

# Council Agenda Packet

Tuesday, November 26<sup>th</sup>, 2024 | 7:00 p.m. | Council Chambers

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## Council Meeting

Tuesday, November 26<sup>th</sup>, 2024

**Location:** Council Chambers

### AGENDA

#### Regular Session

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: September 24<sup>th</sup>, 2024
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Ayala Conditional Use Appeal | *Mike Rodolf*
  - B. Bi-annual TMDL Report
  - C. Annual Audit Report
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administrator
  - D. Planning
  - E. Library
  - F. Office
  - 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.
- 9) LEGISLATIVE:
  - A. **Resolution 2024.15:** Vanderstelt Reimbursement
  - B. **Resolution 2024.16:** Audit's Division FY 2023.2024



C. **Resolution 2024.17: FEMA Pre-Implementation Compliance Measures (PICM)**

10) ACTION ITEMS:

- A. 717 Kay Abatement Appeal | *Virgaela Brewer/Bill Hand*
- B. Streetlight Request | *Jim Smith*

11) DISCUSSION ITEMS:

- A. Council Logistics & Schedule 2025 Council Training
- B. Easements & Right-of-way
- C. October 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.



## Council Minutes

October 22<sup>nd</sup>, 2024

**ROLL CALL:** Mayor Craven called the meeting to order at 7:00 p.m. with Council President Chambers, Councilor LaCoste, Councilor Humphreys, Councilor Hansen, Councilor Winklepleck, and Councilor Solberg present. 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:** None.

**PUBLIC:** Michael & Betty Doren, Don Lyon, Jack Alsman, Wendy Toshitsune, Sharm Anderson, Dan Murphy, Rege Rippee, Kira Hughes, Tricia Thompson, Steve VanSandt, Jenna Stutsman (*Chamber*), Sandra David, Hannah Anderson, Felipe Eversull, John Claasen, Dr. Lori Garcy (*Brownsville Art Association*), Tia Parrish (*The Times*), and Sergeant Steve Frambes (*Linn County Sheriff's Office*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** Item 7) D. Planning report from Elizabeth Coleman and Item 7) F. Office report from Jannea Deaver will be deleted tonight.

**MINUTES:** *Councilor Solberg made a motion to approve the September 24<sup>th</sup>, 2024, meeting minutes as presented. Councilor Humphreys seconded the motion, and the motion passed unanimously.*

### **PUBLIC HEARING | PRESENTATIONS:**

1. **Brownsville Art Association (BAA) | President Lori Garcy.** Dr. Garcy reported on several changes the Association has made to better spread-out duties necessary for the operation of the Art Center. The Association is starting classes again in full force. They are supporting many artists and events throughout the year. There is currently a waiting list for people to display their work. There are many others who help the Art Center who are not even artists. The Association is often the first point of contact for many of the City's visitors. Please find more information about the Association's activities on their website at <http://brownsvilleart.org/>.
2. **Brownsville Chamber of Commerce | President Jenna Stutsman.** Stutsman reported that the Antique Faire had a banner year for vendors and attendance. Stutsman said the Roger and Alice Tetamore are keeping the Welcome Wagon program working. The Chamber has changed their monthly operation to a Happy Hour meeting that moves from business to business. The Chamber has over sixty members. The two upcoming events are Trick or Treat Street which is scheduled for October 31<sup>st</sup>, 2024 from 3:00 p.m. to 6:00 p.m. Home for the Holidays preparations are being made. The Women's Study Club and the Blue Notes Choir from the High School will be singing carols during the annual tree lighting this year. To learn more about the Chamber please visit their website at <https://www.historicbrownsville.com/>.

Mayor Craven thanked the BAA and Chamber for their annual reports. Volunteers make this community work and make it special. Craven stated that on behalf of Council, we thank you for your efforts and we foresee a good relationship going forward.

### **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes.** Frambes reviewed the recent statistics stating that there were five arrests, but four of those arrests were the same



person, for the month. A window was broken at Dari Mart but nothing was stolen. Recruiting is tough these days for law enforcement. Frambes has been training deputies recently; from the Police Academy, to driving a cruiser, takes over a year due to necessary training for a road-ready deputy.

2. **Public Works.** Public Works Superintendent Karl Frink reported that the GR12 project has finally wrapped up. Contractors and subcontractors have ironed electrical and communication issues.

The Central Linn Recreation Center's landscaping is complete. Public Works made several improvements at the Rec Center in preparations for the public rental opening of the building.

Public Works has been dealing with an unusually high number of water leaks recently.

Frink also completed the reporting on service connections as required by the Lead & Copper Rule enforced by the Oregon Health Authority (OHA) on all 876 connections the City operates.

Recently, there was a major leak in Pioneer Park. The water was from the water plant and was all treated water that went back into the Calapooia River.

Frink welcomed Hayden Holbrook as the newest member of the Public Works team.

3. **Administration.** Administrator Scott McDowell reported that the City remains stuck in an email nightmare. City email has been down since September 21<sup>st</sup>, 2024. Our provider is still unable to restore email, likely an old server was apparently decommissioned unbeknownst to the City's email hosting company. McDowell stated roughly 85% of our workload goes through email. The City may need to change email addresses, which will cost Staff a huge amount of time and effort. Stay tuned. Civics + has been a contentious issue as well, but the situation is currently on hold due to the email debacle.

McDowell reported that complaint levels are high right now, currently dealing with easement wars.

McDowell stated that the Legislative Advocacy Policy Committee (LAPC) needs to reenergize to assist the Small Municipalities Advocacy Coalition (SMAC) group.

McDowell reported that the Canal Company town halls are tentatively scheduled for November 12<sup>th</sup> and 14<sup>th</sup>. McDowell will be reaching out to the Canal Company to confirm the dates.

4. **Planning.** No comments.
5. **Library.** Librarian Sherri Lemhouse reviewed the robust programming schedule at the Library including the Book Sale December 5<sup>th</sup> through the 14<sup>th</sup>, Storytime, Book Club, the Stitchery Group, and the Multicultural programs guided by Don Lyon. Lemhouse shared her fascination with the Vanport Exhibition that was a joint project with the Women's Study Club and the Linn County Museum. She went through the onboarding that happens with each new patron. She reported that the e-Books program represents nearly 10% of circulation.
6. **Office.** No comments.

**Council.** Mayor Craven was invited to Cottage Grove to present the Small Municipalities Advocacy Coalition (SMAC) information. Craven was joined by Lobbyist Sean Tate and Legislative Advocacy & Policy Committee (LAPC) member Felipe Eversull. Craven & McDowell attended a media training



course offered by the League of Oregon Cities. Craven highlighted the shifting priority of media outlets and techniques the City can employ to properly handle situations when and as they arise. He said that materials will be provided to Council during the upcoming training session at the first of the year.

7. **Citizen Comments.** Betty Doren trolled McDowell while explaining definitions of trolling.

Steve Van Sandt asked all parties involved to find common ground and cling to the ideals that make Brownsville great. Please remember that we are all neighbors. Take the time to talk to people on the other side of the aisle and put down social media, media and other “echo chambers” that aim to divide us.

Don Lyon asked Councilors who were running for office to identify where the Marxist ideologues were in town referencing a flier he had recently received in the mail.

Johnny Claasen asked what could be down with the boat sitting at the end of Oak Street. He would like Council to clean up the rights-of-way.

Pioneer Christian Academy Principal Chad Schrock would like to partner with the City on community service projects for his high school students. Pioneer Christian Academy is holding an auction on October 26<sup>th</sup>, 2024, starting at 3:00 p.m.

## **LEGISLATIVE:**

1. **Ordinance 806 | Parks & Open Spaces Advisory Board Code Language | (Second Reading).** *Councilor Hansen moved to read by title only. Councilor agreed by consensus. Mayor Craven read by title only. Mr. McDowell stated that this ordinance aims to clean up outdated language. Councilor Hansen moved to approve O 806 as presented. Councilor Winklepleck seconded the motion, and it passed unanimously.*

## **ACTION ITEMS:**

1. **Spaulding Avenue Closure | Home for the Holidays.** *Councilor Hansen moved to approve this closure. Councilor LaCoste seconded the motion, and it passed unanimously.* The Chamber will be responsible for providing the City with an insurance certificate naming the City as additionally insured and provide signatures from affected businesses as required.
2. **2025 Council Meeting Schedule.** *Councilor Solberg moved to approve the 2025 Council Meeting Schedule as presented. Councilor Chambers seconded the motion, and it passed unanimously.*
3. **Appointed Officials | Openings & Reappointments.** Members asking for reappointment include Gary Compton, Planning Commission, Pat MacDermott & Pam Solberg, Parks & Open Space Advisory Board, and Don Andrews & Rick Dominguez, Budget Committee. Openings include a Parks & Open Space Advisory Board, Budget Committee, and a Planning Commission member. *Councilor Hansen moved to approve these appointments and advertisements. Councilor LaCoste seconded the motion, and it passed unanimously.*

## **DISCUSSION ITEMS:**

1. **Small Municipalities Advocacy Coalition.** The group is growing membership and pushing a few issues for this upcoming legislative session including keeping a watchful eye on recreational



immunity, city's rights, home rule, and other interests that could negatively impact our citizens and taxpayers. We are going to see a very busy legislative session; the system is broken on both sides of the aisle. Unfortunately, the taxpayers are the ones that are suffering. Out of 241 cities in Oregon, 39 of those are 'big' cities with populations over 15,000, and over 200 of them are small rural cities. Unfunded mandates are causing severe hardships for Oregon's small communities. The City's LAPC will be meeting in November and bringing recommendations back to Council. The City hopes to make a measurable impact with SMAC and establish some positive outcomes for rural cities and cities in general.

