

**Council Meeting**  
Tuesday, April 28<sup>th</sup>, 2020  
**Location:** Teleconference

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## **Council Meeting**

Tuesday, April 28<sup>th</sup>, 2020

**Location:** Teleconference

See direction posted at City Hall and the City website.

### **AGENDA**

#### **Regular Session**

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: March 31<sup>st</sup>, 2020
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Total Maximum Daily Load (TMDL) Plan Review
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Planning
  - E. Library
  - F. Court
  - G. 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.

This Agenda is a specific list of the subjects to be discussed at the meeting. Should you need assistance, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You!



9) LEGISLATIVE:

- A. **Resolution 2020.11:** Verification of Services

10) ACTION ITEMS:

- A. Mental Health Month Proclamation
- B. Older Americans Month Proclamation
- C. Canal Company Operations
- D. OLCC License Renewals
- E. Set Live Session Executive Session

11) DISCUSSION ITEMS:

- A. Canal Company Update
- B. March Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



**March 31<sup>st</sup>, 2020**

**ROLL CALL:** Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Gerber, Neddeau, Block, Thompson, Chambers, and Hansen, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were present.

**PUBLIC:** Elizabeth Coleman, Kim Clayton, Bryan Bradburn, Allen Buzzard, Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

**ADDITIONS AND DELETIONS:** Mayor Ware proclaimed April to be Child Abuse Awareness Month. Council concurred.

**MINUTES:** Councilor Gerber made a motion to approve the February 25<sup>th</sup>, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

## **LEGISLATIVE ITEMS:**

1. **Resolution 2020.06 – Worker’s Compensation Declaration.** Councilor Block made a motion to approve R 2020.06. Councilor Hansen seconded the motion, and it passed unanimously.
2. **Resolution 2020.07 – Emergency Declaration.** Mr. McDowell would like Council to officially confirm Mayor Ware’s Emergency Declaration due to Covid-19. Councilor Block made a motion to approve R 2020.07. Councilor Neddeau seconded the motion, and it passed unanimously.
3. **Resolution 2020.08 – Authorizing the Mayor, Council President, and City Administrator to make decisions regarding the Coronavirus Pandemic.** Mr. McDowell informed Council that this resolution will ensure that the City can make decisions surrounding the Coronavirus Pandemic in real-time. Voting will be required, and two votes shall move a proposal or response forward. If the Mayor or Council President are unable to serve, all Councilors will be eligible to serve with a succession plan based on Council seniority. Councilor Gerber made a motion to approve R 2020.08. Councilor Hansen seconded the motion, and it passed unanimously.
4. **Resolution 2020.09 – Use of Leaves for Covid-19.** Mr. McDowell stated that this resolution contains 80 hours of administrative leave and enables Staff to use sick leave as needed during the Covid-19 crisis. Councilor Gerber made a motion to approve R 2020.09. Councilor Hansen seconded the motion, and it passed unanimously.
5. **Resolution 2020.10 – Line Item Designation for Covid-19 Use.** This resolution details line items that can be accessed as necessary for Covid-19 use during the pandemic. Councilor Block made a motion to approve R 2020.10. Councilor Hansen seconded the motion, and it passed unanimously.

## **ACTION ITEMS:**

1. **Appoint Budget Committee Members.** Mr. McDowell stated that the City had received two applications for these vacancies, Dayna Hansen and Patrick Starnes.



*Councilor Block made a motion to appoint Dayna Hansen only, as Patrick Starnes did not file a letter of interest, only a one-line email. Councilor Gerber seconded the motion. Councilor Hansen recused himself from the vote stating a conflict of interest. The vote passed unanimously, with Councilor Hansen abstaining.*

2. **Third Party Public Records Facebook Issue.** Mr. McDowell reminded Council that at the last Council meeting Staff was authorized to proceed with this process. McDowell has hired PageFreezer. The setup fee is \$250, and the monthly fee is \$109. This service will put us in good standing with the public record law; Council agreed by consensus.

## **DISCUSSION ITEMS:**

1. **Emergency Community Outreach.** McDowell informed Council that he has reached out to the Faith Community, the Brownsville Senior Center, American Legion, and the Chamber to basically prepare for emergency community outreach as necessary. All folks that he spoke with are interested in helping as needed. Mr. McDowell would like to form an ad hoc committee, basically establishing and implementing a future plan to make sure the City is supporting folks as needed. Mayor Ware stated that he believes Sharing Hands is fine right now, but they may well have budget problems soon as the thrift store had to close, and that is the main financial support for the Food Bank. McDowell will bring more information to Council as it comes available.
2. **OGEC Finalizations.** McDowell reminded Council that the deadline for this filing is April 15<sup>th</sup>, 2020. All elected officials must complete this filing online. Please let us know if you need help.
3. **Vineyard Wind Machines Notice.** McDowell reminded Council that it is that time of year when the wind machines in the vineyard in south town may be kicking on. The wind machines operate primarily in the spring and fall when cold temperatures can harm the crop. We might expect to hear more complaints as folks are home right now.
4. **Playground Details & Parks Master Plan Update 2020.** McDowell would like some direction from Council going forward. The quotes to move the existing playground equipment came in at three times (3x) the anticipated budget. It might be a good time to consider budgeting additional funding and replacing, instead of moving, the old equipment. Councilor Block stated that he thought it would be a good idea to put some funding aside and be able to purchase new equipment in the future. Council concurred.
5. **February Financials.** No comments.

**COUNCIL COMMENTS:** McDowell showed Council the City website highlighting where to find information and how to maneuver around the pages. Ms. Jamie Cross has stated a Facebook disaster page. The City may work with her in the future as this pandemic unfolds to push information out to the public.



Councilor Hansen put together a handout for Council to refresh memory and to all be on the same page. The handout covers things like role of City Government as opposed to what other community groups can provide.

Mr. McDowell also reminded Council that Public Works will be seen out working during this pandemic as they are providing essential functions. They will continue to practice social distancing to the best of their abilities. We need to keep them healthy so we can continue to provide essential water and sewer services.

**Meal on Wheels Request.** Mr. McDowell stated that Council has received a request for partnership support for the Meals on Wheels program for \$1,310. It is about a 9% increase from last year. *Councilor Gerber made a motion to approve this partnership request. Councilor Hansen seconded the motion.* Discussion was called for. Councilor Thompson asked if Council approves this increase, do we need to increase all other partnerships? McDowell stated that liability insurance alone has gone up 22% this year. Councilor Gerber commented that this program may need more help this year with the COVID-19 crisis. Councilor Hansen commented that he agreed. He would like to approve this increase, but that future increases need to be evaluated and discussed. *A vote was called for, and the motion passed unanimously.*

Mayor Ware stated that he feels Council has successfully completed a teleconference! Councilor Thompson commended Mr. McDowell for his patience and willingness to help get everyone to this meeting successfully tonight. His efforts are much appreciated.

**ADJOURNMENT:** *Councilor Block moved to adjourn the Council meeting at 7:30 p.m. Councilor Gerber seconded the motion, and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Don Ware



April 28<sup>th</sup>, 2020

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

**Budget Committee Teleconference:**  
Thursday, April 30<sup>th</sup> at 7:00 p.m.

### One liner of the month



I need to practice social distancing from my refrigerator!



