

# Council Agenda Packet

Tuesday, February 25<sup>th</sup>, 2025 | 7:00 p.m. | Council Chambers

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## Council Meeting

Tuesday, February 25<sup>th</sup>, 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: January 30<sup>th</sup>, 2025  
February 19<sup>th</sup>, 2025 | *Goal Setting Session*
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Goals 2025.2026
  - B. Calapooia Riverbank Retrospective
  - C. Kirk Avenue Retrospective
  - D. City Websites Review
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administrator
  - D. Planning
  - E. Library | *Sherri Lemhouse*
  - 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 2025.04: Solid Waste Rates**



- B. **Resolution 2025.05:** Vanderstelt Reimbursement #2
- C. **Proclamation:** Willamette Valley Insurance Services

10) ACTION ITEMS:

- A. Elect Cascade West Council of Governments Representative | *Two Year Term*
- B. Brownsville Senior Center Agreement
- C. Brownsville Flower Club Agreement
- D. Brownsville Art Association Agreement
- E. Appoint Legislative Advocacy & Policy Committee (LAPC) Member
- F. Appoint Budget Committee Member(s)

11) DISCUSSION ITEMS:

- A. Partnership Agreements
- B. Annual OGEC Reminder | *Statement of Economic Interest*
- C. Wildfire Information | *Mayor Craven*
- D. January Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



January 30<sup>th</sup>, 2025

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

**ABSENT:** All members present.

**PUBLIC:** Arlen Krabill, Steve VanSandt, Betsy Ramshur, Sheriff Michelle Duncan, and Penny Rosenberg (*Democrat-Herald*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** Possible deletion of David Karo, Central Linn School District.

**MINUTES:** Councilor Solberg made a motion to approve the December 17<sup>th</sup>, 2024 meeting minutes as presented. Councilor LaCoste seconded the motion, and the motion passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Oregon Legislative Information System (OLIS)** McDowell reviewed with Council how to use the system to submit testimony, know when hearings happen, and read related bills. McDowell also shared where folks can sign up for announcements and alerts from State agencies. The website, <https://www.s-mac.org>, also has direct links to the United States Congress.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report | Sheriff Michelle Duncan.** Sheriff Duncan reviewed the statistics for December. Duncan shared the personnel challenges the Sheriff's Office continues to face. She said that increases to the city's contract are forthcoming. LCSO is in labor negotiations. She also said the LCSO will be preparing to reintroduce the law enforcement levy this year as it is set to expire. Duncan discussed the multiple challenges the Jail is facing. The LCSO is in the process of expanding the female portion of the Jail by 22 beds. She encouraged all to consider the Citizens Academy this Fall. The Academy takes a deep dive on all things the LCSO does for Linn County from the Jail to SWAT to Search & Rescue and much, much more.
2. **Public Works.** Public Works Superintendent Karl Frink reported on challenges at the Wastewater Treatment Plants sharing a quote for replacement of the gas chlorination equipment for both plants. Frink had hoped to get by until the chemical switch but the associated costs for the new process set those plans back. Council agreed to move forward with the quote from Correct Equipment, Inc. Public Works has been making repairs at the Rec Center. Two of the three pumps failed at the North Plant. All pumps have been repaired.
3. **Administration.** Administrator Scott McDowell reported that the two Town Hall meetings to review the Brownsville Canal Company and Mill Race were well attended and there was good participation. He will be meeting with the Canal Company officials to continue preparations for the Canal Company moving forward. McDowell thanked the Canal Company Board, Mike Neher, Suzanne Wallace, and Ed Isaksen, for serving on the Board and continuing the mission. McDowell also thanked Bob Babcock and John Holbrook for attending and relating historical information for clarification. A mailer will be sent after a path forward is determined. This issue will likely come back to Council in April in agreement form.



Reports with various State agencies have been filed, or are in progress, including ODOT, OWRD, TMDL, etc.

McDowell reported that members of REAL met last week. The group is splitting out duties, and hoping to move forward with possible university internships, among other projects.

Frink and McDowell are working on filling the Park Caretakers position for this Summer. McDowell reported that the Rec Center continues to have some operational issues, but Staff are working on them.

Staff are preparing for a major website upgrade to the newest version of Drupal, happening soon.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Council Comments.** Mayor Craven and several Council members attended the League of Oregon Cities Capitol Day, meeting with the City's representative Jami Cate, District 11, and Senator Cedric Hayden, District 6, to express the City's advocacy positions. Craven said the thoughts and insights shared by Representative Cate were all very useful. Councilor Winklepleck said that Governor Kotek was intent on staying the current course, which is a course that must change. Councilor Eversull commented that it was very interesting to see the inner workings of the State government. Councilor Hansen said that it is fascinating to see the resolve of Representative Cate and how she must focus on the small victories due to the super majority of Democratic leadership. Mayor Craven ended with the thought that the City is not interested in handouts as much as major policy shifts aimed at ending unwanted regulation and costs associated with burdensome bureaucracy. Mr. McDowell commented that it has been fantastic to see Council get involved and really try to start pushing our City agenda forward, and advocating for our citizens. Mayor Craven thanked Mr. McDowell for setting up the day and coordinating things so well.
8. **Citizen Comments.** No comments.

## **LEGISLATIVE:**

1. **Resolution 2025.01 | Appoint Judges Pro-Tempore.** Mayor Craven stated that the City will be appointing two judges this year, instead of just one.  
*Councilor Solberg moved to approve R 2025.01 as presented. Councilor LaCoste seconded the motion, and it passed unanimously.*
2. **Resolution 2025.02 | Commitment to Safety Program.** This is an annual matter of business before Council for approval. McDowell stated that the City has a Safety Committee that meets several times a year for meetings. Employees also engage in Safety Walks quarterly.  
*Councilor Winklepleck moved to approve R 2025.02 as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Resolution 2025.03 | Authorize Check Signers.** Mayor Craven read the resolution title into the record. Basically, this resolution is adding a new signer and repealing one signer no longer on Council.



Councilor Winklepleck moved to approve R 2025.03. Councilor Solberg seconded the motion, and it passed unanimously.

## **ACTION ITEMS:**

1. **Elect Council President.** Mayor Craven opened the floor for discussion, stating that he felt all members are capable of the position of Council President. He suggested retaining Councilor Chambers in the current role. Councilor Winklepleck also stated that he felt that Councilor Hansen would serve Council well in that role. After a vote was taken, Councilor Chambers was retained as Council President for two more years.

2. **Elect Central Linn Recreation Association Representative | Two Year Term.**

Councilor Winklepleck nominated Felipe Eversull for this position. Councilor Chambers seconded the motion, and it passed unanimously.

3. **Elect Linn County Sheriff's Office (LCSO) Representative | Two Year Term.**

Mayor Craven recommended Councilor Chambers as LCSO representative, with Councilor Solberg as a secondary representative. Councilor Hansen seconded the motion, and it passed unanimously.

4. **Authorize Advocacy & Policy (LAPC) & Budget Committee Member Advertisements.**

Mr. McDowell stated that due to the discontinuation of the local paper, *The Times*, the City will be utilizing *The New Era* publication out of Sweet Home. McDowell said that he has talked the matter over with Scott Swanson who is the owner and Swanson plans on locating the paper in key spots throughout town while planning to increase coverage of Brownsville happenings.

Councilor Winklepleck moved to authorize advertisements for LAPC and Budget Committee members. Councilor LaCoste seconded the motion, and it passed unanimously.

5. **Approve Total Maximum Daily Load (TMDL) Annual Report.** Mr. McDowell reviewed the TMDL report from the agenda packet; to say that Council is fatigued with this topic is an understatement. McDowell reviewed the few modifications and status updates of the report. As the City has stated in the past, according to an official study done after the 1997 flood, the City does *not* have a viable or functioning stormwater system. Adopting these TMDL model codes and binding small cities is not a good option. It is unknown how the TMDL requirements will hold up after the Chevron case reversal by the United States Supreme Court back in June 2024. It seems the DEQ and State of Oregon is continuing with these policies and requirements, full speed ahead, which are in direct opposition of President Trump's direction. Mr. McDowell stated that it is fair to say that these regulations could work for larger communities, but don't work well for small cities our size. When this program initiated, it was a voluntary program. When the Clean Water Act was reauthorized in 1996, these regulations were only designed to be applicable to cities greater than 50,000 population. The parameters have been totally changed, where all cities are now expected to comply. DEQ has also designated all cities as DMA's (Designated Management Authorities) and are now able to levy fines and fees to such agencies for noncompliance with their forced rules and regulations.

Councilor Winklepleck moved to approve the TMDL report as presented. Councilor Hansen seconded the motion, and it passed with Mayor Craven voting against the motion. Mayor Craven stated that he wanted to show that the City is not interested in these kinds of forced programming.

6. **Vacate Brownsville Municipal Code Appendices (B & D).** Mr. McDowell stated that these deletions are just a matter of housekeeping. They are agreements for old services no longer relevant to City business and reorder appendices as necessary.



Councilor Winklepleck moved to approve these code deletions. Councilor Chambers seconded the motion, and it passed unanimously.

7. **Approve the Annual River's Edge Homeowner's Association Letter.** Mr. McDowell stated that this letter to all residents of the subdivision defines the responsibilities of the Homeowner's Association and the City as it pertains to operation and maintenance of certain items. McDowell reported that a webpage is also dedicated for this purpose.

Councilor Solberg moved to approve disbursement of annual letter to River's Edge homeowners. Councilor LaCoste seconded the motion, and it passed unanimously.

## **DISCUSSION ITEMS:**

1. **Council Goal Setting.** McDowell proposed a two-hour evening session to discuss and review Council Goals. Council set February 19<sup>th</sup>, at 6:00 p.m. for a Council Retreat and Goal Setting session. Council hopes to finalize the goals at the February 25<sup>th</sup>, 2025 Council meeting.
2. **Advocacy Positions.** Council reviewed the previously approved advocacy positions.
3. **Budget Advertisements.** Staff indicated appropriate Budget Hearings notices will be published in *The New Era* newspaper.
4. **December Financials.** No comments.

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

**COUNCIL COMMENTS.** Councilor Chambers stated that she appreciated Mr. McDowell's inclusion of quotes each month in the agenda packet. She particularly liked the Albert Einstein quote this month, "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." Chambers encourage everyone to look for a miracle in everything.

Councilor Winklepleck thanked the audience for coming out to a meeting on a Thursday night.

Councilor Eversull stated that he is excited to serve with such a professional, capable Council. He is looking forward to serving the community.

**ADJOURNMENT:** Councilor Hansen moved to adjourn at 8:33 p.m. Councilor LaCoste seconded the motion, and it passed unanimously.

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City Administrator S. Scott McDowell

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Mayor Adam Craven



February 25<sup>th</sup>, 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.

“To safeguard democracy the people must have a keen sense of independence, self-respect, and their oneness.”  
~ Gandhi

“That government is best which governs least.”  
~ Henry David Thoreau, Author

“There comes a time when one must take a position that is neither safe, nor politic, nor popular, but he must take it because conscience tells him it is right.”  
~ Martin Luther King, Jr.



February 14<sup>th</sup>, 2025 marked Oregon’s 166<sup>th</sup> anniversary!

## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

**A. Goal Setting 2025.2026** – Council will finalize goals for 2025.2026. Council met on February 19<sup>th</sup>, 2025, at 6:00 p.m. in Council Chambers to review a full list of goal considerations. Council pared down the goals on Wednesday and will make the final selections this evening so that Staff can move forward with putting a budget together for 2025.2026.



**What is Council being asked to do?**  
Review and finalize the goals for 2025.2026.

- B. Calapooia Riverbank Retrospective** – McDowell will give an overview/review of the challenges associated with repairing the riverbank in Pioneer Park.
- C. Kirk Avenue Retrospective** – McDowell will discuss Kirk Avenue's financial and practical challenges.