2. **James Lease | North Wastewater Treatment Plant.** On June 6, 1979, the City purchased land from the James family for an expansion to the City's North Wastewater Treatment Plant. The lease needs reviewing. President Chambers, Superintendent Frink, and Mr. McDowell will initiate a meeting, and bring information back to Council in November.
3. **September Financials.** McDowell stated that revisions for July & August financial statements will be posted online. McDowell thanked Morrow for her work on this issue.

**CITIZEN QUESTIONS & COMMENTS.** Jenna Stutsman stated that the Chamber will be hosting a Candidate's Forum this Thursday, October 24<sup>th</sup>, 2024, in Council Chambers. She invited the public to attend.

**COUNCIL COMMENTS.** Councilor Winklepleck shared information from a recent meeting with Linn County District Attorney Doug Marteeny. He presented a slide that showed a typical drug diversion journey. He said it can be a continual circle that is not helpful to the addict or the court system. Marteeny said that they do now have some tools that they didn't have before, so that has helped a little bit. Winklepleck stated that drug addiction is a terrible situation. Mayor Craven stated that the borders are a mess, fentanyl is a powerfully deadly drug harming our country, and that it has killed more people than Covid ever did.

Councilor Humphreys stated that he wanted to clarify what the blue dot discussed last month is all about. Humphreys said the blue dot originated in Nebraska by a Democratic man feeling like he was surrounded by a sea of red. The blue dot stimulated a lot of conversations about issues and encouraged folks to run for office. The gentleman was trying to create a symbol for hope and change for conversations.

Councilor Chambers stated that her favorite quote from the Administrator's Report this month is the Turkish Proverb, "The forest was shrinking but the trees kept voting for the axe, for the axe was clever and convinced the trees that because his handle was made of wood, he was one of them."

**ADJOURNMENT:** Councilor Solberg moved to adjourn at 8:36 p.m. Councilor Hansen seconded the motion, and it passed unanimously.

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City Administrator S. Scott McDowell

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Mayor Adam Craven



November 26<sup>th</sup>, 2024

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

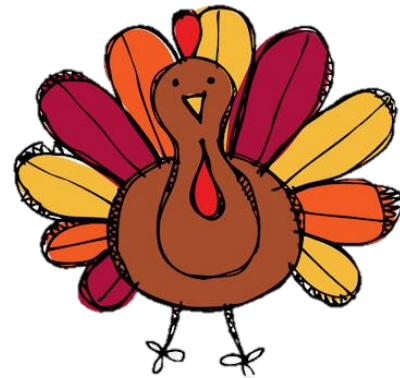
**Note:** The first section of this report follows the Council meeting agenda and provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that means the item is part of Council Goals. When you see this symbol, ☐, it means more information will be provided at the meeting.

“Men are more ready to repay an injury than a benefit, because gratitude is a burden and revenge is a pleasure.”  
~ Tacitus, C. A.D. 55-120

“Pickup a bee from kindness, and learn the limitations of kindness.”  
~ Sufi Proverb



In a speech Abraham Lincoln delivered at the height of the Civil War, he referred to the Southerners as fellow human beings who were in error. An elderly lady chastised him for not calling them irreconcilable enemies who must be destroyed. “Why, madam,” Lincoln replied, “do I not destroy my enemies when I make them my friends?”



## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Williams-Ayala Conditional Use Approval | Rodolf Appeal** – The Planning Commission approved a Conditional Use Application for an auto shop at 1013 Kirk Avenue on October 21<sup>st</sup>, 2024. Mike Rodolf, an abutting property, has filed an appeal. Council will once again be acting as a quasi-judicial body examining the evidence that was put on record from the hearing that was originally heard by the Planning Commission on August 26<sup>th</sup>, 2024, and tabled until October 21<sup>st</sup>, 2024, so the applicant could provide answers to questions posed by the Commission. All documents from the meetings can be found on-line along with the audio recordings that are pertinent to this appeal.
- B. **Bi-annual TMDL Report** – Twice a year the City is required to report on TMDL. The requirements stem from the Clean Water Act passed by the United States Congress. In Oregon, the Department of Environmental Quality (DEQ) administers the program. The basic premise of TMDL contends that stormwater runoff is negatively impacting fish habitat and making fish unsafe to eat in copious quantities by humans. In March of 2021, the City was deemed a





Designated Management Agency (DMA) by the DEQ which required the City to complete a new, more rigorous TMDL plan. DEQ approved the City's plan in late 2023.

**STANDARD  
& POOR'S**

- C. **Annual Audit Report** – Staff will present the numbers from City Auditor SingerLewak for FY 2023.204. Staff recently filed the audit with the required external organizations, developed the necessary resolution for the State, and entered the adjusted journal entries.

## 9) LEGISLATIVE:

- A. **Resolution 2024.15: Vanderstelt Reimbursement** – Public Works Superintendent Karl Frink recently discovered that Yankee Dutch Quilts were not connected to the new sanitary sewer during the Downtown Sanitary Sewer project in 2021.2022. Frink made arrangements to ensure the sewer was properly connected to the public system and properly cleaned up the area. Owner Mari Vanderstelt incurred a bill from Roto Rooter and monthly charges from the City. Vanderstelt requested reimbursement for these charges. Staff has prepared Resolution 2024.15 to address this request. Please refer to the resolution included in the agenda packet for more information.



*Yankee Dutch Quilting*

### **What is Council being asked to do?**

Consider passage of this resolution for reimbursement.

- B. **Resolution 2024.16: Audit's Division FY 2023.2024** – Cities are required to address any notes made by the city auditor in the annual audit to the Secretary of State's Audit Division. This resolution addresses the items noted by SingerLewak. Please refer to the resolution included in the agenda packet for more information.



- B. **Resolution 2024.17: FEMA PICM Compliance** – *From Local Government Lawgroup:* In 2004, a lawsuit was filed against FEMA alleging that development activities allowed under the NFIP in the Puget Sound area were harmful to threatened and endangered species by impacting critical habitat. A similar lawsuit was filed against FEMA in 2009. This lawsuit alleged that floodplain development in Oregon was harmful to threatened and endangered species. FEMA settled that case by agreeing to consult the National Marine Fisheries Services (NMFS) on how to address the impacts that NFIP development has on these species.

In 2016, NMFS released a final “Biological Opinion” (Oregon BiOp) regarding FEMA’s implementation of the NFIP in Oregon. The Oregon BiOp found that FEMA’s implementation of the NFIP in Oregon reduces the quantity and quality of habitat that jeopardizes the continued existence of certain threatened or endangered species (specifically salmonid species and Southern Resident killer whales).



Since 2016, FEMA has been working on implementing the Oregon BiOp. In March 2023, FEMA’s draft implementation plan started the National Environmental Policy Act (NEPA) process to evaluate the plan’s impacts. FEMA anticipates that a Final Implementation Plan will be released in 2026 and will fully implement the plan in 2027.



**Bottom line** is the City has until December 1<sup>st</sup>, 2024, to issue a course of action to FEMA. The three options are, 1) prohibit all new development in the Floodplain, 2) adopt the FEMA Model Ordinance, or 3) adopt a permit-by-permit basis to comply with ESA regulations.

Please refer to Resolution 2024.17 for more details. If you are interested in taking the deepest of dives on the matter, please go to this page, <https://www.ci.brownsville.or.us/citycouncil> and select the file FEMA PICM Information.



**What is Council being asked to do?**

Council is being asked to approve this resolution to comply with the FEMA imposed deadline of December 1<sup>st</sup>, 2024.

10) ACTION ITEMS:

- A. **717 Kay Abatement Appeal | Virgaela Brewer/Bill Hand** – The City posted 717 Kay Avenue on June 14<sup>th</sup>, 2024, for excessive junk vehicles littering the property. Property Owner Bill Hand requested extra time due to extenuating circumstances, Staff granted an additional three plus months for the cleanup; 115 days. Staff reposted the property on October 28<sup>th</sup>, 2024. Tenet Virgaela Brewer requested an appeal of that decision asking for additional time to complete the cleanup. Her letter is included in the agenda packet for your review.

**What is Council being asked to do?**

Determine whether to grant the requested extension for the cleanup of the nuisance.

- B. **Streetlight Request | Jim Smith** – Mr. Smith provided signatures from the neighbors regarding his streetlight request earlier this Fall.

*From 10.22.2024:* Pacific Power confirmed the pole is viable for a streetlight. Mr. Smith is now getting signatures from area residents.

*From 09.24.2024:* Council sent Staff to investigate this item and to require additional research of the applicant.

**What is Council being asked to do?**

Determine whether to install the streetlight as requested. Council previously asked Staff to verify the selected pole, installation costs from Pacific Power, and to request Smith canvas the neighborhood confirming permissions for the streetlight.

11) DISCUSSION ITEMS:

- A. **Council Logistics & Schedule 2025 Council Training** – Staff would like Council to consider swearing in Council-Elect members in December and set a date for Council training in January 2025.
- B. **Easements & Right-of-way** – Staff will briefly review the differences mostly for public purposes. Staff has encountered many instances of confusion over these two distinct types of access & use.
- C. **October Financials**



## UPDATES, INFORMATION & HAPPENINGS

**SingerLewak (Audit | FY 2023.2024)** – Staff has filed the annual audit with the required agencies included S & P. Staff will provide an overview of the audit as completed by SingerLewak.

*From 10.22.2024:* Staff reviewed the audit and is awaiting from final issuance from SingerLewak.

*From 09.24.2024:* Staff are reviewing the draft audit. Once reviewed, SingerLewak will publish the final audit report. Staff will then submit the audit to the necessary reporting agencies.

**Planning Commission** – Staff forwarded information from the Planning Commission meeting that concluded on October 21<sup>st</sup>, 2024. In early November, Staff forwarded an email with the information from the Planning Commission meeting for early review.

