



CITY OF BROWNSVILLE

Council Meeting

Tuesday – February 26th, 2013

Regular Session 7:00 p.m.

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March

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, February 26th, 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: January 22nd, 2013
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Chamber of Commerce – Morrison & Addison
 - B. Park Board – Stabilization Discussion
- 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 738: Emergency Preparedness Committee Modification
 - B. R 701: Water Treatment Plant & The Automation Group

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 FY 2013-2014 Budget Related Advertisements**
- B. Voight & Collins Drainage**

11) DISCUSSION ITEMS:

- A. Set Retreat Dates**
- B. Challenging Characters**
- C. January Financials**

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

15) ADJOURN

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



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January 22nd, 2013

ROLL CALL: Mayor Ware called the meeting to order at 7:04 p.m. with Councilors Shepherd, Chambers, Gerber, Cole, Boyanovsky, and Van Sandt present. City Administrator Scott McDowell, Public Works Director Karl Frink, and Administrative Assistant Tammi Morrow were also present.

PUBLIC: Brad Kelley, Alice Tetamore, Scott Johnson, Holly Johnson, Flo Brewer, Dr. Lori Garcy and Cindy Choat.

ADDITIONS AND DELETIONS: None.

MINUTES: The Council reviewed the minutes of the December 18th, 2012 meeting. *Councilor Cole moved to approve the minutes with the following correction: On page 5, under action items, the motion was seconded by Councilor Shepherd. The motion to approve the December 2012 minutes was seconded by Councilor Van Sandt and was approved unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Oath of Office.** Councilors Chambers, Gerber, and Van Sandt were sworn into office by Mr. McDowell. The proper documents were signed and will be filed appropriately.
2. **Brownsville Art Association – Alice Tetamore.** Alice Tetamore from the Brownsville Art Association was present to request the City submit a grant to the Linn County Cultural Coalition on behalf of the Brownsville Art Association. This grant will be used to expand the art programs they are offering. The City will be responsible for the execution of an award and the fiduciary and reporting responsibilities of the grant. *Councilor Shepherd moved to approve R 699 authorizing a grant application on behalf of Brownsville Art Association. The motion was seconded by Councilor Van Sandt and was approved unanimously.*
3. **Sweet Home Sanitation – Scott Johnson.** Scott Johnson from Sweet Home Sanitation was present to discuss proposed rate increases. Councilor Cole had questions about the length of the contract. The contract will automatically renew in 6 years, but will be reviewed in 3 years so future Councilors will understand what the contract responsibilities. *Councilor Cole moved to adopt O 737 which defines the Solid Waste Franchise Agreement as an emergency ordinance that will take effect immediately. The motion was seconded by Councilor Gerber and was approved unanimously. Councilor Van Sandt moved to approve R 700 authorizing Sweet Home Sanitation's rate increases. The motion was seconded by Councilor Cole and was approved unanimously.*
4. **Eugene Kennel Club – Flo Brewer.** Flo Brewer, President and 2013 Show Chair for the Eugene Kennel Club, was present to request the use of Pioneer Park for a dog show scheduled for September 5th - 8th, 2013. She stated that at last year's event they hosted over 700 dogs/owners from several states and Canada. She



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stated statistics from AKC (American Kennel Club) surveys show that a 2 day show typically brings in \$100,000 - \$250,000 into the community. Councilor Cole commented that she would like to see the Kennel Club continue to utilize local area businesses, the Lions Club, the Central Linn Recreation Association (CLRA), local student organizations, etc. Ms. Brewer commented that she is looking for ways to help get the show participants downtown in the evenings to support the community businesses. Councilor Gerber asked about the use of the soccer fields during this event. There was a conflict last year on the night before the event. Mr. McDowell commented that there were some extenuating circumstances last year, and is requesting for the CLRA to not schedule soccer games in the park during this event. Ms. Brewer stated that the set up would start on Thursday, not Wednesday, so she is expecting no conflicts with the scheduling. Councilor Boyanovsky stated that he will attend the CLRA meeting on Monday January 28, 2013 and make sure that they know the dates of this event and schedule accordingly. Councilor Chambers stated that she is glad to see this event return, as it was a very fun show.

DEPARTMENT REPORTS:

1. Sheriff's Report. Officer Brad Kelley reported on several small instances around town dealing with graffiti and a burglary. No arrests have been made. The suspicious person that was seen around town is rumored to have headed to the south. Officer Kelley reported that the Willamette Country Music Festival (WCMF) has reached an agreement with the Linn County Sheriff's Office to supply security for the festival again this year. Councilor Van Sandt was concerned about the traffic and asked if there was any way that the WCMF could divert the traffic off the highway better. Officer Kelley said that the festival folks continue to try to make improvements each year.
2. Public Works. Mr. Frink reported that the public works crew has been very busy with the leaf collection in Pioneer Park this fall. They filled 13 30-yard dumpsters with leaves this year. 90% of the work was done by the Public Works – they did a fantastic job. There was one sewer backup this month that had to be cleaned. Mr. Frink reported the City is in compliance with the new sewer discharge requirements, and it has been a mostly seamless operation. The North Plant is discharging 23 million gallons, and the South Plant is discharging 14 million gallons. Mr. Frink then reported that the National Pollutant Discharge Elimination System (NPDES) final permit has been received, and the chlorine discharge has been changed accordingly. Road grading has been put on hold due to the cold weather and the frozen roads. The restrooms downtown are in good shape. The two new public works employees are off to Excavator Safety & Confined Space training soon. The antiquated water treatment plant computer was discussed. This computer system is the "brains" of the system. Mr. Frink contacted The Automation Group (TAG) out of Eugene to get their input and a bid for a new computer system. TAG informed Mr. Frink and Mr. McDowell that our computer system is basically a 1998 model with 1990 technology capabilities. Their estimate for a patch for the system that will get us through approximately the next 10 years is \$40-\$50,000. Technology is changing so fast that we are



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having a hard time keeping up. Councilor Van Sandt inquired as to whether it would be a Windows 7 based program. Mr. McDowell responded that most all operating systems are built on that platform these days. Mr. McDowell stated that this computer problem is a ticking time bomb and should be addressed. The appropriate fund transfers will be made if/when the system is upgraded.

3. **Administrator's Report.** Mr. McDowell reported that the USDA annual report has been submitted. Mr. McDowell received feedback that the City of Brownsville is the first city organization to e-file this report! The Census data has also been submitted. Mr. McDowell spent some extra hours compiling all the information for the Census. This job will probably be delegated to the Auditor in the future. The new backhoe will be delivered on Friday at 10:00 a.m. The new color copier has been received, and it has turned out to be a great office tool. Mr. McDowell has been in contact with Anne Hankins from the Willamette Country Music Festival, and she says that the festival planning is going well. She predicts that all the tickets will be sold out by April. It is believed that Ms. Hankins will be meeting with the Chamber to discuss their interactions with the festival this year. Mr. McDowell reported that the City will no longer be offering the Notary Public Service as it has for the past few years. This service has been grossly overused and taken advantage of, and so at this time, we are discontinuing this service. There are two other Notary Publics in town. McDowell reminded the council of two special upcoming sessions – February 7th, 2013 for Council Goal Setting and February 9th, 2013 for the City Tour and luncheon.
4. **Library Report.** No report this month, but everything seems to be going well.
5. **Court Report.** No report this month.
6. **Council Comments.** Councilor Boyanovsky commented that he would be attending the Central Linn Recreation Association meeting next week. He will initiate the discussion about the soccer schedule during the Eugene Kennel Club's show in September.
7. **Citizen Comments.** No public comment.

LEGISLATIVE:

1. **R 696: Appointing Pro Tempore Judges (Annual).** *A motion was made by Councilor Cole to approve R696, appointing Pro Tempore Judges. The motion was seconded by Councilor Van Sandt, and the motion passed unanimously.*
2. **R 697: Disbursement of Transient Room Tax.** *A motion was made by Councilor Cole to approve R 697, authorizing payment of \$500 from the Transient Room Tax to the Chamber of Commerce for economic development. The motion was seconded by Councilor Boyanovsky, and the motion passed unanimously.*
3. **R 698: Budget Transfers.** *A motion was made by Councilor Gerber to approve a General Fund transfer of \$ 5,000 from Contingency to the Auditor line item for additional auditor fees, and a Water Administration Fund transfer of \$6000*



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from Contingency to the Legal line item for additional legal services. The motion was seconded by Councilor Cole, and the motion passed unanimously.