- D. **City Websites Review** – McDowell will provide a brief review of City websites and webpages of general interest. The goal is to inform Council members, Staff, and the public about the available information for their review and use.



## 9) LEGISLATIVE:

- A. **Resolution 2025.04: Solid Waste Rates (Annual)** – Please review Resolution 2025.04 for the details regarding the 2.61% proposed rates increase. There is also a comparison between 2024 and 2025 rates in the packet for your convenience.

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

Consider passage of the resolution.

*(Passage may happen immediately following the presentation listed above.)*



- B. **Resolution 2025.05: Vanderstelt Reimbursement** – Last November, Vanderstelt requested reimbursement for charges related to sewer work performed on her sewer outlet that was not installed during the Downtown Sanitary Sewer project in 2023. Staff prepared Resolution 2024.15 to address the request and Council unanimously approved the reimbursement. Vanderstelt had incurred an invoice from Curtis Excavation for the initial investigation into the problem. She has submitted that invoice for reimbursement as well. The information is in the agenda packet for your review. The error was beyond the property owner’s control and should have been included in the contracted sewer installation.

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

Consider passage of the resolution.

- C. **Proclamation: Commitment to Safety Program (Annual)** – Mayor Craven and Council would like to recognize the significant investment Willamette Valley Insurance Services has made and continues to make in Brownsville.

## 10) ACTION ITEMS:

- A. **Elect Cascade West Council of Governments Representative | Two Year Term** – The Cascade West Council of Governments have requested a Board representative from Brownsville. Last to serve on this Board was Mayor Ware. No member volunteered during the last cycle. Meetings are generally during the late afternoon and can last up to two hours. The COG is currently searching for a new director due to the recent resignation of Ryan Vogt.

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

Determine whether to appoint a representative.



- B. **Brownsville Senior Center Agreement** – It is time to review the Senior Center agreement. I have placed the agreement on the City Council webpage for your review; <https://www.ci.brownsville.or.us/citycouncil>. President Marilee Frazier is very happy with the agreement as it stands.

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

Determine whether to move forward with the agreement for another three-year term.



Brownsville Senior Center

- C. **Brownsville Flower Club Agreement** – Same as above with the Flower Club Agreement. President Sandy Saltzer is happy with the agreement, and they have members ready to continue the tradition of planting the flowers as described in the agreement. I have placed the agreement on the City Council webpage for your review: <https://www.ci.brownsville.or.us/citycouncil>.

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

Determine whether to move forward with the agreement for another three-year term.

- D. **Brownsville Art Association Agreement** – Parties have agreed to open the agreement to include changes that have happened over the last year and a half. The agreement is included in the packet for your review. The two main changes including dealing with the taxes that were levied in 2023 by Linn County and the rental control of the space. A few other minor changes were made to the agreement for the sake of clarity. The term of the agreement is also being extended since the agreement was up for consideration at the end of 2025.



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

Consider whether to approve the agreement.

- E. **Appoint Legislative Advocacy & Policy Committee (LAPC) Member** – There is one applicant to consider for the LAPC. The application is included in the agenda packet for your review.

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

Consider the application.

- F. **Appoint Budget Committee Member(s)** – There is one applicant to consider for the Budget Committee. The application is included in the agenda packet for your review.

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

Consider the application.

## 11) DISCUSSION ITEMS:

- A. **Partnership Agreements** – Mayor Craven requested a list of partnerships including the Cascade West Council of Governments & League of Oregon Cities be placed on the agenda for discussion.
- B. **Annual OGEC Reminder | Statement of Economic Interest** – You will be receiving a notification from OGEC soon to electronically file your annual SEI report.
- C. **Wildfire Information | Mayor Craven** – Mayor Craven would like to discuss recently released information with Council.
- D. **January Financials**





## UPDATES, INFORMATION & HAPPENINGS

**Council Goal Setting Preparation** – Worked up materials for the goal setting session.

**Budget Preparations** – Staff started working on the initial steps of putting the budget together for FY 2025.2026. Staff attending the annual Budget Law training in Albany.

**Park Caretakers** – The Shepherds will not be returning for 2025. Staff has advertised on Workampers and Facebook to fill the positions.

**Council Tour & Training** – McDowell reviewed a few slides pertaining to training at the recent Council Goal Setting Session.

*From 01.30.25:* Staff has been busy preparing materials and dialing in logistics for this important event.

**River’s Edge HOA** – The Council approved annual letter was sent to residents and placed on the City website under the River’s Edge webpage.



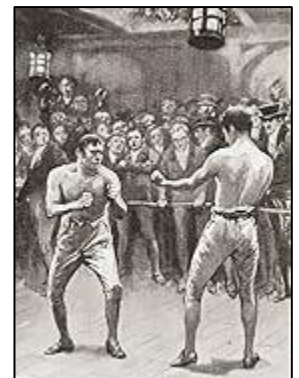
Council at the Water Treatment Plant

*From 01.30.25:* 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)** – *From 01.30.25:* 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** ☒ – Brownsville has been feature in two of the most recent newsletters from Cate. McDowell was asked to contribute an article on Recretional Immunity for the February 14<sup>th</sup>, 2025 installment.

*From 01.30.25:* 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 14<sup>th</sup>. 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** – Continued working with the parties involved.



*From 01.30.25:* 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** – Worked up letters and met with parties.

*From 01.30.25:* 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** ☑ – Setup mailing list. Updated the webpage. Update and prepare the agreement for review with the Board. Met with the Canal Company Board to iron out agreement details and make plans for the next Board meeting. The Company will hold a Board meeting and vote on whether to move forward with the agreement with the City.

*From 01.30.25:* 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 23<sup>rd</sup> & 29<sup>th</sup> 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 23<sup>rd</sup>, 2025, and Wednesday, January 29<sup>th</sup>, 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** – *From 01.30.25:* Staff met to discuss the details of the agreement. McDowell will be 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** ☑ – Setup a meeting with Sweet Home. Attended with other members of REAL to discuss the next steps the Alliance is planning. Sweet Home has experienced a lot of turnover during the last several months. Sweet Home is a keystone partner in this endeavor. I met with Amy Burbee at



Linn-Benton Community College (LBCC) along with Dr. Fort & Dr. Moon to explore intership possibilities. The group would like to create a working intership program with LBCC, OSU or Western University to sustain marketing efforts. I created a job description for LBCC and worked on getting an estimate for potentially hiring an administrative intern who would help advance the REAL agenda.





*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.

**Rec Center Renovation Project** – Staff worked on repairs and logistical issues.

*From 01.30.25:* 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 concners to J.E. John’s Kyle Marston. The paint pealed 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.

**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)**

Year	Month	Traffic Citations	Traffic Warnings	Hours
2025	January	30	45	203.25
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
	<i>Subtotal</i>	322	500	3800.3
	<b>Total Average</b>	17.89	27.78	211.13
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

**LCSO Quarterly Meeting** – March 6<sup>th</sup>, 2025 is the next 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)** ☒ – Worked on a plan moving forward with the collective group due to Sean Tate recently resigning. Tate will stay on through the current legislative session.

*From 01.30.25:* 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** – *From 01.30.25:* 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 17<sup>th</sup>, 2025, if an agreement is signed between Mr. Hand and the City. Staff forwarded an agreement to Mr. Hand for consideration. The agreement was based on direction Staff received from Council.

**Pending: Streetlight Request | Jim Smith** – *From 01.30.25:* 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 is installed. I will continue to follow-up.

**Pending: Central Linn School District & Central Linn Recreation Association IGA** – *From 01.30.25:* Yet to hear from the School District, but with the loss of their Superintendent they have other issues to manage. 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 are currently negotiating with the District as directed by Council.

**Active: State Agencies** – *From 01.30.25:* 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** – The annual report was submitted and is currently under review. I expect they will reject this year's submission due to the City's stance on this issue.

*From 01.30.25:* 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** – *From 01.30.25:* The next formal report is due July 2028. Staff will file an annual internal 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.



# City Administrator Report

*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.

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Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "SM".

S. Scott McDowell  
City Administrator

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

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







## Library Advisory Board

### *Librarian's Report*

January 2025

Here are a few facts about our Library for the month of January 2025. We have received 36 new books for the library. Volunteers donated 145.25 hours to our library. There were 1,301 materials checked out. 450 adult fiction books; 144 adult non-fiction books; 51 audio books; 358 children's books; 160 junior books; 73 junior reference books and 65 large print books.

There was a total of 303 electronic materials checked out. 204 adult fiction books; 52 adult non-fiction books; and 47 junior books. Of these 89 were eBooks and 214 were eAudiobooks.

In January, we held 5 children's programs with 65 participants. There were 6 programs for adults with 35 participants. A highlight of Story Time was a morning where the adults made a life-size outline of the children, and they got to draw and color themselves in. Don Lyon has one more World Cultures and Travel program in February – Wild Iceland on Thursday, February 20 beginning at 7 PM. We will then transition into Estate Planning for March (Wills), April (Advance Directive) and May (Funeral Arrangements). With The Times out of business, I have been reconsidering how to get the word out about Library Programs. Along with social media posts, there will be more flyers posted around town and a monthly email to patron inboxes. I always appreciate our community members telling their friends about the amazing programming here in the Library.

Respectfully submitted,

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

Sherri Lemhouse  
Librarian



**S. Scott McDowell**

---

**From:** library@ci.brownsville.or.us  
**Sent:** Friday, February 14, 2025 9:13 AM  
**To:** admin@brownsvilleor.org; Barbara DeRobertis; Gwen & Bruce Landon; Jannea Deaver Alt; Jennifer Ashcraft; Linda McCormick; Melissa Selby; Sandra Weingarten; Sandy Saltzer  
**Subject:** FW: [PL-Directors] Federal funding for libraries in Oregon

FYI,  
From State of Oregon Librarian  
Sherri

---

**From:** PL-Directors <pl-directors-bounces@omls.oregon.gov> **On Behalf Of** CORNELISEN Wendy \* SLO via PL-Directors  
**Sent:** Friday, February 14, 2025 8:45 AM  
**To:** libs-or@omls.oregon.gov  
**Cc:** tl-directors@omls.oregon.gov; Public Library Directors announcement list (pl-directors@omls.oregon.gov) <pl-directors@omls.oregon.gov>; Academic Library Directors announcement list (al-directors@omls.oregon.gov) <al-directors@omls.oregon.gov>  
**Subject:** [PL-Directors] Federal funding for libraries in Oregon

Oregon library community,

Thank you for your work. Libraries are essential to communities, and I'm so proud of the work that you're doing every day for Oregonians.

Many of you have heard and asked about the now blocked and rescinded order to [freeze all federal payments on grants and loans](#). Some programs offered by the State Library are federally funded, as are a few of the grants or projects at some of your local libraries. We want to provide you context regarding federal funding and State Library services.

- Federal funds from the [Library Services and Technology Act](#) (LSTA) Grants to States program were among the programs that would have been halted under the order.
- LSTA accounts for about a quarter of the State Library's [biennial budget](#), and about two-thirds of the Library Support and Development Services (LS) division's budget.
- The [Institute of Museum and Library Services](#) (IMLS), the federal agency that oversees LSTA, has indicated that there currently is no freeze on our LSTA funding. **Our access to this funding has not been interrupted.** We have also not been asked to change how or what we use our federal funding for based on other recent executive orders.
- All grant applications and other LSTA-funded projects are proceeding as planned.
- LSTA dollars fund a number of services used by libraries across Oregon:
  - Two-thirds of [LS staff](#), including consultants who advise on public libraries, children's and teen services, early literacy, digital equity, continuing education, community outreach,

reference services, school libraries, intellectual freedom, digitization, and public library data.

