progress."

– *Thomas Edison*



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

Central Linn Recreation Center Agreement Review – This agreement looks a lot like the one Council authorized four years ago. We articulated a few things just to make everything more clear in terms of responsibility. I will address any questions the night of the meeting as President George Frasier will be on hand to give a short presentation about the Rec Center.

Chamber MOU – President-Elect John Morrison and I met last week to finalize the details of the agreement. Most of the changes were minor, but we did add a three year term to the agreement and included additional language in the Recitals section to incorporate a broader scope of interaction with the Chamber due, primarily, to the closure of City streets. *From last meeting:* President Addison has been authorized by the Executive Board to execute the agreement. Addison and I still need to have a conversation to finish the details. This item will be reviewed at the December Council meeting.



From last meeting: I recently met with Chamber President Aimee Addison to review the issues I reviewed with Council at the September 24th, 2013 Council meeting. We have incorporated nearly all of those suggestions into the body of the agreement. The next step is for the initial draft to go through the Chamber Board. I hope to have the details finalized for the December Council meeting.



CLSD, Calapooia Food Alliance & the Community Garden Agreement – Steve Brenner will be on hand to give a report and answer questions about the gardens as requested by Council at the last meeting.

From last meeting: Time has come once again to approach the School District about the agreement for the gardens behind the District Office. Council will be asked if the City wishes to continue the program and proceed with the required review.

System Development Charges & Request for Proposals – Council is being asked to authorize the City Administrator to begin exploring firms who would re-tool the City's System Development Charge system and structure.

Ordinance 741: Weed Ordinance (Second Reading) – I have made the changes as recommended by Council at the last meeting. The only thing changing is the date for fields to be harvested. Please refer to the ordinance for more information.

Active: GR-12 Update – Please find the enclosed report from Jon Erwin. Council will be discussing next steps at the meeting. *From last meeting:* City Engineer Jon Erwin brought in a well testing company and pumped the GR 12 site on October 15th, 2013. Mr. Erwin is happy to report that the well tested at a higher level than what is listed on the water right. Erwin is currently working on a proposal along with cost estimates for the implementation of this water source.

Pending: Linn County Planning & Building Department Proposal Update – I will provide an oral update for Council on this item. *From 11.26.2013 meeting:* Enclosed in the packet is the letter that was sent to Robert Wheeldon regarding Council's clarification questions from his letter earlier this summer regarding an Urban Growth Boundary (UGB) adjustment for the Bi-Mart Willamette Country Music Festival (BWCMF). The City is still waiting to hear an official response from the County.



Weapons Discharge Policy Draft – Enclosed you will find a report that attempts to articulate what Council discussed at the last meeting regarding possible changes.

From last meeting: Council indicated at last meeting that a review of the bow and arrows ordinance change would be done this month. I have included a report from May 25th, 2010 which includes the old language along with City Insurance Agent Mike Hoyt's e-mails. I also included the minutes from the meeting when the ordinance was passed. I thought it would be best to discuss changes, if any, in a general sense before I start crafting any official language.

Senior Living Facility – Mayor Ware would like to revisit the idea of creating a senior living facility. Mayor Ware would like to have Council consider a Town Hall meeting or maybe even creating a sub-committee to study the possibilities further.





Economic Development Process – I feel a need to review a few concepts with Council so I have included a Zoning Map for you in the packet that we will review at the meeting. Below are some key concepts for understanding this process and remembering where we are:

Key Concepts & Definitions

Council has been discussing several different economic development concepts over the last several months. All of these topics are interrelated so in an effort to keep everyone on the same page, I thought I would endeavor to review the topic.

Council has been discussing a possible expansion of the Urban Growth Boundary (UGB) as part of a possible annexation west of town, the Linn County Commissioners' have requested that Council consider an UGB extension and legislative action has been taken in an effort to redevelop System Development Charges.

Oregon Senate Bill 100 – The **Oregon Land Conservation and Development Act of 1973**, formally Oregon Senate Bills 100 and 101 of 1973 (SB 100 and SB 101), were pieces of landmark legislation passed by the Oregon State Senate in 1973 and later signed into law. It created a framework for land use planning across the state, requiring every city and county to develop a comprehensive plan for land use. SB 100 expanded on Senate Bill 10 (SB 10) of 1969. This legislation created the Oregon Land Conservation and Development Commission (LCDC), which expanded on the statewide planning goals of SB 10.^[1] It also established the Oregon Department of Land Conservation and Development.

Urban Growth Boundary – An **urban growth boundary**, or **UGB**, is a regional boundary, set in an attempt to control urban sprawl by mandating that the area inside the boundary be used for higher density urban development and the area outside be used for lower density development. Oregon passed the requirement in an effort to preserve farmland.

Department of Land Conservation & Development (DLCD) – This is referred to in the definition for Oregon Senate Bill 100; it is the "new" renamed State agency that regulates all growth in the State of Oregon. The DLCD has specific requirements and procedures that must be met before a municipality can take action on land use issues.

Annexation – is the permanent acquisition and incorporation of some territorial entity into another geo-political entity (either adjacent or non-contiguous). The State of Oregon does not allow municipal corporations to annex land. Petitioners must come to the City with a plea for annexation, Council would have to legislatively accept the annexation and then it would have to be ultimately approved by the DLCD. In many cases, cities have to expand their UGB in an attempt to accept more land into city boundaries. Revisions to UGB's can be very costly.

Zoning – is a device of land-use planning used by local governments in most developed countries. The word is derived from the practice of designating permitted uses of land based on mapped zones which separate one set of land uses from another. Zoning may be use-based (regulating the uses to which land may be put, also called functional zoning), or it may regulate building height, lot coverage (density), and similar characteristics, or some combination of these. Similar urban planning methods have dictated the use of various areas for particular purposes in many cities from ancient times.



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

Water Rights – The City has received a few notices about updating two of the City's water rights. Jon Erwin is currently investigating the next steps. The City may also be using Schroeder Law, Portland, with any technical, legal issues.

Housing Rehabilitation Loans – Staff has been busy with a few payoffs around town.

STATUS UPDATES – Projects, proposals and actions taken by Council



Active: Central Linn Rec Center Flooring – Mike Sossie has been hired to take care of the floor maintenance in April of 2014 per the regular maintenance plan as adopted in 2012.

Active: Unsafe Structures (Pine Street) – *From last meeting:* Administrative Assistant Tammi Morrow and I met with Diana Young at her property to discuss the two structures at her rental property at 1104 Pine Street. Mrs. Young explained that they (husband) were planning on demolishing the larger structure and repairing the smaller structure. Our goal was to seek a plan instead of going through the formal process as outlined in the Brownsville Municipal Code. We have asked Mrs. Young for a plan and a timeline for the repairs. We will continue to try to work cooperatively with Mr. & Mrs. Young.

Active: Picture Contest & New Touches – The City is working with the Brownsville Art Association to get some pictures from town to hang in the hallway in City Hall. Staff recently finished a project in the upstairs foyer in front of Council Room as well as framing several other informational pieces relating to building usage and safety. Curtains were recently added to the back of the building and the exhaust fan was finally properly enclosed with the help of Ms. Morrow, Public Works & Michael Worthing. Fitzpatrick Painting will be visiting the City again in the Spring to paint the chimneys at City Hall and the Rec Center as well as the fire siren at City Hall.



