

Council Agenda Packet

Thursday, January 30th, 2025 | 7:00 p.m. | Council Chambers

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Council Meeting

Thursday, January 30th, 2025

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: December 17th, 2024
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Central Linn School District Bond | *Chair David Karo*
 - B. Oregon Legislative Information System (OLIS)
- 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 2025.01:** Appoint Judges Pro-Tempore
 - B. **Resolution 2025.02:** Commitment to Safety Program
 - C. **Resolution 2025.03:** Authorize Check Signers



10) ACTION ITEMS:

- A. Elect Council President | *Two Year Term*
- B. Elect Central Linn Recreation Association Representative | *Two Year Term*
- C. Elect Linn County Sheriff's Office Representative | *Two Year Term*
- D. Authorize Advocacy & Policy Committee (LAPC) Member Advertisement
- E. Authorize Budget Committee Members (2) Advertisement
- F. Approve TMDL Annual Report
- G. Vacate Brownsville Municipal Code Appendices (B & D)
- H. Approve the Annual River's Edge Homeowner's Association Letter

11) DISCUSSION ITEMS:

- A. Set Annual Goal Setting Session
- B. Advocacy Positions
- C. Budget Advertisements | *FY 2025.2026*
- D. December 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 for the meeting agenda, agenda packet and other City information.



December 17th, 2024

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

ABSENT: Mayor Craven was excused.

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

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: None tonight.

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

PUBLIC HEARING | PRESENTATIONS:

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

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

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

DEPARTMENT REPORTS:

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



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

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

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

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

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

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

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

LEGISLATIVE:

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

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

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



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

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

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

ACTION ITEMS:

1. **Appoint Planning Commissioner Member.**

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

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

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

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

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

DISCUSSION ITEMS:

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

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

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

CITIZEN QUESTIONS & COMMENTS. No comments.



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

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

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

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

City Administrator S. Scott McDowell

Mayor Adam Craven



City Administrator Report

January 30th, 2025

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.

“If everything around seems dark, look again,
you may be the light.”
~ Rumi, Poet

“Life is under no obligation to give us what we
expect.”
~ Margaret Mitchell, Author

“There are only two ways to live your life – one is
as though nothing is a miracle, the other is as
though everything is a miracle.”
~ Albert Einstein



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. Central Linn School District Bond | *Chair David Karo* – Central Linn School Board President David Karo will be on hand to ask for Council’s support on the School’s upcoming bond measure.

What is Council being asked to do?

Consider the Board’s request.

B. Oregon Legislative Information System (OLIS) – Staff will review the OLIS interface in preparations for the City’s advocacy efforts. McDowell will also review how to sign up for email alerts & updates from State bureaucratic offices.

9) LEGISLATIVE:

A. Resolution 2025.01: Appoint Judges Pro-Tempore (Annual) – Council passes this legislation annually to provide a substitute judge(s) for Judge Jessica Meyer as may be needed for vacations, personal emergencies, conflicts of interest and such that could arise during the year. Judge Meyer has added Danielle Myers to the roster for 2025.

What is Council being asked to do?

Pass the resolution to provide pro tempore coverage for Judge Meyer.



- B. Resolution 2025.02: Commitment to Safety Program (Annual)** – Council passes this annual legislation to recognize the importance and priority of the City’s employee safety program as required by the State of Oregon and City/County Insurance Services (CIS). The City has received the highest safety award from CIS for the last six years. CIS requires this resolution from all cities and counties to extend applicable insurance coverages.

What is Council being asked to do?

Pass the resolution to continue supporting employee safety.

- C. Resolution 2025.03: Authorize Check Signers** – Councilor Humphreys has been a secondary check signer for the last four years. Since he will be enjoying his retirement, Council needs to approve new check signers. I have spoken with Mayor Craven, Councilor Chambers, and Councilor Eversull to serve as check signers, all have agreed. Mayor Craven will continue to be the primary check signer.

What is Council being asked to do?

Pass the resolution to authorize checks to be signed and executed on behalf of the City.



10) ACTION ITEMS:

- A. Appoint Council President | Two Year Term** – Council elects a Council President every odd year according to the Brownsville Municipal Code. The Council President is to serve as Mayor, in the absence of the Mayor, and to assist with elected & appointed personnel related issues. Councilor Chambers is currently the Council President.

What is Council being asked to do?

Appoint a Council President.

- B. Appoint Central Linn Recreation Association Liaison | Two Year Term** – Councilor Humphreys has served in this role for the last two years. The Association meets monthly except for August and December to discuss general Association business. The Council liaison works closely with McDowell and the Association President during the year.

What is Council being asked to do?

Appoint a Central Linn Recreation Association Liaison.

- C. Appoint LCSO Representative | Two Year Term** – Councilor Winklepleck & Councilor Chambers attend the Sheriff’s Office quarterly meetings with McDowell. Meetings are held in March, June, September & December. The term is a two-year appointment. Often, the liaison will report on happenings at the quarterly meeting at Council meetings.

What is Council being asked to do?

Appoint someone to attend the meetings with McDowell.

- D. Authorize Legislative Advocacy & Policy Committee (LAPC) Member Advertisement** – Council should appoint a public member to the LACP since Felipe Eversull was elected to Council. Council should also determine the best way to appoint someone to the committee.



City Administrator Report

What is Council being asked to do?

Replace Eversull on the LAPC.

- E. **Authorize Budget Committee Members Advertisement** – The Budget Committee is two members short with Eversull moving to Council.

What is Council being asked to do?

Advertise for openings.

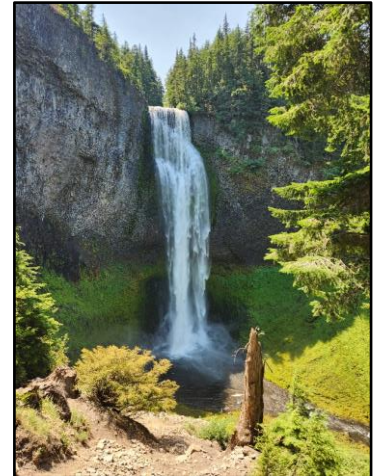
- F. **Approve TMDL Annual Report** – Council reviews and approves the annual report for the TMDL plan as required by Department of Environmental Quality (DEQ). Staff’s letter is included for your review and approval.

What is Council being asked to do?

Review and authorize Staff to submit the annual report.

- G. **Vacate Brownsville Municipal Code Appendices (B & D)** – Franchise agreements are catalogued in the Brownsville Municipal Code under Appendices. Two of these appendices are defunct and need to be vacated. Staff is recommending the deleting of 1) Appendix B. Communications Franchise, and 2) Appendix D. Cable Television Franchise. Staff will reorder the Appendices as necessary.

- H. **Annual River’s Edge HOA Letter** – The River’s Edge Subdivision plans, Phases I-III, were approved by the Planning Commission in 2017 as a Planned Unit Development (PUD). The Planning Commission placed several perpetual conditions on the PUD. The City Staff were charged with the responsibility of ensuring residents were advised of these requirements and responsibilities. Council decided that sending all residents an annual letter with the maps was the best approach. This letter marks the second annual letter as the City officially accepted all improvements at the April 23rd, 2024, Council meeting.



Staff have also created a webpage on the City website to ensure everyone knows the responsibilities entailed. It is important to note that the City only enforces City rules and requirements. To review the information on the new webpage, <https://www.ci.brownsville.or.us/planning/page/rivers-edge-subdivision>. There you will find the general body of the annual letter along with the maps that clarify responsibilities. You can find it under the HOW DO I tab, the under the heading DOCUMENTS. The annual letter is included in the agenda packet for your review. The maps from the webpage will be included with the letter when mailing to all residents of the River’s Edge Subdivision. Dan Murphy expressed his appreciation for the webpage as a resource for the HOA.

What is Council being asked to do?

Approve the letter and authorize Staff to mail it to the current residents of the River’s Edge Subdivision.

11) DISCUSSION ITEMS:



City Administrator Report

- A. **Set Annual Goal Setting Session** – Council needs to plan for a goal setting session in early to mid-February 2025.
- B. **Advocacy Positions** – The positions Council approved for the short-session can be found on-line, <https://www.ci.brownsville.or.us/citycouncil> for your review. Soon I will be coordinating what we are learning about the bills that will be introduced to the State Legislature.
- C. **Budget Advertisements | FY 2025.2026** – Staff will be advertising all required budget notices to meet State law.
- D. **December Financials**

UPDATES, INFORMATION & HAPPENINGS

City Emails – All original City emails have been restored. After months of waiting, the City’s email hosting company, Web.com, successfully recreated the extension @ci.brownsville.or.us. I worked with Staff to restore their email in Outlook. Good news that the City does not have to replace letterhead, business cards and other related items attached to that extension. Staff is now juggling multiple email accounts because many were using personal accounts, the new @brownsvilleor.org account and now the original email.

Council Tour & Training – Staff has been busy preparing materials and dialing in logistics for this important event.

Councilor Eversull – I met with Felipe to review a few critical informational slides to bring him up-to-speed with recent happenings.

River’s Edge HOA ☒ – Administrative Assistant Elizabeth Coleman and I met with Dan Murphy, Sharon Anderson & Ashlee Lobaugh from the River’s Edge HOA to answer questions they had about Phase III. Drainage, dues and common areas were the focus of the conversation. The group has decided to make a joint call to Lennar Homes to clarify responsibilities and determine the best course of action for a variety of topics. Staff created a webpage as a respository for information.

Oregon Government Ethics Commission (OGEC) – Updated official contacts adding Felipe Eversull & Jared Swezey. Staff also filed the quarterly Lobbying report as required. OGEC will be sending out emails shortly regarding the annual Statement of Economic Interest (SEI) required filing. More to follow.

Representative Jami Cate ☒ – Cate reported that two bills have been introduced that attempt to address the Recreational Immunity concern. House Majority Leader Ben Bowman of Tigard is concerned about the way the bureacracy changes the intent of the State Legislature during implementation of State bills. There are multiple bills to repeal HB 3115. Cate shared contact information for representatives who are reasonable to work with on various committees at the State House. Representative Cate and her assistant, Conner Booth, visited with Mayor Craven on the 14th. Mayor Craven will review the highlights at Council meeting. See the City website,





<https://www.ci.brownsville.or.us/citycouncil>, for the points the City raised along with the updated 2025 Infographic to accentuate the City's points and story.

Geider Development – Staff met multiple times with Blossom Van Kinkle who is the attorney representing the Geider family. The meeting resulted in a meeting with Sara Banuelos who has been impacted by this development as the Geider family attempts to explore their options. Staff will continue to work with Van Kinkle toward a solution.

Property Disputes – Staff is working on another property dispute on Holloway Heights along with several others throughout town. Deputy Morrison reported that a person is sleeping in a tent on Hume Street. According to Morrison the person has the permission of the property owner to tent camp on the property. Morrison said that the next door neighbor has complained to the LCSO and on-line. The neighbor said on-line and told the Deputy that she had lodged a complaint at City Hall, however, no one at City Hall has spoken to the neighbor, the property owner or the person camping in the tent.

Active: Canal Company Agreement Update ☒ – Staff finished a major mailing to all affected property owners making them aware of the upcoming Town Hall meetings. Staff finalized presentation details, created a webpage and met with representatives of the Canal Company to review the details. Councilor Chambers attended. Town Hall meetings are scheduled for January 23rd & 29th in the Community Room.

From 12.17.2024: The City is back on track with the plan of two January Town Halls to unveil the partnership plan with the Canal Company. We have settled on Thursday, January 23rd, 2025, and Wednesday, January 29th, 2025, for our Town Hall meetings. Both meetings will be held in Community Room at City Hall starting at 7:00 p.m. These are the dates that will go out next week in the Council synopsis. Council may be asked to authorize a direct mailing to affected parties.



Active: James Lease | North Wastewater Treatment Plant – Staff met to discuss the details of the agreement. McDowell will be working on drafting an agreement for all parties to review soon.

From 12.17.2024: Time did not allow for any further developments on this matter.

From 11.26.2024: 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.

REAL Meeting ☒ – *From 12.17.2024:* McDowell will provide an oral update if available. The next scheduled meeting happen the day of Council meeting.

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.

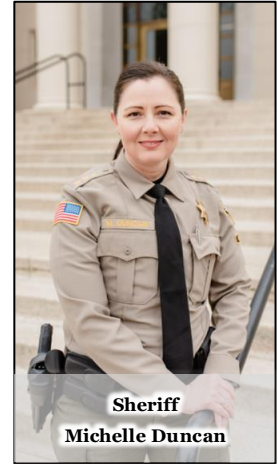
Woodblock Architecture | Rec Center Renovation Project ☒ – Staff reviewed several issues with the Parks & Open Space Advisory Board at their recent meeting. The low voltage fix and the exterior paint continue to be the two most pressing issues. Staff will continue to streamline the requirements for using the building. Right now there are a lot of 'moving parts' for someone renting the building. We will work through 2025 to iron out the process to make it as user friendly as possible. The Brownsville Senior Center started walking in the mornings in the Rec Center. Community volleyball has also started. Central Linn Recreation Association's Basketball Season is in full swing.