ACTION ITEMS:

1. Elect Council President. A motion was made by Councilor Cole to elect Councilor Van Sandt as Council President. Councilor Cole stated that she felt that Councilor Van Sandt has been very involved and that this position would be very good experience for her. The motion was seconded by Councilor Shepherd, and the motion passed unanimously.
2. Cascade West Council of Governments Representative. Councilor Boyanovsky stated that he would be willing to continue to be the City's representative, but would like to have an alternate representative appointed as well. Councilor Chambers volunteered to be the alternate representative. Mayor Ware then appointed Councilor Boyanovsky as the primary Cascade West Council of Governments Representative and Councilor Chambers as the alternate.

DISCUSSION ITEMS:

1. Boldt, Carlisle, & Smith FY 2011-2012 Audit. All Councilors should have received a copy of the 2011-12 audit. Mr. McDowell asked if there were any questions on this report.
2. Zoning Issues Update. Mr. McDowell revisited the zoning issues regarding Recreational Vehicle (RV) inhabitants, garage sales, and possibly an internal permit system. He would like to get some clarification from Council before proceeding on these issues. Mr. McDowell stated that there needs to be some procedure for the City to be notified if an RV is being utilized within city limits, and he felt that staff would operate best under an internal permit system. Discussion followed. Councilor Cole made a motion to authorize Mr. McDowell to rewrite the current ordinances to create a permit system for RV's to be utilized within City limits. Councilor Van Sandt seconded the motion, and the motion passed unanimously. The permit system for garage sales was discussed. The fee could range from \$5, \$3, or nothing, with a maximum duration of 72 hours per sale. Also to be considered would be the number of sales each person could have each year. Councilor Chambers stated that she did not like the limit of only having two garage sales a year; she stated that she would be more comfortable with at least four sales a year permitted. Councilor Gerber thought that perhaps we could do away with the total number allowed per year, and make the permit a \$0 fee. Councilor Boyanovsky stated that he liked to think of garage sales as a nice little freedom to have, and that if a person wanted to put up a spur of the moment sale on a Saturday morning, city residents should be able to do that. Councilor Chambers remarked that if a person did that with a new garage sale ordinance, he would be in violation of the city garage sale code. Councilor Cole remarked that people have abused the system in the past, and that is why we have to implement some rules and regulations. Councilor Shepherd reminded the Council how much money the random ongoing garage sales have cost the City of Brownsville. Councilor Chambers made a motion to direct staff to proceed with preparing an Ordinance for garage sale permitting. Councilor Shepherd



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seconded the motion, and the motion was passed unanimously. Mr. McDowell recommended that Council enact an Ordinance for creating an Internal Building Permit system for setbacks. This Ordinance is part of a general developmental piece that Council will soon be initiating. This Ordinance and fee will help defray costs for staff to implement the new Ordinance. Mr. McDowell reassured the Council that temporary structures are allowed by Ordinance. *Councilor Cole made a motion for staff to create/rewrite an Ordinance for internal Building permits. Councilor Boyanovsky seconded the motion, and the motion passed unanimously.*

3. Emergency Preparedness Committee. Mr. McDowell reported that the Emergency Preparedness Committee (EPC) has been on hiatus since July 2012. The Council would like to see this committee reinstated. Mr. McDowell recommended restructuring the committee by making it less political by having it appointed by the City Administrator. *Councilor Gerber made a motion to rewrite the EPC Ordinance to reflect that the committee positions being appointed by the City Administrator. Councilor Van Sandt seconded the motion, and it passed unanimously.*
4. Pioneer Park Retreatment. The Park Board would like to request a joint meeting to discuss ideas for the Park Retreatment. The Council is very receptive to hearing their ideas and getting their input.

CITIZEN COMMENT: No citizen comments at this time.

COUNCIL COMMENTS: No Council comments at this time.

EXECUTIVE SESSION: The Council adjourned to Executive Session at 8:25 p.m. pursuant to ORS 192.660 Section (e) and (i).

Mayor Ware & Council returned to Regular Session at 8:36 p.m.

ADJOURNMENT: Councilor Van Sandt moved to adjourn. The meeting was adjourned at 8:47 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

February 26th, 2013

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

Note: Several items had to be held until next Council meeting due to an untimely illness which made it impractical for me to supply Council with all of the necessary information.

Chamber of Commerce: John Morrison & Aimee Addison – Chamber Treasurer John Morrison will be providing a 2012 retrospective Chamber Report while new Chamber President Aimee Addison will be discussing the Ford Leadership program.

Park Board Joint Session: Pioneer Park Stabilization – Park Board is attempting to work on updating the Park Master Plan and, to that end, it is important for the City to have a direction in terms of stabilization and the possibility of moving equipment to prevent further loss. McDowell review the retreatment strategy as presented in November 2011 as the major premise for discussion.

O 738: Emergency Preparedness Committee Modification – The change basically deals with Committee composition and appointment. The City Administrator will be responsible for appointing members to the Committee. This piece of legislation may be e-mailed prior to the meeting or provided the night of the meeting.

Authorize FY 2013-2014 Budget Related Advertisements – Staff needs authorization to advertise all of the necessary budget related advertisements for the upcoming fiscal year. Council executes this request each year.

Budget Committee will consist of the same members as last year. The Committee is set to begin on April 25th, 2013 at 7:00 p.m. in Council Chambers. The Committee has scheduled May 2nd & 9th to complete their business. The Calapooia Crossing project will be using considerable resources for this upcoming fiscal year.

Bill Sattler – Mr. Sattler was very appreciative of the party Council put on in his honor. It was nice to visit with Bill and to see a steady stream of folks come in to wish him well. Staff did a very nice job with the party details that featured items from Bill's favorite bakery in Eugene. Sattler recently worked on upgrading the computer system for Elizabeth Coleman.

Bowman, Voight & Collins Drainage – The City has been made aware of a drainage concern on private property along Calapooia Avenue. I've included pictures for your review. I will be making an oral presentation regarding this situation. Property owners could also be present.

OPRD Update – The City continues to participate on this Committee. The State is in the process of making wide scale changes to the way they administer Park grant funds. I will be attending a session on February 25th in Salem.

Chamber Flower Baskets & Gateway – The City will potentially need to make arrangements for the procurement of hardware to hang the new baskets in the new Gateway area. The Chamber will be purchasing the plants and making arrangements for the care of the plants throughout the Summer. The City spent our budget getting brackets for the new Christmas decorations.

Mill Race Historic Places – I've included an e-mail string between Joni Nelson, Councilor Cole and myself about information as it could relate to the Canal Company and have financial implications for the City.

Brownsville Art Association's Linn County Grant – Councilor Cole and representatives from the Association were able to meet the filing deadline for the Linn County Cultural Coalition grant as approved by Council at the last meeting.

R 701: Water Plant Improvements & The Automation Group – Staff discussed the need for new computer equipment for the Water Treatment Plant at the last Council meeting. Included in the packet is Resolution 701 that articulates the transaction along with the quote from The Automation Group. The initial solution that was identified in September 2012 did not work due to compatibility issues with the programmable logic controller (PLC). The City hopes that this will be the last computer upgrade prior to installing a new plant. The City was very fortunate to get fourteen (14) years of service out of the current equipment.

Eugene Kennel Club – Flo Brewer, EKC Chair, is still working on finalizing the agreement. The EKC Board will meet in the next week to authorize her signature.

Zoning Issues – Due to an untimely illness after the conclusion of the CIS Annual Conference, I was unable to forward drafts for all three of these issues. Council has been discussing possible changes & additions to current ordinances that would allow the City to address the following issues: 1) RV Modification Language, 2) Garage Sale Permitting, and 3) Internal Zoning/Building Permits.

Emergency Preparedness Committee – *From last meeting:* The Brownsville Rural Fire District will be hosting a fire safety open house in September and have invited the City to participate. The Committee has been on hiatus since the Summer and is in the process of reorganizing. I would like to discuss some of the options going forward. Most of the original members appointed by Council have resigned and all terms come to an end in February 2013. I will provide an oral report at the meeting.

Pioneer Park Retreatment – Staff will provide a report for the joint session. Park Board is interested in goal setting for the Park Master Plan through 2015 and beyond.