*From 10.22.2024:* Mike Rodolf has indicated that he will file for appeal on a recent Planning Commission decision. Council will again act as a quasi-judicial body for this appeal. Date to be determined.

*From 09.24.2024:* Staff has been busy working on a tabled matter before the Commission. Staff are also working to resolve other outstanding development issues. City Attorney Ross Williamson has been consulted on a couple of these issues to provide interpretation and to clarify steps the Staff can legally take.



**517 Averill Street** – Curtis Excavation is in the process of completing the required work. Curtis has been waiting for test results to determine proper disposal requirements.

*From 10.22.2024:* Staff entered into a contract with Curtis Excavation for the cleanup. The contract amount will be liened against the property upon completion.

*From 09.24.2024:* Staff met with the owner to discuss the cleanup of the property after the fire last year. The property owner is working well with the City to resolve this issue.



**Weeds & Nuisances Update** – Administrative Assistant Tammi Morrow and I conducted a final inspection of the town in late October. Staff is happy to report that there were no major issues to address heading into Winter other than the 717 Kay Avenue issue which is under appeal. Staff is very grateful of the outstanding job Brownsville residents have collectively done this year. When Staff made calls or sent letters, residents took care of the issues that were out of compliance. It is appreciated very much.

*From 10.22.2024:* Staff is resolving several items around town which will more than likely continue until Thanksgiving this year.

*From 09.24.2024:* Staff continues to work on several nuisances throughout town. The City has been very fortunate to have had good citizen/owner/renter cooperation this year. Many citizens have taken care of items brought to their attention. Staff is grateful for this response. Staff is working on a situation on Elm Street involving a RV and Priscilla Vanderark, a vehicle cleanup at Bill Hand's property on 717 Kaye Avenue, and Ben Maude's property clean up at 517 Averill Street following the fire last August to name a few.

**Canal Company Agreement Update** ☒ – Stalled this month for multiple reasons.

*From 09.24.2024:* Staff finished the explanation video for the Town Hall meetings to be hosted this Fall. The Canal Company and Staff are targeting the end of October, first two weeks of November for



these community presentations. The City will host four (4) total explanation sessions that will be the same presentation to ensure people have ample opportunity to attend one of these meetings. After those Town Hall meetings, the Canal Company membership will vote on whether to enter into an agreement with the City for the maintenance of the Mill Race.

*From 07.23.2024:* Council moved forward with Staff collecting information for presenting at a series of joint Town Hall meetings with the Canal Company.

*From 06.25.2024:* The agreement may not be in its absolute final form, however, most of the major tenets have been addressed. Council is being asked to review the agreement and consider moving forward with the next steps of the plan as previously presented to Council.

*From 05.23.2024:* Councilor Chambers and I met with the Canal Company Board on May 16<sup>th</sup>. The general agreement has been reviewed, and terms have been agreed upon. I have sent the agreement to City Attorney Ross Williamson for review. The tentative plan is for Council to review the agreement as early as the June meeting.



**Active: James Lease | North Wastewater Treatment Plant** – Council approved McDowell’s request to include Council President Lynda Chambers in a meeting with Cozetta and Joseph James. Frink, Chambers and McDowell met with James family and are currently exploring what the options look like for resolving this issue.

*From 09.26.2024:* The City has had a lease with the James family to farm the irrigation pivot acreage at North Wastewater Treatment Plant since 1979. Recent developments require Council discussion.

**REAL Meeting** – McDowell will provide an oral update if available.

*From 09.24.2024:* Recently launched a survey with the help of JayRay to further address the goals of their five year plan. More to follow.

**GR12 Waterline** – The City has yet to receive the final payments for this project.

*From 10.22.2024:* Public Works Superintendent Karl Frink reported that the project has officially been finalized.

*From 09.24.2024:* The City made Payment #4 toward the completion of this project. Public Works Superintendent Frink and City Engineer Ryan Quigley are working with the contractor to resolve electrical issues. Once this is completed, final testing will commence.

*From 07.23.2024:* City Engineer Ryan Quigley reports that the project should be wrapping up the third week of July. Public Works Superintendent Frink and I will have an update for Council Tuesday evening.



**Woodblock Architecture | Rec Center Renovation Project** – Staff processed the final payment for J.E. John. Several items remain under warranty while a few other items still require attention.

*From 09.24.2024:* Staff has been working with J.E. John’s Kyle Marston to finalize outstanding details. Continuing concerns include windows finish work, HVAC issues, and requesting an extension for the flooring system through August 2025. Staff has ordered special chairs and a new volleyball





# City Administrator Report

stand for the floor surface in accordance with Tarkett’s specifications. Public Works has installed and prepared these items for use. Administrative Assistant Jannea Deaver is preparing the rental forms to match the new requirements of renting each space. Public Works Superintendent Frink has finalized many items including buildings security issues and fixing several of the ongoing lighting issues.

**Pending: Central Linn School District & Central Linn Recreation Association IGA** – Staff is currently negotiating with the District as directed by Council.

*From 09.24.2024:* Please see the agreement that is part of the agenda packet. Below is an excerpt from the recent Park Board meeting explaining the agreement details:

McDowell reported on the August 12<sup>th</sup>, 2024, Central Linn School Board meeting he attended with Central Linn Recreation Association President Katy Kallai and Councilor Sean LaCoste. Betsy Ramshur was also in attendance. The intention of the agreement was to simply formalize the use of public spaces historically used by the Rec Center and City property used by the CLSD. McDowell shared the picture and story of the soccer field in Pioneer Park being used for the Central Linn Middle School.

McDowell said the concern is that personnel changes frequently at the CLSD and the Rec Center and it is important for everyone to be on the same page. Coaches are interrupted by various personnel being asked to move and being told they are not authorized to be in certain places, which causes a lot of unnecessary disruptions. The hope is that this agreement will create a better, more consistent outcome for all participants. It is also important to note that the City nor the Rec Center will have to go through the formal process the School has for use of their spaces.

CLSD Superintendent added conditions of the use of the new synthetic turf field that includes a reduced charge for the use of this field. Board member Tony Isom provided several reasons why the CLSD is charging for this field. I countered with the fact that the City updated the Rec Center at the cost of \$2M, but we do not intend to charge the CLSD for occasional use. The discussion was turned back to Pelt and McDowell.

McDowell will take the agreement to Council in September for review. If anyone has anything they would like to say, email, send me a letter or show up to the next Council meeting.

McDowell is hoping that we can work with CLSD to host exhibitions in the new gym like basketball scrimmages or other community events involving sports.

*From 06.25.2024:* Dr. Candace Pelt plans to finalize the agreement at the August School Board meeting. The City initiated this conversation hoping to create a cooperative agreement between the School District, the City, and the Central Linn Recreation Association for use of public green spaces for youth sports programs.

**Linn County Sheriff’s Office Monthly Report | [G1]** – 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><i>Year</i></b>	<b><i>Month</i></b>	<b><i>Citations</i></b>	<b><i>Warnings</i></b>	<b><i>Hours</i></b>
2024	October	17	16	204.75
2024	September	15	17	202
2024	August	17	17	201.75
2024	July	15	23	296.75



# City Administrator Report

2024	June	33	51	200
2024	May	36	32	200
2024	April	10	22	201.25
2024	March	17	28	209.25
2024	February	19	66	212.75
2024	January	13	34	204
2023	December	11	20	218.25
2023	November	11	25	221
2023	October	26	33	210
2023	September	15	19	203
2023	August	17	12	210.5
2023	July	10	20	208.25
2023	June	7	11	202
2023	May	6	12	224.5
	<i>Subtotal</i>	<i>295</i>	<i>458</i>	<i>3830</i>
	<b>Total Average</b>	<b>16.39</b>	<b>25.44</b>	<b>212.78</b>

**LCSO Quarterly Meeting** – The next meeting will be December 5<sup>th</sup>, 2024.



*From 09.24.2024:* Linn County District Attorney Doug Marteeny attended the September meeting to discuss Measure 110, deflection, recent U.S. Supreme Court decisions, and to review crime statistics and major law enforcement trends in Linn County and the State of Oregon. Councilor Winklepleck and I will provide an oral report. Sheriff Duncan indicated that staffing continues to be a major concern. Duncan is committed to ensuring that contract cities receive their hours. She listed a myriad of reasons for staffing shortages. Overall, the cities were very satisfied with the service received from the LCSO.

## **Small Municipalities Advocacy Coalition (SMAC)**

**Small Municipalities Advocacy Coalition (SMAC)** ☑ – The team continues preparations of the upcoming legislative session.

*From 10.22.2024:* Mayor Craven recently attended a meeting with communities showing interest in joining SMAC.

*From 09.24.2024:* Cities are meeting Sean Tate at the end of the month to discuss priorities and look for common platform issues. Brownsville will review policy positions after the review. Tate will provide some insights on current committee issues and what is being discussed in Salem. Recreational Immunity and H.B. 3115 will be closely followed along with a number of other issues that are unduly impacting local communities.

*From 07.23.2024:* The City will soon begin activating the Legislative Advocacy & Policy Committee (LAPC) to review policy positions and prepare for the upcoming long session of the State Assembly.

*From 06.25.2024:* The City recently extended the agreement with Tate Public Affairs. Planning meetings will be happening over the summer months in preparation for the long-session of the State Assembly.



## ACTIVE, PENDING, STALLED & COMPLETED

**Active: State Agencies** – Staff is working on 2024 reporting.

*From 09.24.2024:* The City received a new TMDL certified letter. I have included the letter as part of the agenda packet. Department of Environmental Quality (DEQ) finally addresses NPDES permittees in the letter. Staff expects this to extend to Brownsville as soon as the City has a NPDES permit update. Oregon Water Resources Department (OWRD) also forwarded a packet of in stream water rights that will make it even more difficult for cities and water districts to obtain permits from the State according to Dyer Partnership.