Active: Historic Registry & Downtown Buildings Update – *From last meeting:* Mrs. Joni Nelson and I had a conversation about this topic on November 1st, 2013. Joni wants this to be a grass roots effort through the Chamber of Commerce. She told me that she does not want to come to Council. She indicated that she has talked with Sharon McCoy, John Morrison and Aimee Addison who all support the idea. I asked her if she has talked to Victor Carlson, Steve LaCoste, Joe Ervin, Joe DeZurney, Bob Anderson, Kelly Corbett and Al Cieri who actually own most of the buildings as was discussed at Council meeting. She said that she has not just yet, but is preparing to have a representative of the State come to the January Chamber of Commerce meeting to discuss the program and the process. Joni wants everyone to understand the benefits of adopting such a program which could include additional signage on I-5.



Suggestion: Council has been very successful executing Town Hall style meetings over the course of the last several years. Examples include use of the space vacated by the Fire Department, the creation of new restrooms in Pioneer Park and the Calapooia River erosion concern to name a few. In each of those cases, the City sent letters to all interested parties and stakeholders and put an advertisement in The Times. The outcomes from each of those meetings was very positive.

Council will be responsible for passing any legislation or providing any matching money that may be needed if "grant" money is available – not any other community partner. I have placed some information about the program in the packet for your review.

Active: CIS & the Affordable Care Act – *From last meeting:* Mayor Ware, Councilor Van Sandt, Administrative Assistant Elizabeth Coleman and I attended/hosted the League of Oregon Cities Region III meeting at Kirk's Ferry earlier this month. CIS Executive Director Lynn McNamara was the guest speaker discussing the impacts of the Affordable Care Act on small municipalities. Mrs. McNamara's message was vastly different than the one received two months ago at a CIS training in Lincoln City. I have attached the handout from the meeting for your review and will continue to keep Council abreast of the changes and requirements. Soon I will be asking Council to make a few policy changes in an effort to keep everyone on the City's traditional plan. Council may decide to change that policy later, however until we can fully determine the impacts of the necessary changes this decision will be in the best interest of all employees.



Active: McFarland Cascade Update – Mayor Ware has executed the document and we have forwarded it to McFarland. There are still several items that will need to be completed through the installation of the utilities this upcoming construction season.

Active: Distribute R 718 – *From last meeting:* Staff will be preparing and distributing the resolution and a cover letter before the first of the year.

Active: Mortuary Board Report & Audit – *From last meeting:* The City received information from the Board about providing information for an audit of the cemetery. Staff is currently working on the necessary documentation and information request.

Red Barn Initiatives – Kathleen Swayze indicated that they are still working on the space but have been met with additional challenges with the weather. *From last meeting:* On January 15th, 2013, I met with Don Lyon & Kathleen Swayze of the Calapooia Food Alliance to discuss entering into a Memorandum of Understanding for the use of the Red Barn. The City would like to reclaim the space for operations and equipment. I will provide an oral update at the meeting.

Active: Sweet Home Sanitation Residential Service Requirement – *From last meeting:* I have contacted Scott Johnson and they will be working on a proposal for Council's consideration at a future meeting.

Active: Houtz Report & Update – Some progress has been made.

Active: City Hall Restoration – *From 11.26.2013 meeting:* Public Works Superintendent Karl Frink and I have developed specifications for the work in front of City Hall. The City will be contacting a few contractors to review the project. The City would like the project to be completed by the middle



of June. Council may recall this has been discussed at several past meeting and during the Budget Committee meetings and with the Brownsville Art Association when their agreement was renewed. The City will be redoing the concrete in front of the building, adding grass, adding seating underneath the existing tree, street parking, irrigation and drainage among some of the components.

Active: Water Treatment Plant Computer System – Public Works Superintendent Karl Frink has been working diligently to get this issue resolved with The Automation Group (TAG) meeting with Owner Eric Wick recently. Mr. Wick was embarrassed about TAG's performance to date and assured Mr. Frink that the services would be delivered to the City's satisfaction.

Continuance: The City has held back a portion of the final payment until this project is completed to the City satisfaction. Mr. Frink will be providing an update.

From last meeting: Public Works Superintendent Karl Frink has been dealing with the fact that the computer system completely failed on May 13th, 2013. Staff was able to bring the computer system back online May 22nd, 2013. Mr. Frink is still working out the all of the details to ensure that our contract with TAG is complete and correct.

Active: ODOT Permitting Application – The City has been served by Permit Specialist Lynn Detering and we are very close to having an official agreement in place. *From last meeting:* Staff is still waiting on the exact paperwork from the State. Council authorized this item at the September 24th, 2013 Council meeting.

Active: Finance Outcomes – Boldt, Carlisle & Smith are putting the finishing touches on the audit. *From last meeting:* Staff has entered the Adjusting Journal Entries and Boldt, Carlisle & Smith's are finalizing their reports for the Fiscal Year 2012-2013 audit.

Active: Visit Linn Coalition (VLC) Update – The meeting was cancelled due to inclement weather.

From last meeting: I have been busy coordinating contest efforts for promotion of the Trails to Linn website. The Oregon Jamboree and the Bi-Mart Willamette Country Music Festival are putting on promotions on their website in an effort to drive traffic to the Trails to Linn website. It has been great to watch the two work together for a common goal.

Pending: Canal Company Update – I will provide an additional report for Council's information and review.

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

System Development Charges Review – Council has been discussing the implications of the SDC methodology and how that applies to developing properties.

Water System & Wells Policy – Council will be asked to develop policy around this issue at a later date. Staff is still attempting to gather information and determine all of the possible courses of action for Council's consideration.

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.

Pending: Central Linn School Meetings – I will have an oral update for Council. *From a past meeting:* Superintendent Brian Gardner is working toward getting this committee back together for discussions involving school related issues. Mayor Ware, Councilor Shepherd and Councilor Van Sandt represented Brownsville last year. The original idea was to bring members from Halsey, Brownsville and the School Board together to discuss common issues and identify ways to improve the School District.

WNHS Update – See new information handout. *From last meeting:* The Board recently passed a few changes to enable WNHS greater flexibility in helping clients. The City also features their information downstairs in the foyer and on the website. The group is asking Linn County to be the sponsor of the new grant application. I've enclosed some information for your review from the meeting last week. They would like to get the word out on a few programs that will help stave off foreclosures. Please refer citizens to the following websites for more information:

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

Several things are being discussed that will affect the future financial well-being of WNHS and the partnership with LCHRP (Linn County Housing Rehabilitation Program.) WNHS provides many home rehabilitation services and counseling for those in need.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sm".

S. Scott McDowell



2013 Council Goals

Who we are?

Brownsville is a City that is proud of its past while constantly improving for 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. Transparency is the focus of Council as is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute the goals and 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 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 Council Goals

- Exploring Additional Resources
 - Options include exploring the procurement of upstream water rights and other possibilities that exist in other areas of Brownsville.

Economic Development Plan

- The two chief focuses of Economic Development is 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.
- 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 School District.

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.
 - Council is reviewing requirements toward adopting a comprehensive model for proper growth and development.
 - Council is developing Public Works standards.
- Sidewalk Inventory
 - Council is actively working on developing a sidewalk program.
 - Council will determine action steps once the inventory is complete.

Capital Improvements Plan

- Water Plant & Distribution
 - Council has contracted for the repair of the Water Treatment Plant (WTP) computer system.
 - Council has budgeted for a new emergency generator for the WTP.
 - Council understands that the City is in need of a new 1.1 million gallon reservoir.
 - Council understands there are a few critical water lines that need to be replaced including the Main Street waterline.



