



Council Meeting

Tuesday – October 22nd, 2019
7:00 p.m. in Council Chambers

Table of Contents

1	Agenda
3	<i>Minutes: September 17th, 2019</i>
9	Administrator
TBD	Public Works
19	Planning
20	Sheriff
21	Court
22	Library
23	Resolution 2019.18: Adopting Officials Handbook
42	Resolution 2019.19: Downtown Sewers Engineering Transfer
47	Council Values
50	2019 Council Goals
53	Chamber of Commerce Agreement
58	Chamber Flower Basket Proposal
59	2020 Council Meeting Schedule
60	MVP IGA (<i>Go Team/RLED</i>)
74	Public Standards Task Order
77	CIS Insurance Invoice
79	Court Legislative Changes
85	LCSO Drug Take Back Day
86	DevNW/WNHS Transition EM
87	Financials



Council Meeting

Tuesday, October 22nd, 2019

Location: City Hall in Council Chambers

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: September 17th, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Chamber of Commerce – Agreement
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Resolution 2019.18: Adopting Officials Handbook**

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.



B. Resolution 2019.19: Downtown Sewers Engineering Transfer

10) ACTION ITEMS:

- A. Re-appoint Appointed Members
- B. Council Calendar 2020
- C. Mid-Valley Partnership Agreement
- D. Approve Dyer Partnership Task Order for Public Works Standards Update

11) DISCUSSION ITEMS:

- A. Pacific Power Franchise Agreement
- B. September 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.



Council Minutes

September 17th, 2019

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

PUBLIC: Kim Clayton, Jack Alsman, Wendy Toshitsune, Sergeant Klein & Rachel Poore (*Linn County Sheriff's Office*), Alex Paul (*Democrat Herald*), John McKinney, Patty Nanninga, and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell would like to add to discussion items; some appointees for an agreement discussion, perhaps an ad hoc committee.

MINUTES: *Councilor Block made a motion to approve the July 23rd, 2019 meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Central Linn Community EPC Website Review.** Mr. McDowell presented the link on the website that will take folks to the Emergency Preparedness Committee tab. This tab has tons of educational information for folks to utilize. "*Be ready, be prepared!*" Some website highlights include the preparedness calendar, 72-hour kit, Linn County Orange Book, information on windstorms, floods, electrical outages, etc. It's a great place to answer lots of questions and get information to be prepared. The goal of the EPC is educational; presenting and offering information to community members. Norman Simms (Chairman) and Marilee Frasier work tirelessly on this project for the City and community. Mrs. Morrow recapped the Jacob's Kit program. The City of Brownsville has partnered with the Halsey-Shedd RFPD, Brownsville Fire District, the City of Halsey, and the Central Linn School District on this project. The Halsey-Shedd RFPD is the project manager. They have applied for grants, and done a letter writing campaign raising over \$10,000 for this project. The Jacob's Kit is a small mass casualty trauma kit. One hundred and twenty-five kits were installed at Central Linn High School, (each room in the building where folks may take shelter), to be utilized during a major mass casualty event. Kits were also installed on the transportation buses. The Central Linn Elementary School will have kits installed in their rooms soon. The Fire Districts have performed training for staff as well. The next focus will be to encourage the major businesses in the area to have their own kit on hand. The next EPC meeting will be held in November. We will be focusing on goals going forward. Mr. Simms will likely come to Council in December to report out their progress.
2. **City Website Public Documents.** Mr. McDowell stated that there is growing concern over misinformation and dis-information happening in the community and the world at large through social media, and folks just spreading rumors and half-truths. McDowell is thinking of starting a page called, "*The Rumor Mill*" on the City website that folks can go to and actually get the real facts. Toward that end, McDowell directed Council to the website and showed where a wealth of information can easily be found. Things like the Pioneer Park riverbank erosion,



Council Minutes

the Big Picture which explains major issues facing Council, the Capital Improvements Plan, Policies, among others. There is information under the Utilities tab that provides information for folks on water rates comparison, the water capital improvement fee and sewer debt fee explained. There is also a Public Works page and a Planning page that all have tons and tons of great information. There are forms available on the website for folks to utilize as well. There is also a room reservation module online now that folks can use to rent rooms at City Hall. These requests go to Jannea, and she then contacts the folks and lets them know the details, availability, fees, and such.

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Sergeant Klein presented a new deputy, Rachel Poore, to Council. She will be going to the academy soon, and then should be on her own by next spring or early summer. Klein reported that for August there were 8 traffic citations, and 15 warnings. Klein reported that cites are up for September – 16 to date, with 7 warnings. LCSO devoted 26.5 hours to traffic, and 210 hours overall. Councilor Block asked about the ticketing out by the Mormon Church on the north side of town. Klein said that much of this is up to the deputy's discretion. Block said that there has been a lot of speeding traffic in this area.
2. **Public Works.** Mr. Frink reported that Public Works has had a few small water leaks over the last month; all have been repaired.

Backflow devices were tested this month. Two devices failed, so he is working with the property owners to resolve those situations.

Public Works will begin scraping the filters soon. He invited anyone who likes to shovel to come join the party and participate!

Frink stated that he has several new sewer connections pending around town.

The mill race was shut down in mid-August as directed by Oregon Water Resources.

Public Works (PW) has been out watering and trimming the gateway trees; he is hoping to get better results from those trees. Several trees had to come down in the park, some for preventative measures to minimize riverbank erosion and for some safety due to disease. PW also removed some street trees that have needed trimming for a while.

Stop signs have been installed mostly on the north side of town. Basically, Frink is trying to make sure that there is a stop sign at unregulated intersections. His goal is to have a stop sign every 2 blocks or so to help control speeds and promote safety.

Don and Carol Neddeau have finished up their duties as park caretakers. They have indicated that they will not be back next year, as they would like to travel a bit, and have other priorities. Frink stated that the Neddeau's did a great job for us in the park; they will be missed.

Mr. Frink reported that the restrooms have been repaired down at the PW Shop. They had just been closing the restrooms during the winter when the water table comes up. It is nice to actually have working bathrooms available all year!



Council Minutes

Mr. McDowell and Frink will begin working on the bid process soon for various procurements approved in the FY 2019.2020 budget.

Frink also reported that he recently attended a weeklong seminar in Seaside to maintain his certifications.

3. **Administrator's Report.** Mr. McDowell updated Council that the Volunteer Appreciation Party is scheduled for Thursday, October 24th, 2019 at Kirk's Ferry from 5:30 p.m. – 7:00 p.m. This party will be two days after our next Council meeting; please mark your calendars.

McDowell reminded Council that it is getting to be that time of year when the wind machines may kick on to protect the wine grapes located south of town. We will cover this in the upcoming newsletter as well.

McDowell and Frink met with Alyrica (an ISP from Philomath) this week. They are making progress in town towards the installation of a new fiber optic cable. They are hoping to start taking new customers in January or February. This is a huge improvement for the City and community! They will likely offer two different plans for high speed internet, and will revolutionize what is offered here. Some lines will be underground, some overhead.

Boldt, Carlisle will be here the week of September 30th for the annual audit. Staff has compiled information and is preparing for the week.

McDowell stated that he is taking a week of vacation next week. He will return on Monday, September 30th.

McDowell put the increases for LCSO in the Council packet. Councilor Block and McDowell will be attending the quarterly meeting/contract discussion with LCSO soon.

The City hired VLMK, a structural engineering firm, to review the Central Linn Recreation Center. The Facilities Review Committee and Ad Hoc Committee wanted to ensure that the structure could support a renovation. McDowell reported that the report has come back very positive, with just a few small items to address. This is great news for the future of the building, and it's continued use for our community. He will be forwarding a report out to the Facility Review Committee soon.

A few of the partnerships that we have enjoyed are about to have some changes happening with 3 key resignations. Cascade West Council of Government's Executive Director Fred Abouseleman will be stepping down before the end of the year. The other key partners resigning include City Administrators' Brian Latta from Harrisburg and Gary Marks from Lebanon. This will likely mean some extra meetings for McDowell while the group transitions through these changes. Going forward it is imperative that we do not lose our forward momentum with policy advocacy and what the group has achieved this far for regional economic development and other key projects. The cities really need to continue build and focus on forming relationships with our legislators to address current and future legislation impacts for our cities and constituents. The goal is to bring six (6) area counties together to advocate for collective needs.



Council Minutes

4. **Library Report.** Mayor Ware commented that it is really amazing what our library does for the town; it is a major meeting place, serving folks of all ages.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** Patricia Nanninga, Galbraith Street, was present to voice her concerns about the local foodbank, and the general food bank in the State. The local foodbank is currently serving 158 families. She stated that Oregon is number one in relation to hungry children. She would like to have a food drive in Brownsville to help address the shortage. Milk is also something that they used to get, that they are not getting in the same supply now. Councilor Neddeau mentioned speaking with Dari-Mart about securing extra milk.

LEGISLATIVE ITEMS:

1. **Ordinance 780 – McKinney Annexation (W Bishop Way: Known as 13S03W36D 02500) – Second Reading.** Councilor Gerber made a motion to read by title only. Councilor Hansen seconded the motion, and it passed unanimously. Mayor Ware read the title. Councilor Gerber made a motion to adopt O 780 as presented. Councilor Hansen seconded the motion, and it passed unanimously.
2. **Ordinance 781- Public Records Process & Fees.** Councilor Gerber made a motion to read by title only. Councilor Block seconded the motion, and it passed unanimously. Mr. McDowell stated that basically this ordinance is just housekeeping. We have been following this practice for quite some time. The second piece of the legislation establishes a form that folks will need to use for large public records requests. This legislation will streamline our process and follow state law. It would be good to pass this as emergency as it is current practice. Councilor Gerber made a motion to adopt O 781 as presented, and use the emergency process. Councilor Neddeau seconded the motion, and it was approved unanimously.
3. **Resolution 2019.17 – Public Records Process & Fees.** McDowell stated that rates are typically set by resolution so that they can be on an annual review. It is an appendix to O 781. Councilor Gerber made a motion to adopt R 2019-17. Councilor Hansen seconded the motion, and it passed unanimously.
4. **Arbor Day Proclamation – Mayor Ware.** Mayor Ware officially proclaimed October 12th, 2019 as Arbor Day for the City of Brownsville. He urged citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

ACTION ITEMS:

1. **Appoint Planning Commission Members.** Councilor Block made a motion to appoint Jack Alzman and Erica Harms to the Planning Commission. Councilor Gerber seconded the motion, and it passed unanimously.
2. **Park Board Recommendation – Playground Location.** For the past several years the City has been planning on retreating from the riverbank due to erosion.



Council Minutes

The time has come to relocate the playground equipment as the riverbank grows ever closer. The Park Board has been considering this matter for quite some time. They have recommended by a 5-1 vote to relocate the play equipment to the northwest corner of the prairie area. There is a bit of shade cover there for the children and the equipment, and as the pavilion gets closer to the end of its useful life, it will likely need to also be relocated to a nearby location. The current playground area will be returned to grass. There is plenty of space in the rest of the park for the activities that are held on the prairie field to be relocated. Staff was hoping to move the equipment by the end of October, but that hasn't proven to be possible. Mr. Frink stated that they will go down and map out the playground this Fall, and if needed, pull the equipment and reinstall it in the spring in the new location. *Councilor Block made a motion to approve the Park Board recommendation for relocation of the playground equipment in Pioneer Park. Councilor Thompson seconded the motion, and it passed unanimously.*

3. **Private Logging Activities by the Reservoirs.** Mr. McDowell shared a map of the general area where the logging near the reservoir is happening. The landowner has supplied the proper paperwork. The City's concern is that there will be two rows of trees left on the City property. The concern is that after the timber is cut on the neighboring property, how will that affect these remaining trees? With the southwest prevailing wind, and any existing damage, will the trees withstand the winter? If the trees fall, they could easily fall onto the reservoirs, creating havoc with the water system. McDowell has contacted Vern Esplin, the City's Arborist from Buena Vista Tree Care, for a professional opinion.

The City is seeking an official opinion on whether the trees that are being removed will negatively impact the City's remaining trees, and asking for his recommendation about next steps around this issue. McDowell would like Council to move conditionally and take the arborist's recommendation to proceed forward. We do have an opportunity while the logging equipment is in the area to remove trees that should be removed. Mobilizing this kind of equipment in can get very expensive, and that is why we are trying to coordinate this effort while it is most cost effective. *Councilor Gerber moved to authorize McDowell to follow the Arborist's recommendation and take action as needed in regard to the reservoir trees. Councilor Block seconded the motion, and it passed unanimously.* McDowell stated that he has heard some concerns about the logging trucks driving on City streets. City streets are expected to handle the log load weights just fine. Actually, cement mixers are heavier. The subdivision is currently expanding with nearly 10 homes built over the last two years or so.

DISCUSSION ITEMS:

1. **Officials Conduct Policy Review.** Mr. McDowell reported that the Council had charged Councilors Neddeau and Thompson, along with Staff, to review Resolution 718, which are the conduct guidelines both personally and professionally for Council members and appointed members of the City. This resolution has been streamlined into a handbook format for easy reference and clarity. The social media policy has been incorporated along with the remote attendance policy. Another addition is the ability of each Councilor member to be able to address conduct situations during a meeting, or anytime, and bring that forward. The plan is to discuss it this evening, and if Council decides, send McDowell forth to bring back to Council next month. Council encouraged McDowell to bring this back before them next month in legislative form.



Council Minutes

2. **Pest Control Measures and Right-of-Ways Request.** McDowell asked that Council volunteers step forward to meet around these issues, and bring something back to Council for review in the next few months. Councilors Neddeau and Thompson volunteered. The Linn County Pioneer Association MOA (Memorandum of Agreement) should be reviewed also. Mayor Ware and Councilor Block volunteered to assist McDowell for this task. Councilor Gerber is willing to be a substitute as needed.

3. **August Financials.** No comments.

CITIZENS COMMENTS: Patty Nanninga commented that she has spent time in the park playground recently and said that small children are climbing the rock, but are unable to get down. They had to call the park caretaker to get a ladder to get down. She was hoping that they can add a ladder to the structure when it is moved to the new location. McDowell stated that there are rules and regulations against using unapproved equipment. Playground structures are specifically engineered. The City does not want to increase a liability exposure. Adults need to monitor children if they feel a situation is not safe for the children.

COUNCIL COMMENTS: Councilor Gerber stated that it would be helpful going forward if there were some suggestions around the needed food donations. McDowell will contact the Executive Director of Sharing Hands. Councilor Neddeau also suggested that Ms. Nanninga contact Dari-Mart to solicit possible milk donations for the food bank.

ADJOURNMENT: Councilor Block moved to adjourn the Council meeting at 8:15 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.

City Administrator S. Scott McDowell Mayor Don Ware



City Administrator Report

October 22nd, 2019

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

One liner of the month

Ever stop to think and forget to start again?

Note: The first section of this report is important because it provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals which are on the Council room wall or in the budget. When you see this symbol, ☒, it means I will provide more information at the meeting.



Hank Aaron

"You are perfectly cast in your life. I can't imagine anyone but you in the role. Go play!"
 ~ Lin-Manuel Miranda, Actor/Producer

"Live up to your convictions. You walk in grace or you walk in fear. You can't have it both ways."
 ~ Carlos Santana, Guitarist

"My motto was always to keep swinging. Whether I was in a slump or feeling badly or having trouble off the field, the only thing to do was keep swinging."
 ~ Hank Aaron, Baseball's Home Run King



October 24th, 2019
Thursday Night
 Volunteer Appreciation Party
 5:30 p.m. to 7:00 p.m.
 Kirk's Ferry Restaurant

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Brownsville Area Chamber of Commerce Agreement** – Time has come once again to renegotiate the Chamber of Commerce agreement. Council may recall Chamber Vice President Dave Furtwangler and Board Member Lynne Heller made a request in July for Council assistance on the flower basket program. I have included that information along with the new agreement for your review. President Sue Frasier and Board Member Lynne Heller will be presenting the Chamber's request Tuesday evening.



City Administrator Report

The American Legion will be installing 7' flagpole rods to replace the 5' flagpole rods that were being used. President John Lee feels confident that the flags will not catch on the baskets nearly as much.



What is Council being asked to do?

Be prepared to discuss the agreement and the flower baskets request.

Chamber Duties – I have recently to maintain part of the Chamber of Commerce's website that deals with events. Over the last two years, key pages on the Chamber of Commerce's website were not maintained properly. When this happens, it causes a lot of work for City Staff because there is nowhere to send people who call inquiring about Chamber events. I figured if I maintained this portion of the site, it would result in better service for the Chamber while alleviating frustrated callers and Staff members who were not receiving clear information.