- The [Statewide Database Licensing Program](#), which includes statewide access to the Gale suite of electronic resources as well as subsidies to academic libraries to purchase more appropriate content for their needs.
- Statewide access to [iREAD Summer Reading Programs](#) for all public libraries.
- [Northwest Digital Heritage](#), which aggregates digital collections from libraries, museums, and other institutions around the Pacific Northwest and makes them searchable in one place.
- Various grant programs including annual [competitive grants](#), [teen internship grants](#), and [other opportunities](#).
  - Please note that Ready to Read grants are *not* federally funded. Those grants are funded through from the State's General Fund.
- Statewide and regional projects such as the [Sage Library System](#) courier, the [Oregon Digital Library Consortium/Library2Go](#), and digitization of Chemawa Indian School materials and Tribal newspapers.
- A wide variety of programs operated by the Oregon Library Association including [Oregon Battle of the Books](#), [Libros for Oregon](#), [OSLIS](#), [Overdue: Weeding Out Oppression in Libraries](#) podcast, and [professional development scholarships](#).
- [Answerland](#), the state's 24/7 online library chat reference service.
- A variety of [continuing education opportunities](#) for Oregon library staff and volunteers including the [Oregon Library Staff Academy](#) on Niche Academy, [library board resources](#) such as the newly released [board handbook](#), and special training such as the [Libraries Leading with Equity](#).

Right now, our federal funds are available. There's still a lot that we don't know. We will keep you updated as we are able.

We cannot predict what federal actions will be taken. However, we are keeping informed of developments. The State Library remains committed to the [priorities and objectives](#) established in our current LSTA plan, including and especially our commitments to support your efforts to make libraries more equitable, diverse, inclusive, and antiracist. We made those commitments based on clear feedback from you, the State of Oregon's [DEI Action Plan](#), and simply because it is the right thing to do. Until we are told otherwise and as long as we have the funds to do so, the State Library will continue supporting this and the other essential work being done with LSTA funds in Oregon.

If you have any questions, please reach out to Program Manager for Library Support Buzzy Nielsen ([buzzy.nielsen@slo.oregon.gov](mailto:buzzy.nielsen@slo.oregon.gov), 971-375-3486) or me. We may not have answers, but we will listen.

Thanks,

Wendy

**Wendy Cornelisen (she, her, hers)**

State Librarian

State Library of Oregon

[wendy.cornelisen@slo.oregon.gov](mailto:wendy.cornelisen@slo.oregon.gov)

Office: 503-378-4367| Mobile 971-375-3992

[www.oregon.gov/library](http://www.oregon.gov/library)





**RESOLUTION 2025.04**

**A RESOLUTION INCREASING SOLID WASTE RATES BY 2.61% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.**

**WHEREAS**, Ordinance 737 was adopted by Council on January 22<sup>nd</sup>, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee; and,

**WHEREAS**, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public; and,

**WHEREAS**, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees; and,

**NOW THEREFORE BE IT RESOLVED** that the rates and fees will be as follows:

<b>Residential Service:</b>	<b>2025</b>
Cans and Carts	
1-20 gallon weekly	\$16.51
1-35 gallon weekly	\$36.83
1-90 gallon weekly	\$45.80
<b>Other Services</b>	
Yard Debris Only	\$7.44
Recycling Only	\$7.44
Recall Fee	\$13.31
Access Fee	\$8.79
Extra Can/bag/box (up to 32gallon)	\$5.81
Household Hazardous Waste ( <i>Monthly Fee</i> )	\$0.70
<b>Commercial Service:</b>	
90 gallon cart	\$46.66
35 gallon cart	\$39.99
<b><i>1 Yard Container</i></b>	
Rental	\$75.62



**RESOLUTION 2025.04**

Once per Month	\$103.37
Every Other Week	\$127.72
Weekly	\$163.83
2X per Week	\$295.14
Extra Dump	\$47.08

***1.5 Yard Container***

Rental	\$75.62
Once per Month	\$121.28
Every Other Week	\$147.04
Weekly	\$199.79
2X per Week	\$379.60
Extra Dump	\$54.08

***2 Yard Container***

Rental	\$75.62
Once per Month	\$121.00
Every Other Week	\$163.97
Weekly	\$259.81
2X per Week	\$466.19
Extra Dump	\$60.40

***3 Yard Container***

Rental	\$75.62
Once per Month	\$132.17
Every Other Week	\$249.71
Weekly	\$374.31
2X per Week	\$672.13
Extra Dump	\$67.16

***4 Yard Container***

Rental	\$75.62
Once per Month	\$155.34
Every Other Week	\$250.90
Weekly	\$435.24
2X per Week	\$784.71
Extra Dump	\$109.10



**RESOLUTION 2025.04**

***Temporary 4 Yard Container***

3 Days	\$137.78
Extra Dump	\$109.10
Demurrage per Day After 3 Days	\$4.97
3 Tab Roofing (3 days)	\$204.88
Extra Dump	\$161.62

**Roll-Off Services:**

20 Yard Box/per Haul	\$225.13
30 Yard Box/per Haul	\$257.34
48 Yard Box/per Haul	\$289.48
Tonnage	\$95.78
Delivery	\$41.60
Demurrage – after 3 days	\$11.23
Relocation Fee	\$78.51
Monthly Rental	\$126.57

This Resolution shall become effective March 1<sup>st</sup>, 2025.

Passed by the City Council on this 25<sup>th</sup> day of February 2025.

***Approved:***

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

***Attest:***

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





**Rate Comparison 2024 to 2025**

		<b>2.60%</b>
<b>Residential Service:</b>	<b>03/01/2024</b>	<b>03/01/2025</b>
<b>Cans and Carts</b>		
1-20 gallon weekly	\$ 16.09	\$ 16.51
1-35 gallon weekly	\$ 35.90	\$ 36.83
1-90 gallon weekly	\$ 44.64	\$ 45.80
<b>Other Services</b>		
Yard Debris Only	\$ 7.25	\$ 7.44
Recycling Only	\$ 7.25	\$ 7.44
Recall Fee	\$ 12.97	\$ 13.31
Access Fee	\$ 8.57	\$ 8.79
Extra Can/bag/box (up to 32gallon)	\$ 5.66	\$ 5.81
Household Hazardous Waste (Monthly Fee)	\$ 0.68	\$ 0.70

<b>Commercial Service:</b>		
90 gallon cart	\$ 45.48	\$ 46.66
35 gallon cart	\$ 38.98	\$ 39.99

***1 Yard Container***

Rental	\$ 73.70	\$ 75.62
Once per Month	\$ 100.75	\$ 103.37
Every Other Week	\$ 124.48	\$ 127.72
Weekly	\$ 159.68	\$ 163.83
2X per Week	\$ 287.66	\$ 295.14
Extra Dump	\$ 45.89	\$ 47.08

***1.5 Yard Container***

Rental	\$ 73.70	\$ 75.62
Once per Month	\$ 109.43	\$ 112.28
Every Other Week	\$ 143.31	\$ 147.04
Weekly	\$ 194.73	\$ 199.79
2X per Week	\$ 369.98	\$ 379.60
Extra Dump	\$ 52.71	\$ 54.08

***2 Yard Container***

Rental	\$ 73.70	\$ 75.62
Once per Month	\$ 117.93	\$ 121.00
Every Other Week	\$ 159.81	\$ 163.97
Weekly	\$ 253.23	\$ 259.81
2X per Week	\$ 454.38	\$ 466.19
Extra Dump	\$ 58.87	\$ 60.40



**Rate Comparison 2024 to 2025**

**2.60%**

**03/01/2024**

**03/01/2025**

***3 Yard Container***

Rental	\$ 73.70	\$ 75.62
Once per Month	\$ 128.82	\$ 132.17
Every Other Week	\$ 243.38	\$ 249.71
Weekly	\$ 364.82	\$ 374.31
2X per Week	\$ 655.10	\$ 672.13
Extra Dump	\$ 65.46	\$ 67.16

***4 Yard Container***

Rental	\$ 73.70	\$ 75.62
Once per Month	\$ 151.40	\$ 155.34
Every Other Week	\$ 253.31	\$ 259.90
Weekly	\$ 425.19	\$ 436.24
2X per Week	\$ 764.82	\$ 784.71
Extra Dump	\$ 106.34	\$ 109.10

***Temporary 4 Yard Container***

3 Days	\$ 134.29	\$ 137.78
Extra Dump	\$ 106.34	\$ 109.10
Demurrage per Day After 3 Days	\$ 4.84	\$ 4.97
3 Tab Roofing (3 days)	\$ 199.69	\$ 204.88
Extra Dump	\$ 157.52	\$ 161.62

**Roll-Off Services:**

20 Yard Box/per Haul	\$ 219.43	\$ 225.14
30 Yard Box/per Haul	\$ 250.82	\$ 257.34
48 Yard Box/per Haul	\$ 282.14	\$ 289.48
Tonnage	\$ 93.35	\$ 95.78
Delivery	\$ 40.55	\$ 41.60
Demurrage – after 3 days	\$ 10.95	\$ 11.23
Relocation Fee	\$ 76.52	\$ 78.51
Monthly Rental	\$ 123.36	\$ 126.57



**RESOLUTION NO. 2025.05**

**A RESOLUTION AUTHORIZING ADDITIONAL REIMBURSEMENT COSTS**

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

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

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

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

**WHEREAS**, the property owner, Mari Vanderstelt, has reimbursed for expenses as detail in Resolution 2024.15, however, Vanderstelt failed to include an invoice from Curtis Excavation in the amount of \$575.00; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, authorizes this additional reimbursement in the amount of \$575.00.

**PASSED AND ADOPTED** by the City Council of the City of Brownsville this 25<sup>th</sup> day of February 2025.

**ATTEST:**

**APPROVED:**

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

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



**Curtis Excavation**

Gary And Mari Vanderseldt  
 Yankee Dutch Quilts  
 140 Spaulding Ave.  
 Brownsville , OR 97327

☎ (541) 248-4039  
 ✉ mari@yankeedutchquilts.com

INVOICE	#176
INVOICE DATE	Jan 28, 2025
PAYMENT TERMS	Upon receipt
DUE DATE	Jan 28, 2025
<b>AMOUNT DUE</b>	<b>\$575.00</b>

CONTACT US

809 Washburn St  
 Brownsville, OR 97327

☎ (541) 619-5340  
 ✉ cexcavation@yahoo.com

Service completed by: Jason .

INVOICE

Services	qty	unit price	amount
Skilled Manual Labor	5.75	\$100.00	\$575.00
140 Spaulding Ave. sewer lateral exploration and determination that sewer was not connected during city sewer replacement project. Initial survey on September 27th and hand excavation on October 17th. Once determined sewer was not connected, city hired separate contractor to complete the work on behalf of City of Brownsville.			

Subtotal	\$575.00
Total Tax	\$0.00
Credit (3%)	\$0.00
<b>Job Total</b>	<b>\$575.00</b>
<b>Amount Due</b>	<b>\$575.00</b>

Thanks for choosing Curtis Excavation, we appreciate your business!

See our [Terms & Conditions](#)

# PROCLAMATION

**A PROCLAMATION RECOGNIZING & CONGRATULATING  
Willamette Valley Insurance Service  
ON IMPROVEMENTS TO THEIR NEW LOCATION AT  
305 N. MAIN STREET**

**WHEREAS**, the City of Brownsville would like to recognize Sandy Mooers of Willamette Valley Insurance Services for her commitment and significant investment in Brownsville; and,

**WHEREAS**, Willamette Valley Insurance Services is the first new business built in the downtown core in nearly one-hundred years; and,

**WHEREAS**, the Willamette Valley Insurance Services will continue to provide a necessary service for the citizens of the area; and

**WHEREAS**, the Willamette Valley Insurance Services recently completed their brand, new location at 305 N. Main Street; and

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and Council of the City of Brownsville, Oregon:

Thank you for your tremendous commitment to Brownsville and the greater Central Linn community!