2013 Council Goals

- Council is currently repairing the Calapooia Crossing waterline this upcoming fiscal year.
- Wastewater Treatment & Collections
 - Council has budgeted for a well for the South Plant.
 - Council understands that nearly 45% of the collection lines are need of replacement.
 - Council is aware that the Millhouse line will be a priority in FY 2014-2015.
 - 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.
 - 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.
 - 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.
 - Council encourages Staff to continually develop their professional skills and capacities as employees.
- Council Development
 - Council recognizes Council's need for additional training & development. Council will continue to improve individually in their role as community leaders working together to accomplished shared organizational goals.
 - 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.

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.



2013 Council Goals

- 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.
- 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. 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:



2013 Council Goals

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**

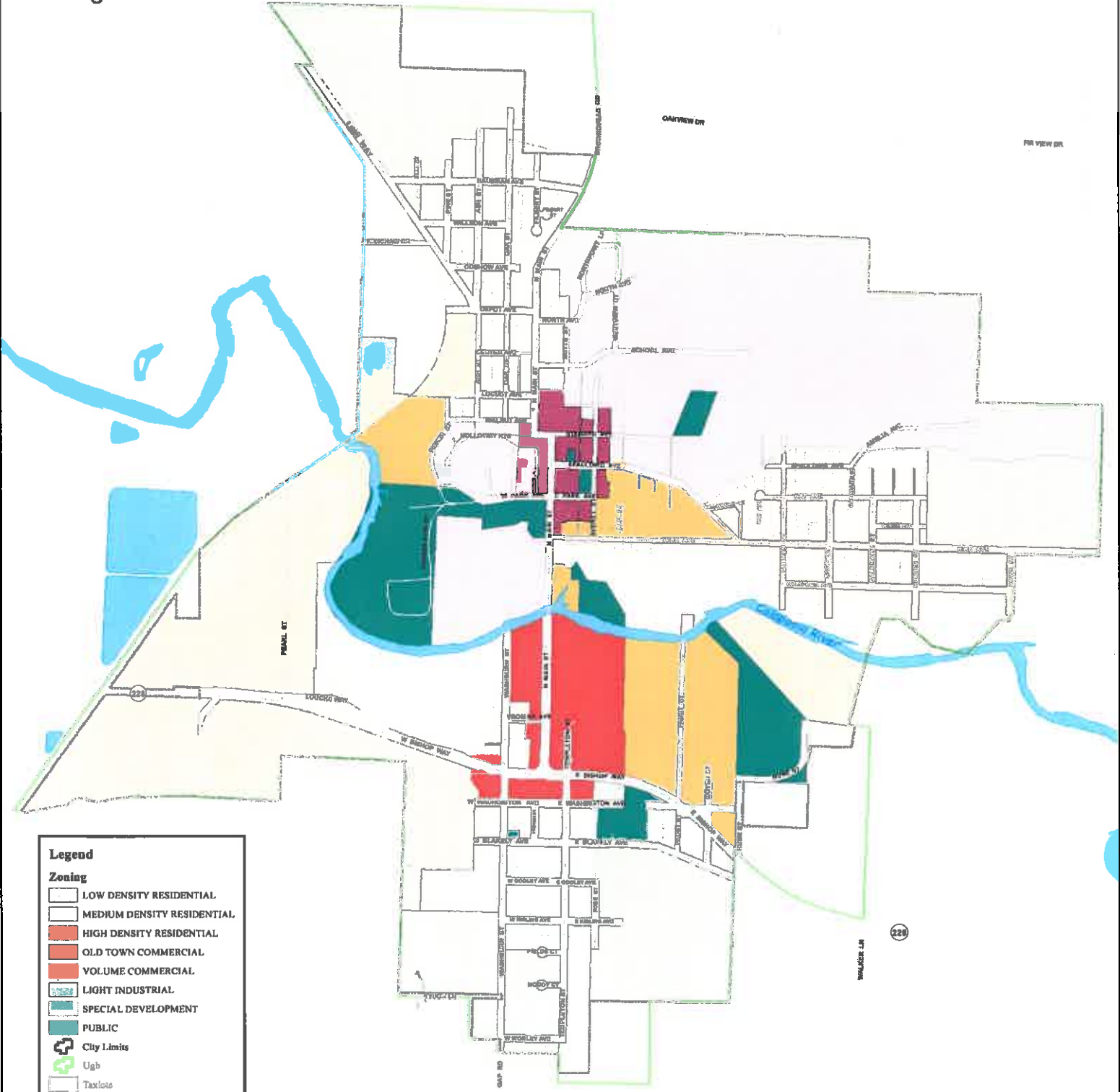
THE PROCESS OF PROGRESS

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

Zoning City of Brownsville, Oregon



Legend

Zoning

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- OLD TOWN COMMERCIAL
- VOLUME COMMERCIAL
- LIGHT INDUSTRIAL
- SPECIAL DEVELOPMENT
- PUBLIC
- City Limits
- Ugh
- Taxlots
- Rivers, Lakes
- Streets, Road, Hwys

1 inch = 600 feet



The data contained in this map was designed for assessment and planning purposes only, and not for precise, engineering-level mapping. As such, it is subject to error and/or omission, and Linn County disclaims any liability as to the accuracy or completeness of the data.





Library Advisory Board

Librarian's Report

November 2013

Mr. Smith wrapped up the most recent Genealogy Class. We are busy recruiting for the next session that will hopefully begin in January 2014. Our Friends of the Library Book Sale will begin Saturday, December 7 and continue through Saturday, December 14 during normal Library hours. Parents and Pals Story Time has grown by leaps and bounds. What started off with two children maybe has grown to an average of 15 per week! This is a wonderful example of how our Library helps our community. We are eagerly awaiting the Festival of Trees Tree for our Library. Each year Learning Tree Preschool decorates and it is always delightful to see their bright and eager faces and they place handmade ornaments on the tree. The Library Advisory Board will be hosting a Volunteer Cookie Exchange on Thursday, December 12 at 4 pm in lieu of the December Meeting. This gives our board a chance to thank volunteers that help make our Library what it is today.

Here are a few facts about our library the month of November 2013. We have received 48 new books for the library. Volunteers donated 132.25 hours to our library. There were 1,354 materials checked out. 470 adult fiction books; 183 adult non-fiction books; 99 audio books; 267 children's books; 205 junior books; 50 junior reference books and 80 large print books.

Respectfully submitted,
Sherri Lemhouse
Librarian

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR THE MONTH OF NOVEMBER 2013**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	29	3	0	32	
Violations	8	23	12	19	
Contempt/Other	26	3	0	29	
TOTALS	63	29	12	80	

BALANCE SHEET FOR THE MONTH OF NOVEMBER 2013

Court Revenue

Total Deposits +	\$ 2,420.00
Total Bail Forfeits +	\$ 260.00
Total Bail/Bank Fees -	\$ (260.00)
Total Bail Held -	\$ -
* Total Refund/Rest	\$ (25.00)
Total NSF's -	\$ -

Court Payments

City	\$1,876.00
Restitution	\$ -
Unitary Assessment	\$ 455.00
Linn County	\$ 64.00
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE

\$ 2,395.00

TOTAL COURT PAYMENTS

\$2,395.00

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 1,876.00
STATE	\$ 455.00
COUNTY	\$ 64.00

*REFUND/RESTITUTION \$ -

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 3,542.59
ENDING	\$ 2,872.59