From 12.17.2024: Kaci Logan organized the annual Christmas Bazaar in the Rec Center. Logan stated that the use of the facility was very nice although she had hoped for more customers. Staff sent exterior paint concerns to J.E. John's Kyle Marston. The paint peeled within the first four months. The City is hoping for work to be done to remedy this issue.

From 11.26.2024: 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 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.



Sheriff
Michelle Duncan

Pending: Central Linn School District & Central Linn Recreation Association IGA – Yet to hear from the School District, but with the loss of their Superintendent they have other issues to handle. I will be checking in with them again soon.

From 12.17.2024: The City has not heard an official response from the District on this matter.

From 11.26.2024: Staff is currently negotiating with the District as directed by Council.

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)

2024	December	7	17	201.75
2024	November	13	23	200
2024	October	17	16	204.75
2024	September	15	17	202
2024	August	17	17	201.75
2024	July	15	23	296.75
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



<i>Subtotal</i>	302	475	3805.25
<i>Total Average</i>	16.78	26.39	211.4

LCSO Quarterly Meeting – *From 12.17.2024:* Linn County Sheriff's Office reported that patrol positions are down fifteen spots right now from 52 to 37. Twenty-four of the thirty-seven have been out during 2024 on extended leaves for a variety of reasons. Sheriff Duncan reported the Office is down seven positions in Dispatch. She also gave a forewarning on the contract increase for this upcoming discussion. The Office is entering into labor negotiations soon. Overall, even with the shortages the Sheriff's Office continues to make the required contract hours for partner cities. Duncan appreciates the contract cities grace with hours over the last year or so due to personnel challenges. The group agreed to work on contingency language for the contract in light of hiring challenges and societal shifts.

Small Municipalities Advocacy Coalition (SMAC)

Small Municipalities Advocacy Coalition (SMAC) ☒ – Tate and the group are driving toward developing bills on identified issues. There has been a lot of continued interest from communities inquiring about how to join and get help on legislative positions.

From 12.17.2024: McDowell has been participating in discussions that have included residential fire suppression systems and gas tax cuts.

From 11.26.2024: 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.

ACTIVE, PENDING, STALLED & COMPLETED

Active: 717 Kay Abatement Appeal | Virgaela Brewer/Bill Hand – Staff met with Bill Hand at the end of the year for a tour of the property. Hand continues to make incremental progress. Staff will be following up shortly with Mr. Hand.

From 12.17.2024: Council extended removal time until January 17th, 2025, if an agreement is signed between Mr. Hand and the City. Staff has forwarded an agreement to Mr. Hand for consideration. The agreement was based on direction Staff received from Council.

Active: Streetlight Request | Jim Smith – Still waiting for installation.

From 12.17.2024: The City has ordered the installation from Pacific Power. Installation date is unclear. Basically, we will know when it's installed. I will continue to follow-up.



Active: State Agencies – The annual ODOT reporting has been filed. Staff has prepared the TMDL report for Council approval. Staff is working on the annual update for City files on the OWRD WMCP reporting.

From 12.17.2024: Staff is working on 2024 reporting which includes the annual ODOT 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 – Please see above.

From 12.17.2024: McDowell and Frink are currently working on the report. This will be the first report under the new requirements.

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.



Active: Water Management Conservation Plan – The next formal report is due July 2028. Staff will file an internal annual report to keep track of accomplishments.

From 12.17.2024: McDowell and Frink are currently working on the report since its adoption earlier this year.

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 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 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. [...]

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.

Respectfully Submitted,

S. Scott McDowell
City Administrator

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



Public Works Report January 22, 2025

Water:

- *Billing Support* – Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of January.
- *Distribution System* – There was one small leak this month.
- *Cross Connection Program*- The Cross Connection Control Program has been reviewed and revised to include updated rules and regulations. Public works will be going out for bid for backflow device testing soon.
- *Water Treatment Plant* – All instruments have been calibrated to factory specifications. One turbidimeter has failed and has been sent in for repairs.
- *Misc.* – Several monthly and annual reports are complete and have been submitted to various state agencies as required.

Sewer:

- *North Lagoons* – Discharge began December 26th and will continue until lagoons reach the desired minimum levels.
- *South Lagoons* – Discharge began December 26th and will continue until lagoons reach the desired minimum levels.
- *Misc.* – We are currently working on a design to install a new de-chlorination system for the wastewater discharge at the south wastewater treatment facility. DEQ requires an approved engineered design prior to any changes being made. Design work is under way and hope to have a final plan soon. The chlorine feed systems at both lagoons are currently failing with no way to repair the faulty components and the equipment has been discontinued. We are currently working on getting prices for replacement equipment to ensure proper operation.

Streets:

- *Mowing/Tree Maintenance* – Public Works has been mowing all right of ways though out town. All rights-of-way weed eating is complete.
- *Asphalt/ Gravel Road Maintenance* – Public works will be grading the gravel streets soon. Several potholes have been repaired.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Street sign work continues as time allows. We will be creating a map that indicates all the areas in town that public works mows and maintains.

Parks:

- *Pioneer Park* – Leaf cleanup is well near completion. The park suffered much storm damage from recent weather events. Public works cut up and removed trees, branches and other fallen debris from the park.
- *Blakely Park* – This park is mowed weekly. Leaf cleanup will begin soon.
- *Kirk's Ferry Park* – This park is mowed weekly.
- *Remington Park* – This park is mowed weekly. The park sign will be installed soon.

Cemetery:

- *Grounds* – Several plots have been marked for headstone placements or burials. The cemetery has been mowed and trimmed this month.

Library:

- *Grounds* – This area is mowed weekly. Leaf cleanup will begin soon.
- *Buildings* – The gutters have been cleaned at this facility.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Downtown garbage cans are emptied every Friday, or more often as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing further to report this month.

City Hall:

- *Buildings* – Several small items have been repaired.
- *Grounds* – The grass is mowed weekly. The leaves were removed daily.
- *Community Center* – Nothing to report from this facility this month.

Rec. Center:

- *Grounds* – Nothing to report this month.
- *Buildings* – Several small projects and repairs including fixing a light fixture, basketball backboard repairs and water leaks in the kitchen.

Public Works:

- *Grounds* – This facility has been mowed and maintained as needed.
- *Buildings* – Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use.
- *Equipment Repair* – Several pieces of equipment have broken down and have been repaired.
- *Training* – Nothing to report this month.

Respectfully Submitted,



Karl Frink, Public Works Superintendent

PLANNING AT A GLANCE January 2025

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

• Plumbing	Comm 3 Compartment Sink	403 N Main St
• Mechanical	Comm Add Walk-in Cooler/Freezer	203 W Bishop Way
• Structural	Comm Addition to Existing Walk-in Cooler	203 W Bishop Way
• Structural	8x24 Addition to Garage & bathroom addition	138 Galbraith St
• Mechanical	Comm Heat Pump Replacement	159 Washburn St
• Construction	Accessory St. 10x20	527 Kirk Ave
• Construction	Garage Addition w/bathroom	138 Galbraith St

OTHER:

River's Edge Phase 3

Staff have ensured four more Certificates of Occupancy for Phase 3.

Lennar | River's Edge HOA

To date, city staff have received several phone calls or in-person inquiries regarding the HOA responsibilities as they pertain to Phase III, in particular a private drainage ditch between the rear lots of Phase 1 (Depot Avenue 401-413) & Phase II Lots (796 Pebble, 816 & 821 Stonebrook St) and how HOA responsibilities are communicated to new property owners at the close of escrow.

In a continued effort to reach a better understanding of these requirements, staff facilitated a meeting with Lennar & River's Edge HOA officers on January 22nd, 2025. Outcome: River's Edge officers have Lennar contact information for their inquiries and Lennar is aware of the concerns and is making efforts to find answers.

Thank you,





Library Advisory Board

Librarian's Report

December 2024

Here are a few facts about our Library for the month of December 2024. We have received 30 new books for the library. Volunteers donated 136 hours to our library. There were 1,013 materials checked out. 335 adult fiction books; 97 adult non-fiction books; 59 audio books; 277 children's books; 142 junior books; 30 junior reference books and 73 large print books.

There was a total of 264 electronic materials checked out. 171 adult fiction books; 47 adult non-fiction books; and 46 junior books. Of these 89 were eBooks and 175 were eAudiobooks.

In December, we held 4 children's programs with 22 participants. There were 5 programs for adults with 16 participants.

The 2024 Summer Reading Program Reporting was finalized, and we received the planning materials for the 2025 Summer Reading Program! Along with a \$250 grant from the State of Oregon for promotional materials – which is very helpful. We purchase signage, book bags, and other fun supplies for the children. We celebrated our Library Volunteers on Tuesday, December 17 with a Volunteer Appreciation Party. The Library Advisory Board and I provided some good light eats and a very fun game of Pictionary with Christmas carol titles. There were lots of smiles and some laughter along the way.

Santa Story Time was fun on Friday, December 13. Parents and children had a fun time listening to 'Twas the Night Before Christmas' by Roger Clement Moore read by good old Saint Nick. Ms. Thea taught us to make a fun Santa craft! The Library is so fortunate to have wonderful volunteers that pitch in and make this community hub better by being a part of it. Thank you for doing your part!

Respectfully submitted,

A handwritten signature in cursive script that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



RESOLUTION 2025.01

**A RESOLUTION APPOINTING PRO TEMPORE JUDGE(S)
FOR THE BROWNSVILLE MUNICIPAL COURT**

WHEREAS, Brownsville Municipal Code 2.55.030 allows the Council to appoint Municipal Judge Pro Tempore, to serve in the absence of the Municipal Judge; and,

WHEREAS, the term appointments of persons previously appointed to serve as Municipal Judges Pro Tempore have expired,

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT Tré Kennedy and Danielle Myers are hereby appointed to serve as Municipal Judges Pro Tempore of the Brownsville Municipal Court for a term ending on the last day of December 2025.

Introduced and adopted this 30th, day of January 2025.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor



RESOLUTION 2025.02

A RESOLUTION REAFFIRMING THE SAFETY POLICY AND LOSS PREVENTION PROGRAM FOR THE CITY OF BROWNSVILLE

WHEREAS, the City holds in high regard the safety, welfare and health of our employees; and,

WHEREAS, the Council has a responsibility to make every reasonable effort to maintain a safe and healthful working environment; and,

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Brownsville, State of Oregon does hereby reaffirm a strong commitment to employee and workplace safety as articulated below:

Introduction:

The City of Brownsville has always believed that our employees are our most important and valuable asset. We will always place a high priority on safe operations and the safety of employees. The City considers no phase of operation or administration more important than safety and health. We will provide and maintain safe and healthful working conditions, establish and insist on safe work methods and practices at all times. All members of management and all employees must make safety a part of their daily and hourly concern.

Goal/Purpose:

Our goal is “No Accidents” and we consider it a realistic goal. We want to make our safety efforts so successful that we make elimination of accidents and injuries not just a goal, but a way of life. Our goal is to involve both management and employees in safety planning, development, and implementation.

Objectives:

- ★ The City of Brownsville will work consistently to: Maintain safe and healthful work conditions; Observe Federal, State and City safety regulations; Ensure that no employee is assigned to a job without necessary training;
- ★ Require safety orientation for new employees, timely and appropriate training, an employee safety committee, a self-inspection program, proper mechanical guards in adherence to safety standards, and a personal protective equipment program;
- ★ Provide safety and fire inspections to identify potential hazards of operation, then developing necessary protective measures;
- ★ Conduct accident investigations to determine the cause of accidents and the action required to prevent recurrences.



Responsibilities:

Management Personnel of the City are responsible for developing an effective Loss Prevention Program. The department heads and supervisors are responsible for preventing accidents in their departments. Each level of management must reflect and interest in the City’s safety objectives and set a good example by complying with safety rules. Management interests must be vocal, visible and continuous.

Employee Participation:

All employees are expected to follow safe working practices, obey rules and regulations, and to work in a way which maintains the high safety standards developed and sanctioned by the City.

All Employees are expected to give full support to safety and loss-prevention activities.

Every employee must observe established safety regulations and practices, including the use of personal protective equipment.

All employees are expected to take an active interest and participate in the safety and health program and abide by the rules and regulations of the City.

All employees must recognize their responsibility to prevent injuries and illnesses and take necessary actions to do so. Their performance in this regard will be measured along with their overall performance.

Closing Statement:

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of all involved with City operations. We must be so successful in our efforts that total elimination of accidents and injuries becomes not just an objective, but a standard practice.

PASSED by the Council and Approved by the Mayor on this 30th day of January 2025.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Adam Craven
Mayor



RESOLUTION NO. 2025.03

A RESOLUTION DESIGNATING A DEPOSITORY FOR THE CITY OF BROWNSVILLE; AUTHORIZING SIGNERS AND CO-SIGNERS FOR CITY OF BROWNSVILLE ACCOUNTS; AND REPEALING RESOLUTION NO. 572, 624, 688, 2019.05, 2021.06, 2022.24, AND ALL RESOLUTIONS IN CONFLICT HEREWITH.

WHEREAS, Key Bank of Oregon and the State of Oregon Local Government Investment Pool have previously been selected as depositories for funds of the City of Brownsville, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that Key Bank of Oregon, Brownsville Branch, and the State of Oregon Local Government Investment Pool, continue to be designated as depositories for the City and that funds so deposited may be withdrawn upon a check, draft, note or order of the organization.