**Note:** The first section of this report 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. When you see this symbol, ☒, it means more information will be provided at the meeting.

“Good advice is always certain to be ignored, but that’s no reason not to give it.”  
~ *Agatha Christie, Writer*

"The only thing that will redeem mankind is cooperation."  
~ *Bertrand Russell, Philosopher*

“Life is not about finding yourself. Life is about creating yourself.”  
~ *George Bernard Shaw, Educator*

“It is what we know already that often prevents us from learning.”  
~ *Claude Bernard, Physiologist*



"Saw my neighbor Tammy out early this morning scraping the 'My Kid is a Terrific Student' sticker off her minivan. Guess that first week of homeschooling didn't go so well."

## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Total Maximum Daily Load (TMDL)** – The State Department of Environmental Quality requires this topic be placed on Council agenda twice a year. Staff will outline basic components of the City’s TMDL plan. The City placed an article in the March Newsletter that was also a requirement of the plan.

### 9) LEGISLATIVE:

- A. **Resolution 2020.11: Verification of Services** – Annually, Council passes this Resolution to be eligible to receive State Revenue Sharing. The City has historically used this money to subsidize the cost of streetlights.

**What is Council being asked to do?**  
Pass the resolution to secure funding.





## 10) ACTION ITEMS:

- A. **Mental Health Month Proclamation** - Annually, Mayor Ware and Council declare this proclamation as included in the agenda packet to support awareness about community mental health.
- B. **Older Americans Month Proclamation** - Annually, Mayor Ware and Council declare this proclamation as included in the agenda packet to recognize the significant contributions made by this group of citizens.
- C. **Canal Company & the Mill Race** – It is time once again time to request an insurance certificate from Mr. John Holbrook, President of the Canal Company.
- D. **Linn County Pioneer Picnic Closure Request** – The Association is requesting the usual closures for the annual Pioneer Picnic Parades. Closure information is included in the packet. \*\* Suspended \*\* See news release.
- E. **OLCC License Renewals** – Council is asked to review the liquor licenses each year. The City does not have a charge for renewals. Generally, Council asks Staff to send a letter of support. Any councilor having any comments or concerns is encouraged to address them at the meeting. If you need any additional information, please let me know.
- F. **Set Live Session Executive Session Meeting** – Holding Executive Session on the teleconference format is not adequate to discuss the two topics required. Council is being asked to set a meeting date and time for a live executive session. Council is also being asked to set a time and date for a retreat. I have planned to use the American Legion on Friday, May 1<sup>st</sup> at 4:00 p.m. It may also be a good idea to call a short retreat after the executive session as well.



## 11) DISCUSSION ITEMS:

- A. **Canal Company Update** ☑ – I have an update to share.
- B. **March Financials**

### NEW INFORMATION & HAPPENINGS

#### Notable situations that have developed after the last Council meeting

**Emergency Response | Ad Hoc Committee | COVID-19** ☑ – The City has come along side community partners and Sharing Hands to help feed those in need in our community. I will share a few slides on the effort so far and what the group sees as recovery after the emergency declaration lifts. The effort has been very uplifting, seeing so many donations and individual efforts that are remarkable and heartwarming. The City started our effort March 16<sup>th</sup>, 2020 working through Council meeting on March 31<sup>st</sup>, 2020 to begin helping in new ways to address community needs. You will find the slides starting on page 37.







**Quarterly LCSO Meeting** – The group decided to move forward with traffic monitoring equipment. Sheriff Yon will be heading up the research to determine the best vendor and to ensure compatibility across all devices. The City continues to ask for 20 to 25 citations per month. Council Block shared compelling evidence based on his personal observations in Brownsville. The City expresses thanks for the care Sergeant Klein provides on many different issues happening in the City. Captain Duncan began in her new official capacity as Captain on April 1<sup>st</sup>, 2020. The Sheriff's Office announced new Lieutenant Brandon Fountain who filled Duncan's previous post.



March 5<sup>th</sup>, 2020 is the next quarterly meeting with Sheriff Yon and his Staff. Please let Councilor Block or myself know if you have any comments and questions you would like passed along. We will be talking about traffic and traffic camera equipment presented

several months ago.

Captain Guilford is set to retire at the end of March 2020 and Lieutenant Duncan will become Captain.

**FY 2020.21 Budget** – I have been very busy compiling information and preparing this upcoming year's budget. The City is ready to consider spending for the upcoming fiscal year. All meeting will be held via teleconference. The City hopes to have the budget review completed in meetings as has been done the last two years. Members and the general public can find all budget information and how to connect to the teleconference at <https://www.ci.brownsville.or.us/bc-budget>.



**Park Board** – Currently the Park Board is reviewing the Parks Master Plan to set priorities. The Board is also working on an improvement plan for Remington Park.

**Boldt, Carlisle Smith** – We entered into an agreement with BCS to provide some accounting oversight in an effort to fix the month end reconciliation.



## Priorities: Guidance Making Tough Decisions

The City Council and Staff field a host of requests for many things in any given year. Citizens make requests on items they would like to see built, programs they would like to see implemented or just suggestions on a variety of topics and issues. It can be difficult relaying information to constituents and citizens when the goals of the City do not match the wants that certain citizens or groups have in mind.



To that end, Council has adopted the Capital Improvements Plan (CIP), the Water Master Plan (WMP) and the Parks Master Plan (PMP). These documents set Council priorities for spending. Council and the Budget Committee have shown a commitment to continue the programs and responsibilities the City is required to provide. Essential services headline priorities. As Council knows, there are a lot of physical assets that require maintenance and attention. The City must make tough choices to continue programmatic efforts and necessary capital improvements. So, in effect, priorities help Council say 'no' to new proposals and ideas for projects that do not match the goals of the City.



Below is a list of projects wants and needs:

- ★ Skate Park
- ★ Dog Park
- ★ Disc Golf
- ★ Community Kitchen
- ★ Community Theatre
- ★ Senior Housing
- ★ Free Wi-Fi Downtown
- ★ TMDL – Storm Water
- ★ Transport Vehicle
- ★ New Baseball Fields
- ★ Pioneer Park Erosion
- ★ Street Improvements
- ★ Crime Deterrent Cameras
- ★ Cemetery Expansion
- ★ Columbarium
- ★ New Water Reservoir
- ★ New City Shop
- ★ Downtown Sewers
- ★ Street Tree Replacement
- ★ Pool/Water Feature
- ★ Water & Collection Lines
- ★ Park Buildings

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

**Emergency Community Outreach** – Mayor Ware, Councilor Block and Councilor Hansen have been involved on the Emergency Response Ad Hoc Committee. So far, the City has been acting as a facilitator and organizer for coordination purposes. The City has produced a one-page COVID-19 newsletter specific to all efforts. Administrative Assistant Tammi Morrow is providing much of the support and coordination.