**Active: TMDL Report** – *From 04.23.2024:* The City received approval for the required DMA Plan just before last Council meeting. Karl Frink and I will give an overview Tuesday evening. The email notification is in the agenda packet for your review.

*From 12.19.2023:* The Department of Environmental Quality's (DEQ) Priscilla Woolverton has contacted the City about the most recent edition of the TMDL. We are awaiting further information.

*From 11.28.2023:* Twice a year the City is required to report on TMDL. The requirements stem from the Clean Water Act passed by the United States Congress. In Oregon, the Department of Environmental Quality (DEQ) administers the program. The basic premise of TMDL contends that stormwater runoff is negatively impacting fish habitat and making fish unsafe to eat in copious quantities by humans. In March of 2021, the City was deemed a Designated Management Agency (DMA) by the DEQ which required the City to complete a new, more rigorous TMDL plan. DEQ approved the City's plan earlier this year.

**TMDL Five-Year Review:** The City is required to file a five-year report to the Department of Environmental Quality (DEQ) on the TMDL plan. I have placed the questionnaire on the City website at: under Supporting Documents. [...]

**Active: Water Management Conservation Plan** – *From 07.23.2024:* Public Works Superintendent Karl Frink is working on installations and repairs to address the adopted plan.

*From 05.23.2024:* Money has been budgeted for the upcoming fiscal year to begin to address the requirements of this plan.

*From 04.23.2024:* Public Works Superintendent Karl Frink and I have budgeted funds for the implementation of this plan. The City has a required timeline for implementation.

*From 01.23.2024:* Public Works Superintendent Karl Frink is working on valve replacements and meter replacements at key points before doing system-wide leak detection project.

*From 10.24.2023:* Staff will begin implementing items as identified by Staff and approved by Council. Items include the adoption of a water conservation ordinance, auditing the water distribution system, and the creation of water filling station.

*From 09.26.2023:* The City finally received the final requirements from the Oregon Water Resources Department for the City's newly adopted Water Management & Conservation Plan (WMCP). [...] The plan can be found in its entirety on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.

This is an unfunded mandate. [...]



# City Administrator Report

**Active: Linn County Housing Rehabilitation Program (LCHRP)** – *From 10.24.2023:* The City collaborates with the communities in Linn County to help low-income homeowners to make improvements to their houses using Federal money (HUD). The City has been a member of this organization for over forty years. Cities take turns being the lead recipient and DevNW manages the funds received. Brownsville had its turn a few years ago. Currently, the City of Lebanon is taking the lead on the current funding request.

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Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "SM", representing S. Scott McDowell.

S. Scott McDowell  
City Administrator

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Please visit the City website at <https://www.ci.brownsville.or.us> for all kinds of information pertaining to the City's business & operations.

★ *Kirk Avenue History* ★ *Calapooia Riverbank* ★ *Plus much more*



# PLANNING AT A GLANCE

## November 2024

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

• Mechanical	Add HP & AH	1115 Ash St
• Construction	RV Cover	190 Kirk Ave
• Structural	Detached Garage	199 North Ave
• Structural	Single Family Dwelling	199 North Ave
• Fence		713 Oak St
• Construction	Accessory Structure	Worley Ave (TL 2003)
• Fence		617 Kay Ave

### OTHER:

#### River's Edge Phase 3:

Staff have completed three more onsite setback verifications for homesites. There have been five requests for Certificates of Occupancy.

#### FEMA – Pre-Implementation Compliance Measures (PICM) PLUS

Nutshell: In 2009, Oregon FEMA was sued by environmental groups that somehow determined the NFIP (National Flood Insurance Program) did not consider “potential” negative effects on a number of listed endangered species (ESA) and their habitat (i.e., 16 listed species & Southern Resident Killer Whale). In 2016 NMFS (National Marine Fisheries Service) issued a BiOp (Biological Opinion) which determined that FEMA’s NFIP could be detrimental to these species and FEMA *shall* take measures to mitigate this “potential” damage, in the form of an implementation plan, which of course is passed down to the local jurisdictions, who then pass it to the developer/property owner.

Staff have attended three webinars regarding this process; the initial meeting, Model Ordinance option, & Permit-by-Permit option.

#### What Does This Mean for Cities like Brownsville?

Local jurisdictions are required to demonstrate to FEMA how development in the Floodplain can comply with the ESA (not negatively impact said species). Cities/Communities are given three options, and are required to provide FEMA with a decision by December 1<sup>st</sup>, 2024:

1. Prohibit Development in the Floodplain,
2. Allow development on A Permit-by-Permit basis where applicants develop a Floodplain Habitat Assessment that documents their floodplain development have “no net loss”
3. Adopt a Model Floodplain Management Ordinance.

Staff will be working with the City’s planning consultant on the finer details; this extremely frustrating new requirement could impact the Buildable Lands Inventory. This summary is VERY summarized. More to come.

There are a lot of pieces to this PICM pie, and none of them taste good. Stick with Pumpkin.

*Elizabeth E. Grewson*







## Library Advisory Board

*Librarian's Report*

October 2024

Here are a few facts about our Library for the month of October 2024. We have received 41 new books for the library. Volunteers donated 135.5 hours to our library. There were 1,426 materials checked out. 343 adult fiction books; 135 adult non-fiction books; 85 audio books; 488 children's books; 245 junior books; 49 junior reference books and 81 large print books.

There was a total of 205 electronic materials checked out. 129 adult fiction books; 22 adult non-fiction books; and 54 junior books. Of these 102 were eBooks and 103 were e-Audiobooks.

In October, we held 4 children's programs with 58 participants. There were 6 programs for adults with 50 participants. Downtown Trick or Treat was lots of fun. We ended the evening with over 400 people through the Library! We had 2 community members who also gave out treats in the Kirk Room. This was another great way the Library continued to be a community hub. Next year, I am thinking about inviting others to be part of our Trick or Treat evening. Perhaps a hopscotch maze through the Library with treat stations. Doesn't this sound fun?

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse".

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2024.15**

**A RESOLUTION AUTHORIZING REIMBURSEMENT COSTS**

**WHEREAS**, the 2021 Downtown Sanitary Sewer Project replaced major sewer lines serving Spaulding Avenue and several downtown businesses and was completed in March 2022; and,

**WHEREAS**, the City Engineer, Dyer Partnership, and the Contractor, Pacific Excavation, inadvertently overlooked a sewer reconnection at 140 Spaulding Avenue; and,

**WHEREAS**, Public Works Superintendent Karl Frink had a call for service at 140 Spaulding Avenue where Frink was able to determine the building was not connected to the public sanitary sewer system; and,

**WHEREAS**, Frink made the necessary arrangements to connect 140 Spaulding Avenue to the sewer system; and,

**WHEREAS**, the property owner, Mari Vanderstelt, has requested reimbursement from the City of Brownsville for past sewer charges paid to the City of Brownsville in the amount of \$1,374.65, and sewer line repair costs in the amount of \$505.00; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, authorizes these reimbursements in the amount of \$1,879.65 plus 10% for a grand total of \$2,067.62.

**PASSED AND ADOPTED** by the City Council of the City of Brownsville this 26<sup>th</sup> day of November 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
S, Scott McDowell  
City Administrator

\_\_\_\_\_  
Adam R. Craven  
Mayor



**City of Brownsville  
P.O. Box 188  
Brownsville, OR 97327  
(541) 466-5666**

Yankee Dutch Quilting  
140 Spaulding Avenue

**Sewer Charges**

<b>Month</b>	<b>Year</b>	<b>Amount</b>	<b>Month</b>	<b>Year</b>	<b>Amount</b>
March	2022	\$37.88	July	2023	\$42.96
April	2022	\$37.88	August	2023	\$42.96
May	2022	\$37.88	September	2023	\$42.96
June	2022	\$37.88	October	2023	\$42.96
July	2022	\$40.53	November	2023	\$42.96
August	2022	\$40.53	December	2023	\$42.96
September	2022	\$40.53	January	2024	\$42.96
October	2022	\$40.53	February	2024	\$42.96
November	2022	\$40.53	March	2024	\$42.96
December	2022	\$40.53	April	2024	\$42.96
January	2023	\$40.53	May	2024	\$42.96
February	2023	\$40.53	June	2024	\$42.96
March	2023	\$40.53	July	2024	\$44.25
April	2023	\$40.53	August	2024	\$44.25
May	2023	\$40.53	September	2024	\$44.25
June	2023	\$40.53	October	2024	\$44.25
			November	2024	\$44.25

**Total**      **\$1,374.65**

October 25 2024

To : Carl Fink & Scott McDowell

Regarding: Missed Sewer Connection at 140 Spaulding Avenue

Good morning. These are all the fun issues I thought of in the middle of the night when I couldn't sleep, regarding the news that the store building has not been hooked up to the city sewer line for the past (3?) years. We are pretty sure you guys have already thought of them as well, but we wanted to make sure it was addressed to cover everyone's liability.

As everyone who knows me knows, I seem to have been cursed by the plumbing Gods. So, when this issue initially arose (literally, wastewater rising) we blamed it on the last customer to use the bathroom and called Rotor Rooter. He shoved a camera down the line, couldn't see anything (we now know why) and charged us \$500 plus for the privilege. This was in the spring of 2023. It never occurred to me we had not been hooked back up to the sewer line. (I mean, it's me!) Mr. Rotor Rooters guess was that maybe a tile had come loose, maybe something was hanging on that tile blocking everything, but without being able to see anything, no one could tell us what was going on without us spending a few thousand dollars. So, while we saved, we did the following.