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to sign checks and execute financial transactions on behalf of the City of Brownsville, Brownsville Municipal Code – Chapter 2; and,

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to initiate wire transfers for deposits to and withdrawals from the State of Oregon Local Government Investment Pool/Oregon State Treasury and that all checks, drafts, notes or orders drawn against the following Key Bank of Oregon accounts may be signed on behalf of the City of Brownsville by any two persons whose signatures appear below.

47-47251-2 General Account

1. _____
S. Scott McDowell, City Administrator

2. _____
Adam Craven, Mayor

3. _____
Lynda Chambers, Councilor



4. _____
David Hansen, Councilor

BE IT FURTHER RESOLVED, that the City Administrator will continue to be the person responsible for the investment and accounting of any and all funds required to be segregated from other city funds; and,

BE IT FURTHER RESOLVED, that Resolution No. 572, 623, 688, 2019.05, 2021.06, 2022.24 and all resolutions in conflict herewith, are hereby repealed.

BE IT FURTHER RESOLVED, that Councilor Michael Humphreys is hereby removed as an official check signer of the City.

PASSED AND APPROVED this 30th day of January 2025.

ATTEST:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor

DRAFT

January 31st, 2025

Department of Environmental Quality

Attn: Priscilla Woolverton, *Upper Willamette TMDL Basin Coordinator*

165 E. 7th Ave., Ste. 100

Eugene, OR 97401-3049

541.687.7347

RE: 2024 TMDL Annual Report

Dear Ms. Woolverton,

Enclosed you will find the Brownsville's Implementation Tracking Matrix updated with 2024 accomplishments as part of the City's Annual Reporting requirement. The City Council hears about the impacts of this program too often. They do not appreciate unfunded mandates that this program represents nor the burdensome reporting requirements – nearly all of which the City already does.

The City has also spent considerable time and resources continuing to meet the new Designated Management Agency (DMA) requirements which was unduly forced on cities in Oregon. Council feels this kind of overreach is at the heart of the *Chevron v. Natural Resources Defense Council* ruling made by the United States Supreme Court late June 2024. The Supreme Court overruled their landmark 1984 decision on this case, which gave rise to the doctrine known as the *Chevron* doctrine.

Staff will continue to meet the requirements of the plan to the best of the City's financial ability to do so.

Sincerely,

City Administrator S. Scott McDowell

Public Works Superintendent Karl Frink

c: Mayor & Council
File

Implementation Tracking Matrix – Year 5 Review September, 2023 City of Brownsville, OR

Receiving Bodies of Water: Calapooia River

POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
Temperature	Lack of shading in riparian areas	1. Riparian Vegetation: Protect existing riparian vegetation.	City arborist inspects vegetation at least once annually; vegetation maintained as needed.	Track inspections & routine maintenance of the park vegetation abutting the Calapooia River.	Ongoing; Annual Review	2024 No change to the riparian area along the City owned portion of the Calapooia.
	Lack of shading in riparian areas	2. Education: Inform residents of significance of riparian areas and measures they can take to improve water quality.	Provide information to residents via City Newsletter, make material available on City website.	Track information provided in newsletter annually; website maintained with updated and relevant information.	Ongoing; Annual Review	https://www.ci.brownsville.or.us/administration/page/2024-october-newsletter
	Lack of shading in riparian areas	3. Wastewater Treatment Plant Monitoring: City discharges during cool temperature months of November – March only. Maintain low effluent temperatures. The City's discharge season is November 1- May 1	Meet requirements of NPDES permit. Staff measure the pH & temperature of the Calapooia River and the City's effluent every day.	Discharge occurs under permit conditions only.	Ongoing; Annual Review	2024 Superintendent Frink ensured that discharge met all components of the NPDES permit as required.
	Lack of shading in riparian areas	4. Tree City: Maintain the requirements of the Tree City USA designation by properly caring for and planting trees through the community with special focus on riparian areas.	Monitor tree health during regular system maintenance and monthly meter reading	Continue to check tree health and plant necessary trees; track status of Tree City USA designation.	Ongoing; Annual Review	2024 The City goes above and beyond the Tree City program each and every year. It should be noted that the Tree City program makes the simplest of suggestions. The City has always used a certified arborist when making decisions on trees and always exceeds the Tree City requirements for expenditures. The City understands its responsibility to the health of the trees and liability as it pertains to the tree inventory.

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POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
All Pollutants: Bacteria, Mercury, and Legacy Pesticides	Stormwater, erosion, and sedimentation	1.a. Pollution Prevention and Good Housekeeping for Municipal Operations: Street sweeping.	Public Works Operations: Continue contract for sweeping services and maintain records of activities.	Ensure monthly sweeping is carried out per contract.	Monthly	2024 The City maintains a street sweeping contract with the City of Lebanon.
	Stormwater, erosion, and sedimentation	1.b. Pollution Prevention and Good Housekeeping for Municipal Operations: Leaf collection.	Public Works Operations: Continue Annual Park Clean-Up and maintain records of activities.	Annually clean-up park.	Annually	2024 Public Works successfully completed leaf removal in Pioneer Park.
	Stormwater, erosion, and sedimentation	1.c. Pollution Prevention and Good Housekeeping for Municipal Operations: Keep infiltration and inflow of the City's sewer system to a minimum. <i>(This issue is related to mainly stormwater).</i>	Inflow & Infiltration: Public Works performs annual ditch maintenance.	Update maintenance inventory on annual basis; track maintenance completed and cost.	Ongoing; Annual review	2024 Public Works performed annual ditch inspections, cleaning where necessary.
	Stormwater, erosion, and sedimentation	1.d. Pollution Prevention and Good Housekeeping for Municipal Operations: Ensure effluent quality meets the requirements contained in the NPDES Permit.	Wastewater Treatment Plant Discharge: Monitor and report effluent discharges to the river as required by the DEQ NPDES permit.	Staff reports daily.	Ongoing; Annual review	2024 Superintendent Frink strictly adheres to the NPDES testing requirements. The City's operations depend on it as does Frink's operator licensure.
	Stormwater, erosion, and sedimentation	1.e. Pollution Prevention and Good Housekeeping for Municipal Operations: Reduce runoff and erosion directly to waterbodies by continuing to enforce the Drainageway Dedication Policy for new development and redevelopment projects per the City Standards for Public Improvements Section III (J)(2).	Reduce runoff and erosion directly to waterbodies: Continue to enforce Public Works Standards and Municipal Code requirements. City Engineer and staff meet and review applications/plans prior to permitting.	Track number of developments and redevelopments that require drainageway dedication area to protect riparian habitat.	Ongoing; Annual review	2024 The City inspects all new developments in the City limits. Staff has been vigilant during this year's construction in River's Edge Subdivision, Phase III. Staff must ensure that storm water runoff is handled properly to ensure as best as possible that no impacts will be felt by neighboring properties since the City does not have an officially recognized storm water system.

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POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">All Pollutants: Bacteria, Mercury, and Legacy Pesticides</p>	Stormwater, erosion, and sedimentation	<p>1.f. Pollution Prevention and Good Housekeeping for Municipal Operations:</p> <p>Reduce runoff and erosion directly to waterbodies by monitoring vegetation (condition, health, growth of invasive or problematic species) in City owned riparian areas.</p>	<p>Reduce runoff and erosion directly to waterbodies:</p> <p>Monitor and maintain riparian vegetation and develop riparian restoration projects as needed.</p> <p>Promote public involvement and participation for riparian restoration projects via City newsletter and website.</p> <p>Provide webpage link to https://extension.oregonstate.edu/water/riparian-areas to provide public information on native riparian vegetation and invasive species via the City website.</p>	<p>Track quantity and stages of riparian restoration projects as they become available.</p> <p>Track number of riparian zone invasive plant species cases reported by the public.</p>	<p>Ongoing: Update website with relevant information; include information in annual newsletter.</p> <p>Ongoing; Annual review of riparian restoration projects or funding needed to complete projects.</p>	<p>2024 No such programming was necessary in 2024.</p>
	Stormwater, erosion, and sedimentation	<p>1.g. Pollution Prevention and Good Housekeeping for Municipal Operations:</p> <p>Continue monitoring and reviewing procedures for any potential City owned or operated industrial facilities that may require the application of a 1200-Z DEQ Permit.</p>	<p>Apply for 1200-Z DEQ Permit in the event that a facility owned or operated by the City necessitates a permit and comply with permit regulations.</p>	<p>Track number of 1200-Z permits.</p> <p>Coordinate with DEQ to ensure full adherence to 1200-Z Permit Regulations.</p>	<p>Ongoing; Maintain 1200-Z Permit compliance as applicable.</p>	<p>2024 No such industrial permit is relevant to the City or it's current businesses. Should a development require such permitting, the City will work with the developer to ensure the State is contacted for direction.</p>
	Stormwater, erosion, and sedimentation	<p>2.a. Public Education and Outreach:</p> <p>Inform residents of potential sources of mercury contamination to sewer systems.</p> <p>Provide information regarding stormwater issues that are significant to the City of Brownsville and the overall impacts of stormwater discharges on waterbodies with steps to reduce pollutants in stormwater runoff.</p>	<p>Stormwater BMP's:</p> <p>Identify existing educational materials and distribute to residents regarding mercury reduction.</p>	<p>Track information distributed to residents via semi-annual newsletter and website.</p>	<p>Ongoing: Update website with Relevant information; include information in annual newsletter.</p>	<p>2024 Citizens receive information annually. Plus, they have access to the City and State websites for educational purposes as well. They also have a full service Library in town to access information.</p>

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POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
All Pollutants: Bacteria, Mercury, and Legacy Pesticides	Stormwater, erosion, and sedimentation	2.b. Public Education and Outreach: Inform residents about potential bacterial and mercury water contamination from animal waste.	Reduce Pet and Animal Waste in Stormwater runoff: Short term: Provide information in City Newsletter and provide dog waste bags in City parks. Long term: Ongoing education to reinforce message.	Newsletter distributed. Resident feedback.	Annual	2024 Public Works continues the dog waste station program and have added locations to ensure pet waste will be disposed of properly.
	Stormwater, erosion, and sedimentation	2.c. Public Education and Outreach: Provide general TMDL information to City residents.	Develop and distribute a semiannual newsletter to City residents within the 97327 zip code.	Conduct a qualitative evaluation of the newsletter TMDL outreach and education program. Employ the outcomes of the evaluation to maintain or enhance future stormwater education and outreach initiatives.	Ongoing; Annual review and evaluation.	2024 The City continues the semi-annual newsletter and the monthly Council synopsis that is sent to every person in the 97327 Zip Code.
	Stormwater, erosion, and sedimentation	3.a. Public Involvement and Participation: Inform residents of potential sources of mercury contamination to sewer systems. Provide information regarding stormwater issues that are significant to the City of Brownsville and the overall impacts of stormwater discharges on waterbodies with steps to reduce pollutants in stormwater runoff.	Stormwater BMP's: Identify existing educational materials and distribute to residents regarding mercury reduction.	Track information distributed to residents via semi-annual newsletter and website.	Ongoing; Update website with Relevant information; include information in annual newsletter.	2024 Same as previous answers already provided.
	Stormwater, erosion, and sedimentation	3.b. Public Involvement and Participation: Maintain pet waste stations and signs in public parks to promote public involvement in pet waste cleanup.	Reduce Pet and Animal Waste in Stormwater runoff: Short term: Provide information in City Newsletter and provide dog waste bags in City parks. Long term: Ongoing education to reinforce message.	Pet waste stations are kept stocked with bags.	Ongoing; Annual review	2024 Same as previous answers already provided.

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POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
<p>All Pollutants: Bacteria, Mercury, and Legacy Pesticides</p>	Illegal Dumping and Illicit Discharge	4.a. Illegal Dumping and Illicit Discharge, Detection and Elimination: Public Education.	<p>Inform public of rules regarding disposal by including articles in City newsletter, material on City website, literature available at City Hall lobby.</p> <p>Include dates for upcoming city, county and other locally sponsored household waste collection events on website and in newsletter.</p> <p>Clearly identify on City's website how community members should contact city with reports of illegal dumping and illicit discharges.</p>	<p>Track articles included in newsletter, provide information on website.</p> <p>Track information provided to public about illicit dumping/discharge impacts on water quality and city's code enforcement.</p>	<p>Ongoing: Articles and collection events are published in newsletter at least annually; website information is kept up-to-date.</p> <p>HHW Solid Waste Franchise SHS- places advertisement in the local newspaper annually.</p> <p>Ongoing: Clearly identify on city website a phone number that community members can call to report illegal dumping or illicit discharges.</p>	<p>2024 The City's solid waste provider continues operating programming in accordance with Franchise Agreement requirements and requirements of DEQ.</p> <p>There were no reports of illegal dumping in 2024.</p>
	Illegal Dumping and Illicit Discharge	4.b. Illegal Dumping and Illicit Discharge, Detection and Elimination: IDDE response, tracking and enforcement.	Calls or complaints received by City Hall are reviewed in the field by Public Works Superintendent who takes any necessary remediation efforts from there with the City Administrator.	Track complaints, city response and follow-up actions.	Ongoing; Annual Review	2024 No incidents.
	Illegal Dumping and Illicit Discharge	4.c. Illegal Dumping and Illicit Discharge, Detection and Elimination: Staff training and enforcement.	Provide annual staff training on how to detect, report and mitigate illegal dumping and illicit discharges	Track illegal dumping and illicit discharges reported and discovered, follow-up and enforcement actions.	Years 1-5: Provide biennial staff training (every other year)	2024 The City has a veteran Staff aware of all pertinent City policies.
	Illegal Dumping and Illicit Discharge	4.d. Illegal Dumping and Illicit Discharge, Detection and Elimination: Identify stormwater catch basins and label to educate public.	<p>Label and stencil storm drain catch basins to identify them as stormwater system and inform public that they drain to streams.</p> <p>Update and maintain a current map of the City's stormwater conveyance system with digital inventory of outfalls and stormwater controls.</p>	<p>Continue labeling; track related expenses.</p> <p>Continue to update the City's stormwater conveyance system map and inventory of outfalls and stormwater controls.</p>	Ongoing: Annual review	2024 No changes.