**Appoint Budget Committee Members** – Mrs. Dayna Hansen met with Administrative Assistant Tammi Morrow and I to discuss the Budget Committee process and review Council goals and priorities. We are excited to have Mrs. Hansen join the Committee.

**Linn County Pioneer Picnic Association** – To date, the Association is moving forward as usual for picnic preparations. President Debie Wyne and I did talk about alternative dates. Ms. Wyne expressed the desire of the Association to have a picnic celebration, even it is one day only, in order to preserve the longest running celebration streak. Wyne & I discussed a few tenants of the agreement for clarification purposes.

**Active: Building Security Meeting** – The City has successfully installed the security cameras. Staff is awaiting training from Professional Alarm out of Albany. The pandemic has caused unusual delays.

**From 01.28.2020:** Public Works Superintendent Karl Frink and I exchanged several ideas about building security. Public Works fixed the doorway into the Council Chambers. I have decided to lock this door unless Municipal Court Administrator Carol Humphreys is working. Too many times we have had random people walk upstairs, and sometimes through the building without checking in downstairs. Mr. Frink will be providing pushbutton locks on the three storage rooms to increase security. I then set down with Elizabeth Coleman, Jannea Deaver, and Tammi Morrow to discuss security needs, options and new policies when they are working alone.

After discussing many options, the group landed on the installation of video cameras in the foyer of City Hall, and in the Council room to keep visual contact with the courtroom. I also shared logistical routes out of the building in the event of an emergency. Staff was satisfied with these modifications for the time being. We will continue to monitor and discuss building security on an ‘as needed’ basis.



**Active: CIS Appraisal Review** – The new appraisal is set to the official in July. The City’s property and liability insurance increased by 22% in part to a higher valuation for City properties and assets and partiall due to the lawsuit brought against the City by Green Cross Dispensary.



**From 01.28.2020:** CIS delivered the preliminary appraisal report. Public Works Superintendent Karl Frink and I have reviewed the report and forwarded it back to CIS for finalization. Overall costs came in as predicted in the Capital Improvements Plan that was adopted by Council last Fall.

**Active: Chamber of Commerce** – Continuing work with the Chamber. So far, the Chamber is continuing planning for events as usual. It is a week to week review at this point.

**From 01.28.2020:** I have been very involved in assisting the Chamber with their Annual Planning Meeting. I will be spending a lot of time over the course of the next few months helping the Chamber work through Chamber issues.

**Active: Website Changes** ☑ – I continue to post public information relating to COVID-19. Facebook is completely covered by PageFreezer.

**Active: Park Signs and Public Communication Efforts** – The City this currently working with Ms. Jane MacQueen on signage. Administrative Assistant Jannea Deaver, Administrative Assistant Elizabeth Coleman and I are working on other communications.

**From 01.28.2020:** Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman and I are working on a number of ways to assist internal Staff dealing with questions from the general public regarding Park camping and event related issues. The Parks & Open Space Advisory Board has been very helpful with suggestions and ideas.

Public Works recently installed the Downtown Restrooms sign for the public restrooms on Spaulding Avenue. Ms. Jane MacQueen design the sign to be in keeping with the other signs that mark public buildings and spaces.

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

**LCSO Month-to-Month Comparison (18 months)**

<b>Year</b>	<b>Month</b>	<b>Citations</b>	<b>Warnings</b>	<b>Hours</b>
2020	March	13	5	239.5
2020	February	15	20	214.5
2020	January	15	25	204.5
2019	December	16	24	206.5
2019	November	11	10	205.5
2019	October	12	29	217.5
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
	<i>Subtotal</i>	275	459	3806
	<b>Total Average</b>	15.2778	25.5	211.44
		<b>Cites</b>	<b>Warnings</b>	<b>Hours</b>

**Pending: Speed Collection Equipment** – To be discussed at the next quarterly LCSO meeting.

**Stalled: 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 07.23.19:*** Attended permit training conducted through the LCPBD. One direct result of this effort.

**Active: Linn County Traffic Count Data Request** – ***From 12.17.19:*** Linn County Road Master Darrin Lane processed Council’s request.

***From 11.26.19:*** Staff recommends Council asking Linn County Road Department to perform a traffic count on Depot Avenue just before Ash Street and just after Henshaw Drive. Collecting baseline data could be important once home start to build in the area. It is nice to have empirical data when dealing with complaints regarding increased traffic.

**Active | Completed: Municipal Court Collections Agreement** – The contract has been finalized. Staff is now implementing the necessary steps for proper protocols and execution.

***From 12.17.19:*** Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance’s legal department.

***From 11.26.19:*** Municipal Court Administrator Carol Humphreys, Judge Meyer and I are recommending the collections agreement for court related fines and fees. Last meeting, Staff mentioned the State Legislature’s changing attitudes toward the judicial branch and many of the changes made this past legislative session. Staff feels strongly that this is the best option for the City and all parties involved. I have enclosed the entire agreement in the agenda packet.

**Active: Alyrica Franchise Agreement** ☑ – Alyrica is constructing the fiber optic system.

***From 02.25.2020:*** Alyrica recently provided a mass right-of-way permit that is being reviewed by Staff. Alyrica plans to start a small stretch of cable on Templeton soon.

***From 11.26.19:*** Alyrica has requested assistance from the City for the location of a major piece of infrastructure for the fiber optic system. I will give a brief overview at the meeting. Staff is requesting



that Council authorize the Mayor and the City Administrator to negotiate and execute this lease agreement.

**From 09.25.19:** 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.



*Alyrica is targeting the following pricing structure:*

\$69.99 100 Mbps

\$99.99 1 Gbps

**Stalled: Facilities Review Committee Recommendation Outcomes – From 11.26.2019:** The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies, and options.

**From 9.17.19:** The City has received the Structural Engineering Report from VLMK, and it is currently under review.

**From 07.23.19:** 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, 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 16<sup>th</sup>. 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.



**Stalled: Ad Hoc Committee Document – From**

**01.28.2020:** Halsey City Administrator Hilary Norton and I met to discuss the plan of creating a document for the Ad Hoc Committee, Council and ultimately the general public that

provides quick details and drawings of the future plans for the Central Linn rec center. Mrs. Norton will be providing illustrations for the document.

**Dyer Partnership** – Staff met with City Engineer Ryan Quigley to discuss the downtown sewers among a few other projects. The City does have an eight foot easement behind the Linn County Museum which is inadequate to make the necessary repairs. Councilor Block and I have met to review the details. We will be preparing a letter for property owners soon. We are hoping to meet in person with the group, so we are waiting a few weeks for the emergency declaration to lift.

Quigley announced that the project could cost as much as \$550,000 to construct due to a conflict with an existing storm sewer which is why we are reviewing other alternatives.

**From 01.28.2020:** Karl Frink and I Met with City Engineer Ryan Quigley to review details for the update of the Public Works Standards, the Wells Electricity, the Downtown Sewer project and to discuss the GR-12 well site and future water usage needs. Quigley is working on the engineering for the Downtown Sewer project and other priorities as requested.





**Active: Downtown Sewer Collections Engineering** – *From 12.17.19:* Work orders were executed in-line with Council’s decision to move forward with the engineering design phase.