LINN COUNTY SHERIFF'S OFFICE



Tim Mueller, Sheriff

1115 SE Jackson Street, Albany, OR 97322

Phone: (541) 967-3950

www.LinnSheriff.org

2013

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

FOR THE MONTH OF: November

TRAFFIC CITATIONS: -----	2
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	1
ADULTS CITED / VIOLATIONS: -----	1
ADULTS ARRESTED: -----	8
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	44

TOTAL HOURS SPENT IN: BROWNSVILLE 231

70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS

**Tim Mueller,
Sheriff, Linn County**

By: Sgt. Brad Kelley

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	DESCRIPTION
133330134	11/29/13	11:00:27	ALARM - POLICE	101	PARK AV	Brownsville	No Additional Report Necessary
133330131	11/29/13	10:44:56	WELF CHECK	605	KIRK AV	Brownsville	No Additional Report Necessary
133320112	11/28/13	11:12:44	WELF CHECK	701	WEBER AV	Brownsville	No Additional Report Necessary
133310367	11/27/13	21:26:20	WARRANT SERV	517	AVERILL ST	Brownsville	No Additional Report Necessary
133310385	11/27/13	21:11:02	WARRANT SERV	217	KIRK AV	Brownsville	Incident Report
133310377	11/27/13	20:40:47	DISTB-OTHER	217	KIRK AV	Brownsville	Contact Attempted/No Contact Made
133310200	11/27/13	13:06:30	MVC-NON INJURY	111	SPAULDING WY	Brownsville	No Additional Report Necessary
133310015	11/27/13	0:43:56	Tf Moving Viol	200	N MAIN ST	Brownsville	WARNING - MOVING VIOLATION
133300027	11/26/13	2:16:49	Tf Moving Viol	200	N MAIN ST	Brownsville	CITE ISSUED - DWS/NO ODL
133290030	11/25/13	18:58:25	DOG COMPLAINT	1029	PINE ST	Brownsville	CAD Report
133280089	11/24/13	8:02:05	THEFT-RPT	203	W BISHOP WY	Brownsville	Incident Report
133270385	11/23/13	22:24:04	DISTB-DOMESTIC	305	KIRK AV	Brownsville	Incident Report
133270316	11/23/13	18:56:31	WARRANT SERV	217	KIRK AV	Brownsville	No Additional Report Necessary
133270301	11/23/13	18:08:46	ASST-OUTSIDE AGENCY	217	KIRK AV	Brownsville	No Additional Report Necessary
133270108	11/23/13	8:33:33	ALARM - POLICE	200	PARK AV	Brownsville	No Additional Report Necessary
133230321	11/19/13	19:19:39	WARRANT SERV	300	FAUST ST	Brownsville	No Additional Report Necessary
133220354	11/18/13	23:15:55	SUSP-VEHICLE	298	S MAIN ST	Brownsville	No Additional Report Necessary
133220290	11/18/13	18:30:19	911 HANGUP	604	CALAPOOLA AV	Brownsville	No Additional Report Necessary
133220250	11/18/13	16:07:26	WELF CHECK	217	KIRK AV	Brownsville	No Additional Report Necessary
133220093	11/18/13	8:59:38	WELF CHECK	745	TEMPLETON ST	Brownsville	No Additional Report Necessary
133210261	11/17/13	20:57:54	VEH-RECOVERED	1029	PINE ST	Brownsville	Incident Report
133210234	11/17/13	18:58:31	WARRANT SERV	1100	PINE ST	Brownsville	No Additional Report Necessary
133210188	11/17/13	15:53:46	VEH-RECOVERED	255	N MAIN ST	Brownsville	No Additional Report Necessary
133210184	11/17/13	15:37:14	DOG COMPLAINT	1100	PINE ST	Brownsville	Incident Report
133210125	11/17/13	11:01:52	VEH-ABANDONED	400	E BLAKELY AV	Brownsville	No Additional Report Necessary
133210023	11/17/13	1:39:08	Tf Moving Viol	220	S MAIN ST	Brownsville	WARNING - MOVING VIOLATION
133210018	11/17/13	1:14:42	Tf Aggressive Driver	200	TEMPLETON ST	Brownsville	WARNING - SPEEDING VIOLATION
133200242	11/16/13	17:04:59	Tf Equipment Viol	100	PARK AV	Brownsville	WARNING - EQUIPMENT VIOLATION
133190422	11/15/13	23:25:38	Tf Equipment Viol	300	E HWY 228	Brownsville	CITE ISSUED - DWS/NO ODL
133190222	11/15/13	13:45:18	Tf Observe Susp Activity	380	KIRK AV	Brownsville	WARNING - SUSP VEHICLE/ACTIVTY
133170245	11/13/13	14:43:07	WELF CHECK	511	SPAULDING AV	Brownsville	Incident Report
133170192	11/13/13	13:02:40	FRAUD	516	WASHBURN ST	Brownsville	Incident Report
133170069	11/13/13	7:40:34	DISTB-DOMESTIC	1022	OAK ST	Brownsville	No Additional Report Necessary
133160403	11/12/13	22:28:50	DISTB-OTHER	407	KAY AV	Brownsville	No Additional Report Necessary
133160140	11/12/13	11:27:46	VIOL CITY ORD	700	TEMPLETON ST	Brownsville	No Additional Report Necessary
133160024	11/12/13	4:56:03	ALARM - POLICE	203	W BISHOP WY	Brownsville	MDT Narrative Update
133130192	11/09/13	14:10:59	DISTB-DOMESTIC	305	KIRK AV	Brownsville	No Additional Report Necessary

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	DESCRIPTION
133120333	11/08/13	20:01:06	DISTB-OTHER	305	KIRK AV	Brownsville	No Additional Report Necessary
133120076	11/08/13	9:03:52	Tf Citz Compl	200	STANARD AV	Brownsville	No Additional Report Necessary
133100148	11/06/13	10:17:18	UNAUTHORIZED ENTRY	753	TEMPLETON ST	Brownsville	Incident Report
133100136	11/06/13	9:51:00	THEFT-RPT	135	MOODY CT	Brownsville	Incident Report
133100052	11/06/13	4:46:36	Tf Speed Viol	811	N MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
133100045	11/06/13	3:21:19	SUSP-PERSON	430	N MAIN ST	Brownsville	No Additional Report Necessary
133100012	11/06/13	0:42:37	SUSP-PERSON	200	N MAIN ST	Brownsville	No Additional Report Necessary
133090354	11/05/13	20:16:01	Tf Equipment Viol	400	E BISHOP WY	Brownsville	WARNING - EQUIPMENT VIOLATION
133090217	11/05/13	13:27:30	CRIM MISCHIEF	115	MILLHOUSE ST	Brownsville	No Additional Report Necessary
133090157	11/05/13	10:47:17	WELF CHECK	511	SPALDING AV	Brownsville	No Additional Report Necessary
133080241	11/04/13	14:24:48	SECURITY CHECK	668	CALAPOOIA AV	Brownsville	MDT Narrative Update
133080209	11/04/13	13:30:06	ASST-PERSON	715	KIRK AV	Brownsville	No Additional Report Necessary
133080012	11/04/13	0:53:03	SUSP-CIRCUMSTANCES	529	ROBE ST	Brownsville	MDT Narrative Update
133060291	11/02/13	19:36:44	Tf Moving Viol	300	FAUST ST	Brownsville	WARNING - MOVING VIOLATION
133060285	11/02/13	19:06:16	WARRANT SERV	100	STANARD AV	Brownsville	No Additional Report Necessary
133060278	11/02/13	18:36:59	MISC CRIME	100	STANARD AV	Brownsville	Incident Report
133050188	11/01/13	12:26:56	DOG COMPLAINT	402	N MAIN ST	Brownsville	No Additional Report Necessary



PROCLAMATION

December 17th, 2013

**A PROCLAMATION THANKING JIM MAYER
FOR HIS SERVICE ON THE
PARKS & OPEN SPACE ADVISORY BOARD**

WHEREAS, the City of Brownsville depends on volunteers to provide many essential services for the community; and

WHEREAS, the Parks & Open Space Advisory Board performs an essential role in the community addressing issues involving City Parks and Open Space preservation; and

WHEREAS, Jim Mayer has served on the Parks & Open Space Advisory Board for many years and has brought his valuable insight, experience and wisdom in guiding the Parks & Open Space Advisory Board toward positive outcomes; and

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Brownsville, Oregon:

Thank you for your countless hours of volunteer service
on behalf of the City of Brownsville!