9) LEGISLATIVE:

- A. **Resolution 2019.18: Adopting Officials Handbook** – This resolution would adopt the new Officials Handbook as presented at the last Council meeting. I've included an acknowledgment form for Council review as well. If Council adopts this resolution, the Officials Handbook would be sent to all elected and appointed officials for their review and reference.

Officials Conduct Policy – **From 09.25.2019:** Councilor Thompson and Councilor Neddeau volunteered to work with Administrative Assistant Tammi Morrow and I on re-working of Resolution 718 which addresses Elected and Appointed Officials conduct. We've added policies Council passed over the last two years including social media and remote attendance. We used a policy handbook format for easy reference.

One chief difference is that all Council members are responsible for conduct. In the past there has been confusion about who is supposed to act. One shared misconception was only the Mayor and/or the Council President could address or stop a situation happening in real-time during a meeting. The new policy charges any Councilor or member of a board with the responsibility to address a situation at a meeting or call for information.

What is Council being asked to do?

Consider passage of the Resolution.

- B. **Resolution 2019.19: Downtown Sewers Engineering Transfer** – City Engineer Ryan Quigley forwarded the associated engineering costs for the Downtown Sewer project the City is saving toward for installation in FY 2020.2021. This resolution will transfer funds to cover the associated engineering costs so the project can be bid at any time in FY 2020.2021. Hopefully, the City can complete the Downtown Sewer project over two FY's instead of three.

What is Council being asked to do?

Consider passage of the Resolution so engineering work can be completed in this FY.

10) ACTION ITEMS:



City Administrator Report

- A. **Board & Committee Appointments** – The current members' terms below are up at the end of the year. The highlighted members are interested in being reappointed. I will have a full report Tuesday night at the meeting.

Budget Committee

Kaye Fox
Kim Clayton

Planning Commission

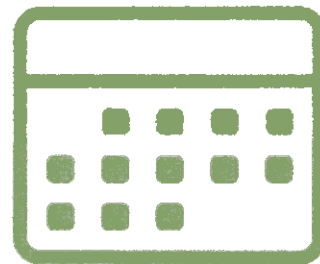
Rob Wingren

Library Advisory Board

Barbara DeRobertis, Gwen Landon & Jennifer Ashcraft

- B. **Approve Council Calendar 2020** – Included is a schedule for the upcoming calendar year. Every year Council approves the meetings list for the upcoming year. Council is being asked to approve the list as presented.

- C. **Approve Mid-Valley Partnership Agreement** – The City has been working on the Rural Linn Economic Development (RLED) plan for nearly six (6) years. The effort started with the Go Team which was formed out of The Ford Family Leadership cohort series completed by the Ford Family Foundation in Linn County. Two years ago, Brownsville formed a partnership with Sweet Home, Lebanon, and Harrisburg to develop a plan the City of Lebanon had for one of their downtown buildings. The group added the City of Halsey and applied for a rural development grant through the State of Oregon's Rural Opportunity Initiative (ROI). The ROI grant is what has been funding the RAIN effort for the last two years. Council will recall Mr. Corey Wright's presentation that highlighted programmatic efforts and positive outcomes achieved during the first year. RAIN continues their effort over the next two years per contract. Eight cities have been involved in this partnership and those cities include Lebanon, Sweet Home, Philomath, Harrisburg, Adair Village, Monroe, Halsey & Brownsville.



Entrepreneurial efforts are only a part of what this partnership plans to accomplish collectively. Contained in the agenda packet is an Intergovernmental Agreement (IGA) that is the framework for a regional economic development effort based on the RLED proposal. Council will be asked to approve this agreement to continue the work of regional economic development. The plan is to add additional cities and continue to strive toward realizing the deliverables in this agreement. Overall, this effort has been an amazing collaboration where neighboring communities have led a grassroots movement that transforms opportunities for area residents and citizens.

Historically, Council was interested in partnering with the City of Sweet Home to provide local economic development assistance. The new plan incorporates multiple cities in two counties and has become a model for other rural areas in the State of Oregon.

What is Council being asked to do?

Review the agreement and consider adoption.

- D. **Approve Dyer Partnership Task Orders** – Dyer Partnership's Ryan Quigley has provided a Task Order to update the City's Public Works Standards. Council adopted



City Administrator Report

standards in 2014 and every five years the City needs to review the standards to ensure they're up to current codes and requirements that will continue to properly protect the City's vast infrastructure investment.

What is Council being asked to do?

Consider approval of the task order.

11) DISCUSSION ITEMS:

- A. **Pacific Power Franchise Agreement** – The City needs to negotiate a new franchise agreement with Pacific Power. I am asking for authorization to begin that process.
- B. **September Financials**

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

- ▶ *Working on various park agreements for the upcoming season.*
- ▶ *Councilor Thompson and I met to discuss and review budget priorities for FY 2019.2020.*
- ▶ *Forwarded the Structural Engineering Report for the Central Linn Rec Center to the Ad Hoc Committee.*
- ▶ *Administrative Assistant Elizabeth Coleman and Public Works planted a tree for Arbor Day.*
- ▶ *Reworked the Chamber of Commerce agreement for review.*
- ▶ *Setting up a meeting of the Ad Hoc Committee to discuss next steps and recommendations.*
- ▶ *Attended the Planning Commission meeting.*
- ▶ *Councilor Hansen & Block took a facilities tour.*
- ▶ *Met with Tom Valentino to review the Takena Landing project recently completed by the City of Albany. ☑*
- ▶ *Public Works Superintendent Karl Frink and I made the necessary arrangements to comply with the OR-OSHA requirement to install an eye wash station for the South Wastewater Treatment Plant.*
- ▶ *Worked on tasks for the Chamber Executive Board including their website.*
- ▶ *Attended several meetings with the 8 Cities to build the MVP IGA.*



Policy

(fyi)

(fyi)

(fyi)

Agreements

The City uses several different kinds of agreements to accomplish many purposes for the citizenry of Brownsville. Intergovernmental Agreements, most often referred to as IGA's, are between governmental entities to provide services as outlined in the agreement. Examples of IGA's include the contract with the Linn County Sheriff's Office for law enforcement services, the Linn County Planning



City Administrator Report

& Building Department for building inspection & permitting services, the City of Halsey for emergency public works assistance, and the Oregon Department of Transportation for emergency purposes, to name a few.

The City has a vibrant collection of civic organizations that deliver services to residents while increasing capacity and amenities of the town. The City, primarily for the last twelve (12) years, has written memorandums of understanding (MOU) or memorandums of agreement (MOA) so the City can add capacity to these missions by allowing Staff to provide assistance, facilities to be utilized, public streets to be modified or closed, advertising and other general purposes that may be defined in the agreement. Examples include the Chamber of Commerce, the Brownsville Art Association, the Brownsville Senior Center, the Central Linn Recreation Board and events like Rally on the River.

These agreements are vitally important for Staff, Council, other appointed boards of the City, and the party entering into the agreement. The agreements clearly state the purpose and expectations of all parties involved. By using this contract management technique, lasting partnerships are fostered, and additional services are provided to area residents. Financial resources are reviewed and agreed to by Council for certain purposes, with reasonable limits, to ensure tax dollars are being used appropriately and maximized for the greatest benefit.

STATUS UPDATES – Projects, proposals and actions taken by Council



Audit Week ☒ – Ms. Tasha Harrell’s team performed the annual audit the week of September 30th, 2019. BCS was concerned about two specific issues that will be discussed in their final report. The City had an issue with an overpayment on a payroll check that totaled around \$200.00. Administrative Assistant Jannea Deaver and I will be working on a better way to catch potential errors. The City’s system isn’t automated and sometimes we have an over payment and in one case a few years ago an under payment. The money must be paid back which has happened in the past as well. The other issue was tying the Trial Balance to actual Cash on Hand. Council may recall that

Bill Palmer was working on this issue with Administrative Assistant Tammi Morrow. Unfortunately, Mr. Palmer took another job opportunity before we could rectify this situation. Ms. Harrell indicated that the difference between the Trial Balance and Cash was nearly \$2,600. During our discussion, everyone felt that this total had more than likely accumulated over a three-year period. The plan forward is to zero out the difference and implement a new process which will balance both totals appropriately.

Historically, BCS has provided accounting services as part of the audit that rectified this accounting difference annually. When Josh Morrow took another job opportunity, this reconciliation wasn’t completed by the following audit teams.

Tree Removal Follow-up – The City removed the trees that were posing a threat to the water reservoirs. Public Works Superintendent Karl Frink suggested planning a row of bald cypress trees near the fence line and then planting a few Oak trees to restore habitat and to provide a visual screen.

Templeton RV & Container Storage – The LCSO is in the process of investigating a recreational vehicle that may be using city streets to illegally stay in town. The Sheriff’s Office reported this phenomenon happens frequently in Harrisburg and other rural areas. A large semi size storage container has been placed on Blakely Avenue to help a homeowner make renovations to their property.



City Administrator Report

Staff has made reasonable accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.



Insurance Meeting – Barker-Uerlings' Deidre Thede & Sherri Strandy visited to review the City's insurance coverages for the upcoming year. I have included a few documents for your review. The City continues to purchase additional earthquake coverage. Fortunately, this year, increases in general liability have leveled out. Several years ago, Council elected to hire Barker-Uerlings to serve as the City's insurance agent which provides consistency in the event of any staffing changes.

Open Enrollment – Staff recently completed the annual open enrollment process for benefits. Public employee benefits have been negatively impacted by the Affordable Care Act. Each year CIS must offer higher deductible plans that feature higher out-of-pocket costs for public employees to avoid paying healthcare taxes to the Federal government. So far outcomes of the Act, from CIS's perspective has been to lessen employee benefits, coverages, and maintain similar cost platforms while still not providing the coverage promised to those members of society who were uninsured. The Act has from the onset been a bureaucratic nightmare to navigate. It will only be a matter of time before all employees nationwide are taxed on their health benefits as part of their overall annual income tax bill.

Rec Center Floor ☒ – Flooring Expert Mike Sossie recently finished the gym floor. The City will continue to maintain and monitor the condition of the floor until the building is renovated. I forwarded a request for the CLRC Board to consider a deposit for the use of the gymnasium. Unfortunately, some people who rent the building fail to cover the floor properly which can result in damage. Given the floors fragile state, anything that can prolong the floors life should be done.

Park Facility Rates – The Parks & Open Space Advisory Board will be looking at Pioneer Park facility rates during the November meeting.

Playground Outcome ☒ – The costs associated with relocating the playground was too high. Public Works Superintendent Karl Frink and I are working on alternative methods to move the equipment.

Brownsville Art Association Signage – The City recently worked with the Association to improve signage for the Center. A new sandwich board sign along with a new building sign has been created and installed.

Current Contract (Two Years)

Hourly Rate	\$65.00 to \$67.33
Percentage Increase	3.58

Projected Next Three Years

Hourly Rate	\$67.33 to \$70.85
Percentage Increase	5.22

Hourly Rate	\$70.85 to \$72.99
Percentage Increase	3.02

Hourly Rate	\$72.99 to \$75.51
Percentage Increase	3.45

Active: Linn County Sheriff's Office Quarterly Meeting

Outcome ☒ – I had an opportunity to meet with Sheriff Jim Yon to go over a few of the details of the joint cities contract. I am in the process of setting up the quarterly meeting as required by contract to discuss the details of the new services contract. Councilor Block will attend that session(s) as well. Hopefully, the cities can agree to a new services contract prior to the November Council meeting.

From 09.25.2019: The City received some rate information as listed below. I am waiting to hear a response from the Sheriff's Office. I will attempt to schedule the quarterly meeting soon.



City Administrator Report

From 06.25.2019: Contract pending. Sheriff Yon acknowledged and agreed to keep the current agreement in place until labor negotiations are finalized. The Sheriff also agreed that quarterly meeting and payments would continue.

Below is the current contract price for this part year and what the price would be for next fiscal year:

Current Fiscal Year: 2400 Total Hours \$67.33 \$161,592
[3.58% Increase compared to the previous FY]

FY 2019.2020: 2400 Total Hours \$70.36 \$168,864
[4.5% Increase compared to the previous FY]

Linn County Sheriff's Office Contract ☑ – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

LCSO Month-to-Month Comparison

Year	Month	Traffic Citations	Traffic Warnings	Hours
2019	September	20	10	202
2019	August	8	15	210.5
2019	June	31	32	221
2019	May	21	47	204
2019	April	4	14	205.5
2019	March	15	35	204
2019	February	4	19	217
2019	January	21	44	217
2018	December	9	24	211
2018	November	15	38	204
2018	October	9	25	218.5
2018	September	36	43	203.5
2018	August	24	30	201.5
2018	July	14	18	214
2018	June	8	9	213.75
2018	May	6	19	207
2018	April	14	21	203
2018	March	19	36	208.5
<i>Subtotal</i>		278	479	3765.8
Total Average		15.4444 <i>Cites</i>	26.611 <i>Warnings</i>	209.21 <i>Hours</i>

Active: Linn County Planning & Building Department Meeting Outcome – The group continues to wait on the County to upgrade and implement an e-permitting system. Future meetings will be required to continue to move this goal and other items forward.

From 07.23.2019: Attended permit training conducted through the LCPBD. One direct result of this effort.



City Administrator Report

From 06.25.2019: I continue to move this effort forward. So far, cities have reviewed proposed County forms. We are waiting on Linn County to review IGA's and to provide training to cities. There will be a group training session at the Courthouse in July. We are working through several other issues to improve the process.

Active: Alyrica Franchise Agreement ☒ – **From 09.25.2019:** I met with Adam Skaer to discuss the possible location of a necessary cabinet on public property as described in the Franchise Agreement. Permits have been submitted to Pacific Power and they will soon be sending permits to the City and the County. They are attempting to get the main trunk line installed by the end of 2019.

From 04.23.2019: Alyrica President Kevin Sullivan indicated that things are moving slower than he had hoped due some issues with engineering. Mr. Sullivan is actively working on the project.

Alyrica is targeting the following pricing structure:

\$69.99 100 Mbps \$99.99 1 Gbps

Pending: Canal Company & the Mill Race – **From 09.25.2019:** Councilor Block and I continue to attempt to schedule a meeting with Mr. Holbrook and Mr. Babcock. At this point, the schedule below would need to be modified.

Below are general concept thoughts:

- 1.0. Canal Company Leadership Discussion (June – August)**
 1. Share Concept
 2. Discuss Paths Forward
 3. Learn Future Plans
- 2.0. Targeted Public Outreach (September)**
 1. Send Explanation Letter
 2. Create Explanation Webpage
 3. Share Concept
 4. Share Meeting Schedule
- 3.0. Town Hall & Public Input**
 1. October 15th, 2019, 7:00 p.m.
 2. November 19th, 2019, 7:00 p.m.
- 4.0. Council Decision**
 1. December 17th, 2019, Regular Council Session
- 5.0. Agreement Implementation**
 1. Draft Agreements
 2. Solidify Details
 3. Create Processes
 4. Develop Communication Interface

Facilities Review Committee Recommendation Outcomes ☒ – The City has received the Structural Engineering Report from VLMK and it is currently under review.

From 07.23.2019: I have sent an update to Committee members. The City is in the process of hiring a Structural Engineer to review the Central Linn Rec Center. City Engineer Ryan Quigley,



City Administrator Report

Dyer Partnership, has contacted VLMK Engineering who handles structural engineering reviews for Dyer Partnership. Mr. Havlin Kemp is working on the proposal for the review.

From 05.28.19: Central Linn Recreation Association President Blaine Cheney hosted a tour of the Rec Center on May 16th. Ad hoc members attending included Halsey City Administrator Hilary Norton, Halsey Mayor Jerry Lackenbruch, Central Linn School Board Member Jen Durringer, Administrative Assistant Elizabeth Coleman and I attended. Members will reconvene to work out additional details in June.

Software Training – **From 05.28.19:** Administrative Assistant Jannea Deaver and Public Works Superintendent Karl Frink will be working on new logistics and policies based on the new technology. Staff may be bringing up suggested policy changes for Council consideration in the future.

Oregon Water Resources Department (OWRD) and Wyatt Rolfe – **From 06.25.2019:** I have included money in the upcoming budget to address the Water Management & Conservation Plan.

From 03.26.2019: The City received a final order from OWRD on the water curtailment issue from eight years ago. Public Works Superintendent Karl Frink and I sat down with the City's Water Rights Attorney, Wyatt Rolfe, to understand the implications. Rolfe reported that the State will be requiring the City to adopt a Water Management and Conservation Plan (WMCP). Dyer Partnership will need to be involved along with procuring measuring equipment. The City will need to budget for this priority for the upcoming fiscal year. Overall, Mr. Rolfe felt that the City fared well with this being the primary outcome. The new water meters will also prove to be a huge asset in verifying the effectiveness of the City's future WMCP.