Water Master Plan Update – No news from the State. Mr. Cunningham was recently hired as a Safety Engineer for a large mill in Southern Oregon. We wish him the best in his future endeavors.

GR 12 Update – Erwin Consulting is busy developing a plan to reintroduce this well east of the Main Street bridge. Now that the Water Master Plan has been submitted and the Calapooia Crossing water line project is underway, they can begin to focus on the details surrounding this important project.

Planning Update – Administrative Assistant Elizabeth Coleman and I met with the head of the Linn County Building Department, John Hixson, and Mrs. Angie Thompson to discuss the intergovernmental agreement (IGA) and the changes that have been recently made at City Hall. Mr. Hixson and Mrs. Thompson were very accommodating. We had a great meeting and felt very confident moving forward.

The next round of nuisance abatement will happen late Spring after Council has an opportunity to review some of the properties in question.

Council Work Session – Please bring your calendars! That is a very important that we have 100% attendance at the next two work sessions for Council. ☺

R 476 – Included in the November packet for your review is Resolution 476 which discusses general Council rules. I would like to discuss adding several pieces to this resolution that will actually set up a code of conduct for elected and appointed officials with clear, definable guidelines. I plan on discussing this further at one of the future Council planning sessions.

Staff Training – Karl, Jannea & I continue to bring along new personnel.

Central Linn School Meetings – 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.

Linn County Flag Pole – *From the last several meetings:* Mr. Dominguez is working on the details.

BCS: Payroll – Jannea Deaver & Elizabeth Coleman have been working on the City's internal transition for this responsibility.

From last meeting: Jannea Deaver and I continue to work Beth Betker at BCS. We nearly have everything in place. Elizabeth Coleman will soon take over this function as part of her regular duties. The City also tracks Worker's Compensation hours through this process as well.

Calapooia Crossing Update – Ryan Quigley will be attending a future Council meeting to discuss the final design plans.

Backhoe Purchase – The new machine is awesome! Thanks Council & Budget Committee!!

S. Oak Street Water Line – The City recently received the release letter for the final payment. I will be discussing a few particulars at the meeting, basically the project is complete.

WCMF Debrief – I am working as the liaison between the Festival of the Chamber of Commerce. We are working on several ideas for this year's Festival. Ms. Hankins has been very upbeat and positive regarding all of the issues dealing with the Festival.

From last meeting: I had a great conversation with Ms. Hankins last Wednesday and we are planning a meeting for the middle of February to discuss the upcoming Festival including Chamber events & projects.

Finance Outcomes – The City is working on developing a proposal to hire Boldt, Carlisle & Smith to reconcile the general ledger for the current fiscal year. Staff spent the better part of the last weekend working on this important project. Staff is confident that with the appropriate support from BCS we should be able to get everything back in line.

VLC Update – the VLC has been having difficulties setting up meetings with two key people. The group will meet here in Brownsville on February 28th at 10:00 a.m.

From the last two meetings: The group has put together an RFP for tourism related services. They will be discussing the RFP at the next meeting will be on December 4th, 2012 in Lebanon. The Coalition is still working diligently on bolstering awareness for the Trails to Linn website (<http://trailstolinn.com>). The group is also very focused on developing a strategic plan for the next 3 to 5 years and is discussing the possibility of working with the Linn County Commissioners on tourism development issues. The group has met continuously for over four years.

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

From last 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.

WCMF & RV Outcome – The City will be working with WCMF on this issue for 2013.

Calapooia Watershed Council – 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.

Willamette Neighborhood Housing Services Update – *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.

Darrin Lane & Kirk Avenue – *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.

Respectfully Submitted,



S. Scott McDowell

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	DESCRIPTION
130310228	1/31/13	16:10:06	WELF CHECK	903	ASH ST	Brownsville	No Additional Report Necessary
130310105	1/31/13	9:02:29	SUSP-PERSON	310	WALNUT AV	Brownsville	No Additional Report Necessary
130300267	1/30/13	15:47:32	CIV PROCESS-OTHER	517	AVERRILL ST	Brownsville	Civil process attempted, not served
130290239	1/29/13	14:36:19	HARRASSMENT RPT	411	N MAIN ST	Brownsville	No Additional Report Necessary
130290151	1/29/13	10:56:03	ANIMAL - HORSE	1235	ASH ST	Brownsville	No Additional Report Necessary
130270156	1/27/13	13:28:35	THEFT-RPT	419	N MAIN ST	Brownsville	No Additional Report Necessary
130270131	1/27/13	12:05:28	SUSP-VEHICLE	855	LINN WY	Brownsville	No Additional Report Necessary
130270096	1/27/13	9:36:16	TRESPASS *IN PROGRES	500	LOCUST AV	Brownsville	No Additional Report Necessary
130260085	1/26/13	9:28:39	Tf Speed Viol	299	S MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
130260025	1/26/13	3:01:32	SECURITY CHECK	100	PARK AV	Brownsville	No Additional Report Necessary
130250350	1/25/13	22:57:39	SECURITY CHECK	135	PARK AV	Brownsville	No Additional Report Necessary
130250337	1/25/13	21:52:12	SUSP-PERSON	200	PARK AV	Brownsville	No Additional Report Necessary
130250180	1/25/13	13:04:37	HARRASSMENT RPT	1029	PINE ST	Brownsville	Incident Report
130250171	1/25/13	12:53:10	ANIMAL - DEER	1160	LINN WY	Brownsville	No Additional Report Necessary
130250085	1/25/13	8:06:49	CRIM MISCHIEF	155	SPAULDING AV	Brownsville	Incident Report
130230318	1/23/13	18:22:03	JUV-COMPLAINT	528	KIRK AV	Brownsville	No Additional Report Necessary
130210296	1/21/13	23:20:05	SUSP-VEHICLE	220	S MAIN ST	Brownsville	No Additional Report Necessary
130210257	1/21/13	19:25:38	WARRANT SERV	300	DEPOT AV	Brownsville	No Additional Report Necessary
130210252	1/21/13	19:10:40	DISTB-OTHER	419	N MAIN ST	Brownsville	No Additional Report Necessary
130210211	1/21/13	16:55:27	WELF CHECK	903	ASH ST	Brownsville	Incident Report
130210159	1/21/13	13:20:47	BURGLARY REPORT	206	N MAIN ST	Brownsville	Incident Report
130200297	1/20/13	19:02:33	PHONE-HARRASSMENT	625	TEMPLETON ST	Brownsville	No Additional Report Necessary
130200078	1/20/13	6:25:49	911 HANGUP	849	NORTHPOINT LOOP	Brownsville	No Additional Report Necessary
130190256	1/19/13	17:28:34	Tf Speed Viol	811	N MAIN ST	Brownsville	CITE ISSUED - AGRESSIVE DRIVER
130180377	1/18/13	23:24:25	Tf Equipment Viol	800	LOUCKS WY	Brownsville	WARNING - EQUIPMENT VIOLATION
130180369	1/18/13	23:01:57	HARRASSMENT RPT	604	KIRK AV	Brownsville	No Additional Report Necessary
130180208	1/18/13	14:00:04	Tf Speed Viol	380	KIRK AV	Brownsville	CITE ISSUED - SPEEDING VIOLATION
130180109	1/18/13	9:14:13	SUSP-PERSON	310	WALNUT AV	Brownsville	No Additional Report Necessary
130160154	1/16/13	11:27:35	BURGLARY REPORT	103	E BLAKELY AV	Brownsville	Incident Report
130140365	1/14/13	22:14:08	Tf Equipment Viol	600	HAUSMAN AV	Brownsville	WARNING - EQUIPMENT VIOLATION
130140261	1/14/13	15:35:15	Tf Observe Susp Activity	700	N MAIN ST	Brownsville	WARNING - SUSP VEHICLE/ACTIVITY
130140260	1/14/13	15:33:46	WARRANT SERV	811	N MAIN ST	Brownsville	No Additional Report Necessary
130130279	1/13/13	20:00:49	WELF CHECK	628	KIRK AV	Brownsville	No Additional Report Necessary
130130191	1/13/13	15:21:21	WARRANT SERV	600	LOUCKS WY	Brownsville	Civil process attempted, not served
130130189	1/13/13	15:08:36	WARRANT SERV	1108	OAK ST	Brownsville	Civil process attempted, not served