*From 10.26.19:* 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.

**Emergency Preparedness Committee** – *From 01.28.2020:* I met with Halsey City Administrator Hilary Norton to discuss an EPC pamphlet as discussed at the last committee meeting. Mrs. Norton and I were asked to develop this document. Mrs. Norton has worked with a few ideas for the committee's consideration. Administrative Assistant Tammi Morrow is keeping the committee informed and aware of their options and responsibilities. It is great to have good help on this committee!

**Active: Go Team Meetings** ☑ – *From 01.28.2020:* The Mid-Valley Partnership (MVP) group has decided to apply for a Rural Initiatives (ROI) grant for asset mapping, branding and website development which were the three primary goals of the agreement. Kelly Hart of Lebanon, Hilary Norton of Halsey and I met with Carolyn Cummings and Corey Wright of RAIN to discuss our continued

partnership with RAIN, impacts of applying for a ROI grant and funding avenues and options. Mayor Ware and I have signed a support letter for the ROI grant. Council may remember the IGA had a funding component that needed to be determined for the upcoming budget season. The group is currently working on determining what these levels will be for each city.

**Active: Canal Company & the Mill Race** – City Attorney Ross Williamson is currently working on this item.

*From 01.28.2020:* Councilor Block and I are still attempting a second meeting. Scheduling has not worked out for a variety of reasons. I have spoken about the tentative plan with City Attorney Ross Williamson as directed by Council at the last meeting.

*From 11.26.19:* Councilor Block and I will be meeting with Canal Company President John Holbrook and Mr. Bob Babcock to discuss the plan presented to Council in April 2019. Council directed Councilor Block and I to meet with Canal Company representatives to discuss options and to ascertain the intentions of the Canal Company. More information is available in this report, see below. See above information. The schedule below has been updated.

*From 09.25.19:* 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 (November – January)**
  - 1. Share Concept
  - 2. Discuss Paths Forward
  - 3. Learn Future Plans
  - 4. Tie in 5.0
- 2.0. **Targeted Public Outreach (January/February)**
  - 1. Send Explanation Letter



- 2. Create Explanation Webpage
- 3. Share Concept
- 4. Share Meeting Schedule
- 3.0. Town Hall & Public Input**
  - 1. April 28<sup>th</sup>, 2020, 7:00 p.m.
  - 2. July 28<sup>th</sup>, 2020, 7:00 p.m.
- 4.0. Council Decision**
  - 1. September 15<sup>th</sup>, 2020, Regular Council Session
- 5.0. Agreement Implementation**
  - 1. Draft Agreements
  - 2. Solidify Details
  - 3. Create Processes
  - 4. Develop Communication Interface



**Stalled: Officials Handbook** – *From 01.28.20:* The newly adopted policies required by the new State law also apply to elected and appointed officials.

*From 12.17.19:* Staff is working on disseminating the handbook and collecting confirmations.

*From 10.26.19:* This resolution would adopt the new Officials Handbook as presented at the last Council meeting. I have 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.

**Stalled: Approve Mid-Valley Partnership Agreement** – The group was unable to obtain grant funding for this project. The City of Lebanon is in transition with hiring a new City Manager which has also caused pause. We are hoping to move forward post-pandemic.

*From 10.26.19:* 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.



**Pending: Right-of-Ways & Storage Containers** – *From 12.17.19:* Council considered **two** ideas moving forward at the last meeting. Idea #1) consider permitting for temporary storage containers, and Idea #2) consider future requirements for storage containers as permitted living spaces.

*From 11.26.19:* Councilor Thompson, Councilor Neddeau, Administrative Assistant Tammi Morrow and I met to review right-of-way infringements, the ordinance and storage containers. Staff will share information with Council for possible next steps.

*From 10.26.19:* 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. 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.

**Pending | Active: Land Inventory** – *From 03.26.19:* 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.

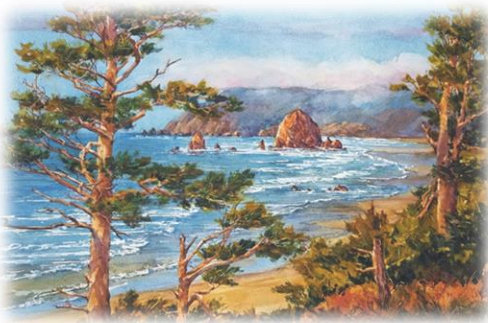
*From 02.26.19:* Council will be asked to pass an ordinance that clarifies the City limits and the Urban Growth Boundary. Staff and Mr. Kinney continue working on background details.

See past reports for more information.

**Pending: Oregon Water Resources Department (OWRD) and Wyatt Rolfe** – The city must complete this project this upcoming fiscal year to stay in compliance with the order from OWRD.

*From 06.25.19:* I have included money in the upcoming budget to address the Water Management & Conservation Plan [...required by the final order issued by OWRD.]

**Pending: 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.



**Pending: Step Up IT** – *From 03.26.19:* 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.

**Pending: Approve TMDL Annual Report** – Staff forwarded the approve the report to the Department of Environmental Quality.





**From 01.28.2020:** Enclosed in the agenda packet is a copy of the annual report required by the Department of Environmental Quality (DEQ). Staff would like Council approval of this report prior to sending submitting it to DEQ per past practice.

**Completed: Court Appointed Attorney** – The City and Ms. Myers have reached terms.

**From 01.28.2020:** Municipal Court Administrator Carol Humphreys and I met with Danielle Myers about the possibility of Ms. Myers serving as a court appointed attorney. Ms. Myers expressed interest in will be meeting with Judge Jessica Meye to discuss the particulars. Upon meeting with the Judge, Mrs. Myers has decided to present the City with a letter of interest for that poistion.

## PAST MEETINGS – Memory Information

**DevNorthwest/WNHS Update** – The merger has taken place. The group is working on dovetailing policies among other administrative details.

**From 09.25.19:**WNHS provides home rehabilitation services and counseling for those meeting certain program requirements.

**From 12.18.18:** See the information about the merger with NEDCO. Sweet Home will be applying for CDBG funding this funding cycle.

### ➤ **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,

S. Scott McDowell



# April 2020

## PLANNING AT A GLANCE

### Permits *Building, Plumbing, Mechanical, Fence, Etc.*

• Mechanical	Ductless HP	234 Holloway Hts.
• Mechanical	Gas Furnace/Duct System	925 Oak St.
• Structural	SFD w/Attached Garage	1241 Ash Street
• Structural	Parking lot/ADA Acc	1111 N Main St.
• Mechanical	Add A/C	855 NP Loop
• Mechanical	Ductless HP	715 Kirk Ave.
• Mechanical	Install Pellet Stove	900 Ash St.
• Structural	Replace Foundation Piers	223 Holloway Hts.
• Structural	SFD	219 School Ave.
• Fence		1126 Linn Way
• Structural	10X10 Shed	516 Washburn St.
• Fence		138 Galbraith St.
• Structural	Pergola	812 NP Loop
• Fence		1305 Ash St.
• Structural	8X12 Shed	1305 Ash St.
• Fence		108 E Blakely Ave.

