



# Council Minutes

December 17<sup>th</sup>, 2024

**ROLL CALL:** Council President Chambers called the meeting to order at 7:00 p.m. with Councilor LaCoste, Councilor Humphreys, Councilor Hansen, Councilor Winklepleck, and Councilor Solberg present. Mayor Craven was excused. Administrative Assistant Elizabeth Coleman, Administrative Assistant Jannea Deaver, Public Works Superintendent Karl Frink, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell were also present.

**ABSENT:** Mayor Craven was excused.

**PUBLIC:** Carol Humphreys, Tricia Thompson, Dan Murphy, Jack Alsman, Wendy Toshitsune, Don Lyon, Victor Aguilar, Bill Hand, Penny Rosenberg (*Democrat-Herald*), and Chenoweth Robertson.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** None tonight.

**MINUTES:** Councilor Humphreys made a motion to approve the November 26<sup>th</sup>, 2024 meeting minutes as presented. Councilor Solberg seconded the motion, and the motion passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Central Linn Community Foundation (CLCF) | Chenoweth Robertson.** Ms. Robertson stated that she was basically here to answer any questions from Council. The support last year was \$1,500.

*Councilor Solberg made a motion to approve this support request from the CLCF. Councilor Hansen seconded the motion, and it passed unanimously.*

2. **Oaths of Office for Council-Elects.** Mr. McDowell administered the Oaths of Office for newly elected Council-Elects, Felipe Eversull, Lynda Chambers and Mike Winklepleck, effective January 1<sup>st</sup>, 2025.
3. **Bi-Annual Cyber Security Report.** Mr. McDowell reported that the City is required to review cyber security with Council twice a year for insurance purposes. McDowell provided some information on the vast amount that is stolen every year due to cyber crime. He predicted that in the next five years or so the landscape will be vastly different with the advancements of quantum computing and artificial intelligence.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes.** Sergeant Frambes reviewed the stats for November highlighting several items including a multi-jurisdictional effort to thwart criminals who have hit local pharmacies in Linn and Benton Counties. Brownsville Pharmacy was recently burglarized by this organized criminal group. Councilor Hansen asked about porch pirates. Frambes said that package thefts stolen from porches are down this year but stay vigilant. Frambes reported that fraud is on the rise and explained two situations where people were tricked out of large sums of money that was unrecoverable. The LCSO does not ask for donations or funds. If something is not adding up, it is probably a fraud.
2. **Public Works.** Superintendent Karl Frink reported that the crew is busy picking up leaves. Frink recently replaced a pump at the North Wastewater Treatment Plant. He is also troubleshooting some issues with his office computer.



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3. **Administration.** Administrator Scott McDowell reported that he and Councilor-Elect Felipe Eversull will be going through new Councilor orientation before Christmas.

McDowell reported that Pacific Power installed an outside light in the Rec Center parking lot. The first use of the Rec Center for a major event was a success earlier this month. The City has new rental requirements for the preservation of the facility, and the event was handled well. The City would like to thank Kaci Logan for doing a great job with the Christmas bazaar at the Rec Center and Public Works for their assistance. There are still a few issues that from the renovation project that are being addressed. McDowell & Frink are requesting an extension on the warranty for the exterior paint due to ongoing issues. The contractor performed extensive prep work, but the paint is failing in spots already.

Mr. McDowell stated that there are quite a few reports due near the end of January that Staff are working on, including DEQ, OWRD, ODOT, etc.

McDowell reported that he was able to defer his jury duty until May 2025.

Legislative Advocacy Policy Committee (LAPC) will be meeting after the holidays.

The Canal Company management will be hosting community meetings in the Community Room on January 23<sup>rd</sup>, 2025 & January 29<sup>th</sup>, 2025 at 7:00 p.m. The community is encouraged to attend.

4. **Planning | Elizabeth Coleman.** Mrs. Coleman reported on the basic requirements of the flood program administered by the Federal Emergency Management Agency (FEMA). She shared a picture of the floodplain and the floodway and explained the process for developments that happen in this sensitive area. Basically, moving any dirt for any purpose requires a permit. Property owners are required to provide an Elevation Certificate for any livable structures in the floodplain. These certificates are often completed by a surveyor.
5. **Library.** No comments.
6. **Office.** Mrs. Morrow provided an Emergency Preparedness Committee (EPC) report for Council. EPC participated in several events this year including the end of school playday at Central Linn Elementary School, the back-to-school Fair in August, and the Halsey-Shedd RFPD semi-annual breakfasts. Quarterly meetings were held by the group, and semi-annual newsletters were distributed to the communities of Brownsville, Halsey, and Shedd via USPS. More information is available on the City's website as well.
7. **Council.** No comments.
8. **Citizen Comments.** No comments.