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POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
<p style="text-align: center;">All Pollutants: Bacteria, Mercury, and Legacy Pesticides</p>	Illegal Dumping and Illicit Discharge	<p>4.e. Illegal Dumping and Illicit Discharge, Detection and Elimination: Municipal Code Update</p>	Update Municipal Code to incorporate conditionally allowed discharges to the stormwater system such as groundwater, hydrant flushing, and lawn watering discharges.	<p>Track hydrant and water system flushing dates.</p> <p>Per the City’s Water Management and Conservation Plan, the City will continue to encourage water saving devices and gardening techniques via brochures (flyers).</p>	Ongoing; Annual review	<p>2024 Updating the Code for storm water purposes is unnecessary.</p> <p>Staff is working on implementing the WMCP through OWRD not DEQ.</p> <p>Public Works has always flushed hydrants for system maintenance and water quality.</p>
	Stormwater, erosion, and sedimentation	<p>5.a. Construction Site Runoff Control:</p> <p>Maintain current development code requiring developers to adhere to ODEQ NPDES Permit requirements for erosion control for areas >1 acre.</p> <p>Erosion control on new development > 1 acre.</p> <p>Assist developers of individual lots in larger developments to minimize erosion and runoff.</p> <p>Provide information to builders about the 1200-C Program.</p>	<p>Erosion & Sedimentation Control:</p> <p>Continue to enforce Public Works Standards and Municipal Code requirements.</p> <p>City Engineer and staff meet and review applications prior to permitting.</p>	Verification of 1200C coverage for all developments greater than one acre; track developments greater than one acre.	Ongoing; Annual review	<p>2024 River's Edge Subdivision, Phase III. Staff continues working with Lennar Homes to finish the construction of Phase III which is seventeen houses. Frink has had a good rapport and representatives from Lennar have been great to work with on this project.</p>
	Stormwater, erosion, and sedimentation	<p>5.b. Construction Site Runoff Control:</p> <p>Decrease soil disturbance in areas sensitive to erosion.</p>	<p>Erosion & Sedimentation Control:</p> <p>Current development code requires engineering study with specific recommendations for erosion control on slopes > 10 percent.</p>	Track and document engineering studies completed.	Ongoing; Annual review	<p>2024 No engineering studies were required.</p>

DRAFT

POLLUTANT	SOURCE	STRATEGY What we are doing and will do to reduce pollution from this source	ACTIONS Specific ways to implement strategies	MEASURE How we will track successful implementation or completion	TIMELINE	STATUS
<p style="font-size: 2em; margin: 0;">All Pollutants:</p> <p style="font-size: 0.8em; margin: 0;">Bacteria, Mercury, and Legacy Pesticides</p>	Stormwater, erosion, and sedimentation	<p>6.a. Post-Construction Site Runoff for New Development and Redevelopment:</p> <p>Require stormwater best management practices for water quality for new development and redevelopment projects that create or replace a minimum of ¼ acre (10,890 square feet) of impervious surface area.</p>	<p>Stormwater BMP's:</p> <p>Continue to enforce Public Works Standards and Municipal Code requirements.</p> <p>City Engineer and staff meet and review application prior to permitting.</p> <p>Require extensive review by City Staff including the City Engineer, Planning, and Public Works.</p>	<p>Track and document that best management practices are implemented on all city permitted sites.</p> <p>Track and document the number of sites that were developed or redeveloped with a minimum of ¼ acre of impervious surface including details regarding the water quality system that was installed. Include this information in the annual report.</p>	Ongoing; Annual review	<p>2024 Continues through the permitting process required by Code and Linn County Planning & Building Department.</p>
	Stormwater, erosion, and sedimentation	<p>7. Council Support:</p> <p>Keep Council abreast of the program and implications.</p> <p>Regularly review the Drainage Master Plan, the Water Master Plan, Park Master Plan, and the condition of the Calapooia River.</p>	<p>TMDL WILL BE ON THE AGENDA TWICE A YEAR.</p> <p>Monthly meeting focusing on the City Treasury.</p>	<p>Monitor progress through reporting as items are completed. Council has a goals board which is updated every TWO YEARS as to progress made.</p>	February 2024 through February 2029	<p>2024 Council is tired of hearing about TMDL. Staff provides a presentation on the agenda in April and November every year. The pass this report and anything else having to do with TMDL. TMDL seems to come up every single month. We all have TMDL fatigue at this point.</p>
	Stormwater, erosion, and sedimentation	<p>8. City Staff:</p> <p>Council requires Staff to continue work on TMDL and related topics.</p>	<p>Update plans as needed, forward necessary regulations as planned, continue implementation of applicable policies and strategies adopted by Council.</p>	<p>Reports from Staff monthly and through the year.</p>	Ongoing; Annual review	<p>See above. Fatigued beyond belief.</p>

DRAFT

DRAFT

January 31st, 2025

River's Edge Homeowner's Association

RE: River's Edge Subdivision/PUD Details

Dear Resident,

The City would like to share some background information so that everyone who resides in the River's Edge subdivision is aware of the Homeowners Association's and the City's present and future responsibilities.

The City's Planning Commission granted developer Stephan Smith's proposed Planned Unit Development (PUD) in 2017 with several important conditions. The Commission and Smith negotiated several key points, based on the Brownsville Municipal Code, that ultimately allowed Mr. Smith to develop his property with the housing density he sought. Cities, under Oregon law, are allowed to make certain concessions and modifications to zoning requirements based on an adopted Planned Unit Development (PUD) process. Several public meetings were conducted during this process and City Staff had countless meetings from 2017 to 2023 to assist in bringing the subdivision to fruition.

Below I have listed the approval details for the PUD as well as answers to the questions that have been discussed:

Open Space

- ★ Developer Stephan Smith was required to improve several areas for private recreational and parking purposes.
- ★ City Staff were charged with the responsibility to ensure completion of these areas met the Conditions of Approval before they were turned over to the Association for perpetual care.
- ★ On November 1st, 2023, the City granted final approval for these improvements. The City received a warranty assurance letter for work completed by Rexius for the open space in Phase 1 (*see TRACT E - Phase 1 Map*) on November 8th, 2023.
- ★ The parking areas at the south & north end of the open space area are under the operation & maintenance responsibility of the Association.
- ★ The parking area located along River Avenue (*Lot 23 - Phase 1 Map*) is under the operation & maintenance responsibility of the Association.
- ★ The open area surrounding the emergency turnaround on Pebble Street in Phase 3 is under the operation & maintenance responsibility of the Association. (*Phase III Map – Tract A - Drainage Tract B - HOA Open Space.*)
- ★ The open area surrounding the emergency vehicle turnaround on Stonebrook Street is under the operation & maintenance responsibility of the Association. (*Phase III Map – Stonebrook Street Open Space & HOA Swale*)

Drainage

- ★ Developer Stephan Smith followed the National Flood Insurance Program (NFIP) requirements administered through the Federal Emergency Management Agency (FEMA) to raise the subdivision/PUD out of the floodplain at great expense. Millions of cubic yards of material were trucked in to accomplish this task.
- ★ The Association is responsible for the perpetual maintenance of all drainage basins/ponds, swales, and ditches in the subdivision/PUD. (*Tract E - Phase I Map, Phase III Map TRACT A & Phase III Drainage Swale*)
- ★ The City is responsible for all underground, stormwater pipes emptying into the drainage ponds, except for the pipes carrying runoff from the three drainage basins to the drainage ponds west of the developed portion of the subdivision/PUD.

Streets

- ★ The streets have been installed to the City's Public Works Standards and are the perpetual responsibility of the City of Brownsville.
- ★ The streetlights were procured by Developer Stephan Smith and installed by Pacific Power under contract with the City. The City is responsible for the perpetual maintenance and monthly expense of the streetlights.
- ★ Existing street signs and any original traffic painting are the perpetual responsibility of the City.

Civil Utilities

- ★ Waterlines, hydrants, and associated appurtenances have been installed to the City's Public Works Standards and are the perpetual responsibility of the City of Brownsville.
- ★ Sewer collection lines and associated appurtenances have been installed to the City's Public Works Standards and are the perpetual responsibility of the City of Brownsville.

Frequently Asked Questions

- ★ *Is the City willing to paint the curbs red throughout the fire zones and yellow in other areas?*

The City accepted the plans as presented for approval. Those plans did not include curb paint and were accepted as such. The City is solely responsible for making any future determination on curb or street painting. It is not the City's policy to deviate from approved plans.

- ★ *What can be done about illegal parking by fire hydrants and in fire lane areas?*

The City contracts with the Linn County Sheriff's Department for law enforcement services. Any law enforcement issues should be addressed directly with the Linn County Sheriff's Office. Of course, 911 for emergency calls and 541.967.3911 for non-emergency calls.

- ★ *Does the City enforce the Association's covenants & restrictions?*

The City does not enforce any covenants, restrictions or otherwise associated with Association rules or deed restrictions. Such enforcement is the sole responsibility of the Association.

The City does enforce permitting issues and general nuisance complaints that fall under the general requirements of the Brownsville Municipal Code.

★ *Is the River's Edge Subdivision causing the power outage issues?*

Developer Stephan Smith ran into power requirement issues with Pacific Power that caused great additional expense to Mr. Smith. Pacific Power had approved the plans with the power entering the subdivision from the south side of the subdivision and that was later reversed by Pacific Power. Also of general interest, the City historically experienced random power outages due to operational concerns at the substation located on OR 228. Pacific Power significantly improved that substation in 2017 and since the improvement the power supply to Brownsville has significantly improved. Recently, the State of Oregon has passed laws related to fire safety and climate change that could be impacting Pacific Power. Pacific Power has sent correspondence to customers about rolling blackouts and other measures they are taking to protect their assets during wildfires.

★ *Who is inspecting the construction at River's Edge Subdivision?*

Public Works Superintendent Karl Frink field inspects the progress weekly. If any concerns arise regarding construction or civil engineering items, Karl will consult Elizabeth Coleman and/or Scott McDowell depending on the issue. Mr. Frink has completed the City's construction inspection for over eighteen years for all City capital infrastructure and for all housing units and developments. Frink inspected Phase I & II of the River's Edge Subdivision. Frink makes sure the civil utilities are installed according to the plans submitted by the developer and approved by the City Engineer. Frink inspects water lines, sewer lines, storm water lines & appurtenances, the street, curbs & gutters, sidewalks and the installation of water meters & fire hydrants to ensure they are in compliance with the City's adopted Public Works Standards. During the construction phase, which is happening now, contractors are given latitude to complete the job. As the job goes along, if things are out of place as mentioned above, Frink corrects them in real time. Frink will also perform a final inspection of the entire Phase III improvements. Once that has met all requirements of the City, McDowell will write a resolution for Council to consider. The resolution certifies that all requirements have been met to the satisfaction of the Public Works Standards and any conditions required by the Planning Commission.

The Brownsville Municipal Code can be found on the City's website which is www.ci.brownsville.or.us/planning/page/rivers-edge-subdivision. The City is glad to have you as a resident of Brownsville!