- We poured drain opener down the drain. Approved for drains ...not necessarily bare ground.
- We occasionally took the toilet off, and using a high amount of water pressure and a large drain bladder, Gary would flush water down the drain to check for blockage.
- And occasionally, when people didn't believe me when I said the restroom was off limits, I had to go to Carlson's, invest in Liquid Plumber, and wait for that to work.

At last, we had the funds set aside for me to literally flush down the drain, we contacted Jason Curtis to do the work, and you guys know the rest of the story. We now know the building was not hooked back up to the City's sewer line three years ago after the lines were re-done.

Weird, but honestly? If it was going to happen to anyone, it would be me. However, this causes some concern because the water has been going...where? If it soaked into the ground, that's one thing, but we have concerns there is a big puddle of sewage under our building. We now realize we poured toxic chemicals into the ground, and it did cause a fair bit of stress and extra work to Gary and me, and we have had to delay classes at the store until this situation can be resolved.

So, we are hoping you guys will be able to convince the company that forgot to hook us up to do the following:

check the soil and surrounding areas of the building to make sure its stability was not compromised. They may want to do an environmental test on the soil.

And we would like the company the city contracted with to reimburse us for what amounts to three years of sewer fees, the bill for rotor rooter, and it wouldn't hurt for them to throw in a gift certificate to Olive Garden or the Point. (Gary's favorite restaurants) That man has a back, and he's put in a lot of hours with this.

Last, but certainly not least, I know Carl plans to get us hooked back up as quickly as possible. I'm hoping that could be done before Nov 1<sup>st</sup>. We are participating in a shop hop that involves stores from eight other cities (so it can't be delayed) and we are hosting a monthly event as well.

Hope you guys have a great weekend! - Mari VanderStelt, Yankee Dutch Quilts

*11.01.2024 - Mari is searching for receipt. Carol -*



FAST EMERGENCY SERVICE

**ROTO-ROOTER**  
SEWER & SEPTIC TANK SERVICE  
P.O. Box 291 - Albany, OR 97321  
CCB #137352

Date 4/10/23 Page 22 of 49  
Albany Phone: 541.926.3775  
Corvallis Phone: 541.753.2150  
Lebanon Phone: 541.451.1770

NAME Mari Vanderstelt PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY Brownsville OR  
JOB ADDRESS 140 Spalding PO# \_\_\_\_\_ INVOICE # \_\_\_\_\_

COMMENTS Cleaned SWR-main line CALLED BY \_\_\_\_\_  
9' @ pulled toilet couldn't pass ROOTS \_\_\_\_\_ GREASE \_\_\_\_\_ SCALE \_\_\_\_\_ OTHER \_\_\_\_\_  
with any equipment No Mud FOOTAGE CLEANED \_\_\_\_\_ LOCATION \_\_\_\_\_  
on line - Telerised Sewer & located TV/LOCATE \$ 275<sup>00</sup>  
Spot & Marked w/paint Rec Reprir CLEAR & CLEAN LINES \$ 230<sup>00</sup>  
Or Replace of line & Clean out install SEPTIC TANK CLEANED \$ \_\_\_\_\_

CHARGE \_\_\_\_\_ PAID \_\_\_\_\_ \$ \_\_\_\_\_  
SIGNED \_\_\_\_\_ \$ \_\_\_\_\_  
TOTAL \$ 505<sup>00</sup>

55

1 1/2 per month charged on overdue accounts



**RESOLUTION NO. 2024.16**

**A RESOLUTION PLANNING CORRECTIVE MEASURES FOR THE  
FY 2023-2024 AUDIT FOR THE SECRETARY OF STATE AUDITS DIVISION**

**WHEREAS**, Oregon Revised Statutes (ORS) 297.466 requires cities to provide a plan for taking corrective measures for any deficiencies noted by the accounting firm during a municipal audit; and,

**WHEREAS**, the City is proactively notifying the Office of the Secretary of State for comments contained in the FY 2023-2024 audit soon to be filed by the City; and,

**NOW, THEREFORE, BE IT RESOLVED**, Council shall take the following measures to remedy the concerns as follows:

**Section 1.**

Budgets legally required (ORS Chapter 294)

- The 2024-25 budget document required by ORS 294.358 contained errors in the historical information for 2021-22 and 2022-23 presented in the budget document did not agree with amount reported in the audited financial statements as follow:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>2021-2022</u>			
General Fund:			
Resources	\$ 3,021,329	\$ 3,721,521	\$ 700,192
Street Fund:			
Resources	384,818	386,618	1,800
Water Fund:			
Resources	1,022,509	1,064,244	78,573
Sewer SDC Fund:			
Requirements	120,000	-	120,000
 <u>2022-2023</u>			
General Fund:			
Resources	\$ 3,122,343	\$ 4,675,708	\$ 1,553,365
Street Fund:			
Resources	417,128	418,928	1,800

**City Response:** When budgeting, the City uses the previous fiscal year’s ending balance plus the projected remainder of the current fiscal year to project beginning cash balances. Historical numbers are taken from the audited financial statements and in the case above the Sewer SDC fund was shown differently than previous fiscal years because the City decided to appropriate funds to that account.

**Section 2.**

- The City’s published financial summary, Form LB-1 did not agree with amounts on the detailed budget sheets as required by ORS 294.438.





<u>Fund / Appropriation Category</u>	<u>LB-1</u>	<u>Budget</u>	<u>Variance</u>
2022-2023 Actual			
Resources	\$ 10,142,865	\$ 8,424,062	\$ 1,718,803
Requirements	4,103,279	5,452,518	1,349,239
2024-2025 Approved			
Resources	\$ 8,588,322	\$ 8,916,072	\$ 327,750
Requirements	8,766,172	8,916,072	149,900

- The City’s 2024-25 proposed budget for the general fund included a transfer out to the debt service fund of \$60,000 without the debt service fund recording the transfer in. The street fund included a transfer out to bikeway footpath fund for \$1,800 as a requirement and a negative

**City Response:** Council was forced to make changes after the publication of the FY 2024.2025 Budget due to the incompleteness of the Rec Center Renovation project which was a \$2M dollar project, and an extension of the GR12 Waterline project which was over \$500,000; both projects were scheduled to be completed by the end of FY 2023.2024. Council documented these changes with Resolution 2024.11 by unanimous vote, and in the Council Minutes dated June 25<sup>th</sup>, 2024. The Debt Service transfer and the Bikeway Footpath will be handled as adjusting entries to correctly record these transactions. The Debt Service was for gap financing for the Rec Center Renovation project and the Bikeway footpath has been adjusted that way for nearly twenty years.

- ★ The City will make an adjusted LB-1 to reflect the changes made by Council in June 2024. Staff will also record the adjusting journal entries to ensure the books accurately reflect those transactions to the general ledger.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 26<sup>th</sup> day of November, 2024.

**Attest:**

**Approved:**

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

\_\_\_\_\_  
Adam R. Craven  
Mayor



**RESOLUTION NO. 2024.17**

**A RESOLUTION AUTHORIZING A PERMIT-BY-PERMIT PROCESS TO MEET THE FEMA IMPOSED DEADLINE of DECEMBER 1<sup>ST</sup>, 2024 FOR PRE-IMPLEMENTATION COMPLIANCE MEASURES (PICM)**

**WHEREAS**, Brownsville is a participating member of the National Flood Insurance Program (NFIP), which allows property owners in the floodplain to buy affordable and federally administered flood insurance; and,

**WHEREAS**, flood insurance offered by the NFIP is important because standard home and insurance policies do not cover flood damage and federally backed mortgages require flood insurance; and,

**WHEREAS**, the Federal Emergency Management Agency (FEMA) is responsible for administering the NFIP; and,

**WHEREAS**, to participate in the NFIP, the local community must adopt a FEMA-approved floodplain development ordinance, which regulates development in the floodplain in accordance with certain federal requirements; and,

**WHEREAS**, the floodplain is also known as the “special flood hazard area,” and is established by FEMA approved maps, identifying areas that would experience flooding in a 100-year storm event; and,

**WHEREAS**, in 2009, several non-profit environmental organizations sued FEMA alleging that FEMA’s administration of the NFIP, particularly how it permits development activities within the floodplain, was harmful to threatened and endangered species and critical habitat, thereby potentially violating the Endangered Species Act (ESA); and,

**WHEREAS**, in 2010, FEMA settled the case by agreeing to consult with the National Marine Fisheries Services (NMFS) and determine how the NFIP impacts listed species and critical habitat; and,

**WHEREAS**, in 2016, NMFS issued a Biological Opinion (BiOp), concluding that FEMA’s implementation of the NFIP in Oregon did adversely impact critical habitat and listed species; and,

**WHEREAS**, since 2016, FEMA has been working on implementing the BiOp; and,

**WHEREAS**, in 2023, FEMA began its draft implementation plan, which is undergoing National Environmental Policy Act (NEPA) review, and is expected to be finalized in 2026-27;

**WHEREAS**, in July 2024, FEMA notified NFIP communities that certain Pre-Implementation Compliance Measures (PICMs) would be required to address the BiOP and ensure listed species are adequately protected, while FEMA’s implementation plan is under review; and,

**WHEREAS**, the PICMs intended to protect endangered and threatened species and habitat by requiring ‘no net loss’ of habitat functions defined as:

- ★ Flood storage (impacts from placing fill in the Special Flood Hazard Area (SFHA)),



**RESOLUTION NO. 2024.17**

- ★ Water Quality (impacts from adding new impervious surface in the SFHA that creates pollutant runoff),
- ★ Riparian habitat (impacts from removing vegetation near rivers and streams); and,

**WHEREAS**, The City of Brownsville was notified by FEMA that it must choose and implement one of three PICM options, which are:

1. Prohibit all new development within the SFHA;
2. Adopt a model ordinance that incorporates the requirements of the ESA into the City’s Floodplain Code;
3. Require applicants on a permit-by-permit basis to prepare a Habitat Assessment to verify that no net loss of floodplain functions will occur as part of their proposed development; and,

**WHEREAS**, by December 1<sup>st</sup>, 2024, NFIP communities must choose and implement a PICM; and,

**WHEREAS**, if a community does not comply, FEMA is threatening to withhold disaster relief funding, invalidate NFIP for the entire jurisdiction, along with other methods for compliance; and,

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

**Section I.**

The City will utilize the permit-by-permit basis to meet the FEMA imposed deadline of December 1<sup>st</sup>, 2024.