### **LEGISLATIVE:**

1. **Resolution 2024.18 | Certify 2024 Election Results.** Mr. McDowell stated the Council is acknowledging the certified election results received from Linn County on December 6<sup>th</sup>, 2024.

*Councilor Hansen moved to approve R 2024.18 as presented. Councilor LaCoste seconded the motion, and it passed unanimously.*

2. **Resolution 2024.19 | Recognizing Michel Humphreys Public Service to the Brownsville City Council.** Council President Chambers read the resolution for the record.



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Councilor Hansen moved to approve R 2024.19 as presented. Councilor LaCoste seconded the motion, and it passed unanimously.

3. **Resolution 2024.20 | Employee Handbook Modification | Leave Accruals and On-Call Time Calculations.** McDowell reported that the management team is presenting these changes for Council consideration. In short, sick leave accrual will start upon employment, and after 60 days it will be available to employees. The weekend public works on-call employee compensation will increase from 3 hours to 4 hours, starting with the upcoming pay cycle. Most employees use their personal vehicles for rounds, and this increase helps cover that cost.

Councilor Hansen moved to approve R 2024.20. Councilor Solberg seconded the motion, and it passed unanimously.

### **ACTION ITEMS:**

1. **Appoint Planning Commissioner Member.**

Councilor Solberg nominated Jared Swezey for the Planning Commission vacancy. Councilor Winklepleck seconded the motion. No other nominations were forthcoming. Council voted on the motion, and it passed unanimously. Councilor Humphreys did not vote.

2. **Appoint Parks and Open Space Advisory Board Member.** McDowell commented that no applications were received for this position.

Councilor Winklepleck nominated Michael Humphreys for this position. Councilor Solberg seconded the motion, and it passed unanimously, with Councilor Humphreys abstaining from the vote. Councilor Humphreys accepted the appointment.

3. **January Council Meeting Date Change.** Mr. McDowell reminded Council that the next regularly scheduled Council meeting will fall on Tuesday, January 28<sup>th</sup>, 2025. McDowell suggested moving the meeting to Thursday, January 30<sup>th</sup>, 2025 as several Councilors will be participating in Capital Day on January 28<sup>th</sup>, 2025.

Councilor Winklepleck moved to approve this change. Councilor Solberg seconded the motion, and it passed unanimously.

### **DISCUSSION ITEMS:**

1. **Council Goal Setting Process Review.** McDowell reviewed the extensive process Council uses to select goals and priorities. Every two years Council members set directives for Staff to execute. The City experiences internal & external forces that make accomplishing all directives challenging, primarily due to changes in State law or new policies adopted by the State and Federal governments. It seems that the City is experiencing an all-time high for different mandates being put forth requiring time, money, and energy from several different entities and government agencies.

McDowell reminded Council that the retreat training date is set for Saturday, January 25<sup>th</sup>, 2025 at 9:30 a.m. The training will last approximately 3 hours, and Councilor Hansen offered to bring donuts for the group. Lunch will also be provided.

2. **November Financials.** No comments.

**CITIZEN QUESTIONS & COMMENTS.** No comments.



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**COUNCIL COMMENTS.** Councilor Hansen verified the Canal Company dates planned for Town Hall were January 23<sup>rd</sup> and 29<sup>th</sup> at 7:00 p.m. in the Community Room. Hansen said that he received many compliments from people attending the Christmas Bazaar about how beautiful the Rec Center Renovation project turned out.

Council President Chambers relayed that Mayor Craven wishes everyone a Merry Christmas with thanks to Council, the Boards & Committees and Staff for all the efforts made to run Brownsville.

Councilor Chambers said that 2024 has been a very hard year for many who lost loved ones and other things that have transpired. She encouraged everyone to turn their worries over to the Lord. She told Councilor Humphreys that he was awesome and thanked him for serving City Council and Brownsville so well.

**ADJOURNMENT:** Councilor Winklepleck moved to adjourn at 8:11 p.m. Councilor LaCoste seconded the motion, and it passed unanimously.

Handwritten signature of S. Scott McDowell in blue ink.

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City Administrator S. Scott McDowell

Handwritten signature of Mayor Adam Craven in blue ink.

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Mayor Adam Craven