Sincerely,

S. Scott McDowell
City Administrator

Elizabeth Coleman
Administrative Assistant

c: City Council
Planning Commission
Karl Frink, Public Works Superintendent
Staff



2025 Elected Officials

Mayor | Adam Craven
Council President | Lynda Chambers

Council Members
Dave Hansen | Mike Winklepleck | Sean LaCoste
Trapper Solberg | Felipe Eversull

📞 541.466.5880

✉ 255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
admin@brownsvilleor.org

🌐 ci.brownsville.or.us

2,101

Residents

889

Utility
Connections

12

Full & Part Time
Employees

60+

Elected & Appointed
Volunteers

BIO

Founded
1846

Recognized by State
February 14th, 1876

History
3rd Oldest City

FINANCES

Valuation | \$154,564,308 [FY '24]

Annual General Fund | Nearly \$1,200,000

Annual Proprietary Funds | Nearly \$800,000

Annual Bond Payments | \$375,541 [2048]

Total Outstanding Debt | \$8,316,239

Average Water & Sewer Monthly Bill | \$98.00

**STANDARD
& POOR'S**

Rating | AA-

STATE UNFUNDED

- Grants Pass Ruling (HB 3115) & Housing Homelessness & Housing Requirements
- Recreational Immunity
Trial Lawyers Association Nonsense
- Department of Environmental Quality
DMA Designation | TMDL Plan Requirements
- Climate Change & DLC
Natural Hazards Mitigation Plan
Community Wildfire Protection Plan
FEMA | PICM +

COMMUNITY ASSETS

● **Roads**
18.58 Miles

● **Parks**
30+ Acres

● **Waterlines**
12 Miles

Total Assets | \$70M ♦ **Critical Need** | \$24M

● **Facilities**
City Hall | PW Shop
Library | (2) WWTP | WTP
Park Pavilion | Rec Center
Cemetery | Other Structures

● **Wastewater Lines**
11 Miles

PRIORITY PROJECTS

Pavilion Replacement

\$800K

Playground Relocation

\$225K

Wastewater Lagoon

\$3.7M

IN THE MIX

Water System
Improvements

\$7.4M

Kirk Avenue
Improvements

\$3M

Calapooia River
Erosion

\$2.7M

New Housing Units
[Since 2017]

136

CIVIC ORGANIZATIONS



H₂O SOURCE

Calapooia River &
Ground Water



Oregon State Legislature

Key Issues

Recreational Immunity

All levels of government must have this vital immunity forever protected. The Oregon Trial Lawyers Association cannot be allowed to impose changes that will devastate recreation in Oregon.



Climate Change Policy

The Legislature continues to pass regulations that are driving up costs for citizens for no meaningful environmental gains. Federal policies are also dramatically impacting small towns.

The State Bureaucracy

Continuing efforts of DEQ's Total Maximum Daily Load (TMDL) program continues to be heavy-handed and unnecessary. Forcing cities to become DMA's & making taxpayers subject to future findings & orders.

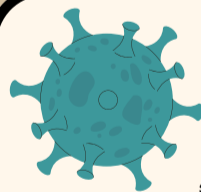


Federal Efforts Aided by the State

NHMP, CWPP, FEMA PICM, LCR & PFA's | All come with expensive implementation costs that will impact the cost of vital services and replace necessary local services.

Passed Legislation

Recycling Modernization Act | H.B. 3115 & Homelessness
Personnel & Personal Leaves | Public Records Law
Prevailing Wage Law



Covid Era Policies

Repealing and checking the power of the State government during emergencies must be addressed.

Protecting Taxpayers & Home Rule

Every bill that passes strips away citizen rights. Does the Legislature understand that the taxpayers are paying for onerous rules to be placed on the taxpayers? Allow cities to make local decisions.



SMAC Efforts






We have a number of cities joining forces to work with Sean Tate to advance some policy proposals and to activate local elected officials and encourage citizen voices into the State House.






Small Municipalities Advocacy Coalition

SMAC is a growing coalition of communities advocating for solutions to shared issues and challenges that are often unique to small municipalities.

SMAC members will advocate for outcomes and priorities that protect and promote Oregon's small cities:

-  Transportation Package
-  Recreational Immunity
-  Cost supports for Small Municipalities
-  Housing/Homelessness
-  Water and Land Use

2025 SMAC Policy Bills (in drafting):

-  DEQ/Lagoon Certification
-  Grant Matching Percentage Limits
-  Small Municipality Fiscals





Commissioners OK grants; announce potential cyber hack

ALBANY — Linn County Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker approved several resolutions Tuesday morning dealing with funding for emergency services, from assisting with staffing expenses to making progress on the new emergency fire radio project at Cougar Rock, northeast of Sweet Home. Linn County Sheriff's Office Captain Andy Fountain brought the proposals before the commissioners, starting with asking for acceptance of an Emergency Management Program Grant from FEMA through the Oregon Department of Emergency Management for about \$92,000. This money pays for about half of the cost of emergency management personnel.

The commissioners approved a lease agreement with the Oregon Department of Forestry to house radio equipment at the Cougar Rock Communications site. They also accepted a \$61,633 grant from the Oregon Department of Emergency Management to assist in the purchase of emergency radio equipment for the Linn County Fire Radio System at the Cougar Rock Communication site and approved the purchase of Zetron radio equipment for \$200,269.43 to be placed at the site. The commissioners also approved a Grant Agreement with the Oregon Department of Emergency Management Homeland Security Grant for \$90,878. The money will be used to purchase a mobile security/surveillance trailer equipped with multiple high-resolution cameras on an expandable mast that will allow monitoring at special events and gatherings in the county.

During the “announcements” portion of the meeting, Commissioner and Board Chairman Nyquist made the following statement:

We learned last Wednesday (January 8) that the Linn County Treasurer's Office submitted an electronic payment in December to a vendor with whom we have a long-standing business relationship, but the vendor states they did not receive it. Upon looking further into the payment, it was learned this was likely the result of a criminal act. Given our commitment to being responsible stewards of Linn County taxpayer dollars, law enforcement (the Linn County Sheriff's Office) was contacted.

Authorities shared after an initial review, there is no indication that Linn County systems have been infiltrated or that any Linn County employee was involved in the crime. There is also no belief that any Linn County data, including personal information, has been compromised. It is not anticipated that any services provided to residents by Linn County will be negatively affected. The Sheriff's Office has spoken with the FBI about this issue.

Authorities have asked us not to comment on the details of this investigation and we are complying with that request. At this time, no further statements or details will be released. When we have all of the facts in this matter, and can disclose those facts without compromising the investigation, we will make that information available to the public.

Media contact: Alex Paul, Linn County Communications Officer, 541-967-3825 or email apaul@co.linn.or.us. || *Posted 01-14-2025*



In other business, the commissioners:

- Approved the annual Statewide Transportation Improvement Fund Plan proposal presented by Special Transportation Coordinator Reagan Maudlin. Funds support local transportation systems such as the Sweet Home Dial-A-Ride, Lebanon LINX and Albany Transit System.
- Were told by Planning & Building Director Steve Wills that 42 land use permits were issued in December. There were 18 new building permits issued. There were 10 new code enforcement cases opened and 14 closed.
- Accounting Officer Bill Palmer said that half-way through the 2024-25 Fiscal Year, department heads are holding a tight rein on expenses. Only about 42% of the General Fund has been spent; 27% of the Road Fund; 36% of the Law Enforcement Levy; and 25% of the Health Fund.
- Discussed upcoming Solid Waste annual contracts that will soon be open for review with Shane Sanderson of the Environmental Health Department.
- Dismissed the meeting and opened the 4-H and Extension Service District meeting, where Commissioner Sprenger was elected chair and Commissioner Tucker was elected vice-chair.

Approved bid advertisements from the Road Department for the Peoria Road Bridge Replacement and Cox Creek/Goldfish _{Farm} Road Bridge Replacement projects.



Commissioners wrap up end-of-year items

ALBANY — In their last meeting of 2024, Linn County Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker made quick work of several end-of-the-year matters.

Those items included:

- Commissioner Nyquist was reelected board chairman and Commissioner Tucker was reelected vice-chairman.
- Approved an Intergovernmental Agreement with the U.S. Department of Agriculture, Animal and Plant Health Inspection Service to provide wildlife management assistance to reduce or manage damage or conflicts caused by birds or other nuisance wildlife. The agreement is not to exceed \$12,500.
- Approved an updated county fee schedule for 2025.
- Reappointed Patrick Starnes to the Linn-Benton Housing Authority.
- Approved a refund of \$13,849.63 to the Oregon Department of Human Services. The money is unused from House Bill 4004, which supported behavioral health care services due to the COVID-19 pandemic.
- Approved a Letter of Agreement with the Oregon Military Department. The National Guard leases the Armory building from Linn County and wants to train soldiers on how to use drones. Because the Armory is next to the Albany Municipal Airport, the landlord has to sign off on the request. County Administrator Darrin Lane said the drones are small and will fly below 100 feet, likely in the 50-foot range.
- Approved a \$481,127.60 grant to assist the Intermodal Center with the cost of relocating a natural gas pipeline on the property. The funds are from the State of Oregon.
- Adopted a new classification of Planning Clerk within the Planning & Building Department.
- Approved obligating ARPA funds for the Linn County Jail Renovation Project, the Linn County Courthouse Density Relief Project (the Wheelhouse) and the Linn County Health Services Facilities Expansion Project (7th Street Medical Building).

Announced elected officials will take their oath of office at 8:45 a.m. on Thursday, Jan. 2, in Courtroom 1 of the Linn County Courthouse.



Commissioners receive monthly health report

ALBANY — Linn County saw a decrease in syphilis cases in 2024, Health Officer Dr. Adam Brady told the Board of Commissioners Tuesday morning. Dr. Brady said there were 29 reported cases of the sexually transmitted disease compared to 39 cases in 2023 and a five-year average of 34 cases. Locally, the numbers seem to buck a trend. Syphilis cases have been increasing in the U.S. for several years.

According to the Centers for Disease Control, syphilis cases increased more than 80 percent between 2018 and 2022 — from 115,000 to more than 207,000. If untreated, syphilis can damage the heart and brain and can cause blindness, deafness, and paralysis. When transmitted during pregnancy, it can cause miscarriage, lifelong medical issues, and infant death. Read more about the report and federal response to stop the surging syphilis epidemic.

Salmonella cases totaled 27, well above 10 cases in 2023 and the five-year average of nine cases. Salmonella can cause diarrhea, fever and stomach cramps. There were 11 cases of pertussis (whooping cough) and 42 cases year-to-date, well above the five-year average of four cases for the entire year.

According to the Centers for Disease Control, pertussis cases declined during the COVID 19 pandemic, in part because people were wearing masks and not gathering in large groups. Nationwide, there were more than six times as many new pertussis cases in 2024 than in 2023. There were 34 animal bites in December and 429 bites year-to-date compared to 352 year-to-date in 2023. The five-year average is 354.

There were 117 deaths in December, including two suicides, both males, 21 and 82 years of age. One death was attributed to COVID-19, an 85-year-old man. There were 59 births, 30 males and 29 females.

In other business, the commissioners:

— Approved contracts to purchase oil rock from Siegmund Excavation and Construction to be stockpiled at Irish Bend Loop for \$161,4909 and the Truelove Pit for \$197,500 for the Linn County Road Department.

- Reappointed Annie Holsworth, Marilyn Smith, Barry Hoffman and Ken Bronson to the Transportation Advisory Committee.
- Approved a refund of \$2,642.84 to Gordon Truck Centers from the Planning & Building Department.
- Approved an intergovernmental agreement with Lane County not to exceed \$50,000. Lane County will provide food handler training for Linn County through Dec. 31, 2026.



- Approved an intergovernmental agreement with Eastern Washington University. Linn County will provide training for students in the Master's Degree program for Social Workers, from January 1, 2025 to December 31, 2029.
- Approved a student affiliation with Linn-Benton Community College to provide internships for students in any of the college's programs.

In an effort to attract a larger pool of job applicants, approved the following classification changes within the County Attorney's Department: Deputy County Attorney I, from 19 to 25; Deputy County Attorney II to pay range 22 to 28; Deputy County Attorney III, to pay range 27 to 31 and County Attorney to pay range 34.

4-H and Extension Service District

After the Board of Commissioners' meeting, the 4-H and Extension Service District meeting was held. Commissioners Sherrie Sprenger and Will Tucker approved minutes of the January 14 meeting.

Media contact: Alex Paul, Linn County Communications Officer, 541-967-3825 or email apaul@co.linn.or.us.



What if there were no local reporters?

OPINION



Local Newspaper Facing Dire Situation

 BY SCOTT SWANSON · DECEMBER 13, 2024

Faithful readers of The New Era may recall the issue, several years ago in 2021, in which the top half of the front page was blank.

The point then was to demonstrate how critical the situation was for Oregon newspapers, which were seriously impacted by COVID. I remember writing an editorial explaining what that blank front page was about: a show of support with other newspapers across the state that did the same thing. I also remember writing (with thanks in my heart) that The New Era had successfully stayed afloat, avoided staff cuts, to continue to report Sweet Home's news.

Unfortunately, that is not the case now.

As your newspaper, The New Era has reported a lot of local happenings over the past 95 years – thousands and thousands of stories about life here in East Linn County.

I apologize for the length of this editorial, but I want you to have the whole picture, so you're going to get some very transparent details. This is hard.

By the end of December, my wife Miriam and I will need to make the very difficult decision as to whether to attempt to revive The New Era into a healthy sustainable local news source, or to walk away and let it die.

How We Got Here

Miriam and I operated The New Era for 18 years. In spring of 2023 we decided to accept an offer from a former employee, Chris Chapman, to purchase the newspaper. We weren't really looking to "retire," although I was over 60, but we also knew we needed to find a way to keep The New Era in good hands after we left and our experience with Chris gave us optimism that he would be able to do that.

We've always believed and publicly maintained that The New Era is Sweet Home's newspaper and that our role was to manage and be caretakers for this institution, which was part of the community long before we purchased it from Alex and Debbie Paul in 2005. We wanted to hand it off to someone else who could develop The New Era into a news source that caters to a wider age range of readers. Chris has made great strides in branding, creating solid digital platforms, and mainstreaming many of the processes that go into producing a paper and online news.