**ATTEST:**

**APPROVED:**

S. Scott McDowell  
City Administrator

Adam R. Craven  
Mayor

Lynda Chambers, Council President

David Hansen

Trapper Solberg

Sean LaCoste

Mike Winklepleck

Felipe Eversull



## Memorandum of Understanding

BETWEEN: City of Brownsville (City)  
AND: Brownsville Art Association (BAA)  
DATE: March 2025

### RECITALS

- A. The BAA is interested in continuing the Memorandum of Understanding with the City to utilize the converted fire bays at 255 N. Main Street for BAA purposes.
- B. The City believes that BAA provides a valuable public service and desires to provide the space mentioned above to support their mission & work in the community.

### FOR AND IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN, THE PARTIES AGREE:

1. **USE OF SPACE.** BAA will be allowed to use the portion of City Hall commonly known as the Art Center for the purpose of providing a hub for community and area artists by not only providing a place for arts education and group meetings, but a public demonstration space for local artists to come together and create art and share their art with the community.

Due to the fundamental occupancy change from the initial Memorandum, the BAA will be responsible for providing insurance as defined under LIABILITY INSURANCE.

2. **PUBLIC USE.** BAA agrees to manage the Art Center without regard to race, color, sex, religion, age, national origin, or physical or mental handicap, and to charge for use of the Art Center only based on a written rate schedule available to the public. Non-profit civic organizations may use the space in accordance with BAA rules, but at no cost for the rental of the space for regular meetings. Any special arrangements with non-profit organizations will be between the BAA and the organization requesting the use of the space.
3. **LIABILITY INSURANCE.** Operator shall maintain in force for the duration of this contract an insurance policy providing comprehensive protection for all accidents or injuries which may occur during BAA's use of the Art Center, written as a primary policy, not contributing with or in excess of any coverage which City may carry. Such policy shall have coverage of not less than \$300,000 per occurrence for bodily injury or personal injury, and \$50,000 per occurrence for property damage, with an aggregate of \$300,000 for bodily injury, personal injury or property damage. The policy shall also contain an endorsement naming City as an individual



## Memorandum of Understanding

insured and expressly providing that the interest of City shall not be affected by BAA's breach of policy provisions. A copy of each policy or a certificate satisfactory to City shall be delivered to City prior to commencement of this Agreement. Such policy shall be written on an "occurrence" form with an admitted insurance carrier licensed to do business in the State of Oregon and shall contain an endorsement entitling City to not less than thirty (30) days prior written notice of any material change, non-renewal or cancellation. Failure to maintain any insurance coverage required by this Agreement shall be cause for immediate termination of this Agreement by City.

4. **SCHEDULING.** BAA will coordinate activities *and events* in the space. BAA will communicate activities and *events* with City Hall for administrative purposes. *The City will be responsible for notifying parties who have rented the Community Room about use of the restroom facilities.*
5. **FEES.** BAA will contribute \$100 per month for the term of this agreement and continue to make contributions to help cover operational costs such as heat and electricity.
6. **TAXES.** Due to recent changes, *2023*, imposed on the City and the BAA by the Linn County Assessor's Office, the City will cover the full cost of the taxes in the first-year taxes are levied which shall be November 2023. The City will cover half of the taxes the second-year taxes, November 2024, are levied. After that time, all associated taxes levied shall be the responsibility of the BAA *except for the City apportionment derived from those taxes. The City shall reimburse the BAA for the City portion of taxes received by the City.*

The City and the BAA will work together to investigate other options such as introducing legislation with State representatives to modify State laws surrounding this *non-profit* taxation issue.

7. **PROPERTY.** Any theft or damages incurred to the furniture, any personal items or supplies shall be the sole responsibility of the BAA. Cleaning of the space shall be provided by the groups using the space and is ultimately the responsibility of the BAA.
8. **SIGNAGE.** Any directional signage or identification signage shall be the responsibility of the BAA. The City reserves the right of approval *and permitting* before any modifications are made.
9. **TERM.** The term of this Memorandum shall commence upon execution hereof and shall continue for a period of three years to be revisited and renegotiated in December 2027 prior to February 2028. *The agreement may be extended for one-year by written means or electronic means such as email verification by both parties in the affirmative.* The BAA shall provide a written or oral progress report annually.



## Memorandum of Understanding

10. **ENTIRE AGREEMENT.** This document embodies the entire agreement between the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties. The original proposal as submitted by BAA, as attached, is included for documentation purposes only.
11. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties and added to this Memorandum.
12. **INTENT.** The intent of this Memorandum is to cooperatively work together to create a working relationship that will be mutually beneficial for both parties.
13. **ASSIGNMENT AND TRANSFER.** This Agreement shall not be assigned or transferred without written consent of City.
14. **EARLY TERMINATION.** The Agreement may be dissolved by either party upon providing ninety (90) days written notice.

**City:**

**BAA:**

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

\_\_\_\_\_  
Lori Garcy  
Art Association Treasurer

**Date:**

**Date:**





## Memorandum of Understanding

### Exhibit A

Below are improvements that have happened during this partnership.

**IMPROVEMENTS.** The following is a list:

- ♦ **2019-2020 Signing** – *BAA is proposing an identification sign to be placed near the sidewalk in front of the Art Center. BAA is willing to cost share for this installation of this sign. The main wall sign may also be redesigned in 2020.*
- ♦ **Yard Improvements** – *The City has made improvements to the front of the Art Center by installing grass and replacing sections of concrete. The City requests the grass area be left free and clear of heavy or sharp objects as the irrigation system is very shallow.*
- ♦ **2012 Flooring Project** – *BAA completed the flooring project as specified, gifted the flooring to the City and continues to provide the care and maintenance of the floor during their use of the Art Center.*

**City of Brownsville**  
**APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER**



Name: Daniel Pearson		Date: 2-7-25
Present Address: 739 Templeton St		
City/State/Zip: Brownsville, OR 97327		
Phones:	Work:	Home: Cell: 541-451-0899
Email: danopear@gmail.com		
Years Lived In Brownsville: 2		
Occupation: Heavy equipment operator - Truck driver		
Education: High School grad		
Address for Past 5 Years: 27666 Peoria Rd		
City/State/Zip: Halsey, OR 97348		
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Resident of Brownsville: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Commission/Committee/Board Applying For (excluding City Council and Mayor position):		
<input checked="" type="checkbox"/> Budget Committee <input type="checkbox"/> Parks & Open Space Advisory <input type="checkbox"/> Library Board <input type="checkbox"/> Other (Specify) _____ <input checked="" type="checkbox"/> Planning Commission		
Why you want to apply: I'd like to be involved in city boards and committees to serve the community. Ensuring our town remains a safe and thriving place to live the American dream.		
What experience/expertise/interest do you have for this group? For the Budget Committee I'm experienced in personal finance and budget, I'd like to contribute to running the City Budget. My experience in the construction industry along with my understanding of business and economy would make me a great candidate for the planning commission, when a position opens.		

**When you apply, it is understood that you will be volunteering to attend all meetings and to actively participate. Commissions/Committees/Boards generally meet once monthly during the evening hours. Some groups may meet more often, if necessary. THIS FORM IS NOT AN APPLICATION FOR A CITY COUNCIL OR MAYOR POSITION.**

A resume may be attached to this application but is not required.

RECEIVED  
City of Brownsville

For City Use Only

Dated Received: 2/13/2025 gm
Mayor's Decision: _____ Clerk gm

FEB 13 2025



City of Brownsville
APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER

Name: Marie Timmons Date: 1/31/25
Present Address: 536 Henshaw Drive
City/State/Zip: Brownsville Oregon 97327
Phones: Work: N/A Home: N/A Cell: 541-905-4140
Email: Marietimmons21@gmail.com
Years Lived In Brownsville: lived here for 11 years then moved and have been back 1 1/2 years
Occupation: Customer Service
Education: classical conversations
Address for Past 5 Years: Multiple 1520 Windsor st, 806 4th Artillery rd, 536 Henshaw dr
City/State/Zip: Ashland OR 97327, Fort Leavenworth KS 66027, Brownsville OR 97327
Registered Voter: [X] Yes [ ] No Resident of Brownsville: [X] Yes [ ] No
Commission/Committee/Board Applying For (excluding City Council and Mayor position):
[ ] Budget Committee [ ] Parks & Open Space Advisory
[ ] Library Board [ ] Other (Specify) LAPC
[ ] Planning Commission
Why you want to apply: i have wanted to get involved in local politics for many years because i think its so important for people to contribute. i also love the political process and want to have a career in politics further down the road.
What experience/expertise/interest do you have for this group?
i have served with a ministry that teaches the political process for the past 3 years. i have spent time in various state capitols teaching the political process. (how a bill becomes a law, legislature, elections, 3 branches of government, and more).

When you apply, it is understood that you will be volunteering to attend all meetings and to actively participate. Commissions/Committees/Boards generally meet once monthly during the evening hours. Some groups may meet more often, if necessary. THIS FORM IS NOT AN APPLICATION FOR A CITY COUNCIL OR MAYOR POSITION.

A resume may be attached to this application but is not required.

For City Use Only

Dated Received: \_\_\_\_\_
Mayor's Decision: \_\_\_\_\_



## 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 14<sup>th</sup>, 1876**

History  
**3<sup>rd</sup> 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



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**

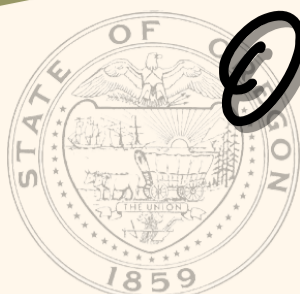
## CIVIC ORGANIZATIONS



## H<sub>2</sub>O 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.



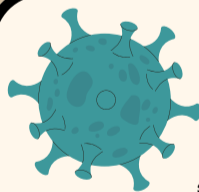
### Federal Efforts Aided by the State

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 approve new software for Justice Court

ALBANY —Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker unanimously approved the purchase of new software for the Linn County Justice Court housed in Lebanon, during the Tuesday morning meeting of the Linn County Board of Commissioners.

Judge Jessica Meyer told the commissioners the current computer program is more than 20 years old, antiquated and cumbersome. She said the new system will reduce the amount of time staff must spend performing tasks manually and repeatedly.

Judge Meyer said the new software from Tyler Technologies will allow the Justice Court to go paperless and automate many facets of the court's procedures.

There will be a one-time fee of \$91,845, which is what Judge Meyer asked the commissioners to cover. The annual fee of \$44,958, will be built into the Justice Court's upcoming 2025-2026 budget. The first payment will be due in August 2025.

"This is the same program that I use in my work with the Albany Municipal Court," Judge Meyer said. "This will provide exponential time savings."

Commissioner Tucker asked about the migration of current data into the new system and Judge Meyer said the data should be easy to transfer, since several other courts have made similar transitions with the same program.

In other business, the Commissioners:

- Approved several wage classification changes within the District Attorney's Office. District Attorney Doug Marteeny noted in a written report to the commissioners that it is difficult to retain or attract qualified Deputy District Attorneys due to the current "lagging" wage scales. The commissioners approved the following increases: Deputy District Attorney I position from pay Range 19 to 25; Deputy District Attorney II from 22 to 28; Deputy District Attorney III from 27 to 31 and Senior Deputy District Attorney from 29 to 31.
- Were informed by Planning & Building Director Steve Wills that there were 49 land use permits and 260 total permits issued in January. Twenty-five permits were for dwellings, including one for a single-family home and five for manufactured homes. There were nine new code enforcement cases and 18 cases were closed.
- Had a reading of amendments to sections of the Linn County Code to make it easier for Linn County Parks and Recreation staff to enforce violations by guests. Changes will include language that supports recouping costs related to damage to cabins, yurts and other park buildings due to smoking tobacco, marijuana and vaping and





enforcement concerning campfires during high-fire danger/no campfire seasons. The next reading will be in two weeks.