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	DESCRIPTION
130130160	1/13/13	13:21:31	TRAFF-OTHER VIOL	1022	OAK ST	Brownsville	No Additional Report Necessary
130120105	1/12/13	9:08:38	ALARM - POLICE	400	HUME ST	Brownsville	No Additional Report Necessary
130110268	1/11/13	16:40:19	HARRASSMENT RPT	100	WALNUT AV	Brownsville	No Additional Report Necessary
130100094	1/10/13	9:04:33	Tf Equipment Viol	1000	LINN WY	Brownsville	WARNING - EQUIPMENT VIOLATION
130100061	1/10/13	6:16:12	Tf Aggressive Driver	100	WORLEY ST	Brownsville	CITE ISSUED - AGGRESSIVE DRIVER
130080354	1/08/13	21:29:54	DISTB-DOMESTIC	227 E	BISHOP WY	Brownsville	No Additional Report Necessary
130080130	1/08/13	9:23:20	HARRASSMENT RPT	1123	OAK ST	Brownsville	No Additional Report Necessary
130070336	1/07/13	20:31:33	DISTB-OTHER	753	TEMPLETON ST	Brownsville	No Additional Report Necessary
130070306	1/07/13	18:14:50	911 HANGUP	552	SPAULDING AV	Brownsville	No Additional Report Necessary
130070172	1/07/13	12:11:44	ALARM - POLICE	736	WEST VIEW ST	Brownsville	No Additional Report Necessary
130060281	1/06/13	22:59:26	Tf Speed Viol	515 N	MAIN ST	Brownsville	CITE ISSUED - DWS/NO ODL
130060020	1/06/13	2:03:08	PROWLER RPT	203	KIRK AV	Brownsville	No Additional Report Necessary
130050317	1/05/13	20:26:06	LOST DOG	190	KIRK AV	Brownsville	No Additional Report Necessary
130050283	1/05/13	18:14:09	SUSP-VEHICLE	234	GALBRAITH ST	Brownsville	NARN Extra Patrol
130050225	1/05/13	15:45:14	WARRANT SERV	405	KIRK AV	Brownsville	MDT Narrative Update
130050221	1/05/13	15:30:27	WARRANT SERV	600	LOUCKS WY	Brownsville	MDT Narrative Update
130050196	1/05/13	13:46:03	WARRANT SERV	220	KIRK AV	Brownsville	No Additional Report Necessary
130040392	1/04/13	22:17:11	WELF CHECK	103 E	BLAKELY AV	Brownsville	No Additional Report Necessary
130040378	1/04/13	21:44:28	WELF CHECK	222	PUTMAN ST	Brownsville	No Additional Report Necessary
130040116	1/04/13	9:53:16	THEFT-RPT	703	KIRK AV	Brownsville	Incident Report
130040009	1/04/13	0:48:57	SUSP-VEHICLE	100	PARK AV	Brownsville	MDT Narrative Update
130040001	1/04/13	0:01:51	SUSP-VEHICLE	200 N	MAIN ST	Brownsville	MDT Narrative Update
130030104	1/03/13	10:58:04	THREATS	415	TEMPLETON ST	Brownsville	No Additional Report Necessary
130030011	1/03/13	0:55:35	SUSP-VEHICLE	100	SPAULDING AV	Brownsville	No Additional Report Necessary
130020185	1/02/13	13:39:46	TRESPASS	415	TEMPLETON ST	Brownsville	No Additional Report Necessary
130010312	1/01/13	19:39:15	WARRANT SERV	415	TEMPLETON ST	Brownsville	No Additional Report Necessary
130010308	1/01/13	19:20:24	DISTB-OTHER	415	TEMPLETON ST	Brownsville	No Additional Report Necessary
130010189	1/01/13	11:22:33	Tf Equipment Viol	900	PINE ST	Brownsville	WARNING - SEATBELT VIOLATION



Public Works Report February 21st, 2013

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of February.
- *Distribution System* – One leak this month, one water meter replaced.
- *Cross Connection Program*- I continue to work on the annual inspections of the water system to identify and correct any unsafe condition that may exist.
- *Water Treatment Plant* –The emergency response plan and operations and maintenance manual are under construction. Scott and I met with The Automation Group and discussed our needs. We will be asking the City Council to approve the needed upgrades at the meeting.
- *Oak Street Project*- The asphalt work is complete. The project is officially done!

Sewer:

- *North Lagoons* – The discharge at this facility is complete until March. The total discharged in January was 9.279 million gallons
- *South Lagoons*- The discharge at this facility is complete until April. The total discharged in January was 19.075 million gallons.
- *Collection System*- There were no sewer problems this month. Preparations are under way to clean and video inspect portions of the collection system for any begin to clean and video inspect the older portions of the collections system to identify areas in need of repair and/or maintenance work. This work is best performed in the winter time when the water table is up, so Inflow and Infiltration can be located and identified for repair.
- *Misc.*- The roads have been graded and graveled where needed at both facilities.

Streets:

- *Mowing/Tree Maintenance* – Trees are trimmed on an as-needed basis.
- *Asphalt/ Gravel Road Maintenance* – All gravel streets have been graded in town. Public Works will be grading the streets and graveling in April.
- *Storm Drainage* – Public Works will be cleaning all of the City's catch basins in the next few weeks.

Parks:

- *Pioneer Park* –Leaf clean up is complete. Work is under way to construct shelving in the storage area of the new restrooms. We will also be cleaning and resealing the floors in the restrooms as well.
- *Blakely Park* – The leaf clean up is complete at this park.
- *Kirk's Ferry Park* – The leaf clean up is complete at this park.
- *Remington Park*- The leaf clean up is complete at this park.

Cemetery:

- *Grounds* – Public Works will be cleaning up the cemetery the week of February 25-March 1.

Library:

- *Grounds*- Nothing to report this month.
- *Buildings*- Nothing to report this month.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- *Parking Lot* – Nothing to report at this time.
- *Misc.* – Public Works will begin power washing the sidewalks around all of the facilities over the next several weeks.

City Hall:

- *Buildings*- Nothing to report at this time..
- *Grounds* – Public Works will be applying a pre-emergent herbicide to the ground cover areas.
- *Community Center*- One of the restroom door locks has been repaired One of the toilets was repaired as well.

Rec. Center:

- *Grounds*- The sewer lift station electricity tripped out. The problem was remedied before any sewage spilled. The parking lot has been graded.
- *Buildings*- Public works will be painting the new gutters soon if weather allows.

Public Works:

- *Grounds*- Nothing to report at this time.
- *Buildings*- Public works has been doing some cleaning and reorganizing around the shop. Old, non-useable items are being purged out and updated as needed.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- The new backhoe has arrived. Public Works has already putting the backhoe to good use.



Library Advisory Board
Librarian's Report

January 2013

January fog and low clouds tend to make me feel down in the dumps. One day at the library I was feeling just this way. I got to thinking that our circulation was going down and folks were reading more digitally. In the first six months of this fiscal year our library has hosted 53 children's programs with 381 participants and 30 adult programs with 225 participants. Still feeling blue, I started looking at circulation numbers over the past three years. Here's what I found for the first 15 days of January:

Year	2007	2008	2009	2010	2011	2012	2013
Books	411	NA	488	582	529	647*	563

*2012 was the first year of our new circulation system. I think this number does not reflect the accurate number of books checked out. In the past seven years our circulation has risen over all by more than 150 books or 27% growth. What does this mean for us? Our community is still reading books that come from our friendly library. There are some readers that have switched to digital books, but many that come and proclaim the printed word. And praise our city for such a lovely library! I have searched for creative ways for community members to volunteer, including being guest readers at Story Time, running a crafts segment, genealogy/history room projects and running the front desk.

Here are a few facts about our library the month of January 2013. We have received 36 new books for the library. Volunteers donated 170.25 hours to our library. There were 1,316 materials checked out: 526 adult fiction books; 156 Non-fiction books; 118 large print books; 177 children's books; 189 junior books; 22 junior reference books and 128 audio materials.