Recently, though, Chris notified us that The New Era was in trouble. There are a lot of balls that have to be juggled to successfully run a newspaper in today's world, and he told us he had had difficulty keeping all those in the air. He'd had trouble with turnover. Advertising had fallen off precipitously and the newspaper operation was in jeopardy.

He was right. When we analyzed the situation, we could see that The New Era was, quite honestly, short on staff, and close to collapse financially.

Why This Should Matter to You

So what would life be like in Sweet Home without a newspaper that faithfully reports what's happening in the community?

Your local newspaper is essential in keeping you as informed, engaged and empowered as you want to be – and everybody, no matter how disinterested they think they are at this moment, will likely want to be informed, engaged and empowered at some point.

The New Era's history in this community goes back nearly a century, almost as old as the city itself. It's deep-rooted. It has been here for generations, telling the stories of the Sweet Home's growth, struggles, and triumphs. It is part of the community's identity, connecting the past with the present, and, depending on how this current situation works out, possibly future generations, giving residents a sense of belonging and continuity.

Researchers who have looked into the struggles facing newspapers have identified a variety of key impacts that can or will affect a local community that has lost its newspaper.

Less government accountability: Without a reporter in the room, government officials do not feel that presence and, frankly, can find it easier to go places they shouldn't. The media provide constraints, public scrutiny of government activities. Government officials who are not experiencing scrutiny from the media may be less inclined to be transparent and responsible with public funds, and more prone to abuse of power. When you support your newspaper, your money helps pay the cost of keeping a reporter in the room.

Reduced civic engagement: Without access to local news, people are less likely to stay informed about community events, participate in local politics, or vote. Facebook and other popular social media generally do not cut it for voters looking for non-biased analysis of a candidate's qualifications, experience and perspectives on issues – particularly on the local level. Typically, if such is provided, it's by your newspaper. Maybe you're not a regular reader, but if The New Era disappears, you will no longer have that option when you want to engage in public life.

Diminished sense of community: Not only do local newspapers report what's happening in a community's political and other arenas, but they also can play a role in fostering a shared identity and understanding within a community. They report on such elements of community life as sports and academic achievements, talented people and their accomplishments, volunteerism, exceptional endeavors and successes, the unique accomplishments of individuals who might otherwise go unrecognized.

Unlike the broad and sensational topics that dominate national news and people's personal devices, The New Era is hyper-local in its coverage of politics, local organizations and local activities that might otherwise go entirely unreported or publicized in the sensationalized context of social media. If activities, trends or challenges within a community are not reported accurately and sensitively, how can the community respond to them?

Newspapers provide local relevance.

Lost historical record: Your children, grandchildren, great-grandchildren and others can find details about life in Sweet Home through archived newspapers. The New Era staff regularly fields questions from people, often on social media, about the history of an event, person or place in the city. Unless the answer can be dredged up by a still-living person's memory or a book written on the matter, one of the few other places to find rich details is in your local newspaper. A couple of recent examples include details about why Frontier Days was renamed Sportsman's Holiday (and answering the question about whether it was named after the Sportsman family or sportsmen in general), and the history of the Church Mouse building.

A hundred years – or even a decade – from now, will your descendants be able to find quotes from residents, details from meetings, and factual information about anything, really, from social media platforms that may no longer even exist in the future?

Community newspapers have always been one of the best one-stop-shop, go-to sources for rich details that future generations will appreciate. There is little reason to depend on social media's ability to provide accurate, historical information dating several decades – or even centuries – back. How often have you fruitlessly searched for something on social media that you know you saw just a week ago?

Increased political polarization: Newspapers can provide access to diverse political viewpoints, usually in a non-confrontational (even-handed) tone and manner. When all people listen to is commentary and purported news that confirms their biases, that's not healthy for a community.

Social media are notorious for the spread of incomplete or outright false information. Communities without a newspaper tend to become more divided along political lines.

Potential for misinformation: When a community lacks a reliable news source, it is subject to all manner of false or misleading information, perpetuated (consciously or unconsciously) by individuals or entities that may not be committed to truth and integrity.

Absent Economic Contribution: Despite the competition from social media, community newspapers continue to provide a very affordable option for businesses seeking to promote themselves to local people, who are the most likely to become loyal customers.

Newspapers also provide business coverage, stories about local entrepreneurs, and generally provide visibility to small businesses, which contribute to a thriving local economy. I don't think I'm the only one who appreciates business news that is fair, if not sycophantic.

Absence of In-Depth Reporting: What you get from social media, radio and TV is usually cursory, at best. Even though the newspaper can't do all we'd like to – mostly because of staff limitations, I don't think anybody would argue that they can't get more in-depth coverage from The New Era than from other sources, other than maybe one-on-one with knowledgeable sources (which are the people we get our news from). No newspaper, no in-depth reporting at all.

So here's the point: Now, five years short of its centennial, The New Era, which has provided all of the above, is facing the end – unless you, the community are able to step up.

How Can We Correct This Situation?

Your help is needed to keep The New Era alive.

I'm confident that Miriam and I have the demonstrated ability and knowledge necessary to run a successful newspaper and, with proper staffing, restore it to financial health. January through March, though, are the leanest months for newspaper revenue and so, of course, that just makes this more difficult. Unfortunately, if we make the attempt to restore The New Era, we cannot personally provide all the financial resources that we anticipate will be necessary to make it through these low-revenue months.

The New Era is a service – to you. I can honestly say that while we made a modest – sustainable – living from the newspaper operations when we owned The New Era, we didn't draw large take-home checks. Since I left The New Era, I've spent a lot of time as a

substitute teacher in local schools and I can honestly say I make a better living doing that than I did as publisher of your newspaper.

But I believe that Sweet Home's residents will be the losers if their newspaper disappears. If you agree, then the question is what can you do to help?

- Businesses can help by advertising, promoting themselves on the pages of the local newspaper as often as possible.
- Individuals can help by purchasing subscriptions – I know the increased price has been a stretch for many, but it's still a lot better deal, frankly, than even buying a cup of coffee once a week in today's economy.
- Anyone who doesn't need to advertise, can simply contribute. We did a little quick math and if every subscriber were to contribute \$10, that would be enough to meet the needed additional funding to keep the paper in the black for a month. If you can give more, that would help for the future months.

You can be sure that, if you step up and we are able to move forward, you will be kept apprised of how we're doing. We are concerned about keeping this transparent. We will report, honestly, what we've received and how we're spending it as long as it takes to get this thing turned around.

For more details you can contact me or Miriam personally, email us at scott@sweethomenews.com or miriam@sweethomenews.com (yep, our old email addresses), call me or Miriam at (541) 367-2135, or stop by at 1313 Main St. after 11 a.m. on any weekday other than Tuesday.

We thank you in advance for your consideration! Sweet Home is a "can do!" community, we have seen you rally for many needy situations. We would love to see The New Era continue for many generations to come!

Donations can be sent to: The New Era, 1313 Main Street, Sweet Home, OR 97386

Prefer to use your credit card? Stop by the office or call us at (541) 367-2135.





NEWS OPINION

Community response provides real hope for The New Era's future

 BY SCOTT SWANSON · DECEMBER 26, 2024

Having lived in Sweet Home for 20 years and having published your newspaper for 18 of those, I am well aware of something this community is very confident of: Its willingness to step up when there is a real need.

Well, I can only say that I and my wife Miriam have witnessed that on the most personal level over the two weeks. Following the publication of the editorial – for lack of a better word – in the Dec. 11 edition, alerting the community about the dire state of The New Era, the response has been such that we are fully engaged in seeking to right this ship. You've given us what we need to go for it.

The day after the article appeared in Sweet Home mailboxes, we opened the door of the office to several people who were standing there, waiting and ready to chip in to help us.

They were the first of a nearly constant stream of readers and community members who have thrown their lot in with us to make this happen.

We received one early donation so generous that tears were shed and we were suddenly filled with optimism that yes, we can fully engage in the process of rebuilding your newspaper.

Thank you so much, Sweet Home.

The paper isn't saved yet, but it is closer than it was a few weeks ago. We are working to hire some necessary staff and get ourselves organized with the employees we have – all of whom are people we've worked with in the past, which helps a bunch.

When I mention generosity, I'm not just talking about individuals. Businesses and other organizations have stepped up with advertising, which is crucial to this process.

One reader stopped in to suggest that he organize a fun run to raise money for the newspaper, like we did to help Steelhead Fitness weather the COVID shutdown. I can't say I'd thought of that, but it sounds like a good reason for folks to get in shape, which has its own benefits.

More on that to come, but it's planned for Feb. 8, a reincarnation of the Sweetheart Run. So start working on it. The run, he says, will be donation-only, which means you can contribute whatever you want to run a 10K (6.2 miles) or a 5K (3.1 miles) or simply walk all or part of that distance.

We've heard from multiple people who are willing to volunteer, which is something I thought might become a necessity when we previously owned the newspaper. It's always been the community's newspaper, as I've stated previously, but we are definitely interested in finding ways to get the community more involved in its production. So all those would-be volunteers will be hearing from us, once we get things organized a little bit.

One prominent citizen offered to personally go door-to-door to solicit subscriptions.

We thank all these people who have generously stepped up, and we hope that we can get to the point that they and you, the readers, will be reliably served by this publication for

many years to come.

We've received some large donations of money and, as I wrote in the previous article, we want to be transparent with how we're using it. Put bluntly, without the money we've received, we would have had very little, if any, confidence in moving forward. But the revenue that has been contributed gives us something to work with in a business in which most of the costs are up-front (if you don't have the cash, you don't get printed.)

Due to the significant financial response, we have contacted several community members who have experience as board members and managers, and three have agreed to serve as an accountability group for us. So far, they are: Bob Burford, former police chief and current president of the Sweet Home Community Foundation; Steve Hanscam, a retired local CPA who is a board member for the Sweet Home Alumni Foundation and the Lebanon Community Hospital Foundation Board of Trustees; and Kristin Adams, chair of the Linn Benton Community College Board of Directors and a member of a number of other boards. We plan to add at least one more, but due to the holidays, that process has been a little slow.

These are people who are known and respected in the community, whom we will report to on a regular basis to keep things above-board and so the community knows that all their donations are going directly to solve the problems we face in rebuilding the newspaper.

Regrettably, the day our editorial appeared was also the day the much-older The Times newspaper of Brownsville died the very death that was threatening The New Era. The Times was in its 139th year. We had no clue that was about to happen until a Brownsville resident called and said she wanted to subscribe – that her newspaper had just stopped publishing.

These are tough times for newspapers.

A few days ago, after our editorial appeared, someone handed me a report from the Oregon Journalism Project, a new, nonprofit investigative journalism effort, which points out how Craigslist, Meta and Google, in particular, have sucked up dollars that not long ago supported local newspapers.

"Across the country, this has driven local newspapers out of business or resulted in zombie newsrooms," the report states, noting that more than "68% of our state's incorporated cities, and three entire counties, now lack a local news source." The state's

three once-largest newspapers, the Oregonian, the Register-Guard in Eugene and the Statesman Journal in Salem are mere shadows of what they once were – thriving, prize-winning, journals that kept politicians accountable with watchdog journalism.

This is reality, but we have seen very clearly how Sweet Home refuses to lie down and let it happen. We don't plan to either, and we're optimistic that, with God's help, we can provide a healthy local news source for Sweet Home.

But it will take continued support, and that will need to continue to come from you, in various ways.

One of the common reasons why newspapers die is because their communities didn't know, or didn't wake up, until it was too late. Those who have responded have demonstrated very clearly that you don't want that to be the case.

Thank you again, Sweet Home. Now it's time to get to work.

admin@ci.brownsville.or.us

From: DEQ Online Subscriptions <ordeq@public.govdelivery.com>
Sent: Wednesday, January 8, 2025 5:13 PM
To: admin@ci.brownsville.or.us
Subject: DEQ Rulemaking ♦ Willamette Mainstem and Major Tributaries Temperature TMDL Replacement EQC meeting for adoption

DEQ Rulemaking – Willamette Mainstem and Major Tributaries Temperature TMDL Replacement EQC meeting for adoption

Summary

DEQ and EPA are revising multiple temperature Total Maximum Daily Loads (TMDLs) that were issued by DEQ and approved by EPA between 2004 and 2010. DEQ is under a court order to update and replace these temperature TMDLs to make them consistent with the current temperature standards. These TMDLs must be updated because they were based, in part on the Natural Conditions Criterion, a section of the temperature standard that was subject to litigation and has since been disapproved by EPA.

The first group of TMDL replacements included the Willamette Subbasins project area and was adopted into rule by the Environmental Quality Commission on Aug. 6, 2024, and approved by EPA on Sept. 12, 2024. DEQ is proposing an amendment to the Willamette Subbasins TMDL rule to include the Willamette Mainstem and Major Tributaries project area in the second group of replacement TMDLs. To meet the next deadline, DEQ planned to present the rule amendment to the Environmental Quality Commission at the Jan. 9-10, 2025, meeting; however, DEQ is unable to complete the TMDL by that deadline and is still working on responding to comments made during the public comment period and making final revisions to the TMDL, Water Quality Management Plan, and associated documentation.