- Approved advertising for bids for the Road Department's annual overlay program and set an opening of bids for 9:35 a.m. on Tuesday, March 18.
- Approved offering tax-foreclosed properties for auction at 10 a.m. on Wednesday, March 19 at the Linn County Courthouse. Properties are at 2187 Mill Street in Lebanon; on Highway 20, East of Lebanon; 251 Dogwood St., Lyons; and off 19<sup>th</sup> Ave., Sweet Home.
- Approved an Intergovernmental Agreement between the Oregon Department of Education and Linn County for meal reimbursement for youth housed at the Linn Benton Juvenile Detention Center. For the 2023-24 school year, Linn County was reimbursed about \$30,000, for breakfast, lunch and snacks.
- Approved a transfer of \$50,000 within the Health Fund to be used for remodeling at the Armory Building.
- Approved a transfer of \$30,000 within the Road Fund to cover costs with the Lebanon District for the purchase of anti-icing materials.
- Approved reappointing Steve Mote and Commissioner Nyquist to three-year terms on the Linn County Fair Board.

During business from the public, Susanne Taylor of Lebanon asked the commissioners to stop evicting people who are living in Recreation Vehicles on private property in rural areas. She said Linn County is included in the Homeless State of Emergency declaration made in March 2023. Taylor met with Commissioner Tucker and Planning and Building Director Steve Wills after the meeting.

**Media contact:** Alex Paul, Linn County Communications Officer, 541-967-3825 or email [apaul@co.linn.or.us](mailto:apaul@co.linn.or.us).





## Linn County Commissioners support House Bill 3119

ALBANY — Linn County Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker unanimously approved sending a letter of support of HB 3119 that would delay implementing Clean Truck Rules until 2027.

The bill is sponsored by Rep. Shelly Boshart Davis, (R-Albany).

“Advanced Clean Trucks” regulations would require manufacturers of RVs, heavy duty pickups and semi-trucks to sell an annually increasing number of zero-emission vehicles — electric vehicles.

Boshart Davis told the commissioners that would have a negative effect on many Linn County residents whose livelihoods depend on equipment powered by diesel engines.

“For example, in 2025, some 7% of heavy-duty vehicles/RVs sold in Oregon are supposed to be electric vehicles,” Boshart Davis said. “But we know that in most applications, those electric vehicles just don’t work. We don’t have the infrastructure to charge them. They carry 25% of the payload, only travel half as many miles and cost twice as much.”

Boshart Davis said there is only one commercial supercharger in Portland and there are only 18 in the entire nation.

Boshart Davis said Marion County has reached out to her about this issue and she appreciates Linn County also reaching out.

She said House Bill 3119 would not end the clean truck rules, simply delay them for two years so people can get a handle on the situation.

Ten states have adopted Clean Truck Rules, following California’s lead.

Boshart Davis said there was a big crowd at a public hearing on HB 3119. About 500 written comments were submitted for consideration.

In other business, the commissioners:

- Fair & Expo Center Director Kris Barnes reported that more than \$84,000 was collected in January and to date, income has totaled \$531,409. There is about \$38,000 in outstanding invoices. The facility is busy in February, kicking off with the Hell on Hooves Rodeo, then the Willamette Sportsman’s Show, the Oregon High School Equestrian Teams show, the Linn County Kennel Club Dog Show, the annual Seedling Sale and the Albany Rifle and Gun Show. March is also booked well.
- Road Department Director Wayne Mink told how his crew has prepared for possible snow and ice. He said the county has spent about \$45,000 on magnesium



chloride to keep ice from forming on roads. Snow plow attachments are on vehicles. Supervisors drive roads at 4 a.m. to determine conditions. Mink provided the commissioners with a list of resources available for road clearing work.

- Environmental Health Director Shane Sanderson talked about restaurant licenses. Sanderson was joined by Alyson Reynolds, a county restaurant inspector. He said the number of mobile food units has doubled in the last five years, to about 72 today. There are 297 licensed “brick and mortar” restaurants. Sanderson said the license fee for a 150-seat restaurant is \$950 compared to \$1,338 in Benton County. A Class 4 license for a mobile food unit is \$700 in Linn County, \$394 in Benton County, \$487 in Marion County and \$440 in Lane County.
- Announced there will be an Elected Officials meeting at noon on Wednesday, Feb. 5 at the Linn County Fair & Expo Center.
- Approved the sale of 1.23 acres that was foreclosed on for back taxes in 2012 to Kent Blair for \$5,280. The property is about one-third of a mile west of Waterloo Road on Highway 20.

**Media contact:** Alex Paul, Linn County Communications Officer, 541-967-3825 or email [apaul@co.linn.or.us](mailto:apaul@co.linn.or.us).

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

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**From:** RHOADES Cathie \* DEQ <Cathie.RHOADES@deq.oregon.gov>  
**Sent:** Friday, February 7, 2025 8:34 AM  
**Cc:** HIXSON Telicia L \* DEQ; Kristan Mitchell; jmccauley@orcities.org; jlewisgoff@oregoncounties.org; Kim Holmes; SPERRY Arianne \* DEQ; RHOADES Cathie \* DEQ  
**Subject:** Important - RMA and Local Government Recycling Program Changes  
**Attachments:** RMA-Local Government OTR Requirements Updates Feb 2025Final.pdf; PRO Collection Points - Convenience Standards.pdf

Hello local government representatives and service providers,

I am reaching out again to provide an update of your local government responsibilities resulting from the Recycling Modernization Act (RMA). DEQ has updated the attached Local Government Opportunity to Recycle Requirements (OTR) document to keep you up to date with the new requirements that will be coming from RMA. With the passing of the most recent rules, there are several new changes to the OTR requirements. In the attached document, those new changes have been highlighted in **red**.

RMA launch date of July 1, 2025, is rapidly approaching. We encourage all local governments to begin implementing their RMA OTR programs at that time. However, DEQ knows that some of these requirements may take time for local governments to roll out. Therefore, DEQ will be providing technical assistance during initial implementation of **some** of the new OTR requirements in lieu of enforcement to help local governments come into compliance with the regulations through December 31, 2025. This will allow local governments, if needed, 6 months to roll out new programs. The specific OTR requirements that the technical assistance period will apply to are marked with a **\*\* red \*\*** in the attached document. DEQ encourages local governments and their service providers to begin having conversations now about what needs to be done in order to meet the new recycling requirements.

I would also like to take this opportunity to remind you about the funding authorization process that is currently happening. This process allows local governments to authorize a service provider or other entity to receive funds from the Producer Responsibility Organization (PRO) on the local governments' behalf. You should have received an email with instructions on how to complete this process from your local RMA Technical Assistant (TA); contact information for RMA TAs is provided in the attached document.

### **ADDITIONAL IMPORTANT RMA AND OTR TOPICS**

#### **PRO Collection Points**

There have been many questions regarding the materials to be collected by the PRO, and the number of collection points that will be required in each jurisdiction. Please see the attached document, *PRO Collection Points - Convenience Standards* that indicates the collection points required for each jurisdiction.

#### **PRO Funding Agreements**

As a reminder, the prospective PRO, [Circular Action Alliance \(CAA\)](#), will be reaching out to local governments and service providers to discuss funding opportunities and how future funding agreements will work. You can find additional information at, [CAA Funding Agreement Webinar](#).

**PRO Transportation Compensation**

DEQ rules have established methods for determining funding and reimbursement amounts for transportation of covered products to be paid for by the PRO. The costs must be based on the actual costs of managing and transporting covered materials that must be shipped more than 50 to the nearest commingled recycling processing facility or responsible end market.

OR

The PRO must offer a voluntary option where PRO and local government/service provider may agree to assign some or all transportation responsibilities to PRO directly (OAR 340-090-0780 (1)(c)).

**Use of Collected Glass as Aggregate in Road Base**

Beginning July 1, 2025, glass bottles and jars collected for recycling may no longer be used in place of aggregate in road base or crushed rock in landscaping. Pursuant to [ORS 459A.896\(2\)](#), glass and other materials on the [PRO Material Acceptance List](#) are subject to the new materials management hierarchy policy laid out in [ORS 459.015\(2\)](#). The new hierarchy policy states that materials must be managed to minimize environmental and human health life cycle impacts. As such, beginning July 1, 2025, glass collected for recycling must be sent to a responsible end market with greater environmental benefits, such as a manufacturer producing glass bottles or jars, fiberglass, or pozzolan. Local governments will be reimbursed by the PRO for the cost of transporting glass containers, if more than 50 miles from a depot or reload facility to the allowed end market.

To stay informed, you can find information at [RMA Webpage - Information for Local Governments](#). Additionally, be sure to check out the video that was created to explain the upcoming requirements at [Opportunity to Recycle Requirements for Local Governments](#).

As always, please reach out to me if you have any questions regarding RMA or the Opportunity to Recycle requirements. Thank you, Cat

**Cat Rhoades**

Materials Management Regional Specialist  
Western Region – Salem  
Office: 503-378-5089  
Cell: 503-446-7410  
[Cathie.rhoades@deq.oregon.gov](mailto:Cathie.rhoades@deq.oregon.gov)



Oregon Department of Environmental Quality

# Recycling Modernization Act and Local Government Opportunity to Recycle Requirements

Dear local governments and service providers,

Hello and welcome to Update #3 of the Local Government Opportunity to Recycle (OTR) Requirements information document. If this is the first time you are seeing this document, we have retained the background information for your reference. If you read our information documents from June and October of 2024, this continues to serve as a reminder of the upcoming changes for local governments due to the Recycling Modernization Act, known as RMA. Please note that the RMA is still evolving and DEQ recognizes the challenges associated with planning for requirements that are under development. However, to keep you up to date with the latest changes, we will continue to send this informational document to local governments and service providers and indicate any changes or important new information in **red**.

As a reminder, DEQ will be providing technical assistance during initial implementation to these new OTR requirements in lieu of enforcement to help local governments come into compliance with the regulations through December 31, 2025. This will allow local governments, if needed, 6 months to roll out new programs. The specific OTR requirements that the technical assistance period will apply to are marked with a **\*\*Red\*\***.

**Background:** RMA was signed into law in 2021 and requires producers of packaging, printing and writing paper, and food serviceware to share responsibility for effective management of their products after use. Producers will be required to join and pay a membership fee to a Producer Responsibility Organization, referred to as a PRO, and the funding generated from membership fees will be used to finance improvements to Oregon's recycling system, making recycling programs more convenient, accessible, and responsible. The prospective PRO in Oregon is Circular Action Alliance, or CAA.

RMA requires local governments to improve recycling services beginning July 1, 2025. This document is a summary of new Opportunity to Recycle, or OTR, requirements for local governments resulting from the enactment of the RMA. The complete Opportunity to Recycle rules as well as other administrative rules cited in this document may be found on the [Oregon Secretary of State's website](#).

## How RMA Will Impact Your Communities

The RMA creates new requirements for cities 4,000 and greater in population, the areas within their urban growth boundaries (which counties are responsible for), and all cities in the Portland Metro Regional Service District. For cities with less than 4,000 people and unincorporated communities, there are just a few new requirements. The RMA builds upon existing standards and requirements contained in Oregon's Opportunity to Recycle Act in Oregon Revised Statute 459A.005 and .007. The new requirements are in addition to the current Opportunity to Recycle requirements. Regional Specialists around the state will continue to work closely with local governments on the Opportunity to Recycle requirements.

### Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

## Part 1 – For all Local Governments regardless of population

- ✓ **Ensure that commingled materials are directed to approved processors (OAR 340-090-0030(2)): Begins July 1, 2025**
  - Commingled recyclables collected under the Opportunity to Recycle Act will be prohibited from being delivered to commingled processing facilities unless such facilities have a valid Commingled Recycling Processor Facility permit for an in-state facility, or an approved and certified facility out of state. Oregon processors will be ready to accept commingled recyclable materials by July 1, 2025.
  
- ✓ **At recycling depots at permitted facilities or more convenient locations, begin collecting materials on acceptance list for depots (OAR 340-090-0030(1)): Beginning July 1, 2025**
  - Permitted disposal sites, such as landfills and transfer stations, that provide a place for collecting source-separated recyclable materials at the disposal site **or** a more convenient location will begin collecting materials identified on the recycling acceptance list for depots in 340-090-0630(4)(a).

**Note: OAR 340-090-0630 (4) (f) states that a local government may submit a request for additional time to meet the obligation to collect materials on the Uniform Statewide Collection List to DEQ for approval, if the local government’s ability to successfully collect the materials is dependent on the local government receiving funding for trucks, containers, or a reload facility requested from a producer responsibility organization through the 2023 needs assessment, pursuant to ORS 459A.890(8), and the local government has not yet received the funding.**
  
- ✓ **A material may not be collected as part of the commingled recycling program unless the material is identified for collection on the Uniform Statewide Collection List, or USCL. (OAR 340-090-0030(5)). Beginning July 1, 2025**
  - Local governments should begin transitioning commingled collection programs to include the materials on the USCL. Cities below the population of 4,000 will not be required to collect every material on the list.

**Note: OAR 340-090-0630(7) If, prior to July 1, 2025, a local government is collecting materials listed in Section (3) of this rule (materials on the PRO acceptance list) as part of a commingled recycling program, the local government may submit a request to continue to collect such materials in commingled recycling until such time as the producer responsibility organization has met the convenience standard pursuant to OAR 340-090-0640(2) and OAR 340-090-0640(6).**
  
- ✓ **Newly purchased roll carts, bins and containers shall contain at least 10% post-consumer recycled content. (OAR 340-090-0030(4)): Beginning Jan 1, 2026**
  - New roll carts, bins and containers purchased by the local government or service providers will need to contain at least 10 percent verified post-consumer recycled content.

## Part 2 – For cities 4,000 and greater, areas inside the UGB of those cities, and cities in the metro service district

### ✓ Collect on-route materials designated for recycling collection from collection service customers at least monthly (OAR 340-090-0030 (7)(a)): Beginning July 1, 2025 - **\*\*December 31, 2025\*\***

- Begin promoting and collecting materials on the local government's acceptance list identified in 340-090-0630(4)(b) as conditions allow.
- Materials on this list may be commingled together (but commingling is not required). Additional materials may be collected separately (e.g., motor oil), but not commingled with the USCL materials.
- Inside the **Portland Metro region only**, local governments are also required to provide for the on-route collection of glass from non-residential sources, such as bars and restaurants.
- Inside the **Portland Metro region only**, local governments are also required to provide collection of yard debris as part of the opportunity to recycle.

**Note: OAR 340-090-0630 (4) (f) states that a local government may submit a request for additional time to meet the obligation to collect materials on the Uniform Statewide Collection List to DEQ for approval, if the local government's ability to successfully collect the materials is dependent on the local government receiving funding for trucks, containers, or a reload facility requested from a producer responsibility organization through the 2023 needs assessment, pursuant to ORS 459A.890(8), and the local government has not yet received the funding.**

### ✓ Implement new contamination reduction programs (OAR 340-090-0030 (7)(c)) Begins as PRO funding becomes available starting July 1, 2025 – **\*\*December 31, 2025\*\***

- Set contamination reduction goals consistent with statewide goal(s).
- Choose and implement contamination reduction program elements from a DEQ-approved list, including at least one element from each of the three categories:
  1. Provide customer-facing contamination reduction materials and methods that are responsive to diverse populations.
  2. Standards for providing feedback to generators who contribute to contamination that is responsive to diverse populations.
  3. Standards for providing financial or service consequences to generators that are significant and repeated sources of contamination despite receiving feedback. Consequences must be responsive to diverse populations.
- At least every five years, review and revise as appropriate the local contamination reduction goals and elements being implemented.
- ~~Periodically evaluate source-separated recyclable materials for quality and contamination if sent to a recycling reload facility in accordance with forms and procedures established by the Department.~~  
**Rule clarification: DEQ will establish contamination evaluation procedures to meet the**



**requirements of periodic evaluation that will be conducted by the PRO. Therefore, the PRO will implement the periodic evaluation of contamination requirement for the entire state.**

**NOTE: DEQ is in the process of establishing a statewide contamination reduction goal and the list of approved contamination reduction program elements for each of the three categories. A local government will be required to choose one element from each category to implement OR use materials or methods that are at least as effective as materials or methods approved by DEQ.**

Stay tuned for more information. The PRO will compensate local governments or their service providers \$3 per capita per year for contamination reduction programming. Local governments are only required to implement contamination programming to the extent that such funding is provided.

✓ **Use education resources created by the PRO (OAR 340-090-0030 (8)(h)):  
Beginning July 1, 2025**

The PRO is required to develop and make available to local governments culturally responsive educational resources to promote the uniform statewide collection list. These materials will be available to local governments through CAA's portal by mid-May.

- **Local governments and service providers must use the PRO's educational materials when possible and appropriate. During the first program plan period local governments and service providers may choose to use their own images/photos or CAA-provided illustrations. Local governments will need to pay to print and disseminate materials that do not meet the standards developed by the PRO.**
- Local governments will maintain their existing responsibilities to conduct other community education about recycling and waste prevention as specified in the Opportunity to Recycle requirements.

✓ **If a local government chooses any of the following recycling program elements from OAR 340-090-0040 (3), specific materials are required for collection:  
Beginning July 1, 2025 – **\*\*December 31, 2025\*\*****

- Provide collection of materials identified in 340-090-0630(4)(b) on the local government's acceptance list.
  - (b)** weekly same day as garbage residential curbside collection
  - (d)** multifamily dwelling recycling
  - (f)** commercial and institutional recycling
- Provide collection of materials identified in 340-090-0630(4)(a) on the local government's acceptance list; however, there could be exceptions for used oil and appliances.
  - (g)** Expanded recycling drop-off depot



- ✓ **Ensure adequate collection and access for multifamily residents (OAR 340-090-0030 (7)(b)): Begins July 1, 2026\* Rule has been revised.**
- ~~Ensure there is adequate space onsite for collection of recyclables at multifamily properties.~~
  - ~~Demonstrate a plan to ensure that newly constructed properties and properties that undergo significant remodeling provide adequate space for recycling.~~
  - ~~Establish or ensure that service standards for collection include standards for adequate collection through volume, collection frequency or a combination of both.~~
  - ~~Ensure containers are accessible to children and people using wheelchairs.~~
  - **(b) To comply with the requirements of ORS 459A.911 to ensure adequate space for the recycling collection of materials identified on the uniform statewide collection list at multifamily properties, submit an implementation plan to DEQ by November 1, 2027 in a manner and form prescribed by DEQ, report on activities undertaken to execute the implementation plan in the periodic report submitted according to the requirements of OAR 340-090-0100, and initiate plan implementation no later than July 1, 2028. The implementation plan shall describe how the city, county, or metropolitan service district will:**
    - (A) Ensure adequate space for collection and access for collection vehicles after new construction or significant remodels.**
    - (B) Ensure adequate space for collection in existing buildings.**
    - (C) Update or establish service standards for service providers to provide adequate service volume or collection frequency, or a combination of both.**
    - (D) Ensure that container placement is accessible to residents, including children and individuals who use a wheelchair, while giving consideration to resident and user safety considerations.**

### Part 3 – Optional for all communities

- ✓ **Participate in future needs assessments to expand recycling collection (ORS 459A. 890 (8)): First assessment completed in April 2023, will be repeated periodically.**
- DEQ completed the first statewide needs assessment in 2023 and worked with local governments and service providers around the state to determine interest in adding or expanding recycling programs. For those local governments that identified eligible cost in the initial needs assessment, funding from the PRO is planned to begin no earlier than July 1, 2025.

**Note: Local governments seeking compensation from the PRO for equipment and infrastructure expenses identified in the needs assessment should not purchase or order equipment without first entering into a contract or formal agreement with the PRO.**

✓ **Authorize service providers or other entities that may receive compensation directly from the PRO (ORS 459A.890): Compensation begins July 1, 2025; funding authorization process begins earlier**

- Local governments that choose to seek compensation from the PRO shall identify which service providers (if any), or other entities are authorized to receive compensation directly from the PRO on the local government's behalf. The official funding authorization form was sent to local governments in December of 2024 and is due back to DEQ March 31, 2025. Please see contact information below for the RMA TA in each of DEQ's geographic regions.

Eastern Region: Rachel VanWoert 971-269-7671 or [Rachel.VanWoert@deq.oregon.gov](mailto:Rachel.VanWoert@deq.oregon.gov)

Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Milton-Freewater, Morrow, Umatilla, Sherman, Union, Wasco, Wallowa and Wheeler counties or wastesheds

Northwest Region: Steven Chang at 971-803-2493 or [Steven.Chang@deq.oregon.gov](mailto:Steven.Chang@deq.oregon.gov)

Clatsop, Columbia, Tillamook, and Portland Metro Area (Clackamas, Multnomah, and Washington) counties

Western Region: Telicia Hixson at 503-995-9491 or [Telicia.I.Hixson@deq.oregon.gov](mailto:Telicia.I.Hixson@deq.oregon.gov)

Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, and Yamhill counties

## **Non-discrimination statement**

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State of Oregon Department of Environmental Quality

# Updated Minimum Convenience Standard Table – December 2024 version

An Update to Appendix 1 of DEQ’s “Rule Concept: Convenience Standards, Collection Targets and Performance Standards for PRO Recycling Services” (originally published Dec. 28, 2022)

December 11, 2024

## Background

This document will be updated regularly as circumstances change. In an appendix to a rule concept provided in December 2022 to the first Rulemaking Advisory Committee for the Recycling Modernization Act, DEQ provided an estimate of the minimum number of collection points that a PRO(s) would need to provide across Oregon. Note that “existing depots” are anticipated to comprise the foundation for this network, if they choose to use the opportunity provided in ORS 459A.896(1) to contract with the PRO to provide this service.

Under existing administrative rules, individual materials are designated as requiring either “basic” or “enhanced” collection convenience. These changes and others will start occurring in late 2025 and may be updated pending details described in the approved program plan in early 2025.

- **Materials designated as requiring “basic” convenience include:**
  - Aluminum foil and pressed foil products
  - Shredded paper
  - Block white expanded polystyrene
  - Steel and aluminum aerosol packaging, effective January 1, 2028
  - Single use pressurized cylinders (e.g., propane), effective January 1, 2028
- **Materials designated as requiring “enhanced” convenience include:**
  - Glass packaging
  - Polyethylene film
  - Plastic buckets, pails, and storage containers (HDPE and PP)
  - PE and PP lids
  - HDPE package handles (e.g., 6-pack handles)

The convenience standards now established in rule (OAR 340-090-0640) require a minimum number of collection points in different communities based on the populations of those communities. Original estimates were derived from 2021 population estimates. This document updates those estimates using 2023 population estimates, and corrects several errors that were made in the earlier estimate.