Active: Land Inventory – **From 03.26.2019:** Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will required for this important project.

From 02.26.2019: Council will be asked to pass an ordinance that clarifies the City limits and the Urban Growth Boundary. Staff and Mr. Kinney continue working on background details.

See past reports for more information.

Pending: Step Up IT – **From 03.26.2019:** I recently met with this company out of Eugene to discuss cybersecurity and I.T. They are working with Sweet Home and with other governmental agencies. I met with them a year ago, but we were not ready. A lot has happened since last year, we are in the process of getting a fiber optic system in Brownsville, we are using cloud services for Utility Billing and General Ledger, and we have automated the water distribution system, to name a few. Security and expertise will be important for City computer systems moving forward. I have provided I.T. for several years for the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

PAST MEETINGS – Memory Information

DevNorthwest/WNHS Update – The merger has taken place. More details to follow.

From 09.25.2019: WNHS provides many home rehabilitation services and counseling for those meeting certain program requirements.



City Administrator Report

From 12.18.2018: See the information about the merger with NEDCO. Sweet Home will be applying for CDBG funding this funding cycle.

Please refer citizens to the following websites for more information:

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

➤ **Kirk Avenue Project History**

For the history and current status of the Kirk Avenue project, please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

Respectfully Submitted,

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

S. Scott McDowell



October 2019

PLANNING AT A GLANCE

Permits Building, Plumbing, Mechanical, Fence, Etc.

• Structural	Foundation Repair	224 Sage
• Mechanical	Replace Gas Furnace/AC	403 Templeton
• Structural	Special Inspection	382 Kirk
• Mechanical	Replace HP	710 Amelia
• Plumbing	Replace 100' of W/L	323 Kirk
• Structural	Bedroom Addition	182 Holloway
• Structural	Studio Apartment/After the Fact	209 Templeton
• Mechanical	Install MiniSplit	255 N Main
• Accessory	Shed	518 Kirk
• Accessory	Gazebo	819 Washburn
• Fence		500 Loucks Way #19
• Construction		234 Holloway Hts
• Accessory	10X13 Shed	138 Galbraith
• Construction	Addition	182 Holloway Hts

Updates

Buildable Lands Inventory

Still in process.

Updates

Conditional Use Permits

The Planning Commission heard three Conditional Use requests on Monday October 16th, 2019.

1. 250 N Main Street – Randy’s Main Street Coffee - Residence Secondary to the Primary Commercial Use. Approved

2. 209 Templeton Street – Bramble House – Residence Secondary to the Primary Commercial Use. Approved.

3. 107 Coshow – Home Occupation – Therapeutic Massage & Wellness Education. Approved.

Elizabeth E. Colman



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

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

2019

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

FOR THE MONTH OF: September

TRAFFIC CITATIONS: -----	20
TRAFFIC WARNINGS: -----	10
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	1
ADULTS ARRESTED : -----	5
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	83
TRAFFIC HOURS -----	29.5
ADMINISTRATION HOURS -----	4.5
TOTAL HOURS SPENT: BROWNSVILLE	202

CONTRACT HOURS= 200 HOURS

**Jim Yon,
 Sheriff, Linn County**

By: Sergeant Greg Klein

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR SEPTEMBER 2019**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	18	10	1	27	
Violations	75	13	23	65	
Contempt/Other	60		1	59	
TOTALS	153	23	25	151	

BALANCE SHEET FOR THE MONTH OF SEPTEMBER

Court Revenue

Total Deposits +	\$ 4,078.00
Total Bail Released +	\$ -
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ 165.00
Total Refund/Rest	\$ -
Total NSF's -	\$ -
Cash Shortage -	\$ -

Court Payments

City	\$ 3,061.00
Restitution	
Oregon Dept Revenue	
Linn County	\$ 221.00
State Misc.	\$ 631.00
DUII Surcharge	\$ -

TOTAL COURT REVENUE	\$ 3,913.00	TOTAL COURT PAYMENTS	\$ 3,913.00
----------------------------	--------------------	-----------------------------	--------------------

Credit given for Community Service	\$ -
------------------------------------	------

Other Credit Allowed Against Fines	\$ -
------------------------------------	------

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,061.00
STATE	\$ 631.00
COUNTY	\$ 221.00

*REFUND/RESTITUTION

TOTAL:	\$ 3,913.00
---------------	--------------------



Library Advisory Board

Librarian's Report

September 2019

Thank you for sending me to the Association of Rural and Small Libraries Conference this month. It is a wonderful feeling to be surrounded by 800+ librarians from rural and small libraries like ours. We came together and learned that we are all facing many of the same challenges. Several of the sessions I attended included helping our community members be counted in the upcoming Census 2020; free and easy family programs; recruiting friends and trustees; and improving our community through conversations. I am looking forward to this year at the Library!

World Cultures and Travel Series continues at our Library. This interesting series is presented by local photographer and world traveler Don Lyon. He will present Romanian Journey Thursday, October 10 at 7 PM. Lawyer in the Library Series continues October 17 at 6 PM as well with Hon. Jessica Meyer presenting the topic Trusts.

Here are a few facts about our library the month of September 2019. We have received 36 new books for the library. Volunteers donated 151.75 hours to our library. There were 151.75 materials checked out. 479 adult fiction books; 154 adult non-fiction books; 95 audio books; 400 children's books; 241 junior books; 48 junior reference books and 62 large print books. In September, we held 9 children's programs with 144 participants. There were 5 programs for adults with 43 participants.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Sherri Lemhouse".

Sherri Lemhouse
Librarian



RESOLUTION NO. 2019.18

A RESOLUTION ADOPTING THE OFFICIALS HANDBOOK FOR ELECTED AND APPOINTED OFFICIALS AND PROCEDURES FOR CITY COUNCIL MEETINGS; AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION(S) IN CONFLICT HEREWITH.

WHEREAS, the Council has established certain procedures and practices over the years that have led to the way Council meetings have been conducted; and,

WHEREAS, there are legal and ethical codes of conduct required of a person serving the public as a member of the Council and of appointed bodies of the City; and,

WHEREAS, the appointed bodies include the Planning Commission, the Parks & Open Space Advisory Board, the Library Advisory Board, the Historic Review Board, the Budget Committee, the Emergency Preparedness Committee and other subcommittees and task forces that may be created from time to time; and,

WHEREAS, these rules, procedures and practices should be recognized; and,

WHEREAS, it is the wish of the Council to adopt rules of conduct for the Council and appointed officials of the City and procedures for Council meetings to formalize and professionalize these existing practices;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that the Officials Handbook, dated October 22nd, 2019 and attached hereto as "Exhibit A" and incorporated herein by reference, is hereby adopted.

Passed and approved by the City Council this 22nd day of October 2019.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



OFFICIALS HANDBOOK

Elected & Appointed

2019



Elected & Appointed Officials Handbook

Table of Contents

Introduction.....	4
The Athenian Oath	4
The Oath	4
Brownsville Oath of Office.....	4
Section I. Elected & Appointed Officials Conduct with One Another.....	4
In Public Meetings	4
1. Practice Civility & Decorum.	4
2. Honor the Role of the Mayor in Maintaining Order.....	4
3. Demonstrate Effective Problem-Solving Approaches.	5
In Private Encounters	5
4. Continue Respectful Behavior in Private.....	5
5. Be Aware of the Insecurity (Non-Confidentiality) of Written Notes, Voicemail, and Email.	5
6. Even Private Conversations May Have Public Presence.....	5
7. Quick Tips.	5
Section II. Elected and Appointed Officials Conduct with City Staff	5
8. Treat all Staff as Professionals.....	6
9. Direct Administrative and Operational Questions to City Management.	6
10. Never Publicly Criticize an Individual Employee.....	6
11. Avoid Involvement in Administrative Functions.	6
12. Check with City Staff on Correspondence Before Taking Action.....	6
Section III. Officials Conduct with The Public	6
In Public Meetings	6
13. Be Welcoming to Speakers and Treat Them with Care and Gentleness.....	6
14. Exercise Active Listening.....	6
15. Ask for Clarification, Avoid Debate and Argument With the Public.....	6
16. Avoid Personal Attacks.	7
In Unofficial Meetings	7
17. Never Make Promises on Behalf of the Council or Staff.	7
18. Speak with One Voice.....	7
19. Make no Personal Comments About Other Council Members.....	7
The City of Brownsville's Principles of Proper Conduct.....	7
Section IV. Corrective Action Procedures.....	8



Elected & Appointed Officials Handbook

- A. Responsible Officers 8
- B. Censure..... 8
- C. Performance Correction Measures. 8
- Section V. Meeting of Council 8
 - A. Compliance..... 8
 - B. Meeting Schedule..... 8
 - C. Time of Meeting. 8
 - D. Special Meetings..... 9
 - E. Executive Sessions..... 9
 - F. Work Sessions..... 9
 - G. Attendance..... 9
- Section VI. Agenda..... 9
- Section VII. Minutes..... 9
- Section VII. Order of Business 10
- Section VIII. Discussion of Business..... 10
- Section IX. Conduct of Business..... 11
 - A. Presiding Officer. 11
 - B. Absence of Presiding Officer. 11
 - C. Motion Procedure. 11
 - D. Motion to Postpone or Table. 11
 - E. Point of Order..... 11
- Section X. Conduct of Hearings 11
 - A. Scope of Rules. 11
 - Nature and General Conduct of Hearing..... 12
 - Challenging Participation by a Councilor..... 12
 - B. Order of Procedure..... 13
- Section XI. Voting..... 14
- Section XII. Ethics code..... 14
- Section XIII. Legal Advice 15
- Section XIV. Confidentiality 15
- Section XV. Social Media 15
 - Section I. Guidelines for Respectful Interactions..... 16
 - Section II. Reasons for Removing a Post or Comment..... 16



Elected & Appointed Officials Handbook

Section XVI. Remote Attendance 16

Section I. Definitions of Electronic Means 16

Section II. Reasons for Requesting Remote Attendance 16

Section III. Limitations of Electronic Attendance 16



Elected & Appointed Officials Handbook

CODE OF CONDUCT & COUNCIL RULES PROCEDURE

Introduction

The Brownsville City Council and all Appointed Officials shall hold themselves accountable to the following principles and guidelines for Code of Conduct.

The Athenian Oath

The Athenian Oath was recited by the citizens of Athens, Greece over 2,000 years ago. It is frequently referenced by civic leaders in modern times as a timeless code of civic responsibility.

The Oath

"We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us."

Brownsville Oath of Office

I, *Councilor Name*, do solemnly swear that I will support the constitution and laws of the United States and of Oregon, that I will, to the best of my ability, faithfully perform the duties of Councilor for the City of Brownsville, during my continuance therein, so help me God. If the person affirms, instead of the last clause of the oath, there shall be stated: "And this I do affirm under the pains and penalties of perjury."

Section I. Elected & Appointed Officials Conduct with One Another

This Council, Staff and Appointed Officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each Councilor has chosen to serve in public office in order to preserve and protect the present and the future of the City of Brownsville. This common goal should be acknowledged even as Councilors may "agree to disagree" on contentious issues.

In Public Meetings

1. Practice Civility & Decorum. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
2. Honor the Role of the Mayor in Maintaining Order. It is the responsibility of the Mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda



Elected & Appointed Officials Handbook

items. If there is a disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.

3. Demonstrate Effective Problem-Solving Approaches. Councilors have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

In Private Encounters

4. Continue Respectful Behavior in Private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
5. Be Aware of the Insecurity (Non-Confidentiality) of Written Notes, Voicemail, and Email. Technology allows words written or said without much forethought to be distributed wide and far. *Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others?* Written notes, voicemail messages and Email should be treated as potentially "public" communication.
6. Even Private Conversations May Have Public Presence. Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.
7. Quick Tips.
 - a. Preserve dignity and self-respect.
 - b. Listen for the message; even if you don't agree with it.
 - c. Respect others.
 - d. Express your independent perspective.
 - e. Participate intelligently.
 - f. Be willing to delegate and let others make decisions.
 - g. Be a community leader.
 - h. Control all you should, not all you can.
 - i. Use few words after much thought rather than many words after little thought.
 - j. Seek to create change and overcome the influence of conventional wisdom.
 - k. Recognize when you need outside experts.
 - l. Recognize the efforts of others.
 - m. Continuously pursue excellence.

Section II. Elected and Appointed Officials Conduct with City Staff

Governance of the City of Brownsville relies on the cooperative efforts of all officials, who set policy, and city staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.



Elected & Appointed Officials Handbook

8. Treat all Staff as Professionals. Clear, honest communication that respects the abilities, experience and dignity of each individual is expected.
9. Direct Administrative and Operational Questions to City Management. Questions of Staff and/or requests for additional information should be directed only to the City Administrator or their designee. The City Administrator should receive a copy of any written request for information when applicable. Materials supplied to an official in response to a request will be made available to all members of the body so that all have equal access to information.
10. Never Publicly Criticize an Individual Employee. Officials should never express concerns about the performance of an employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
11. Avoid Involvement in Administrative Functions. Officials must not attempt to influence Staff on the making of appointments, awarding of contracts, selecting of consultants, or other such administrative functions. If the project is brought to the Council or other responsible body, then officials may, of course, discuss these matters and issues at that appropriate time.
12. Check with City Staff on Correspondence Before Taking Action. Before sending correspondence, council members should check with the City Administrator to see if an official city response has already been sent or is in progress.

Section III. Officials Conduct with The Public

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual officials toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

In Public Meetings

13. Be Welcoming to Speakers and Treat Them with Care and Gentleness. Because personal concerns are often the issue of those who come to present to the various public bodies, officials should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.
14. Exercise Active Listening. It is disconcerting to speakers to have officials not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.
15. Ask for Clarification, Avoid Debate and Argument With the Public. A speaker should be allowed to complete their presentation before the Mayor, Chair or officials start asking



Elected & Appointed Officials Handbook

questions. However, an official may ask the Mayor or Chair for a “point of order” if the speaker is off the topic or exhibiting behavior or language the official finds disturbing. If speakers become flustered or defensive by questions, it is the responsibility of the Mayor or Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by officials to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker.

16. **Avoid Personal Attacks.** Officials should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

In Unofficial Meetings

17. **Never Make Promises on Behalf of the Council or Staff.** It is inappropriate to overtly or implicitly promise official action, or to promise Staff will do something specific such as fix a pothole, replace flowers, fix a leak, etc.
18. **Speak with One Voice.** Officials will frequently be asked to explain a Council or a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or City policies as they relate to the aforementioned action. Objectively present the collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: “I would have preferred “x” but the Council or Board wanted “y” so that’s what we will be doing.” Explaining official decisions, without giving your personal criticism of the official actions, will serve to strengthen the community’s image of the City of Brownsville.
19. **Make no Personal Comments About Other Council Members.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other officials. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by elected and appointed officials of the City. **It is a serious and continuous responsibility.**

The City of Brownsville's Principles of Proper Conduct

- Keep promises.
- Be dependable.
- Build a solid reputation.
- Participate and be available.
- Demonstrate patience.
- Show empathy.
- Hold onto ethical principles under stress.
- Always listen.
- Study thoroughly.
- Maintain integrity.
- Overcome discouragement.
- Go above and beyond, time and time again.
- Respect for one another as individuals.
- Honor the validity of different opinions.



Elected & Appointed Officials Handbook

- ▶ Uphold the democratic process.
- ▶ Respect for the community we serve.

Section IV. Corrective Action Procedures

- A. **Responsible Officers.** The Mayor, Council President, City Administrator and/or the City Attorney shall be responsible for the enforcement of the rules and provisions contained herein. Any member may bring concerns to the above referenced officers. Any of the officers may employ the assistance of any Councilor for this purpose. Upon receiving an official complaint or witnessing inappropriate conduct, a combination of the above officials shall take administrative action. Administrative action shall include the serving of verbal warnings, issuing written reprimands or recommending Council take official legislative action in the form of resolution in an effort to correct the offending behavior.
- B. **Censure.** The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, by majority vote, may discipline that Councilor to the extent provided by law, including public reprimand. To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Council to discuss any finding that reasonable grounds exist that a substantial violation has occurred. The alleged offender must be notified of a finding that reasonable ground exists that a substantial violation has occurred. The accused shall have the right to present a defense to the allegations. Upon finding that a substantial violation has occurred, the Council may, upon vote of the balance not accused, proceed with censure or impose a proper sanction.
- C. **Performance Correction Measures.** The responsible officers shall determine the appropriate measure to deal with the inappropriate behavior exhibited by the official. Depending on the severity of the offense, the responsible officers shall determine which measure(s) to employ. They may decide to verbally warn the member, provide a written warning, move for Council legislative action or cause the member (if appointed) to be removed from office. Councilors may not be removed from office by the Council, however anyone can start a recall of any official according to State Law. All corrective measures taken shall be reported to the affected body and to the Council.