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor

Ordinance Revision

ORDINANCE NO. 741

AN ORDINANCE AMENDING TITLE 8 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 8, SECTION 8.30.060; NOXIOUS WEEDS

Current Ordinance Language:

8.30.060 Noxious vegetation.

- A. The term “noxious vegetation” does not include vegetation that constitutes an agricultural crop, unless that vegetation is a health hazard or a fire or traffic hazard within the meaning of subsection (B) of this section.
- B. The term “noxious vegetation” does include:
 - 1. Weeds more than 12 inches high.
 - 2. Grass more than 12 inches high.
 - 3. Poison oak.
 - 4. Blackberry bushes that extend into a public thoroughfare or across a property line, without the approval of the adjacent land owner.
 - 5. Vegetation that is:
 - a. A health hazard.
 - b. A fire hazard because it is near other combustibles.
 - c. A traffic hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous.
- C. Between June 1st and September 30th of any year, no owner or persons in charge of real property shall cause or allow to remain standing on the property noxious vegetation anywhere within the City limits.
- D. Lots and parcels more than one acre shall maintain the property around buildings and roadways as follows:
 - 1. Within 30 feet of any building or accessory structure.
 - 2. Within 20 feet of any roadway, walkway or property line.
- E. Owners and persons in charge of real property more than one acre shall have the option of baling the material from their land. Hay must be baled and removed no later than July 15th. [Ord. 718, 2009; Ord. 589 § 1, 1989; Ord. 588 § 17, 1989; 1981 Compilation § 4-5.17.]

Proposed Changes/Additions:

- E. Owners and persons in charge of real property more than one acre shall have the option of baling the material from their land. Hay must be baled and removed no later than the last day of July. [Ord. 718, 2009; Ord. 589 § 1, 1989; Ord. 588 § 17, 1989; 1981 Compilation § 4-5.17.]

Current Language:

**Chapter 9.20
Weapons Offenses**

9.20.010 Discharge of weapons.

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

Proposed Language:

9.20.010 Discharge of weapons.

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

NOTE: This change would allow the firing of bows & arrows as well as air guns including but not limited to pellet, BB & Nerf guns.

Should Council decide to not allow air guns, then the highlighted language in Paragraph B. should be deleted.

RECREATION CENTER

OPERATION AGREEMENT

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

AND: Brownsville Recreation Center, Inc. (OPERATOR)

RECITALS

- A. The City owns the Recreation Center Building and Facility commonly known as the Recreation Center located at 145 W. Park Avenue, Brownsville, Oregon.
- B. The Operator desires to operate the Recreation Center upon the terms and conditions set forth herein.

AGREEMENT

1. **Recreation Center Operation.** City hereby designates, for the term of this agreement, Operator to be the exclusive manager and operator of the Recreation Center for the purposes detailed herein. Operator hereby agrees to manage and operate the Recreation Center based on the terms and conditions of this agreement.
2. **Term.** The term of this agreement shall be for a period of three years, commencing on February 1st, 2014 and ending on January 31st, 2017. This agreement may be extended for an additional year under the same terms and conditions using an extension signed by both parties at least thirty (30) days prior to the end of the term.
3. **Purpose.** Operator shall use and occupy the Recreation Center “for public recreational purposes” as required by the property deed dated February 9, 1981, whereby School District Number 552-C granted the Recreation Center and property to the City of Brownsville. The deed can be found at the Linn County Courthouse at the Recorder’s Office in Volume 285, Page 662 and Page 663. The deed is attached to this Operation Agreement as Exhibit A.
4. **Consideration.** The Operator is providing services for the benefit of the public and no monetary sum is to be paid to or by the Operator from the City, except as provided in Paragraph 14. The Operator is also granted permission to sublet certain areas of the

Recreation Center at their discretion as articulated in Paragraph 15.

5. **Maintenance of Center.** Operator shall maintain the Recreation Center in as good a condition as it exists at the beginning of this Agreement and shall be responsible for repairs necessitated by Operator's negligence or normal wear and tear. City shall hold Operator, its officers, agents and employees, harmless from any and all claims, actions liabilities, costs, including costs of defense, arising out of or in any way related to property damage to the Recreation Center in excess of or different from the damage for which Operator has agreed to assume responsibility, except where such damage was caused by intentional acts or failures to act on the part of Operator, its officers, agents or employees. The City shall be responsible for the following items: 1) Building exterior, 2) parking lot, 3) bleachers, 4) the gym floor, 5) restroom fixtures/hot water heater, 6) heating & air conditioning, 7) smoke detectors & alarms, 8) fire extinguishers, 9) extermination services, 10) electrical, and 11) plumbing.
6. **Key.** Operator shall provide City with a key enabling City to obtain access to the Recreation Center. City shall give Operator notice before entering the Recreation Center whenever possible.
7. **Improvements and Extraordinary Repairs.** Operator shall not make any major structural changes, additions or improvement to or upon Recreation Center without the prior written consent of City, and that any such improvements so made or provided shall inure or revert to the benefit of City and become the sole property of City at the termination of this agreement as it may be extended or renewed.
8. **Assignment and Transfer.** This Agreement shall not be assigned or transferred without written consent of City.
9. **Liability Insurance.** Operator shall maintain in force for the duration of this contract an insurance policy providing comprehensive protection for all accidents or injuries which may occur during Operator's use of the Recreation Center, written as a primary policy, not contributing with or in excess of any coverage which City may carry. Such policy shall have coverage of not less than \$300,000 per occurrence for bodily injury or personal injury, and \$50,000 per occurrence for property damage, with an aggregate of \$300,000 for bodily injury, personal injury or property damage. The policy shall also contain an endorsement naming City as an individual insured and expressly providing that the interest of City shall not be affected by Operator's breach of policy provisions. A copy of each policy or a certificate satisfactory to City shall be delivered to City prior to commencement of this Agreement. Such policy shall be written on an "occurrence" form with an admitted insurance carrier licensed to do business in the State of Oregon and shall contain an endorsement entitling City to not less than thirty (30) days prior written notice of any material change, non-renewal or cancellation. Failure to maintain any insurance coverage required by this Agreement shall be cause for immediate termination

of this Agreement by City.