## Updated Estimates

Population changes have resulted in a few changes in the number of collection points required for individual communities. In total, DEQ estimates the minimum number of collection points that will be required across the state as approximately 117 collection points for materials designated for “basic”

convenience and 144 collection points for enhanced materials. The actual number of collection points may be higher, due to the presence in some communities of multiple existing collection points that may seek to collect materials.

DEQ does not have information about which existing recycling depots or drop-off sites meeting the definition of being an “existing” facility will be willing and able to collect materials under contract with a PRO, which materials they might be willing to collect, and whether the parties will be successful at executing a contract. Circular Action Alliance, through its Oregon Recycling Systems Optimization Project process and subsequent negotiations with owners of existing sites, is working with existing facilities to generate a more robust estimate.

Table 1 uses 2023 population estimates to provide an estimate of the minimum number of collection points in Oregon.

**Table 1.  
Minimum Number of PRO Collection Points for Each Material**

<b>County City</b>	<b>Materials on “Basic” List (e.g. Aluminum foil and pressed foil products, shredded paper, etc.)</b>	<b>Materials on “Enhanced” List (e.g. polyethylene and glass packaging, etc.)</b>
<b>Baker</b>		
Baker City	1	1
Additional collection points	0	0
<b>Benton</b>		
Corvallis	2	3
Philomath	0	1
Additional collection points	1	0
<b>Clackamas</b>		
Canby	1	1
Gladstone	0	1
Happy Valley	1	1
Lake Oswego	1	1
Milwaukie	1	1
Molalla	0	1
Oregon City	1	1
Sandy	0	1
West Linn	1	1
Wilsonville	1	1
Additional collection points	1	0
<b>Clatsop</b>		
Astoria	1	1
Seaside	1	1
Warrenton	0	1
Additional collection points	0	0
<b>Columbia</b>		
St. Helens	1	1
Scappoose	1	1
Additional collection points	0	0
<b>Coos</b>		
Coos Bay	1	1
Coquille	0	1
North Bend	1	1
Additional collection points	0	0

<b>County City</b>	<b>Materials on “Basic” List (e.g. Aluminum foil and pressed foil products, shredded paper, etc.)</b>	<b>Materials on “Enhanced” List (e.g. polyethylene and glass packaging, etc.)</b>
<b>Crook</b> Prineville Additional collection points	1 0	1 0
<b>Curry</b> Brookings Additional collection points	1 0	1 0
<b>Deschutes</b> Bend Redmond Additional collection points	4 2 0	4 2 2
<b>Douglas</b> Reedsport Roseburg Sutherlin Winston Additional collection points	0 1 1 0 1	1 1 1 1 0
<b>Gilliam</b> Any collection points	1	1
<b>Grant</b> Any collection points	1	1
<b>Harney</b> Any collection points	1	1
<b>Hood River</b> Hood River Additional collection points	1 0	1 0
<b>Jackson</b> Ashland Central Point Eagle Point Medford Talent Additional collection points	1 1 1 3 0 0	1 1 1 4 1 0
<b>Jefferson</b> Madras Additional collection points	1 0	1 0
<b>Josephine</b> Grants Pass Additional collection points	2 1	2 1
<b>Klamath</b> Klamath Falls Additional collection points	1 1	1 2
<b>Lake</b> Any collection points	1	1
<b>Lane</b> Cottage Grove Creswell Eugene Florence Junction City Springfield Veneta Additional collection points	1 0 6 1 1 2 0 0	1 1 6 1 1 3 1 0

<b>County City</b>	<b>Materials on “Basic” List (e.g. Aluminum foil and pressed foil products, shredded paper, etc.)</b>	<b>Materials on “Enhanced” List (e.g. polyethylene and glass packaging, etc.)</b>
<b>Lincoln</b>		
Lincoln City	1	1
Newport	1	1
Additional collection points	0	0
<b>Linn</b>		
Albany	2	2
Lebanon	1	1
Sweet Home	1	1
Additional collection points	0	1
<b>Malheur</b>		
Ontario	1	1
Additional collection points	0	1
<b>Marion</b>		
Aumsville	0	1
Keizer	2	2
Salem*	5	6
Silverton	1	1
Stayton	1	1
Woodburn	1	1
Additional collection points	0	0
<b>Morrow</b>		
Boardman	0	1
Additional collection points	1	0
<b>Multnomah</b>		
Fairview	0	1
Gresham	2	3
Portland	9	13
Troutdale	1	1
Additional collection points	2	0
<b>Polk</b>		
Dallas	1	1
Independence	1	1
Monmouth	1	1
Salem*	1	1
Additional collection points	0	0
<b>Sherman</b>		
Any collection point	1	1
<b>Tillamook</b>		
Tillamook	0	1
Additional collection points	1	0
<b>Umatilla</b>		
Hermiston	1	1
Milton-Freewater	1	1
Pendleton	1	1
Umatilla	1	1
Additional collection points	0	0
<b>Union</b>		
La Grande	1	1
Additional collection points	0	0
<b>Wallowa</b>		
Any collection points	1	1

County City	Materials on “Basic” List (e.g. Aluminum foil and pressed foil products, shredded paper, etc.)	Materials on “Enhanced” List (e.g. polyethylene and glass packaging, etc.)
<b>Wasco</b>		
The Dalles	1	1
Additional collection points	0	0
<b>Washington</b>		
Beaverton	2	3
Cornelius	1	1
Forest Grove	1	1
Hillsboro	2	3
Sherwood	1	1
Tigard	1	2
Tualatin	1	1
Additional collection points	2	2
<b>Wheeler</b>		
Any collection point	1	1
<b>Yamhill</b>		
Lafayette	0	1
McMinnville	1	2
Newberg	1	1
Sheridan	0	1
Additional collection points	1	0
<b>Total (Oregon)</b>	<b>117</b>	<b>144</b>

\*Salem, Albany and Portland are three Oregon cities that span more than one county and that have populations large enough to each require more than one collection point. However, Salem is the only city where DEQ assumes that in-city collection points would be distributed across multiple counties (one in Polk). The actual distribution of collection points will be determined through the prospective PRO’s program plan.

## More context

### Number of collection points

The actual number of collection points for each material may be somewhat higher than the numbers shown here. For example, Tillamook County is home to three recycling depots that already provide for collection of expanded polystyrene foam. Under OAR 340-090-0650(2)(a), all three of those sites are eligible for provision of that service under contract to the PRO, whereas the population-based quotas in Table 1 only provide for one collection site in all of Tillamook County. A possible outcome is that all three existing sites would attempt to contract with the PRO (OAR 340-090-0650(2)(a)) and that one of those sites would also satisfy the population-based requirement under OAR 340-090-0650(2)(b), resulting in at least three collection points for expanded polystyrene in that County.

### Impacts in rural communities

The potential for the PRO needing to contract with more sites than shown in Table 1 creates a dynamic that is generally more acute in rural areas of the state. For example, Douglas County operates a network of 11 recycling depots, Klamath County provides 12, and Lane County provides approximately 17 (only one of which is located in the Eugene-Springfield area). In those and similar counties, the PRO may need to contract to provide for more collection points than shown in Table 1. In contrast, the entire Portland metropolitan region has fewer existing recycling depots than the population-based quotas will require of the PRO; even if all of those depots seek to contract with the PRO, the PRO will still need to provide for additional collection points to meet the population-based convenience standards shown in Table 1.

### **Timing**

The PRO has the duration of its first program plan (July 1, 2025 – December 31, 2027) to meet the convenience standard in rules, so the minimums shown in Table 1 reflect a service standard to be achieved by the end of 2027.

### **Changes in the future**

In addition, the prospective PRO, in its third program plan (dated December 6, 2024) proposes a materials strategy that would change disposition for several materials on the PRO Recycling Acceptance List – eventually transitioning some to the Uniform Statewide Collection List, and potentially reducing collection of others. As the Recycling Modernization Act continues to be implemented, future amendments to the PRO program plan and future plan submittals, as well as other procedures provided in statute and rule, may result in ongoing changes to the PRO Recycling Acceptance List and convenience standards.

### **Alternative formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov).

El DEQ puede proporcionar los documentos en un formato alternativo o en un idioma distinto al inglés si así lo solicita. Llame al DEQ al 800-452-4011 o envíe un correo electrónico a [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

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**Cc:** caresitforms@treasury.gov  
**Subject:** Notice to Contractors and Grantees Regarding Funding Pause Temporary Restraining Order

FROM THE OFFICE OF THE SENIOR PROCUREMENT EXECUTIVE TO ALL EMPLOYEES, CONTRACTORS, AND GRANTEES

*Subject:* Notice to Contractors and Grantees Regarding Funding Pause Temporary Restraining Order

You are hereby advised that a temporary restraining order has been entered in the case of New York et al. v. Trump, No. 25-cv-39-JJM-PAS (D.R.I.), ECF No. 50 (Jan. 31, 2025). You are receiving this Notice pursuant to the Court's directive that notice of the order be provided "to all Defendants and agencies and their employees, contractors, and grantees by Monday, February 3, 2025, at 9 a.m." Please click on the following [link](#) containing the notice and copy of the Court's Order for full details.

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**Subject:** DEQ Rulemaking ♦ Willamette Mainstem and Major Tributaries Temperature TMDL Replacement EQC meeting for adoption

## DEQ Rulemaking update – 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.

**Update:** In October, 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, including requesting a four-month extension for the Willamette Mainstem and Major Tributaries project area TMDL. On January 22, the court granted the motion to amend the Willamette mainstem and major tributaries, which is a rule amendment to the Willamette Subbasins, and the Umpqua River Basin temperature TMDLs. DEQ will present the proposed Willamette Subbasins rule amendment to the EQC at the May 8-9, 2025, meeting. The amended EPA action date for these TMDLs is extended to June 28, 2025. The court has not yet ruled on the remainder of the motion requesting schedule extensions for the remaining temperature TMDLs.

### 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](#)

For more information, please contact:

Michele Martin  
Project Manager  
[Willamette.MainStem@DEQ.oregon.gov](mailto:Willamette.MainStem@DEQ.oregon.gov)

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# Wildfire Hazard Classification and WUI Appeal Form Page 59 of 81



Please download this form, fill in, and submit using the contact at the bottom.

To appeal a property's hazard classification or designation as wildland-urban interface, in accordance with OAR 629-044-1041, please fully complete the form, providing your full contact information, and the detailed reason for your appeal in the boxes below. Additionally, please see the Contested Case Rights & Procedures.

If you wish to provide additional information to support your appeal, you may attach files to this PDF and submit it electronically or print the form and mail it with your additional information to the address at the bottom of the page.

**Owner Name\*:**

**Phone number\*:**

**Mailing address\*:**

**Property address and tax lot number(s)\*:** (fillable text box below)

If you would prefer to receive service electronically, please list your email: \_\_\_\_\_

**\*Required information**

- Do you intend to retain an attorney?
- Are you an agency, corporation, partnership, limited liability company, trust, government body or an unincorporated association? If yes, then you must be represented by an attorney in the contested case process, unless exempt under statute.



**Indicate why you are appealing the wildfire hazard classification or wildland-urban interface designation:**

- The hazard value or wildland-urban interface assignment is not consistent with the adopted rules.
- The criteria of the hazard map (climate, weather, topography, vegetation) were not applied correctly.
- Additional issues as specified below:

**Specify the issues to be addressed and relief sought, elaborate on checked boxes above\*:** (fillable text box below)

ORS 477.490 establish that the criteria used in development of the wildfire hazard map are limited to only four factors: climate, weather, topography, and vegetation. Other criteria, such as completion of defensible space, proximity to a fire station, home hardening, and non-agricultural related irrigation cannot be considered in calculating the hazard value.