### Updates

#### **Buildable Lands Inventory**

Still in process.

**Recent Land Use Hearings** - The Planning Commission met via teleconference on April 6<sup>th</sup>.

#### **Approved with Conditions:**

1. Conditional Use Permit to Lisa Logsdon, to Allow Overnight Rental Accommodations as a Home Occupation at 210 School Avenue, located in the Special Development Zone.
2. Conditional Use Permit to Clay Lewallen, to Allow a Church at 113 Spaulding Avenue, located in the Old Town Commercial Zone.

*Elizabeth E. Clewman*



# 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

## 2020

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

**FOR THE MONTH OF: February**

<b>TRAFFIC CITATIONS: -----</b>	<b>15</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>20</b>
<b>TRAFFIC CRASHES: -----</b>	<b>0</b>
<b>ADULTS CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>ADULTS ARRESTED : -----</b>	<b>4</b>
<b>JUVENILES CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>71</b>

**TOTAL HOURS SPENT: BROWNSVILLE 214.5**

**CONTRACT HOURS= 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**



# LINN COUNTY SHERIFF'S OFFICE

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1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

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## 2020

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

**FOR THE MONTH OF: March**

<b>TRAFFIC CITATIONS: -----</b>	<b>13</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>5</b>
<b>TRAFFIC CRASHES: -----</b>	<b>1</b>
<b>ADULTS CITED/VIOLATIONS: -----</b>	<b>2</b>
<b>ADULTS ARRESTED : -----</b>	<b>2</b>
<b>JUVENILES CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>1</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>67</b>

**TOTAL HOURS SPENT: BROWNSVILLE 239.5**

**CONTRACT HOURS = 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR FEBRUARY 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	28	0	3	25	
Violations	70	11	9	72	
Contempt/Other	63	0	1	62	
<b>TOTALS</b>	<b>161</b>	<b>11</b>	<b>13</b>	<b>159</b>	

**BALANCE SHEET FOR THE MONTH**

Court Revenue

Court Payments

Total Deposits +	\$ 2,418.00	City	\$ 1,690.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 600.00
Total Bail Held -	\$ -	Linn County	\$ 128.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,418.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 2,418.00</u></b>
----------------------------	---------------------------	-----------------------------	---------------------------

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

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

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,690.00
STATE	\$ 600.00
COUNTY	\$ 128.00
*REFUND/RESTITUTION	\$ -
<b>TOTAL:</b>	<b><u>\$ 2,418.00</u></b>

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR MARCH 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	25	0	3	22	
Violations	72	11	9	74	
Contempt/Other	62	0	1	61	
<b>TOTALS</b>	<b>159</b>	<b>11</b>	<b>13</b>	<b>157</b>	

**BALANCE SHEET FOR THE MONTH**

Court Revenue

Court Payments

Total Deposits +	\$ 2,509.00	City	\$ 1,942.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 322.00
Total Bail Held -	\$ 165.00	Linn County	\$ 80.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		
<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,344.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 2,344.00</u></b>

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

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

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,942.00
STATE	\$ 322.00
COUNTY	\$ 80.00
*REFUND/RESTITUTION	\$ -
<b>TOTAL:</b>	<b><u>\$ 2,344.00</u></b>



## Library Advisory Board

*Librarian's Report Amended*

March 2020

The L I brary is lonely without U. This has become my model. Without our community friends coming in and out, the Library is a lonely place. It has become my task to keep our community reading. I am taking orders over the phone and via email for patrons that have run out of reading material. As orders are received, I am gathering these books; wiping them down again with a 5% bleach solution; letting them dry; and wrapping them up in brown paper (an end of the roll from the newspaper press given to us). Arrangements have been made for a convenient time for the patron to pick up their order and I place them on top of the outside book drop for them to pick up. It is my plan to continue to purchase books again in April and May. As I write this report, our expected open date is Tuesday, April 28.

While the Library is closed to patrons, I have been working through a complete inventory. I have plans to wash the oak tables and chairs then reoil them. This should be done every year, but it has been 3 years since I have been able to find the time. Now is the time! Prepping for Story time has been taking more time. I have been making props for the retelling of stories. It has been fun, and we will have these props to use at other events.

In March 2020, we held 8 children's programs with 83 participants. Three of these programs were virtual story time. Over the country librarians are conducting all kinds of programs online. I have been telling folk tales that are copyright free. This enables our story times to not be deleted after a certain time. There is a long list compiled on the white board. I am including American Sign Language, songs, rhymes and finger plays that go along with the story in some way. There were 2 programs for adults with 11 participants.

Here are a few facts about our library the month of March 2020. We have received 44 new books for the library. Volunteers donated 76.25 hours to our library. There were 1,224 materials checked out. 531 adult fiction books; 97 adult non-fiction books; 100 audio books; 261 children's books; 126 junior books; 63 junior reference books and 46 large print books.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse". The signature is written in a cursive, flowing style.

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2020.11**

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

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

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

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

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

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

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

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 28<sup>th</sup> day of April 2020.

**Attest:**

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

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





## 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



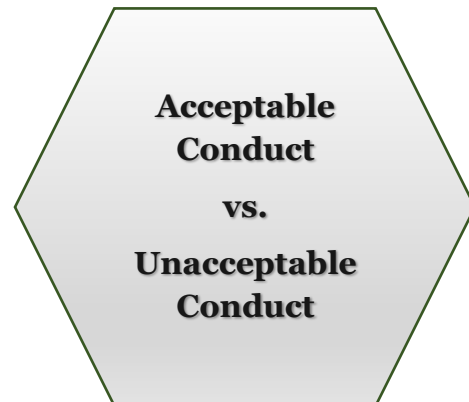
## 2019-2020 Council Values

### 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: February 2020*)

**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. (Suspended)*
  - *Plan and Construct Downtown Wastewater Improvements.*
  - *TMDL Exploration and Implementation Elements.*
  - *Explore Kirk Avenue Paving Options. (Suspended)*
  - *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.

- 
- ★ The LCSO agreement was agreed to in principle after two meetings attended by Councilor Block and McDowell. The City is awaiting the final document. The next scheduled quarterly meeting is March 5<sup>th</sup>, 2020.
  - ★ McDowell and Coleman continue to push the regional agenda forward working on improving the relationship with the LCPBD. Dave Kinney is in the process of gathering data for the cities as well. McDowell plans on issuing a letter at the beginning of the year calling for certain deadlines to be met by the LCPBD. Training has occurred and was well attended by the partner cities. Cities are waiting on the IGA/UGB update and the County to move to an e-permitting system.
  - ★ Public Works Superintendent Karl Frink and McDowell continue to monitor and attend TMDL meetings.
  - ★ McDowell is working with the transitional leadership at Cascade West Council of Governments to continue the regional advocacy piece started under the guidance of Executive Director Fred Abousleman who has taken another position. McDowell is working closely with the LOC as they



are also working on outreach, relationship building and advocacy to bolster municipalities home rule status under the Oregon Constitution.

- ★ The City's rating was upgraded by Standard & Poor's.