Additionally, DEQ and EPA filed a joint motion to the court to amend the final order and judgement to extend project deadlines for the remaining TMDLs on Oct. 28, 2024, including requesting a four-month extension for the Willamette Mainstem and Major Tributaries project area TMDL. Briefing to the court is complete, and DEQ is waiting for the court's response. We will provide GovDelivery notification about the outcome of that request as soon as we have the result.

Additional Information

To learn more about this rulemaking and the advisory committee you can view the **rulemaking** webpage: [Willamette River Mainstem and Major Tributaries Temperature TMDL](#).

Visit the **project** webpage for additional information: [Temperature TMDL Replacement: Willamette River Mainstem and Major Tributaries](#)

To receive future email notices about this rulemaking, please sign up here: [TMDLs GovDelivery](#)

admin@ci.brownsville.or.us

From: Oregon Department of Land Conservation and Development
<DLCD@public.govdelivery.com>
Sent: Thursday, January 9, 2025 8:17 AM
To: admin@ci.brownsville.or.us
Subject: DLCD Notice of Proposed Rulemaking: Sage-Grouse Map Update Amendment

[Share / View as a webpage](#)



January 9, 2025

Notice of Proposed Rulemaking

This message provides the notice of the Department of Land Conservation and Development rulemaking that you have requested.

Caption: Sage Grouse Significant Habitat Map Amendment

Summary: The Land Conservation and Development Commission (LCDC) is considering adopting an amendment to OAR 660-023-0115, Procedures for Complying with Goal 5 related to protection of the Greater Sage-Grouse in Oregon. The amendment would update an existing map depicting core and low-density Greater Sage-Grouse habitat areas in the state, as well as result in minor amendments to the text of the rule.

The existing map was adopted by LCDC in 2015 and was provided by the Oregon Department of Fish and Wildlife (ODFW) based on data from 2011. The updated map, also provided by ODFW, reflects new and improved data from 2023. The minor text amendments would modestly revise the definitions of “core areas” and “low-density areas”, as well as add Grant County to the list of counties including significant Sage-Grouse habitat.

The Department of Land Conservation and Development (DLCD) is soliciting public comment regarding the rule amendment.

Website: The Notice of Proposed Rulemaking Hearing, Statement of Need and Fiscal Impact, Housing Impact Statement and Proposed Rules are available at: https://www.oregon.gov/lcd/LAR/Documents/660-023_SageGrouse_NoticeFilingTrackedChanges.pdf.

How to Comment: You may comment on the proposed rules by sending written comments by **January 23, 2025** to:

Rules Coordinator, Department of Land Conservation & Development
635 Capitol St., Ste. 150
Salem, Oregon 97301
or via email: casaria.taylor@dlcd.oregon.gov

Rulemaking Hearing: You may also provide verbal or written comments at the rulemaking hearing:

Date: January 23, 2025

Time: 9 a.m. (Please see [LCDC meeting agenda](#) for schedule hearings)

Place: Online via zoom and
Basement Hearing Room - Agriculture Building
635 Capitol St., NE
Salem, Oregon 97301

While LCDC generally allows three minutes of comment per person, depending on the number of people testifying, the Chair may decrease the amount of time per person. If you wish to address the commission, please use this form to sign-up:

<https://www.oregon.gov/lcd/commission/pages/public-comment.aspx>. Verbal testimony at the hearing will be scheduled in the order in which requests are received.

Additional Geographic testimony location:

Date: January 21, 2025

Time: 5:30 p.m.

Place: Harney County Courthouse - Basement Meeting Room
450 N. Buena Vista
Burns, Oregon 97720

If you no longer wish to receive notice of the Department of Land Conservation and Development's rulemaking activities, please unsubscribe using the link below.

Rulemaking

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admin@ci.brownsville.or.us

From: Oregon DEQ News <ordeq@public.govdelivery.com>
Sent: Thursday, January 9, 2025 3:16 PM
To: admin@ci.brownsville.or.us
Subject: DEQ's Reduce, Reuse, Reimagine Grants Program announces 2024 grant recipients.



NEWS RELEASE

Oregon DEQ awards \$1.2 million for community-based waste prevention projects

Date: Jan. 9, 2025

DEQ awarded \$1.2 million in Reduce, Reuse, Reimagine grant funds to 14 recipients in 11 counties across Oregon that stood out for their vision, creativity, and potential to make a meaningful difference in waste prevention. DEQ received 110 applications from across the state in which applicants demonstrated innovation, dedication, and community impact in their project proposals.

“The grant program supports statewide efforts to reduce the environmental and human health impacts of materials at all stages of their lifecycle,” said DEQ Grants Coordinator, Haley Miller. “After a pause in 2020, our team has been hard at work reigniting a program that can more effectively invest in community solutions to the environmental, social and health impacts created by production, consumption, use and disposal of materials.”

The 2024 Reduce, Reuse, Reimagine Grant recipients are:

Eastern Region

- Central Oregon Environmental Center (Bend) -- Reuseable food serviceware at food cart pod
- Klamath Works (Klamath Falls) -- Updates to construction materials thrift store

Northwest Region:

- Bold Reuse (Portland) - Reusable food ware program for Providence Park, Oregon Convention Center, Moda Center, and Veterans Memorial Coliseum
- City of Portland Bureau of Planning and Sustainability (Portland) - Deconstruction Program expansion and updates to commercial deconstruction that emphasize waste prevention for recovered materials
- Immigrant and Refugee Community Organization (Portland) – Reusable goods market accepting and distributing household items, furniture, and personal care items that would otherwise end up in landfills
- University of Portland (Portland) - Collect and repurpose usable items generated during student move-in and move-out

Western Region

- Be The Change Rogue (Ashland) -- Rogue-To-Go development and expansion of take-out reusable dishware
- Benton County Government (Benton County) -- Waste prevention of single-use items at community events
- BRING (Eugene) -- Construction site material recovery
- Confederated Tribes of Grand Ronde Community of Oregon (Grande Ronde) -- Reusable dishware for childcare center and laser engravers to move away from plastic product labels
- Garten (Salem) -- Modernizing Refurb Lab to increase reuse of hard drives, laptops and computers
- Lane County Government (Lane County) -- Durable dishware and water bottle refill stations for large-scale events in Lane County
- McMinnville Tool Library (McMinnville) -- Tool lending for community empowerment and sustainability
- Oregon Cascades West Council of Government Meals on Wheels (Albany) -- Reusable container program for Meals on Wheels sites in Benton County

“DEQ’s Materials Management Program extends its congratulations to all recipients, and gratitude to everyone who applied,” said Sanne Stienstra, DEQ Materials Management Program manager. “Your work enriches our collective efforts to reduce the environmental and human health impacts of materials at all stages of their life cycle.”

The Reduce, Reuse, Reimagine grant will have a different focus for its funding each year. This year’s focus was waste prevention. Just like with health, an ounce of prevention is worth a pound of cure. Waste prevention provides more benefits by reducing the consumption of natural resources and generation of waste before something becomes trash or pollution. Waste prevention activities reduce waste by changing product design, by using less, by using something longer, or by repairing it.

The Materials Management Program is focused on reducing the environmental and human impacts when managing materials at every stage of life, from design to disposal. [Read about the program’s 2050 Vision.](#)

S. Scott McDowell

From: Transparency <Transparency@odot.oregon.gov>
Sent: Friday, January 10, 2025 10:38 AM
To: Transparency
Subject: Infrastructure Condition Reporting (HB 2017) - report due 2/1/2025

Good morning,

I wanted to check in with you again related to the Local Agency Infrastructure Condition Reporting Form (HB 2017) and the February 1 deadline for reporting. **Your agency must submit this report to continue receiving payments from the State Highway Fund.** ODOT is required to withhold those payments if we don't receive your report.

You should have already received an email with a temporary password to log in to the form. Please let me know if you need me to send login information or if I can assist in any way.

We put together a [website with information and instructions](#). Search for your agency name to find instructions just for you!

Note: If your agency already submitted a **certified mileage** report this year, please be aware that is a separate requirement. [This website explains the two requirements, plus an option to check your agency's reporting status for both required reports.](#)

When you're ready to submit the HB 2017 infrastructure condition report, be sure to click all the way through "Preview Data and Submit" and "Submit Data to ODOT." When the report is complete, you'll see a confirmation screen and receive a confirmation email. Here's a link to the [Local Agency Infrastructure Condition Reporting Form](#) for your convenience.

Please feel free to contact me if I can provide any assistance with meeting this requirement.

Sincerely,
Sarah

Sarah Chadderdon (she/her)
Transparency, Accountability and Performance Program Manager
Transportation Data Section
Oregon Department of Transportation

Office: (503) 986-3735
Sarah.J.Chadderdon@odot.oregon.gov

S. Scott McDowell

From: Sharp, Megan <msharp@co.linn.or.us>
Sent: Friday, January 10, 2025 11:28 AM
To: DCBS BCD Complaint * DCBS; 'northwest-elect@hotmail.com'
Cc: SIMMONS Andrea F * DCBS; Code Enforcement
Subject: RE: Enforcement Complaint: rodolf ()

Good Afternoon,

Thank you for passing along this complaint that was submitted to the BCD. Linn County and the City of Brownsville, does not see any violations that would require enforcement. We have already done an investigation on this subject and research, also having communication between the City of Brownsville and the County. Thank you for your time on this matter, have a great weekend.

Thank you,

Megan Sharp



Megan Sharp
Code Enforcement
Planning and Building
 300 SW 4th Avenue | Albany, OR 97321
 Office #: (541) 967-3816 x2384
 Email: CodeEnforcement@co.linn.or.us
 Website: <https://www.linncountyor.gov/planningbuilding>

From: BOWEN Kimmberly * DCBS <Kimmberly.BOWEN@dcbs.oregon.gov> **On Behalf Of** DCBS BCD Complaint * DCBS
Sent: Friday, January 10, 2025 10:54 AM
To: 'northwest-elect@hotmail.com' <northwest-elect@hotmail.com>
Cc: SIMMONS Andrea F * DCBS <Andrea.F.SIMMONS@dcbs.oregon.gov>; Code Enforcement <CodeEnforcement@co.linn.or.us>; DCBS BCD Complaint * DCBS <BCD.Complaint@dcbs.oregon.gov>
Subject: RE: Enforcement Complaint: rodolf ()

Good Morning,

Happy to help and thank you for your patience.

Thank you for sending us information through the BCD complaint portal. We reviewed the responses from the county and looked at the codes referenced.

Unfortunately, the complaint you have submitted is not one that the Enforcement Section with the Building Codes Division is able to handle, or "enforce."

Consumers should report businesses or trade workers that fail to obtain the necessary permits to their local building department. Linn County would be responsible for enforcing the permit or code violations.

You can read more about the scope of enforcement at the Building Codes Division on [our website](#).

Thank you,

Kimberly Bowen

Department of Consumer & Business Services

State of Oregon Building Codes Division

Enforcement Manager's Assistant

Direct: 503-378-3278 Cell: 971-375-7025

kimberly.bowen@dcbs.oregon.gov



Department of Consumer
and Business Services

From: northwest-elect@hotmail.com <northwest-elect@hotmail.com>
Sent: Thursday, January 9, 2025 3:17 PM
To: DCBS BCD Complaint * DCBS <bcd.complaint@dcbs.oregon.gov>
Cc: SIMMONS Andrea F * DCBS <andrea.f.simmons@dcbs.oregon.gov>
Subject: Enforcement Complaint: rodolf ()

First name:	mike
Last name:	rodolf
Middle initial:	t
Phone number:	541-9146705
Complainant E-mail address:	northwest-elect@hotmail.com
Address: (Street or P.O. Box)	
State:	
City:	
Zip code:	
Name of Individual:	
Business name:	
License type:	

Phone number:	
License number:	
Violator's Address: (Street or P.O. Box)	1013 kirk
City:	brownsville
State:	OR
Zip code:	97327
Did you witness the alleged violator perform the installation?	No
If the answer is "No", how do you know the alleged violation occurred?	change of use from hay barn to commercial auto shop with no permits
Address where the violation occurred:	1013 kirk ave
City:	brownsville
County:	linn
Approximate date(s) of violation	01/06/24
Type of violator:	Business
Type of work:	Electrical
Detailed Report of Violation/Violator	this building has no record of any permits building or electrical ever. A auto shop must be wired in conduit and must have all recps gfi protected for starters the shop feeder must be at 8 foot above roof not laying on steel roof of home
Submission agreement	By submitting this form, I understand and agree that:

Submission Date: 01/09/2025 05:17 PM CST

JAN 10 2025

1-9-2025

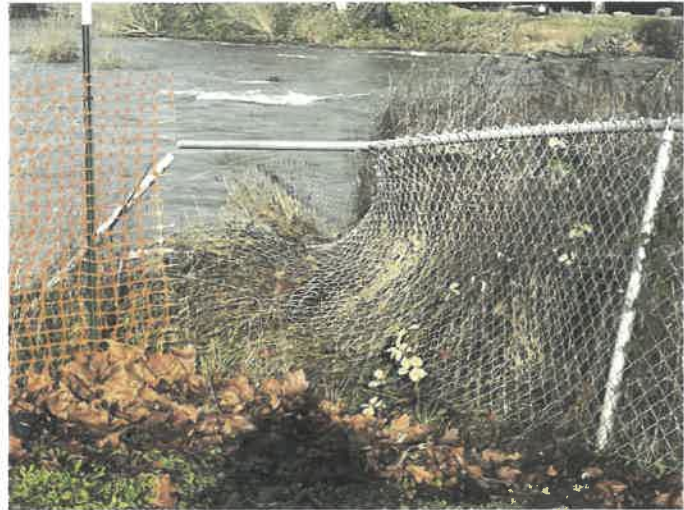
Clerk _____

Dear Mr. Mayor, Council Members

I reach out to you today with the hope that my suggestions will not only save the City of Brownsville money and the Public Works Dept. time (and money) but also in hopes that Brownsville can become a better steward of our precious portion of the Calapooia river.