Section V. Meeting of Council

- A. **Compliance.** All meetings of the Council shall comply with the Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.
- B. **Meeting Schedule.** The Council will meet in regular session on the fourth Tuesday of each month unless Council cancels or reschedules the meeting.
- C. **Time of Meeting.** Regular sessions will convene at 7:00 p.m. All regular sessions will be adjourned no later than 10:30 p.m. unless extended by consent of each and every Councilor present at that meeting.



Elected & Appointed Officials Handbook

- D. **Special Meetings.** Special meetings may be called by the Mayor or three or more Councilors. Twenty-four (24) hour notice shall be given to the remaining Councilors, the City Administrator and the Public. Public notice shall be given by posting said notice on the front door of City Hall. The notice shall specify the meeting time and place and a description of the business to be transacted at the meeting. If a special meeting is called to deal with an emergency involving danger to life or property, notice is not required. No general legislation may be considered at a special meeting except that for which the meeting is called.
- E. **Executive Sessions.** An executive session (a meeting closed to the public) may be held in accordance with the Public Meetings Law. The Mayor may call any regular, special or emergency meeting into executive session by citing the specific provision of ORS 192.660 which authorizes the session. Representatives of the news media shall be allowed to attend executive sessions. The Mayor shall instruct any media representatives present not to disclose the substance of any discussion during executive session. No final decision shall be made in executive session. To make a final decision, the presiding officer shall either call the meeting into open session or place the decision on the agenda of a future open session.
- F. **Work Sessions.** Work Sessions of Council shall be held in accordance with Oregon Public Meetings Laws and shall be called by either the Mayor, City Administrator or three councilors whenever circumstances require such a session.
- G. **Attendance.** Councilors shall inform the City Administrator if they are unable to attend any meeting. Additionally, the Mayor shall inform the Council President, as well as the City Administrator, regarding any absence by the Mayor. Excessive or unexcused absence can result in corrective action by Council.

Section VI. Agenda

The City Administrator shall prepare an agenda of the business to be presented at a regular Council meeting. The items on the agenda should follow the formal order of business prescribed in these rules. The City Administrator, Mayor, Council members or the Public may request that a matter be placed on the agenda. The City Administrator shall have the discretion of placing an item on the agenda for the upcoming meeting or a subsequent meeting because of time constraints or time needed for compilation of materials. Requests for placement of an item on the agenda must be received by the City Administrator by 5:00 p.m. on the Wednesday prior to a regularly scheduled meeting.

An item may be added to the agenda at the beginning of any meeting by the City Administrator, the Mayor or any Councilor subject to approval by a majority of the Council present at the meeting.

Section VII. Minutes

- A. Written minutes of all open regular and special meetings shall be prepared by a person designated by the City Administrator and shall be approved by the council at the next meeting and made available for public inspection once approved. Minutes shall be signed by the presiding officer with that signature attested to by the City



Elected & Appointed Officials Handbook

Administrator. All meetings shall be recorded. The recordings shall be kept in accordance with State Law.

- B. Written minutes shall include the names of all Councilors present, all motions, resolutions, orders, ordinances and measures proposed and their disposition, the results of all votes, with the vote of each Councilor by name unless the vote is unanimous, the substance of the discussion of any matter and references to any documents discussed.

Section VII. Order of Business

- A. Regular meetings shall be conducted in the following order of business, subject to the right of the mayor, with council consent, to alter the order of business:

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes from Previous Meeting**
4. **Public Hearings** – All public hearings may be subject to notice requirements as listed in the Brownsville Municipal Code and State Law, unless there are none, and then a Notice of Public Hearing shall be placed in a local newspaper a minimum of one time within the seven (7) days prior to the meeting. A copy of this Notice of Public Hearing shall also be posted at City Hall during that time.
5. **Citizen Input** – Citizens wishing to speak on non-agenda items. The purpose of this item is to allow citizens to address the Council on matters related to city government and properly the object of Council consideration. The citizen shall move to the podium, state their name and address for the public record and be allotted a three (3) minutes per citizen. Unless the Mayor, prior to the Citizen Input period, decides to allocate more time. The Council shall not act on issues raised during this portion of the agenda.
6. **Departmental Reports** – Reports by staff members as deemed appropriate by the City Administrator.
7. **Legislative Actions** – Adoption of Ordinances and Resolutions.
8. **Action Items** – Items requiring a vote of the council, other than the adoption of Ordinances and Resolutions.
9. **Discussion Items** – Updates from City Administrator concerning on-going projects, discussion of proposed policy changes, discussion of proposed projects, etc.
10. **Adjournment**

Section VIII. Discussion of Business

- A. The right to discuss the business before the Council is reserved exclusively for the



Elected & Appointed Officials Handbook

Mayor, Councilors, the City Administrator and the City Attorney, with the following exceptions:

1. Public Hearings; and
 2. Citizens wishing to speak on non-agenda items.
- B. The presiding officer shall recognize any Staff member or member of the audience for discussion of any matter before the Council at their discretion.
- C. No person shall be permitted to speak or present evidence until recognized by the presiding officer and given permission to speak or present evidence. All comments, evidence or questions from the floor will be addressed to the presiding officer. In the case of questions, the presiding officer will request input from appropriate sources such as Staff, Councilors or Presenters. Citizens shall be limited to three (3) minutes unless they are a part of the official agenda of the meeting as an effort to keep an orderly meeting.

Section IX. Conduct of Business

- A. Presiding Officer. The Mayor shall preside at all meetings of Council. In the absence of the Mayor, the Council President shall preside. The Council President shall be elected at the first meeting of each odd-numbered year per the Brownsville Municipal Code.
- B. Absence of Presiding Officer. In the absence of the Mayor and the Council President, the Council shall elect a Councilor to serve as presiding officer as its first order of business. Any Councilor may call a meeting to order for the purpose of electing a presiding officer.
- C. Motion Procedure. When a motion is moved and seconded, it shall be stated by the presiding officer for debate. A motion once made may not be withdrawn by the mover without the consent of the Councilor seconding it. No Councilor shall be allowed to speak more than once on a particular question until every other Councilor has had an opportunity to do so.
- D. Motion to Postpone or Table. A motion to postpone or table may be debated and amended and may specify a time when the question will be considered. A motion to table precludes all amendments or debate and if the motion prevails, consideration of the question may be resumed only upon the motion of a member voting with the majority.
- E. Point of Order. Any member may raise a point of order at any time and the presiding officer shall determine all points of order, subject to the right of any Councilor to appeal the decision to the full Council.

Section X. Conduct of Hearings

- A. Scope of Rules. The rules contained in this section shall govern the conduct of administrative and quasi-judicial hearings held by the Council including, but not limited to, those held pursuant to land use matters of the City.



Elected & Appointed Officials Handbook

Nature and General Conduct of Hearing.

1. The Council when conducting any such hearing shall afford persons entitled under the Brownsville Municipal Code, such as the land use ordinances, to notice of hearing, an opportunity to be heard, to present and rebut evidence to an impartial tribunal, and to have a decision based on substantial evidence.
2. No person in attendance shall be disorderly, abusive or disruptive of the orderly conduct of the hearing and any person may be removed from the hearing for such conduct.
3. No person offering testimony shall speak more than once without obtaining permission from the presiding officer.
4. No person shall testify without first standing, receiving recognition from the presiding officer and stating his or her name and residence or business address.
5. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by city personnel shall be deemed relevant, material and the weight or competency thereof shall be determined by the council.
6. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive of the hearing.
7. The presiding officer, Councilors, City Administrator, City Attorney and with the approval of the presiding officer, any other employee of the city may question and cross-examine any person who testifies.

Challenging Participation by a Councilor.

1. Any proponent, opponent of, or other party interested in a matter to be heard by the council may challenge the qualification of any councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor's bias, prejudgment, personal interest, or other facts from which the party has concluded that the Councilor will not participate and make a decision in an impartial manner.
 - a. Such challenge must be made prior to the commencement of the public hearing and shall be incorporated into the record of the hearing.
2. No Councilor shall participate in discussion or vote on the matter when for any reason the Councilor determines he or she cannot participate in the hearing and decision in an impartial manner.
3. No employee of the City who has a financial or other private interest shall participate in discussion with, or give an official opinion to, the council on the matter without first declaring for the record the nature and extent of such interest.



Elected & Appointed Officials Handbook

4. The general public has a right to have Councilors free from pre-hearing or ex parte contacts on matters heard by them. Council also recognized that a public right is free access to public officials on any matter. Therefore, Councilors shall reveal any significant pre-hearing or ex parte contacts with regard to any matter as early as possible under the circumstances in the hearing on the matter. If such contacts have impaired the Councilors' impartiality or ability to vote on the matter, the Councilor shall so state reasons for the record and shall abstain from voting on the matter.
5. Notwithstanding any provision of this or any other rule:
 - a. An abstaining or disqualified Councilor may be counted for purposes of forming a quorum; and
 - b. A Councilor may represent himself or herself, a client or any other member of the public at a hearing; provided, that said Councilor abstains from the vote on the matter, removes himself or herself from the Council area and joins the audience, and makes full disclosure of his/her status and position at the time of addressing the Council.
- B. Order of Procedure. The presiding officer, in the conduct of the hearing, shall comply with the appropriate city ordinance and/or state law for specific types of hearings so regulated. For administrative hearings not subject to other city ordinances or state law, the hearing will be conducted in the following manner:
 1. **Commence the Hearing.** Announce the nature and purpose of the hearing and summarize the rules for the conduct of the hearing.
 2. **Call for Abstentions.** Any Councilor announcing a decision to abstain shall identify the reasons for abstaining and shall not participate in discussion of the matter or vote on the matter.
 3. **Staff Report.** The City Administrator, or designee, shall summarize the nature of the matter, explain any graphic or pictorial displays which are a part of the record, and provide such other information as may be requested by the Council.
 4. **Written Communications.** Written communications addressing any matter before the Council shall be received by the City by 5:00 p.m. on the Wednesday immediately preceding a regularly scheduled council meeting unless for good cause the Council may waive the time period therefore by vote of Council.
 5. **Audience Participation.** Those present wishing to speak in favor of the proposed action will be allowed to speak, followed by those opposed to the proposed action.
 6. **Close of Hearing and Deliberation by Council.** The presiding officer shall conclude the hearing and the Council shall deliberate the matter. The Council shall either make its decision or continue its deliberations to a subsequent meeting, the time and place of which must then be announced. The subsequent meeting shall be for the purpose of continued deliberation, and the presiding officer shall not allow



Elected & Appointed Officials Handbook

additional submission of testimony, except upon approval by the Council.

Section XI. Voting

- A. **Requirement.** The concurrence of a majority of those present and voting at a meeting, provided that a quorum is present, is required to determine any matter before the Council. Each Councilor present must vote on all questions before the Council unless the member has a conflict of interest which would disqualify the member from voting. The Mayor is a voting member of Council by authority of Chapter IV of the City Charter. If a member abstains, the reasons for the abstention shall be entered in the record.
- B. **Roll Call Vote.** At the request of any councilor, or as a requirement of any ordinance, any question shall be voted on by roll call.
- C. **Tie Vote.** In the case of a tie vote on any proposal the proposal shall be considered lost.
- D. **Motion to Reconsider.** A motion to reconsider any action may be made only at the same meeting where the action was taken, by a Councilor on the prevailing side of the question. Any councilor may make a motion on the same question at any subsequent meeting.
- E. **Record of Votes.** Unless the vote is unanimous, the ayes and nays of each Councilor shall be entered in the minutes.

Section XII. Ethics code

- A. Councilors shall review and be bound by the requirements of the State Ethics Law dealing with use of public office for private financial gain. Councilors shall give public notice of any potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Councilors shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council. This general obligation includes the duty to refrain from:
 1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public;
 2. Making decisions involving business associates, customers, clients and competitors;
 3. Violation of Council rules in fact or intent;
 4. Appointing relatives, clients or employees to boards and commissions;
 5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends;
 6. Seeking employment of relatives with the City;



Elected & Appointed Officials Handbook

7. Actions benefiting special interest groups at the expense of the City as a whole;
 8. Participating in decisions of boards and commissions where there is a possibility of appeal of the matter to the Council;
 9. Expressing an opinion which is contrary to the official position of the Council without so stating.
- B. Councilors shall conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory performance of public services, being informed concerning the matters of Council consideration and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.

Section XIII. Legal Advice

Requests to the City Attorney for advice requiring legal research shall not be made by a member of the Council except with the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Administrator to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator. The City Attorney shall in either case provide any written response to the full Council and the City Administrator.

Section XIV. Confidentiality

Elected and Appointed Officials shall keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other officials, the City Administrator or City Attorney.

If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiation, whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.

Section XV. Social Media

Council members may choose to welcome public contributions on various social media platforms. Members should strive to encourage friendly and respectful dialogue and should always be ever mindful of their position in the community and hold themselves to a higher standard for all personal conduct. The following guidelines be utilized as examples by its members for the good of the order:



Elected & Appointed Officials Handbook

Section I. Guidelines for Respectful Interactions

- ▶ Engage all content professionally.
- ▶ Be mindful of public perception.
- ▶ Encourage public to attend Council & other public meetings.
- ▶ Share procedures for getting on meeting agendas.
- ▶ Guide the public to the proper channels for engaging Council in meaningful dialogue.

Section II. Reasons for Removing a Post or Comment

- ▶ Off subject or out of context comments or posts.
- ▶ Threatening, harassing or discriminatory comments or posts.
- ▶ Content demeaning in nature.
- ▶ Content containing profanity.
- ▶ Content containing sexual statements and images.
- ▶ Content revealing sensitive personal information.
- ▶ Contains content that promotes discrimination.
- ▶ Incites or promotes violence or illegal activities.
- ▶ Content that could compromise individual or public safety.

Section XVI. Remote Attendance

Council members make every attempt to attend all Council sessions, however, sometimes physical attendance is not possible. Council feels that in keeping with their personal responsibility to the electorate to participate at Council sessions, if necessary, by electronic means. This policy should not be used in lieu of physical attendance and should be used only under certain circumstances.

Section I. Definitions of Electronic Means

- ▶ Engaging by telephonic means.
- ▶ Utilizing Personal Cell Phones.
- ▶ Computerized communication services such as Skype or other electronic video and audio services.
- ▶ Using necessary amplification methods.

Section II. Reasons for Requesting Remote Attendance

- ▶ Health related emergencies of a member or member's family.
- ▶ Work related trip.
- ▶ Other possible requests could include a vacation on a limited basis.

Section III. Limitations of Electronic Attendance

- ▶ Members cannot pickup verbal cues.
- ▶ Members cannot pickup non-verbal cues.
- ▶ Meaning is lost in translation.

END OF HANDBOOK

Officials Handbook Receipt Acknowledgement Form

As a volunteer official, I acknowledge the following:

1. I have received a copy of the Officials Handbook. I understand that the Handbook contains important information about the organization's policies, rules and practices. I have the responsibility to read and understand the information in the Handbook, and to ask for clarification of any information that is unclear.
2. I am aware that I may be given confidential information during the course of my involvement with the City of Brownsville. **I understand that this information is critical to the success of the organization and that I may not disseminate or use it outside of the organization workplace. In the event of no longer being involved with the City, I understand I may not use this information or communicate it to any other individual, organization or entity.**

I also acknowledge receipt of the Officials Handbook by signing this acknowledgement form.

Volunteer Signature

Date



RESOLUTION NO. 2019.19

A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN FUNDS FOR THE FISCAL YEAR 2019-2020 BUDGET

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

WHEREAS, moving funds from Sewer Operations to Sewer Administration to adequately cover the cost of engineering for the Downtown Sewer Line Replacement Project slated for FY 2020.2021; and,

WHEREAS, engineering can be completed so the project can be completed within one fiscal year; and

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

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

<u>Transfer From:</u>	<u>Transfer To:</u>	
Sewer – Operations	Sewer - Administration	
210.060.803.000.00.00 Sewer System	210.010.635.000.00.00 Engineer	\$60,000
		Total \$60,000
	Total Amount Transferred	\$60,000.00

PASSED AND ADOPTED by the City Council of the City of Brownsville this 22nd day of October 2019.