## 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.

- 
- ★ The City installed new, state-of-the-art meters in town.
  - ★ OWRD required the City to adopt a Water Conservation Plan. Council budgeted funding for this requirement. The new meters will also be a key tool in assisting the City toward this plan. The City has two years to submit.

## 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 (DLCDD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

- 
- ★ Council approved the IGA for the Mid-Valley Partnership. McDowell presented the IGA to several partner cities. The group will work together to develop a budget presentation based on the deliverables in the agreement.
  - ★ Planning Consultant Dave Kinney continues work on the buildable lands inventory and other requirements of DLCDD. Kinney has reported that adding residential land does not seem viable due to the existing residential inventory.

## 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.

- 
- ★ Council has reviewed right-of-way infringements and storage containers. Council plans to review policy options over the course of the next few months. The Planning Commission shall be included on any changes. Councilors Block, Hansen, Thompson and Neddeau have assisted Staff with policy ideas and situational reviews.
  - ★ Council is actively updating the City's Public Works Standards.
  - ★ The Emergency Preparedness Committee has had a very good year achieving their goals. The fire districts, municipalities and the school are working together on shared goals. The Committee developed a stand-alone website and placed emergency trauma kits in all local schools. The Committee has a robust plan prepared for 2020.
  - ★ Council has received a positive structural engineering report on the Central Linn Rec Center. The report concluded that the building is in good enough shape to support a renovation. McDowell formed an Ad Hoc Committee to review options, create a vision and strategies to work on the Rec Center and the Pioneer Park Pavilion. The Committee is actively working toward goals defined by the group. Councilors Gerber, Chambers and Block along with representatives from the Central Linn School District, the Rec Center, the Park Board and the City of Halsey are participants.
  - ★ McDowell has been actively working with Public Works Superintendent Karl and Alyrica in creating a fiber optic network for Brownsville. Council recently authorized a lease agreement for the main point of connection for the new system.

## 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.



- ★ Council recently moved forward the downtown sewer project by moving funds to complete the engineering work with Dyer Partnership. Council hopes to be prepared to go out for bids early in FY 2020.2021.
- ★ Staff continues to work on TMDL related items. Staff is in the process of completing the annual report. Staff create a webpage and information was shared publicly via the City newsletter. Staff continues to attend DEQ session pertaining to the topic.
- ★ Council appointed Mayor Ware and Councilor Block to join McDowell in leading a discussion with the Linn County Pioneer Picnic Association regarding the condition of the Pioneer Picture Gallery.
- ★ Council appointed Councilor Block and McDowell to approach Canal Company representatives to talk about exploring partnership options. The group is actively discussing options and thoughts for future operations.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend the Sidewalk Program project. Council cited the explosion in concrete prices and the burden not only to the City but to the property owners. Sidewalks are the sole responsibility of the property owner. Council also cited upcoming capital infrastructure projects that are more important to accomplish and did not want to cause further strain to the budget or Staff.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend the Kirk Avenue project exploration. Council is already aware that the project would be near \$750,000 to simply repave Kirk Avenue from Main Street to Hunter Street. If the City were to install storm drainage and reconstruct the street, the cost could be over \$2,000,000. The City does not have the funds to execute this project.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend further exploration on the Calapooia Riverbank reparations. McDowell will reach out to Representative Wilde to show the need and the financial burden.

## 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.

- 
- ★ Council adopted a new policy handbook for elected and appointed officials.
  - ★ Council has actively worked with Staff taking closer looks at several City related items as named above in this report and continues to actively participate in key regional and local meetings, assist with policy creation and monitor communications with the general public.
  - ★ Councilors have been vigilant to check in on happenings and have consistently attended all meetings of Council.
  - ★ Council has held follow-up work sessions to talk about develop and progress of themselves and of the Council's collective goals.





## Mental Health Month 2020

### A Proclamation

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

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

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

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

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

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

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

**WHEREAS**, Linn County, as well as the nation as a whole, is going through an infectious disease outbreak, it is important to remember that feeling anxious, confused, overwhelmed or powerless is very common and quite normal. By limiting media consumption, staying connected with loved ones and staying active we can maintain our mental health as we try to protect our physical health; and

**WHEREAS**, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues; and

**NOW, THEREFORE, BE IT RESOLVED** that I, *Don Ware*, Mayor of Brownsville, Oregon do hereby proclaim May 2020 as Mental Health Month in Brownsville, Oregon. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Brownsville to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

**Proclaimed this 28<sup>th</sup> day of April 2020.**

**ATTEST:**

**APPROVED:**

---

S. Scott McDowell  
City Administrator

---

Don Ware  
Mayor



## Older Americans Month 2020

### A PROCLAMATION

**Whereas,** Oregon Cascades West Council of Governments is proud to provide services to approximately 14,833 adults age 60 and older, in the Benton County area, 6,662 adults age 60 and older, in the Lincoln County Area, and 25,012 adults age 60 and older, in the Linn County area who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

**Whereas,** the City of Brownsville is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible; and

**Whereas,** since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of life's most basic functions, such as bathing or preparing meals; and

**Whereas,** these programs also support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

**Whereas,** we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

**Whereas,** our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion;
- Emphasizing home- and community-based services that support independent living; and
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore,** the City of Brownsville do hereby proclaim May 2020 to be Older Americans Month. The City of Brownsville urges every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this 28<sup>th</sup> day of April 2020

**Attest:**

**Approved By:**

---

S. Scott McDowell  
City Administrator

---

Don Ware  
Mayor

RECEIVED  
City of Brownsville  
MAR 25 2020  
Clerk \_\_\_\_\_

City of Brownsville, Attn: City Administrator  
BROWNSVILLE  
PO Box 188  
Brownsville, OR 97327

**RENEWAL NOTIFICATION PROCESS**

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2020**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

---

\$0.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.  
**PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT**

---

**HOW TO MAKE A RECOMMENDATION**

**You have until 5/27/2020 to make your recommendation. Below are your options for renewals:**

**RECOMMEND APPROVAL**

- 1. DO NOTHING.** If you do not submit a recommendation by **5/27/2020**, the OLCC will process the renewal application as a favorable recommendation.