**Section II.**

City Staff shall **advise** private property owners of the components of this process.

**Section III.**

The City does not have rule of law to enforce any FEMA, ESA or other Federal requirements. All such requirements are between the property owner and the appropriate Federal and/or State agency.

**Section IV.**

The City will continue to monitor opinions and requirements from FEMA and other agencies on this matter.

**PASSED AND ADOPTED** by the City Council of the City of Brownsville this 26<sup>th</sup> day of November 2024.

**ATTEST:**

**APPROVED:**

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

\_\_\_\_\_  
Adam R. Craven  
Mayor

RECEIVED  
City of Brownsville  
NOV. 1 2024

October 31, 2024

Clerk

sm

Brownsville Municipal Court

How was this City finding the property a nuisance if not by William Stalce. His property is and was an eyesore for many of years before. Somebody should look at the inside of his house. No toilet or shower walls and the floors are a disgrace with food, eggs, oat shells, cereal, bread, dirty dusty paper leaves & such. Which I Virginia has seen!! Housing code would have a field day!

Anyway I need till December 30<sup>th</sup> to clean-up the said violation because I have no people to help with the project.

I can't understand the people  
in the neighborhood can see these  
few cars (but am willing to  
clear it up. ~~Help~~ returns from  
vacations. Dec 30<sup>th</sup>

How long have the laws been  
this way. The cars are not noticeable  
except for William Statter and his  
buddy he brought into property.  
These weren't violations years  
ago, WHY NOW!

Thank you

Virgaela Brewer

We need extension, but will abide  
by ruling.

I support the installation of a street light on Spaulding way.

RECEIVED  
City of Brownsville  
NOV 12 2024

Clerk \_\_\_\_\_

DOUGLAS BLOCK  
350 SPAULDING AVE BROWNSVILLE 77827

TIM STOLL  
437 SPAULDING AVE  
503 893 0522

Jim + Sue Smith  
331 Spaulding Way  
541-570-8975

Susan Erens  
386 Spaulding Way  
541-405-6040

Brian & Kristi Carnes  
349 Spaulding Ave  
503-706-8657 Kristi 503-278-1557 Brian





## NOTICE TO ABATE

DATE OF NOTICE: **October 28<sup>th</sup>, 2024**

TYPE OF NUISANCE: **Discarded Vehicles**

BROWNSVILLE MUNICIPAL CODE: **8.30.130**

A visual inspection of the below described real property on **October 28<sup>th</sup>, 2024**, found nuisances on the premises in violation of Brownsville Municipal Code Section 8.30.130, particularly discarded vehicles on your property.

Owner of Record: **William Walter Hand**

Mail Address: **717 Kay Avenue; Brownsville, OR 97327**

Property Address: **717 Kay Avenue; Brownsville, OR 97327**

Occupant or Other Responsible Party: **Virgaela Brewer**

Legal Description: **13S02W31-DB-02200**

Notice is hereby given that the City of Brownsville (the "City") has determined the conditions on the above address constitute a nuisance. Within ten (10) days from the date of this notice, you are directed to abate the nuisance. If you fail to do so, the City will initiate abatement action under the provisions of the Brownsville Municipal Code by causing the nuisance to be abated and will charge the costs of doing so to the owners of the property and persons responsible, as identified above.

In addition, or in the alternative, the City may also cite the violator into Municipal Court to be subject to fine.

In addition to the actual cost of having the violation abated, the City will also levy an administrative fee in the amount of \$20.00 or 20% of the total cost, whichever is higher, for administrative overhead. Abatement costs and administrative fees which remain unpaid will become a lien against the property.

To protest the order to abate, written notice specifying the basis for so protesting must be filed with the City Administrator not more than five (5) days from the date of this notice. Appeal will be decided by the City Council as a part of its next regularly scheduled meeting.

Cost Estimate: **\$1,000 per Vehicle**

**Abatement costs are estimates only. All final abatement costs will be borne by the property owner.**

## Talking Points

The FEMA process and the draft implementation plan are complicated, poorly done and involve a wide variety of legal, regulatory, socio-economic and governmental issues. The following talking points highlight key topics that may be useful in explaining the problem to others in your communities.

### Stay Informed

The FEMA process and the draft implementation plan are complicated, poorly done and involve a wide variety of legal, regulatory, socio-economic and governmental issues. The following talking points highlight key topics that may be useful in explaining the problem to others in your communities.

- Federal flood insurance is a critical tool for livability and helping communities rebuild after disasters.
- In an effort to protect threatened and endangered species, the Federal Emergency Management Association, FEMA, has developed what it calls the draft Implementation Plan for NFIP-ESA Integration. If



accepted, it will affect what local governments must do to keep federal flood insurance available in their communities.

- Like all Oregonians, we fully support protecting salmon and species that depend on them for food. Salmon are as much a part of the Oregon identity as is the Doug Fir, the Cascade Mountains and the high desert. But their protection requires a more thoughtful and strategic approach than FEMA is taking.
- Currently, more than 230 communities in Oregon participate in the National Flood Insurance Program (NFIP). These communities could lose this important emergency resource if they are unable to comply with all elements of FEMA's draft implementation plan.
- Under the proposed plan, local governments would be required to adopt a new set of regulations that would limit land use and development in flood plains.
- The draft plan threatens virtually every type of activity in flood plains – in 30 Oregon counties. And the effects won't be limited to those counties – as further restrictions on land use and in-water activities will raise costs and limit opportunities for everyone in the state.
- A serious problem with the draft plan is that it is vague and poorly defined. Oregonians who have studied it are uncertain about what it means to various land uses and activities. But they are alarmed by the possibilities and what they mean to Oregonians.
- The new rules could pose a serious risk to virtually every type of land use within a floodplain – and the definition of floodplain may be expanded to cover more land.
- Much-needed new housing in Oregon may be prohibited or restricted in key areas. This threatens our state's ability to meet its highest priority goal – addressing our severe housing shortage.
- The new rules could impact farmers' abilities to do routine activities – from repairing farm buildings to preparing fields for crops.
- The new rules could affect recreation and tourism in many ways, from restrictions on building and maintaining boat ramps to discouraging maintenance or new construction for tourism-related businesses, like park facilities, restaurants, lodging and stores located near waterways.
- The new rules appear to interfere with port activities like dredging and maintenance as well as construction and maintenance of shipping facilities on land, which are important to the entire Oregon economy.
- The new rules could interfere with the ability to build and maintain public services – from roads to sewer and water systems to firehouses.

- Property in floodplains is often valued at less than other property in a community. Therefore, the proposed plan could have a disproportionate effect on low-income Oregonians, who often live in lower-cost areas.
- The new rules could result in a lowering of property values and therefore property taxes and other local revenue. This could hurt funding for essential public services, like schools, hospitals and transportation – while adding burdensome new staffing costs to local governments.
- The draft plan shifts the regulatory burden from FEMA to local governments. Cities and counties would have to add staff and specialized expertise to interpret the plan, analyze what is already covered under existing plans, and develop new regulations.
- The new rules may be unnecessary. State and federal rules already cover floodplain development.
- This draft plan undermines and conflicts with Oregon agencies and authority
- If adopted, the implementation proposal will cause conflicts between new regulations and local community land use plans. These plans have been approved by the State of Oregon, and they are designed to balance social, economic and environmental considerations.
- FEMA intends to issue a Draft Environmental Impact Statement concerning this proposal by the summer of 2024. A public comment period will follow.
- If approved, communities will be expected to start drafting new regulations in the fall of 2025.
- Despite receiving more than 950 comments in its scoping process, each with specific or general criticisms of the proposed plan, FEMA has not shown any interest in amending the plan or slowing down the process.

It's critical that Oregonians understand the potential damage of FEMA's draft implementation plan. We all must urge elected officials – from city council members to our Senators and Representatives in Congress – to engage with FEMA. We must sound the alarm to protect our communities.



(<https://floodplainprotection.org>)

A proposed FEMA plan will, if adopted, harm communities throughout Oregon.



# Oregon

Tina Kotek, Governor

## Government Ethics Commission

3218 Pringle Rd SE, Ste 220

Salem, OR 97302-1680

Telephone: 503-378-5105

Fax: 503-373-1456

E-mail: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov)

Website: [www.oregon.gov/ogec](http://www.oregon.gov/ogec)

November 1, 2024

City of Brownsville  
Attn: Scott McDowell  
PO BOX 188  
Brownsville OR 97327

Re: Client/ Employer Late Filing Penalty Q3 2024

## LETTER OF EDUCATION

Dear Mr. McDowell:

This letter is being issued to educate you regarding the requirements of ORS 171.750 and 171.752 because of your failure to timely file a Client/Employer Expenditure Report with the Oregon Government Ethics Commission.

Your organization is listed as a client or employer of a lobbyist who has registered with the Oregon Government Ethics Commission to represent you. Statute requires that you submit a lobbying expenditure report by the 15<sup>th</sup> of the month following each quarter, even if there were no expenses to report, and for any portion of a reporting period prior to the filing of a termination form.

