



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,



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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!



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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 Abousleman 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.



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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.



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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.



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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.

A blue ink signature of S. Scott McDowell, consisting of stylized initials "SM".

City Administrator S. Scott McDowell

A blue ink signature of Mayor Don Ware, consisting of stylized initials "DW" followed by a long horizontal flourish.

Mayor Don Ware