Don Ware, Mayor

ATTEST:

S. Scott McDowell, City Administrator

TASK ORDER No. 3
City of Brownsville
Downtown Sewer Line Replacement Project

SCOPE OF SERVICES

The City has requested that The Dyer Partnership Engineers and Planners, Inc. (Dyer) provide services for the design, bidding and construction management for the removal and replacement of approximately 700 linear feet of 8-inch diameter sewer line. The new sewer mains will replace old lines that are aged and believed to have high infiltration and inflow. Dyer will also provide pre and post-construction surveys, construction staking and record drawings upon completion of the work.

The work tasks itemized below describe the major tasks necessary to complete the Downtown Sewer Line Replacement Project.

Phase 1 – Pre-construction and Route Survey

- Coordinate with City and affected utilities within the project area.
- Complete a pre-construction survey and prepare map to file with the County.
- Complete route survey for completion of a base map for sewer line design work.

Phase 2 – Project Design

- Prepare plans and technical specifications for replacement of the existing 8-inch diameter sewer line and associated service laterals within the right of way.
- Submit design documents to City for their review.
- Address City comments.
- Prepare final cost estimates.

Phase 3 – Complete Contract Documents, Bidding, Construction Management, Construction Staking and Post-construction Survey

- A. Contract Documents
 - Complete contract documents for the project.
- B. Bidding Phase
 - Prepare bidding documents including bidding requirements and contract documents.
 - Prepare advertisement for bids and send to Owner-approved publications (Owner to pay advertising expense).
 - Reproduce or upload electronic copies (as appropriate) of bidding documents and distribute to approved plan exchanges and interested bidders.
 - Respond to bidder questions and prepare necessary addendums, if needed.
 - Attend bid opening.
 - Review bids and recommend contract award based on public contracting rules.
 - Prepare construction contracts for execution.
 - Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

C. Construction Phase

- Provide Construction Management - Administer construction contract between Owner and Contractor.
- Attend and administer a pre-construction job meeting.
- Assistance with submittal reviews.
- Provide construction stakeout.
- Provide periodic site observation and monitoring assistance.
- Payment request review and approval assistance.
- Construction closeout, operational acceptance, and record drawings.
- Complete a post-construction survey and prepare a map to file with the County.

WORK PRODUCT

Three paper copies and one electronic copy of the final contract documents and two paper copies and one electronic copy of the Record Drawings.

SERVICES NOT INCLUDED

- Advertisement fees.
- Permitting and Easements.
- Full time construction inspection.

PROJECT SCHEDULE (ANTICIPATED)

- | | |
|--|-------------------|
| • Begin Phase 1 – Pre-construction Survey: | October, 2019 |
| • Begin Phase 2 – Design: | November 4, 2019 |
| • Begin Phase 3a – Contract Documents: | January 15, 2020 |
| • Submit Plan Documents to DEQ for Review: | January 30, 2020 |
| • Phase 3b –Advertise for Bids: | February 26, 2020 |
| • Open Bids: | March 18, 2020 |
| • Award Contract: | March 25, 2020 |
| • Begin Phase 3c – Construction Phase: | May 4, 2020 |
| • Complete Construction: | August 3, 2020 |
| • Final Project Closeout: | August 28, 2020 |

CONTRACTOR’S CONSIDERATION: \$74,500.00 not to exceed maximum per attached estimate of man hours and costs.

PAYMENT METHOD: Monthly progress payments based on work completed.

CLIENT: City of Brownsville

ENGINEER: The Dyer Partnership
Engineers & Planners, Inc.

S. Scott McDowell,
City Administrator

Steve Major,
President

Date: _____

Date: _____

CITY OF BROWNSVILLE DOWNTOWN SANITARY SEWER REPLACEMENT MAN HOURS AND COSTS										
DATE: 30-Sep-19		PROJECT No: 201.03								
TASK	DESCRIPTION	PRINC MNGR	PROJ MNGR	MAN HOURS			DRFR	SURVEY CREW	CLER	
				PROJ ENGR 2	ENGR TECH 2	INSP				
1	PHASE 1 - Design									
	A. Project Setup, Kickoff Mtg & Site Visit	2	8	2						
	B. Meetings		6		6					
	C. Prepare Plans & Specifications	2	16	40	24		40		6	
	D. Address City Comments	2	4	8	4		8			
	E. Final Cost Estimates		2	2	4					
2	PHASE 3 - Bidding Services									
	A. Complete Contract Docs & Prepare Bid Docs	4	4	8	4		4		4	
	B. Reproduce Bidding Documents & Distribute		2		2				6	
	C. Bid Questions & Addendums	2	8		6		6		2	
	D. Attend Bid Opening, Recommend Award		8		4				2	
3	PHASE 3 - Construction Administration									
	A. Prepare Construction Contracts, Miscellaneous Ltrs	2	4						8	
	B. Conduct Pre-Construction Meeting	2	8		8				4	
	C. Administer Construction Contract	2	60		20				16	
	D. Project Certification		4						2	
	E. Periodic Site Inspections		20		40					
	F. Record Drawings	2	8		10		16		4	
TOTAL ESTIMATED HOURS		20	162	60	132	0	74	0	54	
MATERIAL COSTS										
		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST	
	PRINTING (Construction)	Copies							\$0	
	PHOTOGRAPHS	Each							\$0	
	PLAN SETS (Plus As-Builts)	Copies					8	200	\$1,600	
TOTAL MATERIAL COSTS									\$1,600	
TRAVEL AND PER DIEM										
		DETAIL					QUANTITY	UNIT COST	TOTAL COST	
	MILEAGE						1,000	0.56	\$560	
	COMMERCIAL PER DIEM						0	1	\$0	
	PER DIEM						0	51	\$0	
	LODGING						0	130	\$0	
TOTAL TRAVEL AND PER DIEM									\$560	
OTHER SIGNIFICANT COSTS										
		DETAIL						UNIT COST	TOTAL COST	
	Pre and Post Construction Survey								\$12,634.00	
	Route Survey								\$3,870.00	
	Construction Stakeout								\$2,885.00	
TOTAL OTHER SIGNIFICANT COSTS									\$19,389	
TOTAL OTHER SIGNIFICANT COSTS									\$19,389	

**CITY OF BROWNSVILLE
DOWNTOWN SANITARY SEWER REPLACEMENT
MAN HOURS AND COSTS
SUMMARY**

DATE: 30-Sep-19

PROJECT NO.: 201.03

DIRECT LABOR COSTS:				PHASE 1		TOTAL
PRINCIPAL/MANAGER	140.00	20	2,800	A	\$1,560	
PROJECT MANAGER	130.00	162	21,060	B	\$1,380	
PROJECT ENGINEER 2	120.00	60	7,200	C	\$13,202	
ENGINEER TECH 2	100.00	132	13,200	D	\$2,832	
INSPECTOR	90.00	0	0	E	\$900	19,874
DRAFTER/CAD OPERATOR	84.00	74	6,216			
SURVEY CREW	135.00	0	0			
CLERICAL 1	47.00	54	2,538			
TOTAL DIRECT LABOR COSTS:			\$53,014			
				PHASE 2		
				A	\$2,964	
				B	\$742	
				C	\$2,518	
				D	\$1,534	7,758
				PHASE 3		
				A	\$1,176	
				B	\$2,308	
				C	\$10,832	
				D	\$614	
				E	\$6,600	
				F	\$3,852	<u>25,382</u>
				TOTAL		53,014

DIRECT PROJECT EXPENSES	
A. MATERIAL COSTS (BREAKDOWN ATTACHED)	\$1,600.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)	\$560.00
C. OTHER SIGNIFICANT COSTS	<u>\$19,389.00</u>
TOTAL OF: A THROUGH C	\$21,549
TOTAL HOURLY LABOR & EXPENSES NOT TO EXCEED MAXIMUM:	\$74,500



2019-2020 Council Values

Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsville citizens care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

Tag line

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

Who we are?

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

What do we want for Brownsville?

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:



2019-2020 Council Values

- | | |
|-------------------------|----------------------------|
| 1. Treasury Health | 7. Contract Administration |
| 2. Water | 8. Personnel |
| 3. Sewer | 9. Police Protection |
| 4. Capital Improvements | 10. Municipal Court |
| 5. Parks | 11. Library Services |
| 6. Streets | 12. Planning & Zoning |

Organizational Development

1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

THE PROCESS OF PROGRESS

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes



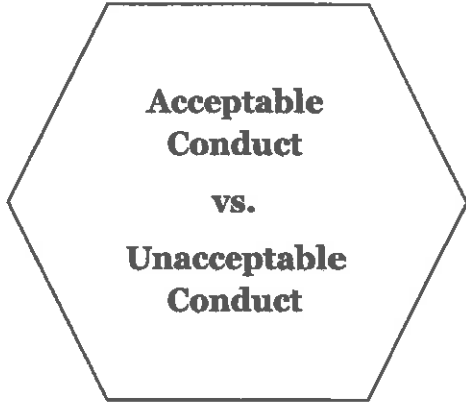
2019-2020 Council Values

LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks

How are expectations set in City Government?

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion





2019-2020 Council Goals
(Compilation Date: April 2019)

Goals 2019-2020

1. Focus on the Fundamentals.
 - *Protect and Manage Brownsville's Treasury.*
 - *Foster Cooperative and Productive Relationships in the community, with Linn County, State and Federal Agencies.*
 - *Develop Advocacy Plan.*

2. Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*

3. Economic Development Plan.
 - *Participate in Regional Efforts and Opportunities.*
 - *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

4. Community Development Plan.
 - *Refine Zoning Rules and Requirements.*
 - *Consider and Adopt Building Rules and Standards.*
 - *Emergency Preparedness Planning.*
 - *Support Improvements for Central Linn Rec Center.*
 - *Improve Partnership with CLSD.*
 - *Monitor Recreational Immunity.*
 - *Internet Service Provider.*

5. Capital Improvements Plan.
 - *Develop the Framework for a Sidewalk Program.*
 - *Plan and Construct Downtown Wastewater Improvements.*
 - *TMDL Exploration and Implementation Elements.*
 - *Explore Kirk Avenue Paving Options.*
 - *Pioneer Picture Gallery Discussion.*

6. Organizational Development.
 - *Continue Developing an Effective Working Relationship between Council and Staff.*
 - *Focus on Council Leadership Development.*



GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative & Productive Relationships in the community, with Linn County, State & Federal Agencies.*
- *Develop Advocacy Plan. (2)*

Plan: Staff will continue working carefully with the annually adopted budget to ensure financial well-being. Staff will strive to keep rates as low as possible while providing services effectively and maintaining outstanding financial ratings. Staff will execute the planned projects found in the FY 2018-2019 and FY 2019-2020 budgets as time and priority allow.

Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on financial availability and the savings.

Staff will continue to strive for excellence in all relational aspects. McDowell will continue his involvement with the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, the Linn County Planning and Building Department meetings, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Mr. Frink works with various groups including 811.

Staff is also very involved at a local level. McDowell serves as a liaison to the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club, among others. Councilor Thompson serves as the liaison to the Central Linn Recreation Association (CLRA). Mayor Ware and Councilor Neddeau served on the Cascade West Council of Governments (COG) Board. Councilor Gerber serves on Cascade West Council of Government's Transportation Board.

Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

Plan: The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Council recognizes water as the City's most valuable resource.

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities.*
- *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

Plan: Continue working with partners on regional economic development efforts.



Definition: The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

The City will budget for procedures required by the Department of Land Conservation & Development (DLCD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

4. Community Development Plan.

- *Refine Zoning Rules and Requirements.*
- *Consider and Adopt Building Rules and Standards.*
- *Emergency Preparedness Planning.*
- *Support Improvements for Central Linn Rec Center.*
- *Improve Partnership with CLSD.*
- *Monitor Recreational Immunity.*
- *Internet Service Provider.*

Plan: Council would like to explore ways to positively affect community livability. Council will explore building rules and standards to solidify the historic look and feel of Brownsville. The City continues working with ad hoc volunteer committee promoting community emergency preparedness efforts as defined by the Brownsville Municipal Code. Staff will work with the Brownsville Rural Fire District, Halsey-Shedd Rural Fire Protection District, the City of Halsey and the Central Linn School District to accomplish Council directives. Council will continue to explore options for the Central Linn Rec Center with various partners including the City of Halsey and the Central Linn School District. Council will continue to monitor attacks against recreational immunity through various sources such as the League of Oregon Cities (LOC) and CIS. Staff will continue to work with Alyrica to develop a new fiber optic system for Brownsville.

5. Capital Improvements Plan.

- *Develop the Framework for a Sidewalk Program.*
- *Plan and Construct Downtown Wastewater Improvements.*
- *Pioneer Picture Gallery Discussion.*
- *TMDL Exploration and Implementation Elements.*
- *Explore Kirk Avenue Paving Options.*

Plan: Council will explore the creation of a Sidewalk Program. Plan and save for the construction of a new wastewater collection system for downtown. Council will host a Town Hall in late 2019 to discuss the future of the Pioneer Picture Gallery building. Council will continue to monitor developments of DEQ's TMDL implementation strategy. Council explore funding and construction options for Kirk Avenue.

6. Organizational Development.

- *Continue Developing an Effective Working Relationship between Council and Staff.*
- *Focus on Council Leadership Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2) executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff.



Memorandum of Understanding

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

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

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 BCC happenings and events along with the use of public facilities.

AGREEMENT

1. **TERM & ORIGINATION.** This Agreement is made this 1st day of December 2019, between the City and the Organizer shall commence upon signature and expire December 31st, 2022. The term shall be three (3) years and include a one (1) year option. Any changes can be made mutually between the parties including updating the event dates from year to year which shall be finalized in November of the previous event year.
2. **ADMINISTRATION.** The City has been providing and will continue to provide administrative support for BCC events. The BCC 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.
3. **LOGISTICS.** The City & the BCC have worked cooperatively on beautification efforts such as Christmas decorations and flower baskets. The details are described below:

Christmas Decorations: The BCC 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 hangs Christmas decorations the week after Thanksgiving with the help of Norm's Electric. The decoration plan was to hang a banner on every other lamppost throughout town. The BCC picked out the decorations. The banners are projected to last between five and seven years. The City and the BCC will work together when it is time to purchase new banners (2020).

Flower Baskets: The BCC decided to beautify the downtown area on 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, just for fabrication.



Memorandum of Understanding

The BCC 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 provide for nearly all municipal services.

The City suggested working with all the business owners to develop a watering plan. The BCC decided to pay an outside contractor to provide the service. The City has allowed the contractor to use City water at no charge and originally purchased and setup the equipment needed to execute the task.

Street Closure Requests: Council requires certain steps for the closure of any street, right-of-way, parking lot or other public space.

The event chair or other designee of the BCC shall, 1.) provide a complete signature, sign-off sheet(s) for all affected parties who normally 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) meet any other requires Council deems appropriate.

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

The City conducts an annual lottery for people applying to utilize Pioneer Park. The City must have all BCC dates in November. The City forwards all applicable information to potential applicants of the lottery because some users choose not to select weekends if an event is happening in the Park or if certain events are scheduled for Pioneer Park.

If the City has a scheduling discrepancy caused by the BCC, the City shall charge BCC the applicable rental rates for facilities. Failure to provide the City proper scheduled needs could result in the BCC's inability to use certain facilities.

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:

Sue Frasier, BCC President
[Fill In Sue's Information]
Halsey, Oregon 97348
541.974.4412

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

★ **Pioneer Picnic Breakfast – June (3rd Weekend)**
Pavilion: 6:00 a.m. to 11:49 a.m.
(BCC is a "subcontractor" for the Linn County Pioneer Picnic



Memorandum of Understanding

Association. The Association will be responsible for the Pavilion deposit not the BCC for this event.)

★ **4th of July Breakfast — July 4th**

Pavilion: 6:00 a.m. to 11:00 a.m.

★ **Antique Faire — August (1st Saturday)**

Pavilion, Prairie including the middle of the Park between the west ball diamond and the pavilion.

6:00 a.m. to 5:00 p.m.

BCC will be renting the Pavilion on the Friday before Antique Fair. The cost for the rental shall be the resident rate. The BCC will use the Pavilion to store items the night before.

The exact dates and times of the proposed event:

To be provided by the BCC of Commerce in November.

- 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.

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.

The Antique Fair uses the prairie and areas around the horseshoe pits along with the Pavilion. Area may modify due to the relocation of the playground equipment planned for early 2020.

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.