A valid lobbying registration was on file for your organization during the third quarter reporting period of July 1 thru September 30, 2024, which required the filing of an expenditure report. You were notified by email through the EFS that your report was due by October 15, 2024. After the required filing date passed, you were again notified by email that penalties had begun to accrue. You violated ORS 171.750 and 171.752 by failing to submit your report by that final date.

The Commission may impose a civil penalty for this violation or it may issue a Letter of Education in lieu of a civil penalty as provided in 171.992(5). This Letter of Education is the sanction chosen by the Commission in this matter because we found no previous record of delinquent report filing and because of the proactive measures you have taken by accepting responsibility for the error and taking steps to avoid future problems. Additional violations, however, may carry increased penalties. If you have questions about any of the processes, please contact commission staff.

Sincerely,

*David M. Fiskum*

David Fiskum  
Acting Commission Chair



# 2025 Council Meeting Schedule

## Calendar for Year 2025 (United States)

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**Regular Council Meetings**

**August | Recess**

**Budget Meeting | May 1<sup>st</sup>, if needed.**



**Linn County Tax Collector**  
**Linn County Courthouse, Room 214**  
**300 4th Ave SW, PO Box 100**  
**Albany, Oregon 97321-8600**  
**(541) 967-3808**

Payment Date 11-06-2024      Cashier CHERYL      As Of Date 11-06-2024  
 Receipt # 2893265      Batch 106422 Till 114085      Printed Date 11-06-2024

CITY OF BROWNSVILLE  
 PO BOX 188  
 BROWNSVILLE, OR 97327

BROWNSVILLE CITY OF PO BOX 188 BROWNSVILLE OR 97327	Tax ID 283974
	Account ID 283974
	Roll Type Real
	Property Desc 13S02W31-CB-04300
Situs 255 N MAIN ST BROWNSVILLE OR 97327	Code Area 55219

Tax Year	Payment	Tax Credit	Interest	Discount	Fees	Adjustments
2024	\$1,260.84	(\$1,299.84)	\$0.00	\$39.00	\$0.00	\$0.00
	\$1,260.84	(\$1,299.84)	\$0.00	\$39.00	\$0.00	\$0.00
<b>Balance Good Through 11/15/2024</b>		\$0.00				

**Comments**

Payor	Type	Identifier	Amount
	Check	030424	\$1,260.84
			<u>\$1,260.84</u>

CITY OF BROWNSVILLE  
 PO BOX 188  
 BROWNSVILLE, OR 97327

Payments	\$1,260.84
Change Due	\$0.00
<b>Total Payment</b>	<b>\$1,260.84</b>



Friends of the  
Brownsville Community Library  
Annual

Book  
Sale

Beginning Thursday,  
December 5 - 14, 2024  
During Normal Library Hours

Sunday/Monday Closed

Tuesday 10 - 5

Wednesday 10 - 5

Thursday 1 - 7 PM

Friday 10 - 5

Saturday 10 - 2

146 Spaulding Ave

Kirk Room

Brownsville Oregon

(541) 466-5454

[library@ci.brownsville.or.us](mailto:library@ci.brownsville.or.us)

[brownsvillecommunitylibrary.org](http://brownsvillecommunitylibrary.org)



## S. Scott McDowell

---

**From:** HIXSON Telicia L \* DEQ <Telicia.L.HIXSON@deq.oregon.gov>  
**Sent:** Friday, November 15, 2024 9:43 AM  
**To:** admin@brownsvilleor.org  
**Subject:** DEQ Assistance for Upcoming RMA Funding Opportunity

Dear S. Scott McDowell,

My name is Telicia Hixson, and I am your new Recycling Modernization Act (RMA) Technical Assistant (TA) with DEQ. To help prepare local governments for the RMA launch in 2025, I will be sending information in the next month to guide you through funding opportunities from the Producer Responsibility Organization (PRO) to expand your recycling programs.

Before you read further, I want to confirm a few details:

- **Are you still the primary contact for your local government’s recycling program?** If not, please let me know if someone else should be involved.
- **Is Brownsville still interested in expanding recycling services?** This could include expanding or adding on-route collection for residents and businesses, depot collection, or both, for covered recycling products under the RMA.

If your community completed the Needs Assessment survey in early 2023 and expressed interest in expanding recycling services, you are eligible for funding from the PRO. Local governments have the option to direct these funds to a service provider or other entity. A Funding Authorization form, along with a fact sheet and video guide, will be provided in December 2024 to walk you through each step.

If your city isn’t ready to move forward right now, or you did not submit a Needs Assessment in 2023, that’s okay! DEQ is here to support you in preparing for the next Needs Assessment in 2027, so you will have the resources and information needed when you are ready.

RMA is a unique opportunity to improve local recycling accessibility and efficiency in our communities.

If you have any questions or need further assistance, please feel free to reach out – I’m here to help and am happy to meet with you virtually or in-person, too.

Best regards,



**Telicia Hixson**  
 Regional Recycling Modernization Act Technical Assistant  
 Oregon Department of Environmental Quality  
 4026 Fairview Industrial Dr SE  
 Salem, OR 97302  
 Cell: (503) 995-9491  
 Email: [telicia.l.hixson@deq.oregon.gov](mailto:telicia.l.hixson@deq.oregon.gov)  
 Pronouns: she/her

**S. Scott McDowell**

---

**From:** Adam Craven <adam.craven.97327@gmail.com>  
**Sent:** Wednesday, November 6, 2024 12:03 AM  
**To:** admin@brownsvilleor.org  
**Subject:** Fwd: Be a lifeline - Learn suicide prevention skills in 90 minutes

----- Forwarded message -----

**From:** Linn Together <[info@linntogether.org](mailto:info@linntogether.org)>  
**Date:** Tue, Nov 5, 2024, 7:05 AM  
**Subject:** Be a lifeline - Learn suicide prevention skills in 90 minutes  
**To:** <[adam.craven.97327@gmail.com](mailto:adam.craven.97327@gmail.com)>



**Suicide Prevention Training for Adults**

**Question. Persuade. Refer.** Three steps anyone can learn to help prevent suicide. Make a positive difference in the life of someone you know.

November 14, 2024  
5:30 PM - 7:00 PM  
Armory Building  
[104 SW 4th Ave](#)  
[Albany, Oregon](#)

**You will learn:**

- Myths and facts about suicide
- Suicide clues and warning signs
- How to ask someone if they are thinking about suicide
- How to persuade someone to stay alive
- How to refer someone for additional support

**Who should attend:**

Community members • Employers • Parents • Educators  
Professional caregivers • Coaches • Faith leaders

Registration is required and space is limited. To register or for more information:



<https://linntogether.org/community-training/>

*Provided without cost to you by Linn County Health Services*



### [5 Things You Should Know About Stress](#)

Everyone feels stressed from time to time. But what is stress? How does it affect your health? And what can you do about it?



### [Mental Health and Crisis Resources](#)

Connect with local and national resources for mental health and crisis support.



This message brought to you by [Linn Together](#). Linn Together is a community coalition that equips partner organizations, parents, and educators throughout Linn County with information and tools to guide positive youth choices around substance use and other behavioral health issues.

Was this e-mail forwarded to you? Sign up for [Linn Together email newsletter](#)

Follow Linn Together on Instagram



LINNTOGETHER

Linn County Health Services | P.O. Box 100 | Albany, OR 97321 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!

**All your political questions answered in three words!**

# **STEALING IS WRONG!!!**

The purpose of this flyer is to explain in simple terms why **COLLECTIVISM** is inherently immoral and how **LIBERALISM** is used to achieve it.

At a fundamental level, all political ideology falls into two schools of thought:

**COLLECTIVISM**                      and                      **INDIVIDUALISM**

Collectivism emphasizes the supremacy of the state and seeks to control the behavior of individuals.

Individualism, on the other hand, emphasizes the rights of the individual and seeks to restrict or eliminate the role of the state.

Collectivism is generally realized through **CENTRALIZED GOVERNMENT** and **FORCED WEALTH REDISTRIBUTION** via **CONFISCATORY TAXATION** otherwise known as **STEALING!!!**

No individual or government has the moral authority to forcibly take something that a person rightfully and morally possesses and give it to another person. Again, this is called **STEALING!** The government cannot give to someone what it does not first **STEAL** from someone else.

## **LIBERALISM**

A free, prosperous, moral and united people cannot be controlled. Those endeavoring to control society must first restrict liberty, create dependency, subvert morals and divide people.

**DEMORALIZE and DEHUMANIZE and DIVIDE!!!**

Liberalism is the means through which collectivism is accomplished. Liberalism is achieved through emotional manipulation and is justified by serving the supposed “greater good”.

### **EXAMPLES OF COLLECTIVISM:**

Globalism

Communism

Socialism

Fascism / Crony Capitalism

Western European Style Social Democracy

### **EXAMPLES OF INDIVIDUALISM**

Representative Republic (USA)

Moral Anarchy

Anarcho-capitalism



## **Goals 2023-2024** *(Compilation Date: February 2023)*

### 1. Focus on the Fundamentals.

★ *Protect & manage Brownsville's treasury.*

- ▶ The City fielded a full Budget Committee with the addition of Felipe Eversull & Matt Schoemaker. Staff shared the audit findings from the previous fiscal year. Council executed gap financing for the completion of the Rec Center Renovation project. Government Capital Corporation was able to find a great rate given market conditions. Council passed a supplemental budget in February 2024 to appropriate the funds for expenditure. Council received a good price for the completion of the GR12 Waterline & Pump Station Improvements project. Council passed ordinances to push back against Salem for unfunded mandates that continue to take away local funding for local projects.