**RECOMMEND DENIAL (see additional information on page 2)**

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

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

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

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

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

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

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

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

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

## District 3 Renewals

**BROWNSVILLE**

Page 1

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address &amp; Phone</u>	<u>Premises Mailing Address</u>
Lic. 295821 Prem. 46040	<b>ARMANDOS FAMILY RESTAURANT</b> ARMANDOS 2 LLC F-COM - FULL ON-PREMISES SALES	122 SPAULDING AVE BROWNSVILLE, OR 97327 541-466-3636	3095 W 11TH AVE EUGENE, OR 97402
Lic. 293664 Prem. 4951	<b>BROWNSVILLE SALOON</b> BROWNSVILLE TAVERN LLC F-COM - FULL ON-PREMISES SALES	419 & 425 N MAIN ST BROWNSVILLE, OR 97327 541-466-5251	155 N MAIN ST BROWNSVILLE, OR 97327
Lic. 294289 Prem. 48307	<b>BROWNSVILLE VIDEO</b> DEBORAH A. LARSEN O - OFF-PREMISES SALES	130 SPAULDING AVE BROWNSVILLE, OR 97327 541-466-9100	PO BOX 340 BROWNSVILLE, OR 97327
Lic. 293383 Prem. 4952	<b>DARI MART STORE #24</b> DARI-MART STORES INC O - OFF-PREMISES SALES	220 S MAIN ST BROWNSVILLE, OR 97327 541-466-5335	125 E 6TH AVE JUNCTION CITY, OR 97448
Lic. 296466 Prem. 58701	<b>DOLLAR GENERAL STORE #18547</b> DG RETAIL LLC O - OFF-PREMISES SALES	178 S MAIN ST BROWNSVILLE, OR 97327 541-466-0905	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 296719 Prem. 59074	<b>EARLY DAWN BAKERY</b> ANNA M. CARNEGIE MARX L - LIMITED ON-PREMISES SALES	431 N MAIN ST BROWNSVILLE, OR 97327 541-219-6683	PO BOX 402 BROWNSVILLE, OR 97327
Lic. 294610 Prem. 55666	<b>HARPERS WINE HOUSE</b> MICHELLE D. SMITH HARPER L - LIMITED ON-PREMISES SALES	320 N MAIN BROWNSVILLE, OR 97327 541-974-3815	PO BOX 475 BROWNSVILLE, OR 97327
Lic. 294729 Prem. 55665	<b>HARPERS WINE HOUSE</b> MICHELLE D. SMITH HARPER O - OFF-PREMISES SALES	320 N MAIN BROWNSVILLE, OR 97327 541-974-3815	PO BOX 475 BROWNSVILLE, OR 97327
Lic. 294100 Prem. 40133	<b>JERRY'S GAS &amp; FOOD MART</b> JERRY'S GAS & FOOD MART LLC O - OFF-PREMISES SALES	203 E BISHOP WAY BROWNSVILLE, OR 97327 541-369-2801	PO BOX 274 BROWNSVILLE, OR 97327
Lic. 293648 Prem. 49205	<b>KIRK'S FERRY TRADING POST</b> KIRK'S FERRY TRADING POST LLC F-COM - FULL ON-PREMISES SALES	217 W BISHOP WAY BROWNSVILLE, OR 97327 541-466-5614	PO BOX 805 BROWNSVILLE, OR 97327

Count for **BROWNSVILLE**

10



Emergency Response  
Plan  
April 2020





**1. Satellite Sites**

- ★ Contact Information
- ★ Protocols & Guidelines
- ★ Specific Rules
- ★ Inventory Control & Reporting

**2. Site Amenities**

- ★ Kitchen
- ★ Tables
- ★ Shelving
- ★ Refrigeration
- ★ Freezer

**3. Site Operations**

- ★ Pickup
- ★ Delivery
- ★ Storage Only (Quarantine)
- ★ Secondary Box Creation
- ★ Food Distribution
  - Frozen Foods
  - Fresh Foods
  - Canned & Dry Goods



**Sharing Hands**

**4. Personnel**

- ★ Administration
  - ▶ Deb Gruell

★ Communications

- ▶ Tammi Morrow
- ▶ Linda McCormick
- ▶ Jenna Stutsman
- ▶ Vance Parrish
- ▶ Dayna Hansen

★ Volunteer Coordination

- ▶ Sherri Lemhouse
- ▶ Jamie Cross

**5. Safety Welfare Checks**

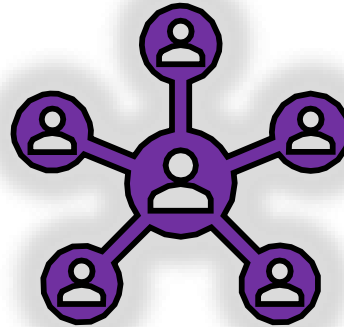
- ★ Senior Center
- ★ American Legion
- ★ Fire Department
- ★ Sheriff's Office



# Organizing Welfare Checks



Brownsville Senior  
CENTER










# COMMUNICATIONS



-  **Emergency Op** | Key Persons
-  Direct Contact | **Webcam**
-  **Website** | Updates
-  Awareness | **The Times**
-  **Facebook** | Pushing Info
-  Direct Contact | **Email**
-  **Phone** | Direct Contact
-  Direct Contact | **Post**
-  **Volunteers** | Organization



**Pioneer Park  
is Open**

**Please practice  
Social Distancing**

**Staff is coordinating  
emergency response  
with partners**



**PUBLIC  
WORKS**



**[www.clcepc.org](http://www.clcepc.org)**



**Staff is busy budgeting  
for FY 20-21**

**Normal Hours**  
Monday through Friday  
8:30 a.m. to 4:30 p.m.



**Public meeting are being  
held via teleconference  
See website for  
instructions to connect**



**Important to  
keep the water  
flowing**



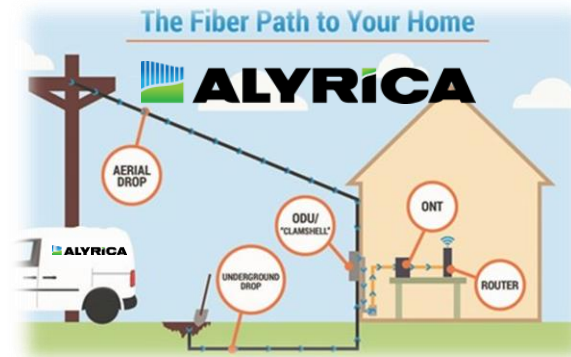
[www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)



**Cancelled for April  
See website for  
instructions**



541.466.5666  
541.466.5880  
Fax 541.466.5118



**Alyrica**  
continues work  
on the new  
Fiber Optic  
System

# How Can You Help?



Lock your doors & cars



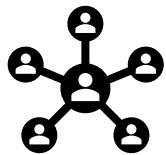
Watch for anything out of the ordinary



Call 541.967.3911 to report suspicious activity



Theft can cause loss and unwanted stress



Check on friends & neighbors





**S. Scott McDowell**

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**From:** WYNE Debie S  
**Sent:** Wednesday, April 22, 2020 12:24 PM  
**To:** Times (thetimes089@centurytel.net)  
**Subject:** Pioneer Picnic News

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

Vance,  
Please put the following in the Times and others FYI:

**Pioneer Picnic News**

The Linn County Pioneer Association has tentatively re-scheduled the 133<sup>rd</sup> Pioneer Picnic to August 14 and 15. The Association will continue planning for the event and will keep the community informed of their plans. You can keep up to date by visiting our webpage: [www.pioneerpicnic.com](http://www.pioneerpicnic.com) or on Facebook at Linn County Pioneer Association. We are committed to a celebration this summer to maintain our designation as “the oldest continuous celebration in the State of Oregon”. Picnic will probably look a little different as we work our way through this pandemic; however, be assured we will do our best to keep the tradition. If you wish to help in the planning, you can contact us via the website or on Facebook. Thank you for your continued support of Picnic and be safe.