Respectfully submitted,
Sherri Lemhouse,
Librarian

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	59	2	2	59	
Violations	26	9	6	29	
Contempt/Other	0	0	0	0	
TOTALS	85	11	8	88	

BALANCE SHEET FOR THE MONTH OF JANUARY 2013

Court Revenue

Court Payments

Total Deposits +	\$ 2,990.39
Total Bail Forfeits +	\$ 435.00
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ -
Total NSF's -	\$ -

City	\$ 2,829.89
Restitution	\$ -
Unitary Assessment	\$ 508.80
Linn County	\$ 86.70
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 3,425.39</u>	TOTAL COURT PAYMENTS	<u>\$ 3,425.39</u>
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Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,829.89
STATE	\$ 508.80
COUNTY	\$ 86.70

*REFUND/RESTITUTION \$ -

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 4,699.14
ENDING	\$ 4,239.53

RESOLUTION NO. 701

A RESOLUTION AUTHORIZING THE AUTOMATION GROUP, INC. (TAG) TO INSTALL NEW SOFTWARE AND HARDWARE SOLUTIONS FOR THE WATER TREATMENT PLANT IN THE AMOUNT OF \$31,500 AND DECLARING SPECIAL CIRCUMSTANCES

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

WHEREAS, The Automation Group, Inc. is the only company in the region that is capable of rebuilding the supervisory control and data acquisition (SCADA) computer system at the Water Treatment Plant due to the City's long-standing relationship; and

WHEREAS, the City has operated this computer system for over fourteen (14) years and the system is need of an emergency repair; and

WHEREAS, the computer operating system is critical for the operation of the Water Treatment Plant; and,

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

- ◆ That the City of Brownsville will enter into a contract with TAG to provide the necessary software and hardware upgrades for the proper operation of the Water Treatment Plant including a new programmable logic controller (PLC);
- ◆ The contract amount is \$31,500;
- ◆ Council passed Resolution 690 which declared an emergency for the purchase of a computer;
- ◆ Council passed Resolution 691 which transferred funds for the necessary purchase, only \$1,500 was used against this original solution;
- ◆ Due to the age of the PLC and other technical difficulties encountered by Staff, the only solution was to replace the PLC.
- ◆ The Automation Group provided Quote #Q130124E which outlines the necessary work to be performed;

- ◆ The City will use line item 200.060.802 for the completion of this project. The Electrical Upgrades project was not going to be completed due to the work on the Calapooia Crossing project.

PASSED AND ADOPTED by the Council of the City of Brownsville this 26th day of February, 2013.

Don Ware
Mayor

S. Scott McDowell
City Administrator



Quote

Q130124E
24-Jan-13

Karl Frink
City of Brownsville WTP
Brownsville, OR

RE: WTP PLC Upgrade Project

Scope Narrative:

The Automation Group (TAG) is pleased to provide a quotation for upgrading the existing Control Microsystems PLC and Wonderware at the Water Treatment Plant located in Brownsville, Oregon. Our scope of supply and services is based upon the control panels, instruments, and equipment detailed on this proposal.

The Work includes everything necessary for executing and completing the PLC replacement; however, if it is not listed in this quote we have not included it in our proposal.

- Procure hardware
- Provide new system hardware (Allen Bradley)
- Oversee and certify installation of the new system
- Conduct the performance tests
- Conduct training classes
- Prepare Record Drawings
- Integrate the new system with instrumentation and control devices existing on the plant site

Integration services supplied:

- Overall System design
- PLC/HMI Programming
- Reporting Package – Includes up to 3 custom reports that can be generated daily/weekly/monthly
- Testing/commissioning of I/O system

PC/SCADA Components supplied-hardware/software:

- Rockwell Automation HMI Software
- (Computer provided under different contract PO# 1043)Tag #Q120918E Not to exceed \$1500

Control Panels modified - hardware supplied:

- Revisions to the Master Control Panel in the Water Treatment Plant
- Installation and wiring of the following Allen-Bradley PLC components:

The Automation Group, Inc – www.tag-inc.us
CCB #172838
Phone: 541/359-3755
Certification: State of Oregon Tier-2 Emerging Small Business Cert# 6023

- o 1769-L35E PLC Controller
- o 1769-PA4 Power Supply
- o three (3) 1769-OW16 Relay Output Modules
- o two (2) 1769-IA16 120VAC Discrete Input Modules
- o six (6) 1769-IF4 Analog Input Modules
- o Left and Right End Caps
- o Sensaphone 400 Autodialer

Instruments supplied:

- None.

Project Spares Included:

- None.

Exclusions:

The following list is offered in an attempt to further clarify what is **not** in this cost proposal. It is intended that these items are covered in other divisions of work. We are detailing them here to help prevent a project oversight. If requested, any and all of these items can be added to our scope of work, but could require a cost adjustment.

- Work limited to items listed above

Conditions Of Proposal:

- This proposal is subject to the successful negotiation of a mutually agreeable contract.

Base Price	\$31,500.00
*Optional Adder for Reporting Package	<u>\$7,500.00</u>
Total	\$39,000.00

Thank you,
Eric Wick
 Eric Wick
 Office: 541-359-3755
 Fax: 541-982-2266
 ewick@tag-inc.us

The Automation Group, Inc – www.tag-inc.us
 CCB #172838
 Phone: 541/359-3755
 Certification: State of Oregon Tier-2 Emerging Small Business Cert# 6023



FILE COPY

1/25/2013
3pm

January 7th, 2013

Ms. Michele Collins
620 Calapooia Avenue
Brownsville, OR 97327

Scott McDowell
Tammi Morrow—

Re: Private Drainage Concern

Meeting w/ Michele
Collins - discussed
drainage issues.

Request for Action

Dear Ms. Collins:

Over the course of the last three months, the City has received multiple concerns from area neighbors regarding some work you performed in the Summer of 2012 in the backyard of your residence. The City wanted to bring the Oregon Drainage Law to your attention which reads as follows:

Oregon Drainage Law

Oregon has adopted the civil law doctrine of drainage. Under this doctrine, adjoining landowners are entitled to have the normal course of natural drainage maintained. The lower owner must accept water which naturally comes to his land from above, but he is entitled not to have the normal drainage changed or substantially increased. The lower landowner may not obstruct the run-off from the upper land, if the upper landowner is properly discharging the water.

For a landowner to drain water onto lands of another in the State of Oregon, two conditions must be satisfied initially: 1) the lands must contain a natural drainage course; and 2) the landowner must have acquired the right of drainage supported by consideration. In addition, because Oregon has adopted the civil law doctrine of drainage, three basic elements must be followed:

1. A landowner may not divert water onto adjoining land that would not otherwise have flowed there. "Divert water" includes but is not necessarily limited to: 1) water diverted from one drainage area to another; and 2) water collected and discharged which normally would infiltrate into the ground, pond, and/or evaporate.
2. The upper landowner may not change the place where the water flows onto the lower owner's land (Most of the diversions not in compliance with this element result from grading and paving work and/or improvements to water collection systems).

3. The upper landowner may not accumulate large quantities of water, then release it, greatly accelerating the flow onto the lower owner's land. This does not mean that the upper landowner cannot accelerate the flow of water at all; experience has found drainage to be improper only when acceleration and concentration of the water were substantially increased.