10. **Public Use.** Operator agrees to manage the Recreation Center without regard to race, color, sex, religion, age, national origin, or physical or mental handicap, and to charge for use of the Recreation Center only on the basis of a written rate schedule available to the public.
11. **Inspection of Records.** Operator shall provide City with an annual report of the operations of the Recreation Center. The City does have a representative appointed by Council who has the ability to review the records at any time and provide Council with operational information.
12. **Compliance with Laws.** Operator agrees to conform with all applicable laws and regulations of a public authority affecting the Recreation Center and its use, and to correct, at Operator's expense, any failure of compliance created through Operator's fault or by reason of Operator's use.
13. **Utilities.** Operator shall pay all utilities excluding electricity, water and the dedicated security system phone line. The City also provides a dumpster for use at the facility. The dumpster is provided as part of the City's Franchise Agreement with Sweet Home Sanitation.
14. **Reimbursement.** The reimbursement which City shall pay to Operator for both the management and operation of the Recreation Center and the expenses incurred by Operator in performing the services or work, shall be \$2,500 per year. Payment for such services shall be made on or before February 1st of each year.
15. **Subletting.** The Operator shall have the right to sublet or sub-lease portions of the Recreation Center that are beyond the scope of the normal rental procedure as defined by the Operator subject to the review and approval of Council. The Operator shall be solely responsible for the subletting/rental agreement, insurance and compensation for the space provided to any third party. The Operator shall require the third party to provide appropriate documentation including but not limited to insurance coverage for property and liability.
16. **Worker's Compensation.** Operator shall comply with the Oregon Worker's Compensation law by qualifying as a carrier-insured employer or as a self-insured employer and shall strictly comply with all other applicable provisions of such law. Operator shall provide City with such further assurances as City may require from time to time that Operator is in compliance with these Worker's Compensation coverage requirements and the Worker's Compensation law.
17. **Independent Contractor.** In the management and operation of the Brownsville

Recreation Center, Operator is acting as an independent contractor. The manner in which the services are performed shall be controlled by Operator; however, the nature of the services shall be consistent with Section 3 hereof. Operator is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein.

18. **Termination by City.** City may terminate this Agreement at any time during its term by giving reasons deemed sufficient by City and complying with the following procedure:

18.1. City shall give Operator notice that termination is being considered;

18.2. City shall confer with Operator;

18.3. If City determines that termination is appropriate, it shall state the reasons therefore and give Operator thirty (30) days written notice to vacate the Recreation Center.

18.4 If Operator fails to vacate the Recreation Center, City may re-enter and take possession or pursue any other remedy available by law.

18.5 Termination of this Agreement shall also terminate any contract for services provided by Operator or other arrangements as provided herein. In the event of termination of this Agreement by City because of a breach by Operator, City may complete the work either by itself or by contract with other persons. Operator shall be liable to City for any costs or losses incurred by City arising out of or related to the breach.

19. **Termination by Operator.** Operator may terminate this agreement at any time during its term without giving reasons for the termination by complying with the following procedure:

19.1. Operator shall give City notice that termination is being considered;

19.2. Operator shall confer with City;

19.3. If Operator determines the termination is appropriate, it shall give City thirty (30) days written notice of its termination.

19.4. Termination of this Agreement shall also terminate any contract for services provided by Operator. Operator's remedies upon such termination shall be limited to payment for work performed to the date of the termination.

20. **Waiver.** Any waiver of any condition of this agreement shall be in writing signed by both

parties to the Agreement. Waiver by City of a strict performance of any provision of this Agreement shall not be a waiver of or prejudice to City's rights to require strict performance of the same provision or of any other provision in the future.

21. **Notices.** Any notices required or permitted under this Agreement shall be deemed given when actually delivered or three (3) business days following deposit in the United States mail as certified mail, return receipt requested, whichever shall first occur, addressed as follows:

OWNER: City of Brownsville
PO Box 188, Brownsville, OR 97327

OPERATOR: Brownsville Recreation Center
PO Box 97, Brownsville, OR 97327

21. **Attorney Fees.** In the event action is brought to enforce any term of this Agreement, the prevailing party shall recover from the losing party reasonable attorney fees set by the trial and appellate courts.
22. **Amendment and Renewal.** The parties, having negotiated regarding the expiration of the existing Agreement within one year and related matters, agree to the amendment of the terms of that Agreement according to the terms and conditions set forth herein. The parties further agree that this amendment shall be effective immediately and that the amended Agreement shall have, subject to the terms and conditions set forth herein, a term of which shall be in conjunction with the original effective date of this Agreement.

CITY: CITY OF BROWNSVILLE

OPERATOR: BROWNSVILLE RECREATION
CENTER, INC.

By:

By:

Title: Don Ware
Mayor

Title: George Frasier
President

Date:

Date:

By:

Title: S. Scott McDowell
City Administrator

Date:



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

AND: Brownsville Chamber of Commerce (ORGANIZER [BCC])

RECITALS

- I. The City of Brownsville owns and operates Pioneer Park, a 26+ acre public park, public streets and appurtenances.
- II. Organizer wishes to utilize Pioneer Park to host several events and work cooperatively with City Hall to provide administrative support for Chamber happenings and events along with other public facilities.

AGREEMENT

1. **TERM & ORIGINATION.** This Agreement is made this 17th day of December, 2013, between the City and the Organizer shall commence upon signature and expire December 31st, 2016. The term shall be three (3) years with a one (1) year option. Any changes can be made mutually between the parties including updating the event dates from year to year.
2. **ADMINISTRATION.** The City has been providing and will continue to provide administrative support for Chamber events. The Chamber shall provide the details for all upcoming events sixty (60) days in advance as the City takes numerous phone calls and questions from the general public. If the City is providing collection services such as selling tickets for events, the BCC shall provide a receipt book and all necessary contact information for the event chair person.
3. **LOGISTICS.** The City & the Chamber worked cooperatively on beautification efforts like hanging Christmas decorations and flower baskets. The details are described below:

Christmas Decorations: The Chamber purchased new decorations (2012) at a cost of \$1,193.46. The City purchased the hardware brackets to hang the decorations at a cost of \$2,160. The City has made arrangements with Norm's Electric to hang the decorations the week after Thanksgiving. The decoration plan was to hang a banner on every other lamppost throughout town. The Chamber picked out the decorations. The banners are projected to last between five and seven years. The City and the Chamber will work in together when it is time to purchase new banners.

Flower Baskets: The Chamber decided to beautify the downtown area, Main Street between Kirk Avenue & Stanard Avenue and down Spaulding Avenue, by hanging flower baskets from the lampposts in the winter of 2008. The City's portion of this project was to fabricate and install brackets for the lampposts that could hold the baskets at a cost of \$2,730. The Chamber would be responsible for purchasing the baskets, hanging the baskets and watering the baskets during the summer. The baskets cannot weigh more than 80 lbs. or it could destroy the lamppost. The City does not hang the baskets because we do not have the necessary equipment to do such a task nor the human resources. The City cited



the fact that we have three Public Works employees who execute and provide for nearly all municipal services. The City suggested working with all of the business owners to develop a watering plan. The Chamber decided to pay an outside contractor to provide the service. The City has allowed the contractor to use City water and purchased the equipment needed to execute the task.

Street Closure Requests: Council requires certain steps to be addressed for the closure of any street, right-of-way, parking lot or other public space. The event chair or other designee of the Chamber shall, 1) provide a complete signature sheet(s) for all the affected parties who use the street, 2) provide a certificate of insurance up to \$2 million naming the City as additionally insured, 3) make arrangements with Public Works to have the appropriate signage for the closure provided for the event and returned to the City, and 4) any other requires Council deems appropriate.

Any event chair or designee should meet with Council at sixty (60) days prior to the event.