Debie Wyne, President LCPA  
541-602-0945



# Oregon

Kate Brown, Governor

## Department of Environmental Quality

Western Region Eugene Office

165 East 7th Avenue, Suite 100

Eugene, OR 97401

(541) 686-7838

FAX (541) 686-7551

TTY 711

February 24, 2020

Scott McDowell  
255 N. Main Street  
PO Box 188  
Brownsville, OR 97327

Re: Review and Acceptance of the 2020 TMDL Implementation Plan Annual Report for the City of Brownsville

Dear Scott McDowell,

Thank you for submitting the Brownsville 2020 TMDL Implementation Plan Annual Report. The Department has reviewed your report and finds that the report complies with the annual reporting requirement. Based on the report, ongoing efforts or standard business practices that support the protection of water quality remain underway.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton  
Willamette TMDL Basin Coordinator

cc: Zach Loboy, Watershed Manager, DEQ

**S. Scott McDowell**

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**From:** Alyrica Sales <sales@alyrica.net>  
**Sent:** Tuesday, April 7, 2020 4:35 PM  
**To:** admin@ci.brownsville.or.us  
**Subject:** The Alyrica Newsletter



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# The Alyrica Newsletter

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Hi Scott!

*April 2020*



## March in Perspective

I heard someone recently say that last month felt like a year and I couldn't agree more! There was so much that happened in such a short time frame; we did our best to keep up with the timeline.

[Read More >>](#)

## Internet Connectivity: An Essential Service

Alyrica is considered an essential service by the Department of Homeland Security, the World Health Organization and others.

For our residential and business customers - Alyrica is here for you through this ordeal!

[Read More >>](#)



## How to Prepare Your Home for an Easy Alyrica Install During COVID-19

We wanted to give some practical notes for those that are wanting service at their home or business on what they can expect from us while on site for their Alyrica install. [Read More >>](#)



*What do we need  
in order to work  
from home?*

[Read More >>](#)

Internet Access for Students. An overview to help prepare for distance learning.

[Read More >>](#)



## What else is happening at Alyrica?



Adair Fiber is moving ahead!



Quarry Hill Tower is just about online!



Brownsville Fiber is in full swing!



**Alyrica Networks, Inc.**  
521 N 19th Street |  
Philomath, OR 97370 | [\(541\) 929-3330](tel:5419293330)

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[Unsubscribe to our Newsletter](#)





April 2, 2020

Governor Kate Brown,

Oregon's local government organizations represented by AOC, LOC, OSBA, SDAO, and Metro have been communicating our unified concerns with legislative leadership in both chambers, as well as the Special Joint Committee on Coronavirus Response (SJCCR).

Our message to you and to others is simple: local governments are extremely concerned that without statutory relief related to public meetings, budget procedures and legal deadlines, we risk a future where local governments will not be able to deliver critical services in their communities. **It is highly likely that, without an executive order or legislative action, many local governments will have to cease all operations on July 1 of this year.**

There are public notice requirements for the local budget process that start in a matter of weeks—if a local jurisdiction cannot meet those April requirements, the *entire* budget process may be deemed in violation of state law and not a dime of local money can be spent after June 30. This is clearly not the outcome our collective local governments want as we respond to the enormous health and economic crisis that faces our communities. If local governments cannot legally operate after June 30, all of their obligations become the State's problems. There are cities, special districts and schools without internet, let alone high-speed internet, and many have closed their offices to foot traffic and are currently operating remotely.

Some state statutes have strict processes in place with set timelines and public hearing/testimony requirements, which are simply not possible to meet under our current COVID-19 "Stay home, Stay Healthy" standards. Examples beyond budget law include statutes governing public hearing requirements, quorum and land use decisions.

To address these concerns, we urge that swift action be taken in two areas—*action that will not cost the State a dime*:

1. Extend your use of executive power to provide local governments flexibility on these requirements during the declared emergency; and
2. Call a special session by May 1 to confirm in statute the issues covered in the Executive Order, which are embodied in Section 16 of LC 26.

This is a unified request from the organizations representing cities, counties, special districts, school districts and Metro.

We realize that you and your colleagues are under enormous pressure right now, but we fear that if this matter falls through the cracks, very bad things may soon happen as a result.

Contact:

Rob Bovett, Association of Oregon Counties  
 Mark Landauer, Special Districts Association of Oregon  
 Jim McCauley, League of Oregon Cities  
 Lori Sattenspiel, Oregon School Boards Association  
 Randy Tucker, Metro

**MONTH END RECAP**

	<b>MARCH 2020</b>		<b>YTD</b>	<b>%</b>	<b>Unexpended</b>	
	<b>REVENUE</b>	<b>EXPENDITURES</b>				
1 GENERAL	\$ 44,940.95	\$ 40,319.13	\$ 566,414.53	29.37%	\$ 1,361,975.47	1
2 WATER	\$ 28,131.94	\$ 20,742.97	\$ 243,515.62	37.90%	\$ 398,934.38	2
3 SEWER	\$ 33,397.32	\$ 21,999.73	\$ 201,060.86	23.17%	\$ 666,814.14	3
4 STREETS	\$ 14,662.53	\$ 12,268.52	\$ 123,600.06	32.34%	\$ 258,599.94	4
5 WATER BOND	\$ 250.74	\$ -	\$ 46,627.50	62.73%	\$ 27,708.50	5
6 SEWER BOND	\$ 800.05	\$ -	\$ 304,043.20	95.30%	\$ 15,000.80	6
7 SEWER DEBT FEE	\$ 11,982.19	\$ -	\$ 109,338.09	33.23%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 694.59	\$ -	\$ -	0.00%	\$ 370,200.00	8
9 WATER RESERVE	\$ 2,244.41	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10 HOUSING REHAB	\$ 379.48	\$ -	\$ -	0.00%	\$ 210,849.00	10
11 WATER SDC	\$ 141.58	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12 SEWER SDC	\$ 688.75	\$ -	\$ -	0.00%	\$ 395,910.00	12
13 STORMWATER SDC	\$ 168.55	\$ -	\$ -	0.00%	\$ 98,600.00	13
14 BIKEWAY/PATHS	\$ 182.29	\$ -	\$ -	0.00%	\$ 48,550.00	14
15 LIBRARY TRUST	\$ 13.09	\$ -	\$ -	0.00%	\$ 7,250.00	15
16 CEMETERY	\$ 14.67	\$ -	\$ -	0.00%	\$ 8,976.00	16
17 TRANSIENT ROOM TX	\$ 3.74	\$ -	\$ 2,835.00	72.05%	\$ 1,100.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	19
20 COMMUNITY PROJECTS	\$ 290.65	\$ 1,211.76	\$ 18,366.41	9.44%	\$ 176,233.59	20
	\$ 138,987.52	\$ 96,542.11	\$ 1,636,693.71			

**Key Bank Account**

*General Checking* \$ 518,510.64

**Oregon State Treasury** \$ 4,908,738.61

*Community Improvements* \$ 0.94

*Project Escrow Holding* \$ 0.02

**TOTAL OST / LGIP** \$ 4,908,739.57



**2019-2020**

Appropriated \$ 5,823,485.00 28.11%

**YTD**

**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