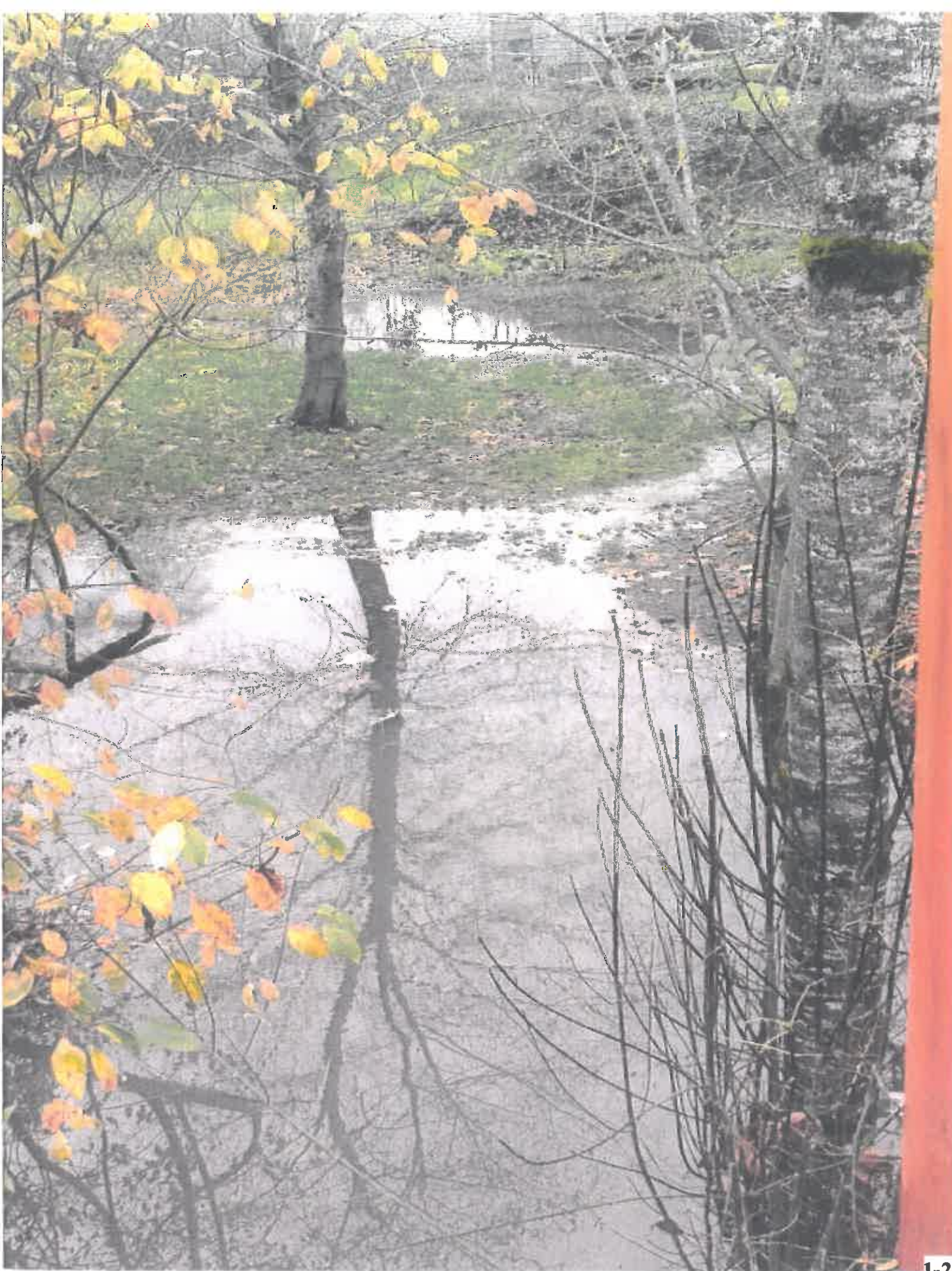
The City would like you to minimize the water back up that has been created due to the culvert installation in the backyard. Michele, I would be more than happy to come out and review the situation at your convenience. If you have any questions or concerns, please give me a call.

Sincerely,



S. Scott McDowell
Administrator

c: Council
File







ERWIN CONSULTING ENGINEERING, LLC

33923 BOND ROAD

• LEBANON

• OREGON

• 97355

February 13, 2013

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

ATTN: Mr. S. Scott McDowell

RE: Oak Street Waterline Replacement & Street Reconstruction – Release of Retainage

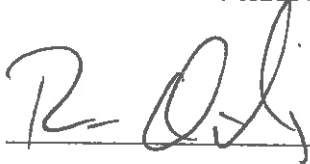
Mr. McDowell,

With the completion of all the punch list work, Erwin Consulting Engineering recommends that the retainage being held for the subject project be released to M.L. Houck Construction Co, 4444 22nd Ave. NE, Salem, OR 97301. Retainage held totals \$8,103.97 plus interest.

Should you have any questions, please feel free to call.

Sincerely,

ERWIN CONSULTING ENGINEERING



Ryan H. Quigley, P.E.

From: Joni Nelson [billnjoni@peak.org]
Sent: Friday, January 25, 2013 4:28 PM
To: S. Scott McDowell
Subject: Re: HPLO Coming to Albany

Follow Up Flag: Follow up
Flag Status: Completed

Very good counsel, scott. Thank you. Mandy and I are planning to go to the meeting, and find facts.
Joni

----- Original Message -----

From: S. Scott McDowell
To: 'Joni Nelson'
Cc: 'Mandy Cole' ; Don Ware
Sent: Friday, January 25, 2013 12:09 PM
Subject: RE: HPLO Coming to Albany

Hey Joni:

I think it would be a good idea to go listen to what the opportunity looks like and do some fact finding. I would caution adding anything that would bring more bureaucracy/rules/requirements to the table as the Mill Race has not been managed well throughout the course of time. Since we are unclear about the relationship with the Canal Company and their future, I don't want to inadvertently obligate the tax payers to future implications for the Mill Race without extensive Council involvement. With that being said, I think a fact finding mission would be in order and a report to Council. Please let me know if you would like to discuss this issue further. Thanks!



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

From: Joni Nelson [mailto:billnjoni@peak.org]
Sent: Thursday, January 24, 2013 9:32 AM
To: S. Scott McDowell
Subject: Fw: HPLO Coming to Albany

Hi Scott. Mandy and I had entertained the thought of trying for "most endangered resource" status for the Millrace. See below. What do you think? Joni

----- Original Message -----

From: Brandon Spencer-Hartle
To: Joni Nelson ; Sarah MacDonald
Sent: Wednesday, January 23, 2013 11:50 AM
Subject: HPLO Coming to Albany

Hi Joni and Sarah,

Hope all is well! I spent my New Year's Eve at your venerable Brownsville Saloon with a group of friends (we got delayed coming back from CA and needed a mid-valley place to stop) and have been meaning to send along an email ever since. Anyway, we'll be delivering an educational program in Albany in a two weeks and I wanted to make sure you both got the invite.

Any new preservation issues in Brownsville? We just opened a [call for nominations](#) for the 2013 Most Endangered Places and would love to hear if there's one down your way.

-Brandon

How to Save an Endangered Place

Historic Preservation League of Oregon workshop offers techniques and tools to help save important historic buildings, including Albany's St. Francis Hotel

Albany, OR – With the intention of inspiring support for saving local historic places in need of rehabilitation and reuse, the Historic Preservation League of Oregon (HPLO) will host a free program on "How to Save an Endangered Place" at 5:30PM on Wednesday, February 6th.

The one-hour presentation and discussion will highlight important principles for rehabilitating a historic building, identify common tools used to fund and organize redevelopment projects, and share examples of successful community efforts to save historic places in Oregon.

The program comes in response to the listing by the HPLO of Albany's historic St. Francis Hotel as one of Oregon's Most Endangered Places in 2012. The St. Francis, a faded-but-prominent contributor to Albany's Downtown Historic District, represents "a significant opportunity to further re-energize the economic vitality of Albany's historic downtown," says Executive Director, Peggy Moretti, "but it takes creative vision and solid community support. We're hoping to get the conversation started by sharing what has worked elsewhere." The February 6th program will be applicable to a range of historic properties in the Willamette Valley.

How to Save an Endangered Place

February 6th 5:30-6:30pm

City Hall Council Chambers

333 Broadalbin SW

Albany, OR 97321

Free – open to the public

About the HPLO:

The mission of the Historic Preservation League of Oregon is to *Preserve, Reuse, and Pass Forward Oregon's Historic Resources to Ensure Livable, Sustainable Communities*. A 501(c)(3) non-profit founded in 1977, the HPLO provides educational programs, advocacy, and holds over 40 historic conservation easements on properties across the state, protecting them from demolition in perpetuity.

Organizational goals include:

- **Preserve and pass forward** historic sites, properties and districts.
- Ensure sufficient **economic incentives** for historic preservation.
- Promote appropriate **land use policies**, development **guidelines** and preservation **standards**.
- **Increase awareness** of the economic value of preservation and its essential role in sustainability.

Operating statewide, the HPLO office is located in the historic White Stag Block, 24 NW First Avenue, Portland, OR 97209. 503 243-1923 www.HistoricPreservationLeague.org

Peggy Moretti

Executive Director

Historic Preservation League of Oregon

Preserve, Reuse, and Pass Forward Oregon's Historic Resources to Ensure Livable, Sustainable Communities

24 NW First Avenue | Portland, OR 97209

503 243-1923



citycounty insurance services
www.cisoregon.org



News, Updates and Emerging Risk Management Issues
of Interest to CIS Members

February 2013

Top 10 Disaster Recovery Tips

Early in the calendar year is a good time to “take stock” and make plans for the new year. It may also be a good time to review how your city or county might be prepared for a disaster. CIS Members with Property coverage have an additional benefit: access to Agility Recovery Solutions for help doing just that.