Memorandum of Understanding

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

The City shall provide:

- 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.
- The use of all facilities and areas as described above.
- 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 BCC shall provide a deposit of \$150 for the use of the pavilion. The deposit shall be considered a rolling deposit. If the City finds the Pavilion in an unacceptable condition, the deposit will be forfeited, 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 BCC 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 provide \$1,200 to the BCC annually for the installation and maintenance of the downtown flower baskets executed each year by the BCC. The City would like to receive an invoice in October of each year.

- 7. RECREATIONAL IMMUNITY.** Due to recent changes in State Law (2016), the City must have the maximum amount of flexibility to revise this agreement as changes come available through City/County Insurance Services (CIS) or through case law from the Oregon Court System. Resulting policy shifts from CIS may cause the Parks & Open Space Advisory Board and Council to adopt policy that could impede past practices and precedence of City operations in Pioneer Park. Changes could cause the BCC to provide additional proof of insurance or could result in changes in requirements of the BCC to name a few examples. The future of individuals camping in Pioneer Park and the use of the kitchen are two major areas that could easily change due to policy shifts, risk analysis or otherwise. The City is under the legal obligation through their contract with CIS to follow necessary policy requirements as may deemed necessary for the good of the pool.
- 8. 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.



Memorandum of Understanding

- 9. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.
- 10. **INTENT.** The intent of this Agreement is to cooperatively work together to create a working relationship that will be mutually beneficial.

City:

Organizer:

S. Scott McDowell
City Administrator

Sue Frasier
BCC President

Date:

Date:



October 15th, 2019

Re: Proposal to City of Brownsville from The Chamber of Commerce

Dear Mayor Ware & Councilors,

Over the past several years the Chamber of Commerce has been providing flower baskets to hang on the light poles throughout downtown. This has been a successful program drawing many positive comments from visitors. We believe it enhances the beauty, livability and desirability of the community.

There are many steps in the process of accomplishing the goals of this effort. The Chamber solicits and collects funds from members, businesses and individuals to sponsor 1 or more baskets at \$100 each. We order the baskets and manage delivery. We coordinate the installation on the light poles and arrange for the watering throughout the summer. We also remove the baskets at the end of the season. The City has helped pay a portion of the watering cost, \$1200 in 2018, for which we are very grateful.

This year we reviewed the program and monetary cost during 2018 for the effort in addition to the hours of volunteer work. Below I've itemized these costs and the funding.

2018 Total expenses	\$7,100.00	
2018 Revenue received	\$1,200.00	City
	<u>\$2,450.00</u>	Sponsorships
	\$3,450.00	Direct cost to Chamber

This effort is a significant expense to the Chamber in labor and actual dollars spent. We are happy to serve the community in this way but in light of the benefit to Brownsville and the budget, we request that the City cover the cost of the watering. We are asking for \$1,200 in addition to the current contribution to the City for a total of \$2,400. At this amount it would allow us to split the cost 3 ways, 1/3 each by sponsors, most who are Chamber members, the City and the Chamber. In addition, the Chamber is providing the ordering, fundraising effort, labor to install and remove and coordination for watering and care.

We appreciate your consideration of this request and look forward to continuing to enhance the beauty, livability and desirability of the community.

Calendar for Year 2020



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August Recess

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1 • New Year's Day
Jan 20 • Martin Luther King Jr. Day
Feb 14 • Valentine's Day
Feb 17 • Presidents' Day (Most regions)
Mar 17 • St. Patrick's Day
Apr 12 • Easter Sunday
Apr 13 • Easter Monday
Apr 15 • Tax Day

Legend

Council Meeting

Budget Meeting

May 5 • Cinco de Mayo
May 10 • Mother's Day
May 25 • Memorial Day
Jun 21 • Father's Day
Jul 3 • 'Independence Day' observed
Jul 4 • Independence Day
Sep 7 • Labor Day
Oct 12 • Columbus Day (Most regions)

Oct 31 • Halloween
Nov 3 • Election Day
Nov 11 • Veterans Day
Nov 26 • Thanksgiving Day
Nov 27 • Black Friday
Dec 24 • Christmas Eve
Dec 25 • Christmas Day
Dec 31 • New Year's Eve



INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

PARTIES TO THE AGREEMENT

This agreement made and entered into this ____ day of November 2019, by and between the following municipalities:

Adair Village	Lebanon
Brownsville	Monroe
Halsey	Philomath
Harrisburg	Sweet Home

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the formation of the Mid-Valley Partnership, hereinafter called MVP, for the purpose of building economic development capacities for the region. This will be accomplished by creating a joint economic development organization as identified in Exhibit A – “Mid-Valley Prosperity Partnership Economic Strategy and Action Plan – 2019” and by creating the deliverables listed in Exhibit B.

PURPOSE

The CITIES are desirous of enhancing economic development activities that better serve the public. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

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

1. **Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body

through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.

During FY 19-20, expenditures by each City shall be within existing appropriate budgeted funds. A work program and budget will be developed by the Operations Group and proposed to each City in the FY 20-21 and subsequent budget processes.

2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure performance of any services rendered on behalf of CITIES.
3. **Term.** This agreement shall be from November 1st, 2019 through and including June 30, 2022. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:

Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.

The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

IN WITNESS WHEREOF, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually
to the agreement upon execution.]**

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

Introduction

Linn and Benton Counties are the heart of the southern part of Oregon's Willamette Valley, stretching east and west from the top of the Cascades to the top of the Coast Range. It is a region with long Native American history and heritage, and the history of pioneers from the eastern United States traveling on the Oregon Trail to reach this land which was and is rich in natural resources and opportunity. The two counties historically have been central to Oregon's agriculture and timber economies. This has included not only raising and harvesting crops and timber, it has included industries for processing, packaging, and shipping finished timber and agriculture products. These industries historically have been the foundation of employment, culture, and society in the two counties.

But, the economic foundation of the region was greatly shaken with the significant reduction of timber harvesting starting in the early 1980's. This eliminated jobs in the woods, jobs in the mills, and jobs in the supporting business community. It created a stagnant and diminishing population and economic base in the cities in the region, especially the smaller cities.

Agriculture remained strong, but the nature of the agriculture industry changed with growing commoditization, technology impacts, and global trade.

During the last two decades, high-technology businesses have located in the region bringing new dimensions to the economy with new employment, capital investment, and assessed valuation. The bulk of the high-tech growth has been in the large cities in the region, specifically Corvallis and Albany. However, the promise of becoming a high-tech hub was tempered with the Hewlett-Packard facility in Corvallis starting strong with employment to major reductions in jobs over time. This is a symptom of the global market and changing technologies encouraging large corporate businesses to rethink their systems, processes, and locations.

Competitive advantage is key to attracting and retaining businesses such as HP, and just as critical in attracting and retaining businesses and investment of all sizes and in all locations.

Starting with the "Rural Linn County Economic Development Proposal" created by leaders from rural cities in Linn County in 2015, leaders from several rural Linn communities continued to meet to discuss economic development strategies for the region. In the fall of 2017, eight cities from rural Linn and Benton Counties applied for a Rural Opportunities Initiative Grant through Business Oregon to partner with RAIN to bring a Venture Catalyst to the region to work with local entrepreneurs. These cities seek to continue the intra-city effort to create efficient and effective structures for furthering the economic objectives of the region beyond the Rural Opportunities Initiative grant and the work done through RAIN.

The initial eight-city collaborative consists of Sweet Home, Lebanon, Brownsville, Halsey, Harrisburg, Monroe, Adair Village, and Philomath. Together they take the name "Mid-Valley Partnership, or MVP. This Strategic Action Plan is the framework for the cities to work together to accomplish common economic goals and respond to common economic opportunities.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

The eight-city initial collaborative reviewed the Rural Linn County Economic Development proposal created in 2016. This strategy document is based on that work, seeking to update and expand its scope to meet needs of the broader Linn-Benton region beyond the RAIN project.

Assessment of the Environment, Opportunity, and Needs

- Economic growth is happening throughout Oregon with historically high employment rates, high business investment, high levels of export, and high revenue and profit. However, this growth is primarily happening in larger cities which have the capacity to attract and support this level of economic development. Oregon's rural communities continue to not share this high level of economic prosperity.
- In the Linn-Benton region, Corvallis and Albany have great capacity for supporting economic development in dedicated city staff and active economic development organizations. This capacity allows these larger cities to effectively respond to queries from potential businesses and investors, to respond to Business Oregon and other organizations when they disseminate requests for information on behalf of potential businesses, and to facilitate the siting, development, operation, and growth of new businesses.
- None of the cities in this partnership have the same capacity to participate in these high-level economic development activities. There is no framework to cooperate with or even complement the efforts of Albany and Corvallis in attracting new business investment into the region. The smaller communities get left behind.
- There is significant opportunity for bringing economic investment to the eight cities in the partnership if the cities understand how to position and leverage their individual and joint assets, and how to respond to opportunities.

The best opportunity for economic investment in these communities may lie in working collaboratively, recognizing several things:

- The economic, housing, and services markets no longer focus on individual communities, but instead on systems tying together regions with multiple communities.
- Smaller cities can now compete with any larger city as a location for business investment due to the advent and growing availability of high-speed and high-capacity internet connections.
- Smaller cities have the competitive advantage of small-town livability.
- Each of the partners has assets and opportunities unique to themselves, but potentially stronger when tied together and leveraged.

This strategy is a commitment by each of the cities to work toward a partnership agreement to act as a coordinated economic development entity to accomplish three primary goals:

- To develop a coordinated story about the assets and opportunities available in each of the partner cities, and in the network of the cities working together.
- To research, identify, and pursue economic opportunities created by looking at the partner cities and region as a single economic, housing, and services system.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- To be able to respond to requests for information, invitations to respond to opportunities, create and implement regional economic development strategies, and advocacy for the region's interests.

Assets to Promote and Leverage

The managers and administrators of the Mid-Valley Prosperity Partnership met in August 2019 to build the foundation for the update of prior strategic planning. In that meeting, the leaders identified several assets of the region that create significant economic opportunity. These are in addition to assets identified in earlier work. These are:

- **Higher Education** – Two major research universities and one technology focused community college are in the immediate region. This presents great opportunity for using land and resources in the eight cities to help the education institutions pursue and expand their research and development programs.
- **Traded Sector** – While agriculture and timber economies were historically based on growing and harvesting, the expectation in today's economic world is traded sector where the raw materials created by farm and forest activities are processed locally in manufacturing, food processing, and creation of finished products and distribution of those products globally. The cities each have land and resources to expand traded sector businesses.
- **Agriculture Businesses** – The Willamette Valley, along with all of Oregon, is marked by family farms rather than large scale corporate farming. These farms compete well relying on the power of co-ops to create competitive abilities. However, these systems can be fragile. Strengthening family farms by creating traded sector vertical integration is highly important to the future. As well, providing farmers with additional income streams to diversify their business models will help preserve the family farm foundation of the region. These additional income streams may include produce and meat sales on-site, restaurant services on-site, farm-stays, and other activities.
- **Telecommuters and Home-Based Businesses** – With the advent of high-speed internet access to all communities, the opportunity exists to attract telecommuters and homebased businesses that can operate completely remotely. These foot-loose entrepreneurs may find livability opportunities in the eight cities where they can operate and succeed on a global scale to be highly attractive.
- **Micro-businesses** – Generally cannot afford the startup costs necessary in a larger city. The eight cities can provide incubator and micro-business support infrastructure, possible in conduction with the higher institution institutions, and likely at lower costs.
- **Available Infrastructure** – The Mid-Valley is poised for economic success for many reasons including extensive infrastructure. Not only is the area laced with surface trucking and automobile links including I-5 and several major highways, it has two major rail lines, pipelines, and a regional and several general aviation airports. Each of the cities has sewer, water, and storm systems with capacity to meet development needs. Broadband internet services are widely available. Energy including natural gas and electricity are available at

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

highly competitive rates. Now under development is a very large containerized freight transfer facility linking trucking to rail amplifying the efficiency of freight movement in the mid-Willamette Valley.

- **Physical Alignment** – The cities are close together and aligned on a general east/west axis across the Valley. They are connected by state highways. The I-5 corridor is crossed by similar city alignments east and west of Salem and east and west of Eugene. The fact these alignments to the north and south are anchored by large cities gives those aligned regions greater economic opportunity. The Linn-Benton aligned cities have not rallied in the past around common interests and opportunities but have great potential to thrive if the east/west physical alignment is amplified by an east/west economic alignment especially recognizing the north/south links offered by I-5 including easy access to commercial aviation at Mahlon Sweet Field in Eugene.
- **Affordability and Ease of Development** – The rural communities have more streamlined and less extensive codes than the surrounding larger cities coupled with a “How can we get to yes?” attitude. Land and development costs and fees are generally less than in larger communities. The communities support economic development and, working together, can be a formidable competitor for investment in retention, expansion, and creation of businesses.

Strategy

1. **Establish a rural-focused primary point of contact collaborating with all existing services and organizations to align, focus, and leverage resources and connect entrepreneurs to resources**

Existing, relocating, or start-up businesses can all benefit from assistance to successfully implement their growth strategies. A plethora of services and support organizations currently exist at state and local levels to help, but it is difficult for owners of businesses of any size to easily tap into these critical resources. By creating an entity to focus on these rural Linn County interests and represent them to other organizations, the Partnership will ensure those resources are better aligned, leveraged, and accessed in our communities.

As a result of fostering collaboration and helping align and focus resources for the eight rural cities:

- The Partnership will collect, catalog, and share relevant information, organizations, and services, and will help enable businesses to access and utilize needed resources. This will include an asset map to discover and understand the potential available in the region.
- The services to be cataloged shall be broad based including workforce development, finance, small business management assistance, and other important resources to help businesses succeed.
- By connecting existing and potential businesses to these resources, the Partnership will facilitate economic growth and employment opportunities.
- Where resources do not exist, or are not at the needed scale, MVP will identify those needs and work to see they are addressed.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- MVP will be a voice for businesses in rural Linn and Benton counties when working with regional, state, and global entities.
- MVP will plan for realizing the economic potential of the region looking for those places to connect needs and opportunities.

Outcomes

- A complete inventory of local land use and zoning laws and mapping with the means to keep it updated.
- A complete and constantly updated database of land and buildings available for new business development.
- A catalog of business services including banks, accounting, legal, commercial real estate firms, and other professional services available to business owners and entrepreneurs, as well as the government service of Business Oregon, Worksource Oregon, the Small Business Administration, and other economic development organizations.
- Assistance in knowledge of, understanding, and navigating state, county, and local rules and regulations.
- MVP becomes a behind-the-scenes partner helping new or existing businesses make the decisions to locate or expand locally and to increase their success.
- A recognizable organization and regional point of contact to provide advocacy and leadership in regional economic development efforts, serving as a credible entity to work with businesses, the Regional Solutions Team, other state and federal agencies, institutions of higher education, and the Legislature and Congress. Advocacy through the Cascade West Council of Governments and the League of Oregon Cities is currently underway.

2. [Connect new entrepreneurs with learning opportunities and start-up support.](#)

A prominent commercial real estate broker recently commented, “I see lots of potential entrepreneurs with great ideas and nothing else.” The “nothing else” these potential businesses lack is financial support for initial purchases, technical assistance, management support, legal training and support, and market research.

- MVP will use its developed network of existing contacts, organizations, and services to assist current and emerging entrepreneurs with accessing the tools and resources they need to bring their ideas to fruition. For example, understanding market rents for vacant storefronts in various communities, guidance or help in developing business plans, or referrals for legal and professional advice on organizational structures and business practices.

Outcomes

- MVP is employing a rural business accelerator approach using the business incubator model developed by RAIN and services such as those provided by Senior Corps of Retired Executives (SCORE).

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- The entrepreneur development work is critical to the region and the partnership will continue to sponsor and carry out this work and the program's recommendations.

3. Help link existing and potential employers with a skilled and trained workforce

A reliable source of trained people is critical to attracting new business and retaining existing businesses. Educational programs are underway through other organizations in the county to develop basic work skills. Linn Benton Community College, the City of Albany, Linn County and several local high schools have various programs to assist people of all ages to upgrade their skills, thus enhancing their employability. Worksource Oregon provides extensive information on training and employment opportunities. In addition, employers frequently have job specific training programs. However, existing employers also have made clear the need for basic or soft skills, i.e. timeliness, personal reliability, grooming.

- MVP will support the efforts of all these trainers to produce a skilled workforce to meet current and future needs.
- MVP will cooperate with Worksource Oregon and local workforce development entities to identify needs, opportunities, and systems for creating a larger and better prepared work force.
- MVP will include training and employment information in both its asset mapping and its publicly available information database.
- MVP will advocate as needed for rural training programs matching the needs of existing and potential rural employers.