4. CONDITIONS. The City grants permission to the Organizer to use Pioneer Park for holding the Event on the date stated above subject to the following conditions:

a) **Application.** Organizer has submitted the following information:

- Name and address of the person or persons responsible for the Event:

*John Morrison, Chamber President
PO Box 161
(Personal) 30377 Brownsville Road
Brownsville, OR 97327
541.466.3470
541.409.0749*

- An accurate description of the area requested to be used:

Pioneer Picnic Breakfast – June 20th – 22nd, 2014
*Pavilion: 6:00 a.m. to 11:00 a.m.
(BCC is a "subcontractor" for the Linn County Pioneer Picnic Association. The Association will be responsible for the Pavilion deposit not the BCC for this event.)*

4th of July Breakfast – July 4th, 2014
Pavilion: 6:00 a.m. to 11:00 a.m.

Stand by Me Day – July 23rd, 2014
Details to be provided.

Antique Faire – August 2nd, 2014
*Pavilion, Prairie including the middle of the Park between the west ball diamond and the pavilion.
6:00 a.m. to 4:00 p.m.*

Chamber will be renting the Pavilion on the Friday before Antique Fair. The cost for the rental shall be \$62.50. The Chamber will Pavilion be able to store items the night before.



- The exact dates and times of the proposed event:

See Above.

- Estimated attendance:

Varies per event.

Breakfasts typically serve 300-500 with a support staff of 25. Antique Faire – 60 to 80 Vendors, 5-10 Staff and hundreds of customers.

- Number of tickets to be sold, if any:

Not Applicable.

- Nature of the proposed gathering(s):

Breakfast, Vendor Sales, Car Show & Livestock Swope.

b) Responsibilities of Organizer.

In order to demonstrate that Organizer has adequate plans to satisfy the responsibilities of this Agreement, Organizer has submitted the following information:

1. A feasibility review for the site with proposed venue layout.

Same as last year. The Antique Fair uses the prairie and areas around the horseshoe pits along with the Pavilion.

2. Providing all necessary appurtenances for said Event including, but not limited to, additional trash cans, fencing and portable facilities such as restrooms.

Tents will be setup on site as needed. Portable restrooms & additional garbage services are the responsibility of the Organizer.

3. Procuring and providing every aspect of the Event including, but not limited to, all arrangements, logistics and food service.

BCC will be responsible for all arrangements and logistics.

4. Setting up and tearing down all structures relating to the Event.

BCC will be solely responsible for all set and tear down concerning all events. The kitchen cannot be used for storage between events.

5. RESPONSIBILITIES OF CITY

A. The City shall provide:

1. The use of the requested venue for the specified dates. Normal day use of the Park shall be permitted. Normal day use includes people using



the river, playground equipment and other normal uses of the Park during the Event.

- 2. The use of all the buildings including the buildings and areas as described above.
- 3. Existing restrooms, trash cans and dumpsters.

6. COMPENSATION. A deposit shall be placed on file with City Hall for the use of the pavilion in May. The standard deposit is \$150. The Chamber shall provide a deposit of \$150 for the use of the pavilion. The intent of the deposit is to be a rolling deposit. If the City finds the Pavilion in an unacceptable condition, the deposit will be applied appropriately and the City will contact the responsible party. If the pavilion is cleaned and returned in the proper condition, the City shall return said deposit at the end of the event season. A Chamber representative(s) and/or the Event Chair should meet with the Park Caretakers to ensure the facility is returned to the proper condition.

Council voted unanimously on November 26th, 2013 to provided \$1,200 to the Chamber annually for the installation and maintenance of the downtown flower baskets executed each year by the Chamber. The City would like to receive an invoice in September of each year.

7. ENTIRE AGREEMENT. This document embodies the entire agreement between the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.

8. MODIFICATION AND WAIVER. No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.

9. INTENT. The intent of this Agreement is to cooperatively work together to create a working relationship that will be mutually beneficial.

City:

Organizer (BCC):

S. Scott McDowell
City Administrator

John Morrison
President

Date: 12.10.2013

Date: 12-10-2013



Calapooia Watershed Council

PO Box 844 / 136 Spaulding Ave / Brownsville OR 97327

541-466-3493 / www.calapooia.org

November 27th, 2013

Dear Scott,

A strong sense of place is in our nature as Oregonians. In the Calapooia Basin, many of us feed our families and earn our living from the land. When we're not at work, we're often found outside enjoying the clean water, abundant wildlife, and picturesque settings our area has to offer. But the places we know and love won't be the same for future generations unless we work on a local level to steward and restore all that makes them special.

If you're receiving this letter, chances are you've worked with our Watershed Council before, as a landowner, agency partner, or parent to a student engaged in our education efforts. Many of you have donated your time, volunteered your land, or offered your experience and wisdom to help us in our efforts. We couldn't do what we do without you.

I write to ask that you **consider making a contribution today** to help us continue and expand our efforts in the year ahead. Since 1999, the Calapooia Watershed Council has been working to protect and restore the Calapooia and its tributaries through local, boots-on-the-ground restoration, outreach, and education efforts. From the Calapooia's headwaters on Tidbits Mountain east of Sweet Home, to our office in Brownsville, to its confluence with the Willamette River in Albany, we're working to make our local rivers healthier and cleaner. Our projects help to increase fish habitat, improve water quality, combat invasive species, get kids outside, and make the Calapooia Basin a better place to live, work, and recreate. In 2013 we;

- *Conducted restoration activities on over 500 acres of riparian areas and upland forest and put over 116,500 plants in the ground*
- *Reached over 300 local students through outdoor education programming*
- *Placed more than 450 logs in over 6 miles of the Calapooia and its tributaries for fish habitat*

For more on what we accomplished in 2013 and projects we're working on in the year ahead, see our website at www.calapooia.org or stop by our office in Brownsville. We stand behind the work we do, with 100% of our board donating to support our programs. By supporting the Calapooia Watershed Council today, you help ensure healthy rivers for tomorrow. Your donation dollars will stay in this community and support local jobs, restoration efforts, and education programming for area youth. We are a 501(c)3 non-governmental organization and all donations are fully tax deductible. Thank you for your support!

Sincerely,

Tara Davis, CWC Executive Director

Board of Directors

Bud Baumgartner, Co-Chair

Mark Running, Co-Chair

Connie Burdick,

Secretary and Treasurer

Caitlin Coberly

Matthew Fiorito

John Joiner

Rick Jones

George Pugh

Dee Swayze

CWC Staff

Tara Davis,

Executive Director

Kyle Smith,

Communications and

Development Director

Denise Lott,

Operations Coordinator

Regional Staff

Sarah Dyrdahl,

Projects Coordinator

Lance Wyss,

Projects Coordinator

Eric Andersen,

Monitoring Coordinator

Kelly Foley,

Landowner Partnership

Coordinator

Water infrastructure cost a pretty penny in the early 1980s, but that's nothing compared to present-day expenditures and shortfalls.



In our century

Water, water everywhere! (And not a drop to drink?)

W

estern droughts have proven serious threats this year, with cities in the Midwest rationing to ensure the wells don't run dry. But it seems water – and how to properly get, treat and distribute it – has long been a cause for concern.

Thirty years ago, *American City & County* reported on the nation's water infrastructure crisis. By 1983 reports, capital spending (by the then 9,800 water systems serving 1,000 or more residents) was expected to hit \$7 billion by 1990 – more than double 1981's figure of \$3.24 billion.

Spending on treatment plants was slated to increase 53.8 percent (to \$1.2 billion) by 1985, up from \$728 million in 1980. Expenditures on equipment were anticipated to increase 50 percent, to \$300 million. So, you know, pocket change by today's numbers.