Agility helps entities weather “Everyday Disasters” – not just the Big Ones. Most “disasters” are not earthquakes, major floods or major fires. Sometimes it can be the everyday disasters that can shut you down: burst pipes, office fires, power loss, even disgruntled employees taking destructive action against a building or equipment. Unlike a private business, when a city or county is “shut down” that can mean vital services are also shut down, making the need for disaster planning even more important.

Agility recently provided CIS with the following “**Top 10**” list of disaster recovery tips, checklists, and webinars to provide

READ MORE ...

HOW TO GET STARTED

Contact Agility at
www2.agilityrecovery.com
or your CIS Risk Management
Consultant:

Adrian Albrich
aalbrich@cisoregon.org

Lisa Jacobson
ljacobson@cisoregon.org

Laurie Kemper
lkemper@cisoregon.org

Dunny Sorensen
dsorensen@cisoregon.org

John Zakariassen
jzakariassen@cisoregon.org

CIS
503-763-3800 800-922-2684
www.cisoregon.org
1212 Court St. NE, Salem, OR 97301



citycounty insurance services
www.cisoregon.org

Real-Time Risk • February 2013

Page 2

another level of learning and awareness about how to be prepared for disasters that could befall your entity.

Each member of CIS' Property program has its own myAgility website to setup and store their business continuity plan. Agility revamped the site last year to make it easier than ever to build your plan.

If you haven't already done so, log on to your myAgility site, or contact Agility and get started on a customized business continuity plan. You can also contact your CIS Risk Management Consultant for information.

Top 10 Disaster Recovery Tips

10. 10 Steps to Preparedness – Our National Preparedness Month webinar, *The 10 steps to Preparedness*, was our most watched webinar this year.

9. The #1 Cause of Business Downtime – As we look back at the various operational interruptions our members faced this year, there is an obvious common thread among them all. From hurricanes to tornadoes, floods to blizzards, the main culprit of downtime remains the loss of power.

8. An Emotional Recovery – The tragic shootings in Colorado and Connecticut this year shocked us all. Learning how to effectively manage traumatic stress can help both you and your employees better cope physically and emotionally following a disaster.

7. October Storms – Year after year October seems to bring some of the worst storms. This year, Hurricane Sandy proved this yet again. Stretching from the Carolinas to New England, Sandy left 8.5 million homes and businesses without power across 15 states.

6. National Preparedness Month – For the eighth consecutive year, Agility partnered with FEMA and the Ready Campaign for National Preparedness Month. Thank you to all those who took the time to pledge to prepare this September.

5. Your To-Do List – Take advantage of the sunny days to plan for the disasters ahead. Agility's simple to-do list will help you get started when the sun is shining.

4. Disaster Preparedness for your Smartphone – With so many disaster recovery apps out there, how do you know which ones are worth downloading? Here's a list of our top three favorite apps.

3. Violence in the Workplace – Workplace violence sadly made the headlines several times this year. Learn more about the risk factors and scope of violence in the workplace as well as prevention tips for employers and employees alike.

2. Ship Wrecked – The cruise boat that capsized off the coast of Italy this year reminded us all of the importance of having a personal preparedness plan.

1. Common Misconceptions – During an emergency, many people are quick to offer up their opinion. Can you differentiate the sound advice from the urban legends? Don't let common misconceptions cloud your judgment. Read up on the top disaster myths.

Cascades West Area Commission on Transportation

Staffed by Oregon Cascades West Council of Governments

Notes from January 24, 2013 CWACT Meeting

1. CWACT 2013 Executive Committee Members Selected

The following people will serve on the CWACT 2013 Executive Committee:

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

2. LBCC Advanced Transportation Technology Center in Lebanon

Gary Price from Linn-Benton Community College reported on the efforts to develop an Advanced Transportation Technology Center in Lebanon as the first step toward creating a base for alternative fuel technology in the Willamette Valley.

Starting in September 2013 the Center will begin training technicians to work on the next generation of vehicles and heavy equipment including electric hybrids, electric plug-ins, propane fuel, compressed natural gas, liquid natural gas fuel and hydrogen fuel.

Space in the remodeled 35,000 square foot industrial building in Lebanon facility has been designed to allow private sector industry access to equipment, students and training expertise. LBCC wants to develop partnerships to help the Valley become a hybrid vehicle and electric battery research and development site.

3. Changes to ODOT Transportation Enhancement Program and Bike-Ped Program

Ron Irish, Albany's Transportation Analyst and Alternate CWACT Member, discussed the changes to the Transportation Enhancement and Bike-Ped grant program. Last year, prior to the adoption of MAP-21 (the new federal omnibus transportation bill) ODOT merged its Transportation Enhancement grant program (funded with federal money) with its Bike-Ped grant program (funded with state money) since many of the proposed projects in the past have included elements of both programs. Because of subsequent changes to federal law, the amount available for the statewide combined competitive grant program has been reduced from about \$20 million to \$9 million.

Irish noted that MAP-21 provides a direct federal allocation to large urban areas (Portland, Eugene and Salem) for Transportation Enhancement projects (now combined into a Transportation Alternatives Program) but remain eligible for statewide competitive

grants. Although this specific issue may be resolved in future grant cycles, as programs are rolled into the STIP “Enhance” Program, members expressed caution about the current impact on non-urban area grant applications. In simple terms, projects in small cities and rural areas are competing with large urban areas (which have specific federal allocations for their projects) for a much smaller amount of statewide funds.

Amy Ramsdell reported that ODOT attempts to balance the grant awards in a variety of ways including the distribution of grant funds throughout all areas of the state. CWACT members asked Ramsdell to continue to work with ODOT staff on this issue to ensure an equitable distribution of statewide grants to projects in small cities and rural areas.

Members noted that MAP-21 provides, for the first time, specific allocations to large urban areas for other projects including transit funding for seniors and people with disabilities. In turn, this has reduced available funding for some programs serving small cities and rural areas. Members noted the importance of keeping track of this as Congress pursues the next transportation authorization bill (MAP-21 expires in September 2014).

4. Highway 20 Pioneer Mountain-Eddyville Project Update

The Oregon Transportation Commission discussed the Highway 20 Pioneer Mountain-Eddyville project at its December and January meetings. Representatives from several Lincoln County jurisdictions attended the meetings and provided testimony.

The OTC approved Option #2, a slower approach to construction providing more time to review geotechnical information and design and monitor landslide mitigation repairs and de-watering efforts. By providing time to review these efforts and make appropriate design changes, the cost of the project will be reduced and the future geologic “risk factor” will also be substantially reduced (from an initial estimate of \$48 million to \$15 million).

The cost to complete the project, with Option #2, is estimated at \$165 million. \$23 million of this amount is currently authorized and the OTC authorized the additional \$142 million needed to complete the project.

The authorization includes \$1.3 million for immediate safety improvements along the existing Highway 20. CWACT members expressed their appreciation to ODOT for the additional signage and warning devices installed in December. ODOT is also paying the Oregon State Police for additional traffic safety patrol on Highway 20.

Ramsdell noted that Option #2 will enable ODOT to break the construction project into smaller packages which will enable additional contractors, including smaller contractors, to bid on the jobs.

Because of the collective decision to “go slower and carefully review the results”, the construction efforts in 2013 will be somewhat limited. About \$30 million will be spent to install additional pipes and drainage systems, install ground anchors and construct test fills. The test fills will be monitored in the subsequent months so that contractors can begin, in the 2014 construction season, to cut and fill 3 million cubic yards of earth.

5. Update on Rail Planning

Linda Modrell and other members discussed current rail planning efforts.

The Oregon Passenger Rail study is reviewing ways to improve intercity passenger service between Eugene and Portland. ODOT, working with advisory groups, has screened corridor concepts (early ideas for potential rail routes and station locations). The four concepts in the CWACT area are routes that generally follow: (1) current Union Pacific rail line; (2) Oregon Electric Line (with a cross over south of Albany which does not include the use of the line on Water Avenue in Albany); (3) western alignment through Junction City, Monroe and Corvallis and intersecting other lines in Albany/Millersburg; and (4) a new line along the I-5 corridor line. This information was shared at a series of open houses during the last month.