Outcomes

- Businesses are matched with trained workforce.
- Businesses are attracted to the region due to an existing, skilled workforce.

4. Advocate for the rural communities and the goals of this partnership for improved market conditions, and improved legislative, regulatory, or government laws, policies, and programs, particularly those directed at workforce readiness and development.

Rural areas generally lack a voice or a seat at the negotiating table. They may not be aware of government programs funding or facilitating economic development efforts, or may lack the capacity to access them. Having a voice, particularly one connected to existing economic development service organizations, is critical to participating in these efforts. Further, ensuring small, rural oriented employers can be heard when legislative or regulatory changes are proposed is also important in maintaining employment and job growth.

- MVP will work with state, county and local governments to ensure regulations and legislation are designed to stimulate rather than stifle local rural business growth including land use regulations, local fees and charges, building permit processes, and civil engineering requirements.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- MVP will work to simplify this task by developing knowledge and contacts within existing organizations.
- Oregon Cascade West Council of Governments is a regional resource for community and economic development efforts. MVP will work with OCWCOG to help leverage economic development programs and services. Oregon Cascade West Council of Governments also provides an advocacy platform to advance policy recommendations to better equip rural settings for economic development. Creating effective relationships with State officials is crucial for effective State involvement.

Action Plan

In order to pursue and accomplish the four goals of the Mid-Valley Partnership, a common structure for working together and getting things done is critical to create. It is evident a formal agreement must be created to establish a formal entity to carry out this work. This entity needs to be funded, housed, and staffed appropriately to meet these needs:

- Facilitate and lead the ongoing work of the partnership.
- Staff resources to pursue the four goals above working with the leaders of the Partnership to set priorities for specific actions and a detailed work plan to achieve them.
- Continue to plan and pursue a detailed and specific economic strategy based on what the partner cities can accomplish working together leveraging the resources and assets of the region.
- Seek outside funding when appropriate to support the work.
- Develop the materials, narrative, and story to be universally used by the Partnership to effectively communicate what is needed to have an entrepreneur understand the assets, resources, and opportunities of the partner communities both individually and together.
- Serve as the primary point of contact for inquiries from Oregon agencies, other economic development organizations, local governments, and existing and potential business entities.

To create this entity, a joint effort and structure will be created by an Intergovernmental Agreement between the partner cities. As the joint effort finds success, the structure of the entity might need to change, but is determined to be appropriate at this time to use an IGA to create agreement on the structure and direction of the economic development entity, to create a system of governance, and to create the financial structure defining each city's contribution.

It is also determined the initial organization needs to be streamlined and focused on creating the required structure and achieving the initial identified goals.

The Intergovernmental Agreement will be drafted with these elements:

- Operational Group to Pursue the Outcomes and Strategies of this Plan
 - ▶ The City Manager or Administrator from each city.
 - ▶ Other staff as needed.

**Mid-Valley Partnership
Economic Strategy and Action Plan**

EXHIBIT A

- Administration
 - ▶ The Cities of Lebanon and Sweet Home will jointly be the conveners and managers of the logistics and records of the meetings and activities.
 - ▶ The City of Lebanon will be the fiscal agent for the new entity.
 - ▶ The Operational Group will determine the need for staff and capital resources to carry out the work of the new entity after the first year.
- Finance
 - ▶ The existing working group will determine the needed structure of staffing and resources to carry out the first year of the regional entity. This to be reflected in the IGA.
 - ▶ The existing working group will determine the needed budget to carry out the first year of the regional entity with this to be reflected in the IGA.
 - ▶ The existing working group will determine the contribution needed from each of the partner cities, proportioned in an equitable manner. This will be incorporated into the IGA.

**Mid-Valley Partnership
Economic Strategy and Action Plan**

EXHIBIT A

Next Steps

ACTION	RESPONSIBILITY	TIMEFRAME
Draft the Intergovernmental Agreement (IGA)	Subcommittee	Completed by November 1 st , 2019
Develop a presentation summarizing this Plan to be presented to the City Councils of the eight cities with the recommendation to approve the IGA. The presentations will be made by members of the working group including the city managers and administrators.	Subcommittee to develop presentation	Ready to use by November 15 th , 2019
Enter into a three-year IGA based on the Goals, Outcomes, and structure outlined above	Advocacy and Council support by each City Manager and Administrator	Target for IGA approval is December 31 st , 2019
Deliver the presentation to other cities as requested with an invitation to consider joining the partnership	Entire Group	As requested
Define the Scope of Work and Staffing Needs to carry out the Plan	Operation Committee	March 2020
Develop a financial plan for on-going operations to submit as part of each City's 20-21 and subsequent budget processes	Operations Committee	March 2020 and subsequent years
Revise this strategy as needed and update the IGA	Operation committee	Completed within three years of adoption of the initial IGA.

EXHIBIT 'B'

Deliverables

(Projected over the life of the agreement)

Marketing

- ★ The creation of a professional logo.
- ★ Branding: packaging the story of the region for the general public; specifically geared to the clientele the collective is attempting to attract and retain.
- ★ The creation of a professional website.

Asset Mapping

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership including but not limited to:
 - The State of Oregon
 - Non-profit
 - Financial Resources
 - Angel Investors
 - Market Sectors
 - Higher Education Assets
 - Rural Advantages
 - Natural Aspects
 - Amenities
- ★ Oregon Prospector
 - Populate available property with uniformity.
 - Devote resources to maintain this important data base.
 - Identify all relevant information.

Contract Management & Personnel

- ★ Determine how to accomplish necessary objectives.
 - Create work requirements
 - Develop budgetary needs.
 - Agree to means of execution.

**Mid-Valley Partnership
Economic Strategy and Action Plan**

EXHIBIT B

- ★ RAIN Entrepreneurship
 - Continue to monitor efforts.
 - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
 - Discuss advantages of hiring personnel.
 - Identify the capacities of existing personnel.
 - Determine housing and equipment needs.

**TASK ORDER No. 2
City of Brownsville
Standards for Public Improvements Update**

BACKGROUND: The City of Brownsville’s Standards for Public Improvements (Standards) were developed in 2014 in order to set forth design criteria and construction standards for the public improvements of transportation, storm drainage, water and sewer systems in the City.

SCOPE OF WORK: The Dyer Partnership will review and update the City of Brownsville’s Standards by completing the following tasks:

- A. Project Setup – Gather supporting documentation.
- B. Review and coordination with City Staff – Dyer will meet with the City to discuss any areas of concern and/or portions of the Standards the City wants to see revised.
- C. Standards Review and update – Dyer will review the written Standards and make revisions based on current construction practices, material improvements, inconsistencies within the document, etc.
- D. Standard Drawing Review and Update – The City Standard details will be updated to reflect any changes made to the written Standards.

PROPOSED FEE: Services will be performed and billed on a time and materials basis. The fee for these services is a not to exceed a maximum of \$7,300, including all professional services and reimbursable expenses.

The breakdown of costs associated with each Task and the total cost of services is provided on Attachment A.

WORK PRODUCT: Four hard copies and one electronic copy of the revised Standards will be provided to the City.

START DATE: October 16, 2019

PAYMENT METHOD: Monthly Billing

CLIENT: City of Brownsville

ENGINEER: The Dyer Partnership
Engineers & Planners, Inc.

S. Scott McDowell,
City Administrator

Steve Major,
President

Date: _____

Date: _____

**ATTACHMENT A
ESTIMATE OF MAN HOURS AND COSTS**

DATE: 10-01-19		PROJECT: City Standards Update City of Brownsville			TASK 1: Standards Update		
SUBTASK	MAN HOURS						
	PRINC MNG	PROJ MNGR	PROJ ENGR	ENG TECH	CAD DRAFTER	CLERICAL	
1 Project Setup		2					
2 Review Meeting and Coordination with City Staff		4					
3 Standards Review and Update	2	8	12				2
4 Standard Drawings Review and Update	2	4	4	20			2
TOTAL ESTIMATED HOURS	4	18	16	20	0	0	4
MATERIAL COSTS		DESCRIPTION OR UNIT			QUANTITY	UNIT COST	TOTAL COST
	PHOTOGRAPHS	NA			0	\$0.00	0.00
	FLOW POKE EQUIPMENT	EA			0	\$0.00	0.00
	PLANS AND PRINTS	EA			0	\$0.00	0.00
	DRAFT REPORT COPIES	EA			0	\$0.00	0.00
	FINAL REPORT COPIES	NA			4	\$50.00	200.00
	TOTAL MATERIAL COSTS	-----					\$200.00
TRAVEL AND PER DIEM		DETAIL			QUANTITY	UNIT COST	TOTAL COST
	MILEAGE	Mile			60	\$0.58	34.80
	COMMERCIAL	NA					0.00
	PER DIEM	NA					0.00
	LOCAL TRANSPORTATION	NA					0.00
	LODGING	NA					0.00
	TOTAL TRAVEL AND PER DIEM	-----					\$34.80
OTHER SIGNIFICANT COSTS		DETAIL			NUMBER	COST	TOTAL
	SUBCONSULTANTS						
	TOTAL OTHER SIGNIFICANT COSTS	-----					\$0.00

SUMMARY				
BREAKDOWN OF PROPOSED FEE				
DATE:	10-01-19	PROJECT:	City Standards Update City of Brownsville	
LABOR				
	RATE	-----1-----		
	\$/HR.	HRS.	AMOUNT	
DIRECT LABOR COSTS:				Breakdown by Subtask:
PRINCIPAL MANAGER	\$145	4	\$580	Subtask 1: \$260.00
PROJECT MANAGER	\$130	18	\$2,340	Subtask 2: \$520.00
PROJECT ENGINEER	\$120	16	\$1,920	Subtask 3: \$2,864.00
ENGINEER TECH	\$100	20	\$2,000	Subtask 4: <u>\$3,384.00</u>
CAD/DRAFTER	\$85	0	\$0	<u>\$7,028</u>
OFFICE MANAGER	\$52	0	\$0	
CLERICAL	\$47	4	<u>\$188</u>	
TOTAL DIRECT LABOR COSTS:			\$7,028	
DIRECT PROJECT EXPENSES				
A. MATERIAL COSTS (BREAKDOWN ATTACHED)			200	
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)			35	
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)			0	
D. ADMINISTRATIVE FEE	10 % OF A,B,&C		<u>23</u>	
TOTAL OF: A THROUGH D			258	
TOTAL LABOR AND EXPENSES (ROUNDED)			\$7,300	
1: City Standards Update				\$7,300
TOTAL FEES				\$7,300

PREPARED BY: RHQ



citycounty insurance services
cisoregon.org

Property/Liability 2019-2020 Renewal Invoice

Named Member
City of Brownsville
PO Box 188
Brownsville, OR 97327

Agent of Record
Barker Uerlings Insurance
PO Box 1378
Corvallis, OR 97339

Member Number: 10024
Invoice Date: 6/21/2019
Invoice Number: PO-BRW-I2019-00

Coverage	Description	Amount	Total
General Liability (Standard)	Contribution	\$14,090.54	
	Multi-Line Credit	(\$1,056.79)	
	Risk Management Allowance	(\$1,409.05)	
			\$11,624.70
Auto Liability	Contribution	\$2,516.00	
	Multi-Line Credit	(\$188.85)	
	Risk Management Allowance	(\$251.80)	
			\$2,077.35
Auto Physical Damage	Contribution	\$1,367.89	
	Multi-Line Credit	(\$102.59)	
	Risk Management Allowance	(\$136.79)	
			\$1,128.51
Property	Contribution	\$20,519.23	
	Multi-Line Credit	(\$1,538.94)	
	Risk Management Allowance	(\$2,051.92)	
			\$16,928.37
Optional Excess Liability	<i>Not Purchased</i>		\$0.00
Optional Excess Quake	Contribution	\$15,000.00	
	Risk Management Allowance	(\$1,500.00)	
			\$13,500.00
Optional Excess Flood	<i>Not Purchased</i>		\$0.00
Optional Excess Crime	Contribution	\$978.00	
	Risk Management Allowance	(\$97.80)	
			\$880.20
Optional Excess Cyber Liability	Contribution	\$1,400.00	
	Risk Management Allowance	(\$140.00)	
			\$1,260.00
Difference in Conditions	<i>Not Purchased</i>		\$0.00
Invoice Summary			
	Contribution	\$55,873.66	
	Multi-Line Credit	(\$2,887.17)	
	Risk Management Allowance	(\$5,587.36)	
			\$47,399.13

Balances are due by 08/15/2019. Late fees will accrue thereafter.

Make Checks Payable To: CIS / PO Box 5836, Portland, OR 97228-6836

ACH Direct Payment: Please request Authorization form and instructions from accounting@cisoregon.org or from Stephanie at 503-763-3834.



citycounty insurance services
cisoregon.org

Workers' Compensation 2019-2020 Renewal Invoice

CIS Guaranteed Cost Plan

Named Member
City of Brownsville
PO Box 188
Brownsville, OR 97327

Agent of Record
Barker Uerlings Insurance
PO Box 1378
Corvallis, OR 97339

Member Number: 10024
Invoice Date: 6/21/2019
Invoice Number: PO-BRW-W2019-00

Class Code - Description	Estimated Payroll	Rate*	Contribution
5506 - STREET/ROAD MAINTENANCE	\$51,063.00	10.4442	\$5,333.12
7520 - WATER	\$96,639.00	5.4384	\$5,265.62
7580 - SEWER	\$80,063.00	4.6865	\$3,752.15
8742V - VOLUNTEER BOARDS/COMMISSIONS/PUBLIC OFFICIALS	\$15,000.00	0.3708	\$55.62
8810 - CLERICAL	\$225,112.00	0.1030	\$231.87
8810V - VOLUNTEER CLERICAL/LIBRARY/911 OPERATORS	\$33,024.00	0.1030	\$34.01
8820 - ATTORNEYS/JUDGES/BAILIFFS/COURT CLERKS	\$17,990.00	0.1648	\$29.65
9015 - BUILDING MAINTENANCE & LIFEGUARDS	\$19,507.00	4.2951	\$837.85
9102 - PARKS MAINTENANCE	\$27,268.00	5.4899	\$1,486.99
9220 - CEMETERY	\$2,445.00	6.5817	\$160.92
Subtotals (pay invoice total below)	\$568,111.00		\$17,187.79

*Rate: Per \$100 of Est. Payroll. This is provided to assist members with their budgeting process. Rate includes applicable rating factors except calculations in the detail below. Due to rounding of decimal points on Member Rate, multiplying Est. Payroll by Member Rate may not equal Contribution exactly.

Quarterly Payment Option

Payment	Due Date	Payment Due
1	08/15/2019	\$3,611.15
2	10/01/2019	\$3,611.15
3	01/01/2020	\$3,611.15
4	04/01/2020	\$3,611.17

Invoice Detail

Estimated Manual Contribution**		\$17,187.79
Experience Rating Modification Factor	x	0.88
Estimated Adjusted Contribution	=	\$15,125.26
State Assessment (8.00% of Adjusted Contribution)	+	\$1,210.02
Multi-Line Credit	-	\$1,134.39
Risk Management Allowance	=	\$756.26
Total Due	=	\$14,444.62

**Final contribution will be determined by audited payroll

Balances are due by 08/15/2019. Late fees will accrue thereafter.

Make Checks Payable To: CIS / PO Box 6836, Portland, OR 97228-6836

ACH Direct Payment: Please request Authorization form and instructions from accounting@cisoregon.org or from Stephanie at 503-763-3834

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

1) Political Quote: **ALL LEGISLATION IS ANECDOTAL.** – A Carl Myers

2) Opening remarks

3) Explain Columns on chart:

- a) 1st column is Bill number so you can look it up before the ORS is reprinted.
- b) 2nd column is description of the bill.
- c) 3rd column is the chapter number so you can refer to the bill before it gets its ORS number.
- d) 4th column is the date upon which the bill becomes or became effective.
 - i) There might be a bill that became effective on a date that has a delayed implementation date.

Cite as “Chapter _____, Oregon Laws 2019.