According to a present-day report from the American Society of Civil Engineers, water infrastructure is crumbling. Spending in 2010 - \$36.4 billion – is expected to increase to \$51.7 billion in 2040. Not that the increase will do us much good, as spending for infrastructure falls far short of the actual fiscal need. The gap between spending and need was \$54.8 billion in 2010. If projected estimates prove true, that gap will grow to \$143.7 billion by 2040.

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Stop spinning your wheels

Five ways to effectively communicate anti-idling requirements.

Idling vehicles consume fuel, pollute the environment, and are loud and annoying—three reasons no-idling requirements are common from Bismarck to Boston.

Because an idling engine is operating below its optimum temperature, according to City of Durham, N.C., Fleet Management Director Joe Clark, residue deposits can form that lower fuel economy by 5% and shorten engine life. In addition:

- Idling is harder on engines than restarting the vehicle or driving;
- Not idling for five minutes per day saves \$30 to \$60 annually per vehicle (assuming gas is \$3.15 per gallon);
- The average truck idles more than 1,800 hours a year.

As fuel prices rise, more fleet departments are requiring internal customers to turn off their vehicles after a certain amount of time. Some use remote engine diagnostics to monitor compliance with anti-idling policies, but there are at least five other ways to get the message across.

Collaborate. In addition to working with North Carolina's departments of Transportation and Energy to promote smarter driving practices, idle reduction, and the use of fuel-efficient technologies, Durham is a member of the Triangle Clean Cities Coalition. Comprised of fleet managers, companies, and non-profit organizations, the 15-year-old coalition belongs to the National Partnership to Reduce Diesel Pollution.

Win an award. Publicizing your department's success via programs like the Association of Equipment Management Professionals' Fleet Masters Awards and Enterprise Fleet Management's Stevie Award gets the word out

to a national audience of your peers. It also raises awareness at home of your operation's expertise.

Labels, stickers, and fliers. Durham is designing a No Idling window sticker as a reminder to drivers and operators, technicians, and residents. Stickers made via thermal transfer last for years despite exposure to the elements and repeated washings.

As the name implies, a thermal printer melts resin onto a material such as vinyl. A \$700 to \$3,000 labeling system includes print head, transport and positioning system for the ribbon and label material, cutter mechanism, memory and processor to store and run software, and user interface for designing and printing labels, signs, and tags.

Cost can be shared by other departments, including transportation, construction, and facility management.

"Our No-Idling and Lights Off/Power Down policies are communicated during new-employee orientation with

(continued)

Graphic Products' 6-pound Lobo printer uses preloaded cartridges and can be plugged into a vehicle to make custom labels onsite.



FLEET MANAGEMENT

fliers," says Bob Mullen of Dunwoody, Ga. "We also ask contractors, through project agreements and via fliers, to abide by these policies." Adopted in 2009, the city prohibits idling for more than 30 seconds unless running the engine is essential to the work being performed or the vehicle's in routine traffic.

Disseminate, promote, and explain online. Some cities disseminate policy changes via internal Intranet and externally by e-mails and blogs. Electronic communication is fast and, thanks to the exponential growth in smart phone ownership, reaches a large audience. **Get manager buy-in.** Introduce the

policy at a retreat before presenting it as a fait accompli to both full-time and temporary employees. Retreats reach insiders personally and allow them to comment on and shape new policies.

There is a need to generate awareness to support no-idling policies as new employees are hired and trained.

Tallahassee, Fla. Coordinator of Environmental Regulation Compliance Tony Murray has a four-step communication program:

- Telling large fleet managers that less idling means better mileage, which increases profit.
- Having a municipality support communitywide no idling helps bring in partnerships with local businesses.
- Joining the work and home mindsets of city employees by having them sign an Idle Free Pledge.
- Reinforcing no idling messages via TV commercials, signs in parking lots, and asking residents to take the pledge at community green events.

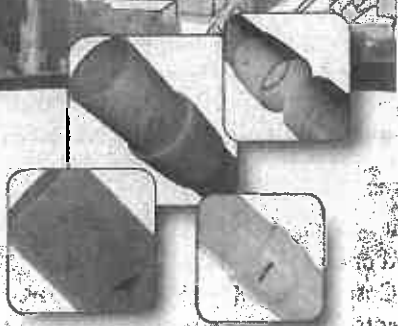
While no-idling policies have their fans, there continues to be a need to generate awareness to support these policies as new employees are hired and trained. The most conscientious managers reach out to stakeholders in a variety of innovative ways through the media, and through both electronic and visual communications. **FW**

—Jack Rubinger is an industrial copywriter for Graphic Products Inc. of Beaverton, Ore., which manufactures DuraLabel thermal transfer printing systems and supplies. E-mail jarubinger@graphicproducts.com; visit www.graphicproducts.com. For a free sample label, visit www.duralabel.com/free-gifts/free-sample-label.php.

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MONTH END RECAP

	REVENUE	EXPENDITURES	YTD	%	Unexpended #VALUE!	
1 GENERAL	\$ 10,543.53	TBD	TBD			1
2 WATER	\$ 23,044.68	\$ 5,188.34	\$ 513,627.29	43.68%	\$ 662,372.71	2
3 SEWER	\$ 23,530.53	\$ 4,765.17	\$ 79,623.12	10.02%	\$ 714,976.88	3
4 STREETS	\$ 11,549.21	\$ 2,570.91	\$ 50,900.85	9.66%	\$ 476,149.15	4
5 WATER BOND	\$ -	\$ -	\$ -	0.00%	\$ 75,078.00	5
6 SEWER BOND	\$ -	\$ 22,102.20	\$ 354,174.20	81.29%	\$ 81,525.80	6
7 SEWER DEBT FEE	\$ 10,254.23	\$ -	\$ 54,864.76	12.59%		7
8 BUILDING & EQUIPMENT	\$ -	\$ -	\$ -	0.00%	\$ 450,000.00	8
9 WATER RESERVE	\$ -	\$ -	\$ -			9
10 HOUSING REHAB	\$ -	\$ -	\$ -			10
11 WATER SDC	\$ 2,093.00	\$ -	\$ -			11
12 SEWER SDC	\$ 5,100.00	\$ -	\$ -			12
13 STORMWATER SDC	\$ 1,968.00	\$ -	\$ -			13
14 BIKEWAY/PATHS	\$ 80.52	\$ -	\$ -			14
15 LIBRARY TRUST	\$ -	\$ -	\$ -			15
16 CEMETERY	\$ -	\$ -	\$ -			16
17 TRANSIENT ROOM TX	\$ -	\$ -	\$ -			17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -			18
19 LAND ACQUISITION	\$ -	\$ -	\$ -			19
20 COMMUNITY PROJECTS	\$ -	\$ 410.00	\$ -			20
	\$88,163.70	\$35,036.62	\$ 4,443.32	3.66%	\$ 117,026.68	

KeyBank Accounts

General	\$ 72,486.53
Utility	\$ 18,329.19
Park	\$ 650.00
Court	\$ 2,971.12
Oregon State Treasury	\$ 4,126,242.76
Community Improvements	\$ 5.12

2013-2014	YTD	% of Total
Appropriated	\$ 473,451.39	8.57%

DEBT Payments

Water	\$ 54,927.00
Wastewater	\$ 411,115.00

Total Debt

Water	\$ 1,404,153.00
Wastewater	\$ 12,725,784.00
Total	\$ 14,129,937.00