The next step will be an assessment using evaluation criteria developed by advisory groups. The results of this evaluation will be presented at another series of open houses in late 2013. A smaller group of alternatives will thereafter be evaluated in detail in the Draft Environmental Impact Statement.

- Two local people serve on the statewide Passenger Rail Leadership Council: Albany Mayor Sharon Konopa and State Representative Sara Gelser.
- Four local people serve on the Corridor Forum: Benton County Commissioner/CWACT Chair Linda Modrell, Tangent Mayor Seaton McLennan, Harrisburg City Councilor Don Shipley and Halsey City Administrator Judy Cleeton.
- Several local people are expected to serve on a future geographically-based Community Advisory Group.

Modrell also noted that ODOT is starting to update the Oregon Rail Plan, an element of the Oregon Transportation Plan.

6. Columbia River Crossing Update

Amy Ramsdell provided an update on the Columbia River Project. The proposed project will address six issues with the current bridge: interstate freight mobility challenges including impacts to ports, distribution centers and businesses; the increasing daily periods of congestion; a high rate of crashes; the earthquake risk related to wooden pilings of the current bridge which sit in sandy soils; limited transit options; and the narrow bike/ped path that discourages its use.

The \$3.1 billion to \$3.5 billion project will be funded by the federal government (highway and transit funds); the states of Oregon and Washington; and tolls. The Legislative Assembly, in the next few months, will be asked to pledge about \$350 million in state funds to match Washington's contribution. The Legislative Assembly will also be asked to authorize tolling and bonds that are based on future tolling revenue.

7. ODOT Area Manager's Report

Amy Ramsdell introduced Senior Region Planner Valerie Grigg Devis who has replaced John deTar, the long time and well known ODOT planner who recently retired. Valerie provided a report on the current ODOT Area 4 planning activities.

- Work has started on the development of the Lincoln City Transportation System Plan.
- Depoe Bay is working with ODOT on an update of its Transportation System Plan which will specifically include an assessment of the appropriate number of lanes of the segment of Highway 101 in Depoe Bay, a review of alternative routes to Highway 101 and an assessment of bicycle/pedestrian enhancements.
- Work continues on the update of the Toledo Transportation System Plan, with an emphasis on the connections of the Highway 20 Business Loop and Highway 20, and the intersection of Highway 229 and Highway 20.
- Work continues on the South Albany Plan.
- Work has started on a regional transportation model which will include the Corvallis, Albany and Lebanon areas. It will include 1,000 Transportation Analysis Zones including population projections, employment, local streets and transit routes. Members suggested that the CWACT TAC be used as part of the review process for the regional modeling effort; and that an update be provided, from time to time, at CWACT meetings.

8. Next Steps for CWACT

Linda Modrell indicated the Executive Committee will meet more frequently in 2013 than it has in the past few years. She asked that CWACT members bring forward items they would like CWACT to be involved with during the coming months.

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

**Mark Volmert (541) 924-8430 mvolmert@ocwcog.org
CWACT website: ocwcog.org/ccbidindex.asp?ccbid=101**



January 25th, 2013

Brownsville Municipal Court
Attn: Honorable Judge Lemhouse
255 N. Main St.
Brownsville, OR 97327

Re: Jeannie M. Adams

98-X-2630	MIP	\$15.60
98-X-2632	MIP	\$304.00
98-X-2662	MIP	\$304.00
98-X-2850	MIP	\$329.00
00-M-3558	DUII	\$1,539.00

Judge Lemhouse:

Pursuant to our conversation on January 16th, 2013, I concur with your decision to waive the remaining fines as referenced above. If Ms. Adams does not cause any further problems, disturbances or otherwise during the course of a three year period, these fines will be excused. The City appreciates your efforts on these important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Scott McDowell".

S. Scott McDowell
Administrator

c: Tammi Morrow, Administrative Assistant
File



P.O. Box 928 • Salem, Oregon 97308
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

Received
City of Brownsville

JAN 29 2013

January 2013

Clerk _____

Dear Member City Official:

Thank you for your city's membership in the League of Oregon Cities. Your investment in this statewide collaboration of cities is essential so that all cities can benefit from the strength of collective action and pooled resources. We would like to provide an overview of your League's services and resources in support of your city.

Founded in 1925 by a group of city officials, the League of Oregon Cities' mission is to be the effective and collective voice of Oregon's cities and their authoritative and best source of information and training. Currently, all 242 Oregon cities are members of the League. Over 170 city officials participate on our policy committees. Active participation by member city officials is essential for an effective and vibrant League.

Among the League's many services and programs, we would highlight the following:

1. **Legislative Advocacy.** The League advocates and informs the Legislature and State agencies about and on behalf of cities. With the active participation of city officials, the League is the collective voice of Oregon's cities to protect and advance the interests of an effective and appropriate partnership with State government. The League's legislative agenda for the 2013 legislative session was created in 2012 through the policy committee process and the subsequent prioritizing of the committees' recommendations by member cities. This year we have an ambitious legislative agenda that proposes two constitutional amendments: 1) to provide local voters with options to make local decisions regarding their services; and 2) addressing tax inequities among properties of similar value. Our agenda also includes population forecasting reform, 911 tax reauthorization, and funding for infrastructure.
2. **Publications:**
 - Monthly *Local Focus* magazine
 - Weekly electronic *Bulletin*

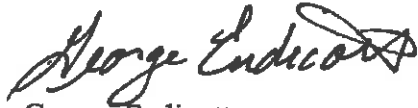
Local Focus publishes articles that provide city officials with information on new laws, city news and leadership. For instance, we publish an annual update of budget laws in the March issue. The October 2012 issue provided an overview of the city councilor's role in audits, and the February 2012 issue provided a primer on budgeting.

The weekly electronic *Bulletin* provides a concise notification of legislative and agency actions and issues, along with other timely pieces of information such as grant application deadlines and links to resources and training opportunities. If you are not already receiving our weekly electronic *Bulletin*, please send your email address to Kristie Marecek (kmarecek@orcities.org) or call her at (503) 588-6550 and we will add you to the distribution list. A link to the current *Bulletin* is emailed each Friday. Past issues of the *Bulletin* and *Local Focus* can also be accessed on our home page from the "Publications" button.

3. **Research and Information.** Every day our legal service staff answers calls from city officials about municipal law issues. The League's website (www.orcities.org) has a treasure trove of information for cities. Last year we created the Finance Toolkit to help cities explain city finances to their residents, as well as to provide resources to assist city officials in understanding Measures 5/50 and to communicate about the League's proposed constitutional amendments to help address some of the negative impacts of Measures 5/50 on cities. The League launched the City Handbook in 2011, providing a new and comprehensive textbook treatment of legal and practical information related to city operations and governance with detailed information and links related to the roles and responsibilities of city officials. The A to Z Index is another portal to access sample documents and information.
4. The **Oregon Local Leadership Institute (OLLI)** provides training on many topics for elected and appointed municipal officials. Of special interest to newly-elected officials is the Governing Basics course.
5. LOC's **Annual Conference** is the premier annual training event bringing city officials together from around the state to learn both from presenters and from each other.
6. One of the benefits of LOC membership is access to participation in **CityCounty Insurance Services (CIS)**. CIS provides liability, property, casualty, workers' compensation, auto and health insurance. LOC, along with the Association of Oregon Counties, created CIS when the private insurance industry abandoned the municipal liability insurance market in the early 1980s. CIS, in addition to providing competitive rates that save cities money on insurance, in 2010 and 2011 returned substantial credits against future insurance premiums, which for many cities were larger than the amount of their LOC dues.
7. LOC also sponsors the LOCAP program that allows small bond issuers to combine their offerings with reduced issuance costs, as well as **group purchasing** for cities through National Purchasing Partners.
8. The **LOC Foundation** was created to support the League's work and has provided financial assistance for city officials to attend training and to help underwrite other educational efforts.

We appreciate the involvement and continued participation of many veteran city officials and welcome the involvement and participation of newly-elected officials and experienced officials who have not previously been active in the League. If you have any questions about your League, please contact us.

Sincerely,



George Endicott
Mayor, Redmond
President, League of Oregon Cities



Michael J. McCauley
Executive Director
mmccauley@orcities.org
(503) 588-6550