★ *Foster cooperative and productive relationships both internally & externally.*

- ▶ The City continues working closely with the State of Oregon's Department of Environmental Quality (DEQ), Oregon Water Resources Department (OWRD), the Linn County Commissioners Office and several other agencies. Regional efforts including Rural Economic Alliance (REAL), RAIN, the Sheriff's Office contract, the Planning & Building Department contract, and the development of SMAC. Connections have been maintained with the League of Oregon Cities, the Cascade West Council of Governments, and CIS. Local agreements have been extended with the Calapooia Food Alliance (CFA), Sweet Home Sanitation, the Chamber of Commerce, and the Central Linn Recreation Association.

### 2. Advocacy Plan.

★ *Create an advocacy committee charged with developing an advocacy strategy complete with written policy statements as an effort to participate in the State legislative process and in the Federal legislative process when appropriate.*

- ▶ Council created the Legislative Advocacy & Policy Committee (LAPC) through ordinance early in 2023. The Committee made several framework recommendations that were passed and implemented by Council. Position papers on key advocacy items were created for internal use and provided to the other members of SMAC and to Sean Tate.

★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions.*

- ▶ Council attended several meetings and continues to stay connected to key issues facing the City through the League of Oregon Cities and Sean Tate. Staff have communicated through partnerships the path for execution. Mayor Craven met with House Representative Jami Cate on several occasions and attended a luncheon with Governor Kotek to express the City's policy priorities and concerns.

★ *Monitor new laws, tort limits, and recreational immunity protections for local amenities.*



- ▶ Cities in Oregon received bad news in the case, *Fields v the City of Newport*. The City has been active in working toward a fix with CIS. SB 1576 is currently being voted on in the House for passage. If this loophole cannot be closed with this legislation, the impact on the City park system will be devastating. The State's raising of the tort limits is wreaking havoc with the insurance rates. Property & liability insurance has risen nearly 60% due to these limits being raised and the continued passage of terrible public policy that is dramatically impacting cities and counties across the State.

### 3. Capital Improvements Plan.

- ★ *Complete Rec Center Renovation project.*

- ▶ Open House was held in February. The City has successfully completed this important project. Staff continue detailed work to prepare the facility for public rentals.

- ★ *Complete the GR 12 Waterline extension.*

- ▶ The project is underway and progressing nicely overall. Staff hopes the project will be completed by the end of March 2024.

- ★ *Plan for new sewer lagoon along with operational improvements.*

- ▶ The City Engineer continues to work on the initial planning for a new sewer lagoon. The City is also looking into making a chemical change at the Treatment Plants. Any formal plans will have to be rolled into a bond with the improvements planned for the Water Treatment Plant. The City will have some high cost items that must be addressed per State Law and to continue providing critical services to the residents.

- ★ *Plan for construction of new pavilion and relocation of the playground.*

- ▶ Funding will delay these projects. Council will need to reassess during the upcoming Budget Season FY 2024.2025.

- ★ *Analyze new TMDL plan.*

- ▶ Department of Environmental Quality (DEQ) has not officially approved the City's new plan. Council approved submitting the edited report at the January 2024 Council meeting.

### 4. Community Development Plan.

- ★ *Refine Brownsville Municipal Code to better reflect actual practice.*

- ▶ Council passed several ordinances including parking, towing, curfew, camping, and administrative laws toward this effort. Council authorized Staff to review the nuisance abatement process for repeat offenders at the February Council meeting.

- ★ *Adopt building rules and standards to preserve and promote the historic aesthetic.*

- ★ *Continue the local & regional emergency preparedness efforts.*



- ▶ Council supported the EPC who has been sending stand alone newsletters twice a year to all residents in Brownsville, Halsey, and the corresponding fire districts. The City ordinance is centered around public education and individual preparedness efforts.

- ★ *Support youth activities with community partners.*

- ▶ Council spent over \$2M renovating the Rec Center, adopted a new agreement and helped with organizational development and custodial services. Staff continues to assist the Central Linn Recreation Association with operational issues.

## 5. Economic Development Plan.

- ★ *Participate in regional efforts and opportunities with partner cities.*

- ▶ Council finalized the financial agreement with Business Oregon for the partnership with REAL. Council entered into a new agreement with RAIN through the end of 2025.

- ★ *Support and implement the Rural Economic Alliance's 5-year strategic plan.*

- ▶ The group continues to prioritize items in the strategic plan. REAL is close to signing a deal with JayRay Marketing to survey regional businesses to get a better understanding of needs and priorities. This survey will be done in partnership with Business Oregon.

- ★ *Complete and implement the Land Use inventory.*

- ▶ Administrative Assistant Elizabeth Coleman, Planner Dave Kinney continue work with Linn County's GIS Department preparing for this process.

## 6. Water Rights.

- ★ *Explore possible additional water source options.*

- ★ *Continually work on monitoring and perfecting City water rights.*

- ★ *Implement the State required Water Management & Conservation Plan.*

- ▶ Staff are actively working on the implementation of the items identified in the Plan.

## 7. Organizational Development.

- ★ *Review Council rules and policies.*

- ▶ Council passed a new officials handbook.

- ★ *Focus on Council leadership development & training.*

- ▶ Council met several times throughout 2023 to work on group dynamics and interactions. Great progress was made in the overall cooperation of the Council. Council held a Staff appreciation dinner for Staff.



- ★ *Foster positive and effective working relations between Council and Staff.*
  - ▶ Council held a Staff appreciation dinner for Staff. Staff & Council held a volunteer appreciation party in September at the pavilion in Pioneer Park. Mayor Craven and Council have increased their efforts in working with Staff and are maintaining extremely effective relationships with Staff.
  
- ★ *Maximizing social media efforts to promote City projects and events.*
  - ▶ Council revisited this item. The City will not publish Council meetings in a television format. Council members are doing a great job monitoring social media conversations without creating more community drama and turmoil.
  
- ★ *Focus on recognizing volunteers, meeting training and procedures for all official boards & committees.*
  - ▶ Council held both a volunteer appreciation cookout & a Staff dinner this past year as mentioned above. Librarian Sherri Lemhouse also does a very good job recognizing Library volunteers with appreciation events during the year.



## 2023-2024 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:





- |                         |                            |
|-------------------------|----------------------------|
| 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**

- 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.
- 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.
- 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.
- Civil Rights Act of 1964.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in the community and from developing in the City's organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans and vulnerable populations.

**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

**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



**Decision Making**

- 1. General Liability
- 2. Legal Implication
- 3. Legality
- 4. Precedence
- 5. Staff Capacity
- 6. Need or Want
- 7. Political Lift or Will
- 8. Support or Lack of
- 9. Resource Management
- 10. Community Implications

## MONTH END FINANCIAL RECAP

		OCTOBER 2024					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 18,499.99	\$ 197,491.11	\$ 486,503.69	13.44%	\$ 3,132,351.31	1
2	WATER	\$ 58,721.76	\$ 33,768.47	\$ 243,012.10	21.57%	\$ 883,387.90	2
3	SEWER	\$ 44,213.32	\$ 20,640.92	\$ 110,504.63	9.88%	\$ 1,012,295.37	3
4	STREETS	\$ 20,217.37	\$ 12,505.58	\$ 65,439.16	16.01%	\$ 343,410.84	4
5	WATER BOND	\$ 214.21	\$ -	\$ 33,587.40	66.64%	\$ 16,812.60	5
6	SEWER BOND	\$ 967.37	\$ -	\$ 203,537.59	41.31%	\$ 289,162.41	6
7	SEWER DEBT FEE	\$ 12,424.27	\$ -	\$ 49,627.49	35.45%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 615.77	\$ -	\$ -	0.00%	\$ 191,600.00	8
9	WATER RESERVE	\$ 2,671.41	\$ -	\$ -	0.00%	\$ 204,000.00	9
10	HOUSING REHAB	\$ 741.55	\$ -	\$ -	0.00%	\$ 231,100.00	10
11	WATER SDC	\$ 2,845.51	\$ -	\$ -	0.00%	\$ 62,500.00	11
12	SEWER SDC	\$ 7,652.80	\$ -	\$ -	0.00%	\$ 793,500.00	12
13	STORMWATER SDC	\$ 2,883.16	\$ -	\$ -	0.00%	\$ 291,000.00	13
14	BIKEWAY/PATHS	\$ 351.98	\$ -	\$ -	0.00%	\$ 69,070.00	14
15	LIBRARY TRUST	\$ 25.57	\$ -	\$ -	0.00%	\$ 7,920.00	15
16	CEMETERY	\$ 27.85	\$ -	\$ -	0.00%	\$ 98,292.00	16
17	TRANSIENT ROOM TX	\$ -	\$ -	\$ -	0.00%	\$ -	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
20	COMMUNITY PROJECTS	\$ 247.12	\$ (1,500.00)	\$ 2,599.36	3.41%	\$ 73,600.64	20
		\$ 173,321.01	\$ 262,906.08	\$ 1,145,183.93			

### Key Bank Account

*General Checking* \$ 101,640.42

### Oregon State Treasury

*General Account* \$ 4,558,530.77  
*Community Improvements* \$ 42,056.53  
*Project Escrow Holding* \$ 107,187.55  
*CLRC Renovation Acct* \$ 641,694.55  
**TOTAL OST / LGIP \$ 5,349,469.40**

### 2024-2025

Appropriated \$ 491,050.00 12.85%

### YTD

### % of Total

### Total Bonded Debt (Principal Only)

\$ 6,142,195.00

**Total Bonded Debt is \$8,691,081 (Principle & Interest)**

### Annual Bond Payment

*Water* \$ 45,167.05  
*Wastewater* \$ 307,259.95  
**Total \$ 352,427.00**

ARPA Funds | SLFRP \$ 404,801.67 Total Funds Received  
 (American Rescue Plan Act) \$ 202,457.75 Funds Disbursed

**Previous Month Court Revenue \$ 830.00**