MOST IMPORTANT NEW LEGISLATION FOR LOCAL COURTS

Number	Description	Ch.	Eff. Dt.
HB 2614	Repeals driving privilege suspension and eliminates imposition of driving privilege restrictions for failure to pay fine.		
HB 776	Eliminates driving suspension for failure to appear on citation for traffic offense.		
SB 79	Provides that DOR may assist public bodies, public universities and OHSU in collecting delinquent accounts.	359	1/1/2020
SB 977	Removes requirement for JP to file undertaking.	426	6/17/2019
HB 3214	Allows person with hardship driver permit to provide necessary services to person or member of person's family.	215	1/1/2020

IMPORTANT NEW LEDISLATION FOR LOCAL COURTS

Number	Description	Ch.	Eff. Dt.
SB 24	Modifies procedures related to criminal defendants lacking fitness to proceed.	538	7/15/2019
SB 438	Allows person issued disabled parking permit to park in parking space otherwise reserved for residents.	332	1/1/2020
SB 509	Repeals crime of unlawfully transporting hay.	80	1/1/2020
SB 581	Increases criminal penalties for offense relating to use of unmanned aircraft system to interfere with aircraft.	337	1/1/2020
SB 608	Prohibits landlord from terminating month-to-month tenancy without cause after 12 months of occupancy.	1	2/28/2019
SB 810	Modifies definition of "vulnerable user of a public way" to include persons operating or riding on moped or motorcycle.	349	1/1/2020
SB 975	Establishes procedures for persons with marijuana convictions to file motion requesting court to reduce offense classification if, since entry of judgment of conviction, offense classification has been reduced.	473	1/1/2020

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

SB 998	Permits person operating bicycle to enter intersection controlled by specified traffic control devices without stopping. Permits person operating bicycle to turn without stopping at intersection with specified traffic control devices. Creates offense of improper entry into intersection where traffic is controlled by stop sign.	683	1/1/2020
SB 1008	Requires court to include in judgment document age of defendant at time of committing offense if defendant is sentenced to term of incarceration and physical custody of defendant is related to age of defendant at time of committing offense.	634	9/29/2019
HB 2015	Eliminates requirement that person provide proof of legal presence before Department of Transportation issues noncommercial driver license, noncommercial driver permit or identification card.	701	8/9/2019
HB 2079	Modifies provisions requiring person to be informed about rights and consequences relating to boating under influence of intoxicants.	431	1/1/2020
HB 2334	Makes violation of permit requirements for service of alcoholic beverages punishable by maximum of \$1,000 fine.	44	1/1/2020
HB 2236	Allows farm tractors to operate on state highways that have speed limit or posted speed of more than 35 miles per hour.	59	1/1/2020
HB 2347	Clarifies that current safety belt exemption for delivering newspapers or mail applies to person driving route to deliver newspapers or mail.	398	1/1/2020
HB 2428	Provides that masturbation while in, or in view of, public place constitutes crime of public indecency.	65	9/29/2019
HB 2462	Directs court to, at time of arraignment, notify defendant that status as service member may make defendant eligible for treatment programs, diversion, specialty courts or sentencing mitigation.	86	1/1/2020
HB 2471	Provides that, in prosecutions for violation of city motor vehicle parking ordinances, defendant may not be required to pay fine or bail amount before requesting hearing or submitting explanation to court.	67	1/1/2020
HB 2530	Requires persons who send or serve certain documents related to termination of tenancy, forcible entry or detainer and residential foreclosures to include certain information regarding assistance that may be available to veterans of armed forces.	405	1/1/2020
SB 2682	Clarifies that bicycle lane exists in intersection if bicycle lane is marked on opposite sides of intersection in same direction of travel	120	1/1/2020
HB 2932	Prohibits court from inquiring into defendant's immigration status or requiring defendant to disclose status at any time during criminal proceeding.	437	6/20/2019

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

HB 3035 Increases maximum penalty for certain wildlife law offenses committed without culpable mental state to \$2,000 fine. 274 1/1/2020

IMPORTANT NEW LEGISLATION ON ETHICS FOR PUBLIC OFFICIALS

BILL #	Description
SB 626	Amends definitions of "actual conflict of interest" and "potential conflict of interest" to apply to members of public official's household, rather than to all relatives of public official.

BILLS OF INTEREST			
BILL #	Description	Ch.	Eff. Date
SB 47	Eliminates requirement that person operating nonmotorized boat have aquatic invasive species permit. Directs uses of waterway access permit fees. Directs State Marine Board to collaborate with certain groups for purpose of educating nonmotorized boat users about requirement to obtain waterway access permit.	507	1/1/2020
SB 57	Modifies laws related to transportation.	312	6/11/2019
SB 184	Authorizes court to initiate commitment proceedings for extremely dangerous person with mental illness if court determines that there is no substantial probability that defendant will gain or regain fitness to proceed. Establishes procedures for court to order involuntary administration of medication for purpose of defendant gaining or regaining fitness to proceed.	318	1/1/2020
SB 362	Requires defendant to file notice of intent to introduce evidence of mental defense at least 45 days before trial. Authorizes court, for good cause, to allow defendant to file notice within 45 days before trial.	326	1/1/2020
SB 375	Directs court to inform defendant of potential commitment or conditional discharge prior to accepting plea of guilty except for insanity. Directs court to state on record and include in order maximum period of commitment or conditional discharge upon finding of guilty except for insanity. Requires court to find defendant guilty except for insanity and enter disposition order instead of entering judgment of guilty except for insanity.	329	1/1/2020
SB 558	Authorizes city to designate speed five miles per hour slower than statutory speed for highway under city's jurisdiction that is not arterial highway and is located in residence district, including territory that is not business district that is contiguous to highway and has access to dwellings provided	515	1/1/2020

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

	by alleys.		
SB 597	Authorizes use of pseudonym, initials or other signifier instead of name of victim, or witness if witness is also victim, in indictment when specified requirements are met. Provides for confidentiality of document containing name of witness or victim until entry of final judgment on case unless court orders otherwise based on finding of good cause.	338	1/1/2020
SB 725	Specifies charges, convictions, arrests, deferred sentences, conditional discharges, referrals for diversion programs and pending indictments that may not be considered in fitness determinations.	423	9/23/2019
SB 873	Allows defendant in eviction action to apply for order setting aside judgment.	351	1/1/2020
SB 980	Modifies procedures by which eligible moneys are collected from Department of Corrections inmates for payment of court-ordered financial obligations.	474	1/1/2020
SB 999	Dealing with Refusal to consent to DUI test.	475	1/1/2020
SB 1002	Prohibits prosecuting attorney from conditioning defendant's plea offer on waiver of eligibility for transitional leave, sentence reductions or other programs for which executing or releasing authority may consider defendant.	684	1/1/2020
HB 2328	Modifies culpable mental state for crime of UUV when person exercises control over or otherwise uses vehicle, boat or aircraft without consent.	530	1/1/2020
HB 2399	Authorizes court to impose compensatory fine without imposing any other fine as part of criminal sentence.	399	1/1/2020
HB 2401	Modifies definition of "officer-initiated pedestrian stop" for purposes of data collection by removing requirement that stop result in citation, arrest or search.	305	6/11/2019
HB 3005	Modifies laws related to ignition interlock devices.	200	7/1/2019
HB 3216	Creates civil cause of action against person who knowingly summons police officer with intent to cause specified harm.	415	1/1/2020

For details on bill language or history, see: <https://olis.leg.state.or.us/liz/2015R1/Measures/list/>

Under Senate Bills or House Bills, find the bill for which you are looking and all information about that bill, including bill history, staff measure summaries, fiscal impact statements, and all versions of the bill.

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

IMPORTANT BILLS THAT DID NOT PASS	
BILL #	Description
SB 5	Makes shooting range and person discharging firearm at shooting range strictly liable for injuries resulting from bullets that stray outside boundaries of shooting range.
SB 296	Creates exception to prohibition on recording communications for person who records conversation during or regarding commission of offense against person. Creates exception to rule against hearsay for translation by qualified interpreter.
SB 327	Requires trial judge to inform jury of power to acquit even if guilt of defendant is proven beyond reasonable doubt.
SB 386	Modifies culpable mental state for crime of unauthorized use of a vehicle when person takes, operates, exercises control over or otherwise uses vehicle, boat or aircraft without consent of owner.
SB 425	Repeals statutes requiring imposition of mandatory minimum sentences for persons under 18 years of age at time of commission of crime.
SB 443	Requires use of vehicle headlights at all times.
SB 467	Prohibits courts from applying Sharia law.
SB 469	Removes assault in the second degree from list of crimes requiring mandatory minimum prison sentence for person 15 years of age or older at time of commission of crime.
SB 473	Increases daily juror fees and juror mileage reimbursement rates.
SB 480	Provides that person commits crime of endangering the welfare of a minor by exposing person under 18 years of age to unlawful activity involving controlled substances.
SB 559	Expands authority to operate fixed photo radar systems in high crash corridors to all cities.
SB 560	Authorizes all cities to elect to operate photo radar if city pays costs of operating photo radar.
SB 1010	Prohibits court from requiring criminal defendant to pay costs associated with appointed counsel unless defendant is convicted of crime.
SB 1016	Provides exception from offense of driving motor vehicle while using mobile electronic device for person operating school bus, if person is using communication device designed for school bus dispatch communication.
HB 2082	Requires Class II and Class IV all-terrain vehicle operator 16 or older to carry and present both driver license and all-terrain vehicle operator permit.
HB 2238	Modifies annual salaries of judges of Supreme Court, Court of Appeals, circuit courts and Oregon Tax Court.
HB 2239	Increases number of circuit court judges in certain judicial districts.
HB 2241	Allows CJ to assess fees to public bodies for e-court access and filing.
HB 2299	Requires court to impose mandatory minimum sentence of imprisonment if person is convicted of crime of fleeing or attempting to elude police officer under certain circumstances.
HB 2314	Allows operator of motorcycle or moped to travel between lanes of traffic under certain conditions.
HB 2371	Permits court, after suspension of driving privileges for failure to pay fine, to reinstate person's driving privileges if person is employed.

2019 LEGISLATIVE CHANGES AND BILLS OF INTEREST- A. Carl Myers

HB 2615	Repeals statutory authority for non-unanimous jury verdicts in criminal trials.
HB 2671	Lowers age under which person is required to wear protective headgear while operating motor assisted scooter.
HB 2683	Prohibits landlords that allow pets from charging tenants additional rent or fees based on possession of pets.
HB 2702	Authorizes City of Portland to designate speed on highways city has jurisdiction of as road authority.
HB 2758	Creates crime of misrepresenting an animal as an assistance animal.
HB 2767	Modifies description of marriage. Increases minimum legal marriageable age to 18 years of age from 17 years.
HB 2959	Expands crime of offensive littering to include discharge of human waste.
HB 3088	Increases maximum penalty for certain wildlife law offenses committed with culpable mental state to five years' incarceration, \$125,000 fine, or both.
HB 3098	Creates offense of misrepresenting dog as service dog.
HB 3181	Allows defendant in eviction action to apply for order setting aside judgment.

S. Scott McDowell

From: JEFFERY CARL <jcarl@linnsheiff.org>
Sent: Monday, September 30, 2019 3:22 PM
To: 'admin@ci.brownsville.or.us'; 'Larissa@cityofhalsey.com'; 'blotta@ci.harrisburg.or.us';
'meldridge@ci.harrisburg.or.us'; 'scook@ci.mill-city.or.us'; 'finance@ci.brownsville.or.us';
'sciocityclerk@smt-net.com'; 'admin@sciofire.org'; 'sciofire@smt-net.com'
Subject: Drug Take Back 10/26/19

Hello,

The Linn County Sheriff's Office will be participating in the DEA's drug take back event on Saturday, October 26th, 2019. We will be in the following locations throughout the day. We will also be posting information around the county once we receive it from the DEA.

Mill City 9-10 am City Hall 444 S. 1st Ave

Scio 10:30-11:30, Fire Hall, 38975 SW 6th Ave

Brownsville 1:30-2:30, City Hall 255 N Main St

Harrisburg 3-3:30 pm, City Hall 120 Smith St

We also have a RX drop box in the lobby of the Sheriff's Office that is an option for people to drop off their medications.

Thank you,

Jeffery Carl / 717
Linn County Sheriff's Office
Property & Evidence
1115 Jackson St SE
Albany, OR 97322
Desk# (541) 917-6653
1-800-884-3911
jcarl@linnsheiff.org

S. Scott McDowell

From: Liza Newcomb <liza.newcomb@w-nhs.org>
Sent: Wednesday, September 18, 2019 2:48 PM
To: undisclosed-recipients:
Subject: NEDCO/WNHS Merger, our new name, and updated email

Dear friends and partners,

It's official! NEDCO/WNHS have joined forces and are now known as DevNW (vocalized as "Dev Northwest")! Please note my new email: "liza.newcomb@devnw.org." and update your contacts to reflect this change and ensure communications go uninterrupted!

DevNW was created in 2019 when Neighborhood Economic Development Corporation (NEDCO) and Willamette Neighborhood Housing Services (WNHS) united. Together we have more than 60 years of experience and have now expanded our impact to better help our communities thrive in the long term. DevNW envisions a future when Northwest individuals, families, and neighborhoods have access to financial opportunity, affordable homes, vibrant small businesses, and thriving, healthy communities.

As a result of our merger we have expanded our capacity and service offerings. For example:

- Our real estate department has grown from one to three full time staff;
- Our service area has expanded to six counties;
- We now offer programming in Spanish throughout our service area;
- Community LendingWorks, our affiliated CDFI, now offers expanded financial tools;
- We have a seat at the table to advocate for public policies that ensure resources and guidelines are in place that promote health, safe and stable housing, and thriving communities.

To learn more about these exciting changes, visit our webpage at www.devNW.org.

Will you help me spread the word to ensure both our colleagues and people in need of our services learn about these changes? You can help in the following ways:

1. Share this message with your friends, colleagues and clients (if relevant);
2. Navigate to our [DevNW Facebook page](#) and "like" us;
3. Repost or Share our [Facebook announcement](#) on your Facebook page and with your Facebook contacts; AND
4. Update any of your resources to reflect our new contact information.

Thank you for your partnership!

Liza



MONTH END RECAP

SEPTEMBER 2019	
REVENUE	EXPENDITURES
\$ 32,538.03	\$ 45,037.75
\$ 43,444.58	\$ 18,291.58
\$ 31,586.31	\$ 15,619.82
\$ 16,731.13	\$ 9,594.11
\$ 265.68	-
\$ 946.96	-
\$ 11,086.91	-
\$ 743.63	-
\$ 2,094.67	-
\$ 416.34	-
\$ 8,501.68	-
\$ 21,357.60	-
\$ 8,038.56	-
\$ 211.04	-
\$ 14.42	-
\$ 16.59	-
\$ 6.89	-
\$ -	-
\$ 385.94	\$ 5,950.00
\$ 178,386.96	\$ 94,493.26

YTD	%	Unexpended
\$ 176,829.35	9.17%	\$ 1,751,560.65
\$ 89,473.95	13.93%	\$ 552,976.05
\$ 67,811.02	7.81%	\$ 800,063.98
\$ 42,415.29	11.10%	\$ 339,784.71
\$ 32,245.06	43.38%	\$ 42,090.94
\$ 195,476.56	61.27%	\$ 123,567.44
\$ 33,160.60	26.53%	\$ -
\$ -	0.00%	\$ 370,200.00
\$ 85,230.53	52.28%	\$ 77,804.47
\$ -	0.00%	\$ 210,849.00
\$ 45,000.00	46.34%	\$ 52,100.00
\$ -	0.00%	\$ 395,910.00
\$ -	0.00%	\$ 98,600.00
\$ -	0.00%	\$ 48,550.00
\$ -	0.00%	\$ 7,250.00
\$ -	0.00%	\$ 8,976.00
\$ -	0.00%	\$ 3,935.00
\$ -	0.00%	\$ -
\$ 8,260.00	0.00%	\$ 10,185.00
\$ 742,741.76	4.24%	\$ 186,340.00

- 1 GENERAL
- 2 WATER
- 3 SEWER
- 4 STREETS
- 5 WATER BOND
- 6 SEWER BOND
- 7 SEWER DEBT FEE
- 8 BUILDING & EQUIPMENT
- 9 WATER RESERVE
- 10 HOUSING REHAB
- 11 WATER SDC
- 12 SEWER SDC
- 13 STORMWATER SDC
- 14 BIKEWAY/PATHS
- 15 LIBRARY TRUST
- 16 CEMETERY
- 17 TRANSIENT ROOM TX
- 18 SEWER CONSTRUCTION
- 19 LAND ACQUISITION
- 20 COMMUNITY PROJECTS

Key Bank Account

General Checking \$ 157,626.43

Oregon State Treasury
 Community Improvements \$ 4,596,586.17
 Project Escrow Holding \$ 0.94
TOTAL OST / LGIP \$ 4,596,587.13

2019-2020 YTD \$ 5,823,485.00
% of Total 12.75%

Annual Bond Payment
 Water \$ 45,167.05
 Wastewater \$ 307,259.95
Totals \$ 352,427.00



Total Bonded Debt
 Water \$ 855,840.92
 Wastewater \$ 5,390,581.09
Totals \$ 6,246,422.01