It is my understanding that for liability reasons our insurance requires some sort of fencing along the northern edge of the Calapooia. For years this has been the orange (or green) plastic mesh fencing. Would it not be possible to pull the fencing further back from the embankment? This would satisfy our liability responsibilities while reducing the number of times a year Public Works has to replace or reposition this fencing. There are also environmental concerns to consider.

Every year when the riverbank at the north/west end of Pioneer Park is eroded by winter storms at least some of these materials end up in the river. Last year over 60 feet of mesh and 6 polls were pulled from the river - but most years there is no retrieval and these materials pollute our rivers and threaten the health and safety of floaters, swimmers and wildlife alike. I know we can do better.



Then there is the matter of the cyclone fence that runs along the North end of the park. This fence and several poles, fell into the river at the end of 2023. And as the "tail" is now in the river – it continues to tug the remaining run of fencing off it's rails. Would it not be possible for Public Works to attach the fence to a tractor, cut it – and pull the tail out of the river? This would, again, save the City money, and the Public Works Dept. time.

Thank you for your consideration in this matter.

Lynlee Bischoff



Goals 2023-2024

(Compilation Date: December 2024)

► 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.
- Final Update | Council received the annual audit report at the November 26th, 2024, Council meeting. Staff reported that while overall surplus is down, two major projects were recently completed: GR12 Waterline and the Rec Center Renovation projects. The General Fund looks healthy, as do the remaining funds. Staff presented slides outlining the City's bond obligations. Inflation and future capital infrastructure were discussed. Council will address priorities as the new Council seats in January 2025.

★ *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.
- *Final Update* | Staff and Council worked very closely with all the above referenced organizations during 2024 as well as the Central Linn School District on a partnership for the use of public lands. REAL continued to work on advancing their collective mission in conjunction with nine cities and both Linn & Benton counties. The report is due soon from JayRay. Councilor Winklepleck and Councilor Chambers attended all the LCSO quarterly meetings with McDowell. Council streamlined multiple ordinances over the course of the year to match Linn County and other partner cities codes to make enforcement easier and more consistent for deputies. Administrative Assistant Elizabeth Coleman worked very closely to advance the relationship between the City and the Linn County Planning & Building Department. Mayor Craven and the Legislative Advocacy & Policy Committee (LAPC) worked on legislative efforts with Tate Affairs. SMAC is preparing a legislative slate for the upcoming legislative session in Salem. Several members were added to SMAC and others are considering joining the effort. The City worked on the Recycling Modernization Act (RMA) with the Sweet Home Sanitation management team to address yet another unfunded



mandate being imposed by the Department of Environmental Quality (DEQ). Staff worked with the Central Linn Recreation Association (CLRA) on organizational development issues within the Association as well as tending to many logistics for the opening of the newly renovated Rec Center. The City continued many agreements with our local community partners. McDowell spoke to the American Legion in September providing them with an update on City affairs and the current advocacy effort. Council considers determining the value of having a relationship with the Cascade West Council of Governments and the League of Oregon Cities. Neither organization changed any of their positions as it relates to small, local governance.

► 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.
 - *Final Update* | The Legislative Advocacy & Policy Committee (LAPC) will meet soon to review legislative priorities for the upcoming legislative session. One major driving point for the City is the continuance of the recreational immunity protections that the State has always had. Recreational immunity has been under attack from the Oregon Trial Lawyers Association. If the immunity goes away, it will drastically impact park services statewide. SMAC also has a slate of issues being championed for the upcoming session. The State continues to press Governor Kotek's four pillars that include Climate Change policy, the Housing Crisis policy, Homelessness policy, and DEI. Recent United States Supreme Court decisions including a reversal of the Grants Pass ruling and the Chevron reversal should cause the State to reprioritize their efforts in at least two of these areas, but the State maintains defiant ambivalence to these and other Federal actions.
- ★ *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.
 - *Final Update* | Mayor Craven has continued to press City issues with legislators as has Council and Staff. Council has addressed concerns with the League of Oregon Cities priorities. Over the last few legislative cycles, the League continues pushing policy priorities largely aimed at larger cities and that support Governor Kotek's core policy directions. League committees are overrepresented by people with a particular political persuasion. The League has segregated membership into caucuses including the Women's caucus, the Hispanic caucus, the Black



caucus as an effort toward DEI goals. Segregation is not the answer. Segregation has never been the answer. Rosa Parks and Martin Luther King, Jr. agree, the later gave his life for the cause of integration.

- ★ *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.
 - *Final Update* | City Insurance Agent Darrin Godfrey reported late in the year that insurance costs will continue to soar for the foreseeable future due to properties being undervalued, the devastation of the recent fires, and many flood and hurricane losses nationwide. The State has effectively allowed special interests to increase tort limits, which has a direct correlation to insurance rates and risk management practices. CIS has become more and more restrictive toward cities ability to self-govern. Cyber policy is a prime example.

▶ 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.
 - *Final Update* | The Rec Center was finally opening to the public in late November. Staff continue to run down details on the windows and the exterior paint. Public Works Superintendent Karl Frink and McDowell worked all year on finalizing details to have the place ready for the public. Administrative Assistant Jannea Deaver has been instrumental in preparing rules and regulations for the proper use of the space. The City has been out a considerable sum to add furniture and sports equipment that was not planned for due to concerns with the newly installed floor.
- ★ *Complete the GR 12 Waterline extension.*
 - The project is underway and progressing nicely overall. Staff hope the project will be completed by the end of March 2024.
 - *Final Update* | Several delays caused this project to not be completed until November. Staff are making the final payment arrangements in December 2024. Public Works Superintendent Frink reported that he is using the water generated by this project for this year's treatment effort.
- ★ *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.
- *Final Update* | Dyer Partnership is still investigating options for the City. Recent determinations made by FEMA could impact the City's ability to cite a new lagoon at the South Wastewater Treatment Plant due to the proximity to the Calapooia River. The major issue is that the City has capacity for nearly 140 units until a major upgrade is required for sewage treatment.
- ★ *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.
 - *Final Update* | The Budget Committee appropriated \$100,000 for the new playground with plans to complete this project in FY 2025.2026. Funds were moved to finish the Rec Center Renovation project. The pavilion has been put on hold until the new Council considers options for the replacement of the building.
- ★ *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.
 - *Final Update* | Staff are in the process of creating our first annual report under the new system imposed by the State's Department of Environmental Quality. This unfunded mandate will eventually lead to findings and orders against cities in the name of climate change which will force major stormwater capital improvements projects on all communities in Oregon.
- ▶ **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.



- *Final Update* | The EPC continued their efforts to address the ordinance in hopes of making resources available to families and individuals to prepare for disruptions caused by natural disasters and other emergencies. Council discussed policy and preparedness strategies considering the ice storm that happened in January 2024. The State pushed two Federal programs the Natural Hazard Mitigation Plan (NHMP) and the Community Wildfire Protection Plan (CWPP). Council and Staff viewed these two programs as more unfunded mandates that will cause major implications to our citizens/taxpayers that are unnecessary. The State's Department of Land Conservation (DLCD) told McDowell that there was no penalty for not participating in this process, however the City would have to create their own plan that would meet the criteria adopted by the State if there were to be a disaster. Originally, the State said they would withhold Federal disaster funds if cities did not participate.

★ *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.
- *Final Update* | Council also is in the process of entering into a partnership with Central Linn School District for the use of public green space for youth sports programming. The details are still being worked out between the School District and Council. The Association continues working through Board development, policy and funding

▶ **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.

▶ **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.

Note: Staff continually monitor water rights. The life blood of any community will always revolve around a viable source of drinking water.

► Organizational Development.

★ *Review Council rules and policies.*

- Council passed a new officials handbook.
- *Final Update* | Council was challenged during the Summer of 2024 on their policy handbook. City Attorney Ross Williamson held that the handbook applied to Council members and City business, not personal conduct. Council will consider modifications during their upcoming goal setting session in 2025.

★ *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.
- *Final Update* | Council met a few times during the year to discuss logistics, member interaction, and how to address issues dealing with the media. Mayor Craven attended a League of Oregon Cities communications seminar that he found very important to share with Councilors. Mayor Craven and Staff are preparing for an extended training session in January 2025.

★ *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.
- *Final Update* | Mayor Craven continually checks in on progress and daily happenings with Staff. All Councilors have made a tremendous effort to meet with Staff on Council related matters prior to meetings. Councilor Humphreys was always available to sign checks and review this important process. Councilor Hansen and Councilor Winklepleck worked with a variety of citizens during the year to bring points of interest to Council. A host of other issues were addressed in real-time although there is room for improvement of the processes of the City to better handle situations as they arise during any given year. Public pressure and certain tactics continued to manifest during the entire year.

★ *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.



- *Final Update* | Social Media posts and commentary led to a lot of bandwidth taken away from Council and Staff time. Council should review related policies and practices to determine the best course of action.
- ★ *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.
 - *Final Update* | Due to the controversial recent election, Council decided to hold the annual appreciation dinner early in 2025. Many folks are still upset over the election results.



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



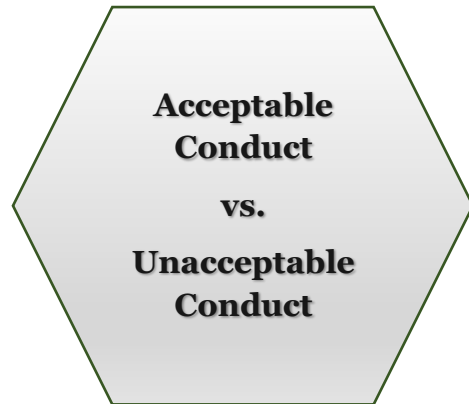
- 4. Implement & Execute
- 5. Review Outcomes

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

MONTH END FINANCIAL RECAP

		DECEMBER 2024					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 307,594.84	\$ 64,732.87	\$ 656,130.96	18.13%	\$ 2,962,724.04	1
2	WATER	\$ 44,070.05	\$ 69,973.78	\$ 349,925.96	31.07%	\$ 776,474.04	2
3	SEWER	\$ 44,033.35	\$ 28,210.50	\$ 171,213.33	15.31%	\$ 951,586.67	3
4	STREETS	\$ 19,636.98	\$ 16,382.68	\$ 98,887.96	24.19%	\$ 309,962.04	4
5	WATER BOND	\$ 244.26	\$ -	\$ 33,587.40	66.64%	\$ 16,812.60	5
6	SEWER BOND	\$ 1,103.09	\$ -	\$ 223,626.98	45.39%	\$ 269,073.02	6
7	SEWER DEBT FEE	\$ 12,260.76	\$ -	\$ 73,630.66	52.59%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 702.16	\$ -	\$ -	0.00%	\$ 191,600.00	8
9	WATER RESERVE	\$ 2,642.67	\$ -	\$ -	0.00%	\$ 204,000.00	9
10	HOUSING REHAB	\$ 845.59	\$ -	\$ -	0.00%	\$ 231,100.00	10
11	WATER SDC	\$ 2,951.09	\$ -	\$ -	0.00%	\$ 62,500.00	11
12	SEWER SDC	\$ 8,002.53	\$ -	\$ -	0.00%	\$ 793,500.00	12
13	STORMWATER SDC	\$ 3,011.56	\$ -	\$ -	0.00%	\$ 291,000.00	13
14	BIKEWAY/PATHS	\$ 376.89	\$ -	\$ -	0.00%	\$ 69,070.00	14
15	LIBRARY TRUST	\$ 29.16	\$ -	\$ -	0.00%	\$ 7,920.00	15
16	CEMETERY	\$ 31.76	\$ -	\$ -	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	\$ 281.80	\$ 6,994.00	\$ 15,654.20	20.54%	\$ 60,545.80	20
		\$ 447,818.54	\$ 186,293.83	\$ 1,549,026.79			

Key Bank Account

General Checking \$ 115,038.29

Oregon State Treasury

General Account \$ 5,730,482.61
Community Improvements \$ 42,402.00
Project Escrow Holding \$ 108,068.02
CLRC Renovation Acct \$ 534,661.67
TOTAL OST / LGIP \$ 6,415,614.30

2024-2025

Appropriated \$ 491,050.00 17.38%

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) \$ 404,801.67 Funds Disbursed

Previous Month Court Revenue \$ 878.37