**Follow these instructions to attach documents:**

- Select comment box from the right toolbar 
- Select attachment paperclip icon from top toolbar and select "attach file" 
- When your cursor becomes a pushpin icon, place it in the box to the right and click
- Select file to attach, then open
- Once all supporting documents are uploaded, click SUBMIT button

Place  
attachments

**Note:** The form does not work from iOS platforms (iPhones/iPads). If you use Mac OS, download the form with Adobe Acrobat Reader.

**Email:** Use the submit button or send to [hazardmap@odf.oregon.gov](mailto:hazardmap@odf.oregon.gov)

**Submit**

**Mail to:** Oregon Dept. of Forestry, Protection Division, Attn: Hazard map appeals; 2600 State St., Salem, OR 97310

admin@ci.brownsville.or.us

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**From:** Representative Ken Helm <Rep.KenHelm@public.govdelivery.com>  
**Sent:** Wednesday, February 12, 2025 2:04 PM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Water Caucus Updates - 2025 Session Updates, March 20 Water Day at the Capitol, Groundwater Management Report



## Water Caucus Updates

Greetings from the Oregon Water Caucus! Please forward this email along to your networks. Sign-up to receive updates on our website: <https://www.oregonlegislature.gov/helm/Pages/Water-Caucus.aspx>.

### **2025 Legislative Session - Water Caucus Priorities**

Things are in full swing at the legislature. We've been busy building a [water bill tracker](#) where you can keep tabs on what's happening on water issues in the legislature. We hope this tool will be helpful to you all. It is a work in progress and we're trying out different formats and visual aids. If you have comments or feedback on the tracker, [please reach out](#). If you need help understanding what's happening and want some help navigating the process, we are here to help. We want to see more of your friendly faces in the Capitol.

The Water Caucus has established [priorities for 2025-2035 session](#) based on a year of research, learning opportunities, and conversations. These priorities will help inform strategic planning efforts of the Caucus. Priorities will continue to be discussed and will be revisited before each long session. If you have feedback, please send it along to [harmony.burright@oregonlegislature.gov](mailto:harmony.burright@oregonlegislature.gov) to share with the Caucus.

For information ranging from how to find bills to how to testify, check out this web-page with lots of information about how to be engaged: [https://www.oregonlegislature.gov/citizen\\_engagement](https://www.oregonlegislature.gov/citizen_engagement). If there are water policies or investments you would like Water Caucus staff to track in 2025, please [be in touch](#).

### **Water Day at the Capitol - March 20, 2025 - SAVE THE DATE!**

You're invited to [Water Day at the Capitol](#) on March 20, 2025. Join with other water champions from across the state to learn about the water issues before the 83rd Legislative Assembly and to share your passion about water with your legislators and other water lovers representing a diversity of perspectives, issues, and geographies. This will be a learning and community building event and will focus on advocating for water as a priority, but will not focus on advocacy for any specific investment or policy under consideration. Please save the date and [RSVP here](#) to hold your spot (space may be limited).

Wear blue for water!!!

### **Water Investment Needs Survey Dashboard - \$5.2 Billion Requested for Water**

Thank you to everyone who participated in the Water Investment Needs Survey. The Water Caucus received 374 requests totaling ~\$5.2 billion. Projects submitted by the January 15 deadline will be shared with the Senators and Representatives from each district. Information from the survey will also be used to inform strategic planning efforts of the Caucus as they work towards advancing their priorities, including drinking water, wastewater, and storm water infrastructure funding. The dashboard with all of the investments can be viewed here:

<https://www.arcgis.com/apps/dashboards/3482049c7fe645a9b035ff79dbe65dac>.

If you would still like to participate in the [survey](#), we welcome your input but want to note that it will be used for planning purposes for future work of the Caucus and will not be shared with members this session.

### **Representatives Helm and Owens Updated 2025 Water Package Tracker**

Representatives Ken Helm (HD-27) and Mark Owens (HD-60), co-chairs of the Water Caucus and the House Committee on Agriculture, Natural Resources, Land Use, and Water, are maintaining a [2025 Water Package summary document](#), that includes bill numbers and links to legislative concepts where available. This package has not been reviewed or endorsed by the Water Caucus, but is being provided for information purposes. Bookmark this link as it will continue to be updated. Please reach out to [Representative Ken Helm's office](#) with questions or feedback.

### **Oregon Water Data Portal - Beta Version Ready for Testing**

The beta version of the pilot portal for the Oregon Water Data Portal is live and ready for testing. The pilot portal is accessible at <https://www.oregonwaterdata.org/>. This project is about improving access to data and information to help users make water and water infrastructure decisions and was funded by the Legislature in 2021 and 2023. The concept of a water data portal was initially described in the implementation portion of [Oregon's 2017 Integrated Water Resources Strategy](#) and [Oregon's 100-year Water Vision](#).

This Oregon water data pilot portal was developed through a collaboration with multiple Oregon agencies, Oregon State University, and the Internet of Water Coalition based on the experience and knowledge of this group as well as the input and questions the team has received through various engagements. The objective of this initial pilot portal is to test functionality using limited data and will evolve over the next six months as data is added and improvements are made based on user feedback. The team will continue to build their understanding about user needs and experiences through this pilot portal phase. Users can provide feedback about the beta version of the pilot portal by completing a survey or emailing OWDP@deq.oregon.gov. Changes to the pilot portal will be made intermittently from input received during the beta testing until June 2025, as resources allow.

### **LPRO Report on Groundwater Management in Oregon**

In 2024 the Water Caucus requested research support from the [Legislative Policy Research Office](#) (LPRO) to better understand the groundwater management policies of different agencies in Oregon. The [Report on Groundwater Management](#) is now available. LPRO is a nonpartisan office that provides staff support to legislative committees and responds to research and analysis requests from lawmakers.

Sustainable groundwater management is a priority of the Caucus and there are many groundwater related anticipated this session. A big thank you to the excellent work of LPRO staff for their work on this report.

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**To:** admin@ci.brownsville.or.us  
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Oregon Department  
of Transportation

## Driver and Motor Vehicle Services

### Flying in 2025? Here's what you need to know to be REAL ID ready starting May 7.



*Click on image to play "Why I Got My REAL ID" video.*

This time, it's for real. After a series of delays, the federal [REAL ID](#) deadline of May 7, 2025, is just three months away. Starting that day, anyone 18 years and older will be required to present a [REAL ID or an acceptable alternative](#) – like a government-issued passport, U.S. passport card or military ID – to board a commercial flight within the U.S. or access certain federal facilities.



As the deadline nears, we are seeing greater demand and longer lines at our DMV offices. If you plan on flying within the U.S. anytime in the future and you don't have a passport or other acceptable ID, you may want to consider upgrading to the REAL ID option sooner than later.

### **WHAT IS A REAL ID?**

A REAL ID is a state-issued driver's license, instruction permit or ID card that meets federal security requirements set by the [REAL ID Act](#) of 2005. The purpose of REAL ID is to make U.S. identity documents more consistent and secure.

Oregon offers both a standard issue and REAL ID-compliant driver's license, instruction permit and identification card. **It's your choice which version to get.**

### **WHERE DO I GET ONE?**

While DMV offers many services online, you have to get REAL ID at a DMV office. You can [make an appointment](#) online or [walk into a DMV office near you](#) without an appointment.

### **WHAT DO I NEED TO BRING?**

You need to bring original documents that prove your identity, date of birth, home address (two proofs of address from two different sources) and lawful status in the U.S. DMV offers a document guide at [DMV2U.oregon.gov](http://DMV2U.oregon.gov) to help you determine what to bring. You also have to provide your Social Security number or proof you are not eligible for one. Your current legal name must be on file with the Social Security Administration.

### **HOW MUCH DOES IT COST?**

The REAL ID option costs an additional \$30 above regular issuance fees every time you apply for an original, renewal or replacement driver's license, permit or ID card.

### **HOW LONG DOES IT TAKE TO GET?**

After DMV accepts and scans your submitted documents, you'll receive a temporary paper card in the office. Your REAL ID card will arrive in the mail in about three weeks. As the deadline nears, DMV offices are anticipating lines will only get longer. Fortunately, Oregon DMV has hired 26 staff to work in DMV offices around the state exclusively for REAL ID transactions, freeing up counter staff to accommodate other transactions.

People who need to renew their vehicle registration and already have a REAL ID or do not plan on getting one can avoid the crowds by completing their transaction online at [DMV2U](#) or renew their driver registration at one of DMV's nine new [self-serve kiosks](#) located in select Fred Meyer stores.

The sooner you start the REAL ID process, the more likely you'll have what you need in time to fly. Learn more at [Oregon.gov/REALID](http://Oregon.gov/REALID).

Flying in 2025? Starting May 7, you'll need federally accepted ID. Be REAL ID ready!

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

**From:** Oregon Department of Land Conservation and Development  
<DLCD@public.govdelivery.com>  
**Sent:** Thursday, February 6, 2025 7:57 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** DLCD Notice of Proposed Rulemaking: Housing Capacity Analysis Schedule Update

[Share / View as a webpage](#)



February 6, 2025

## Notice of Proposed Rulemaking

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

### **Caption: Housing Capacity Analysis Schedule Update**

**Summary:** The Land Conservation and Development Commission (LCDC) is considering adoption of amendments to the attachment in Oregon Administrative Rule 660-008-0045, that prescribe standards guiding the Housing Capacity Analysis process as provided in House Bill 2003 (2019).

The proposed amendments would update the attachment in administrative rules located within an already-established division in OAR Chapter 660, division 008 – *Interpretation of Goal 10 Housing*. The proposed amendment would not alter the requirements of the Housing Capacity Analysis process or materially change how local governments comply with the program requirements under House Bill 2003 (2019). The proposed amendments serve to update the Housing Capacity Analysis schedule to reflect recent local government adoptions of these planning documents.

The Department of Land Conservation and Development (department or DLCD) recommends updates to the Housing Capacity Analysis Schedule attachment as an annual rulemaking task of LCDC. This ensures that local governments participate in the program using the most up to date information to guide local decision-making processes.

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/660-008\\_HCAScheduleUpdate\\_NoticeFilingTrackedChanges.pdf](https://www.oregon.gov/lcd/LAR/Documents/660-008_HCAScheduleUpdate_NoticeFilingTrackedChanges.pdf).

**How to Comment:** You may comment on the proposed rules by sending written comments by **March 20, 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](mailto:casaria.taylor@dlcd.oregon.gov)

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

**Date:** March 20, 2025  
**Time:** 8 a.m. (Please see [LCDC meeting agenda](#) for scheduled 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.

*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**

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**From:** Muggli , Oliver <Oliver.Muggli@mail.house.gov>  
**Sent:** Friday, January 31, 2025 1:51 PM  
**To:** Undisclosed recipients:  
**Subject:** Updates on CDC and other federal websites

Hello Friends,

As you may have already seen, Today Trump’s CDC removed content on its website related to HIV-prevention. We’re also learning that pages related to LGTBQ youth suicide prevention have come down as well. Congresswoman Bynum [released the following statements](#) in response.

With disinformation and uncertainty flying, we want to be a source of good information for you. To that end, below are resources that may be of use to your constituents and community members going forward.

- [The Trevor Project](#) has free, 24/7 crisis and suicide prevention counseling via phone, text, or chat.
- [Basic Rights Oregon](#) has compiled a list of healthcare and mental health resources, as well as a [list of organizations](#) serving LGBTQ communities throughout the state.

We are also hearing rumors that many more federal agency websites could go entirely dark in the next 24 hours due to Trump’s executive orders. Hopefully this is not the case, but If there are pages with information or resources that you or your teams rely upon, it may be advisable to screenshot or otherwise download a copy to reduce disruption in the services you provide.

Thank you,  
Oliver

**Oliver Muggli | District Director**  
Office of Congresswoman Janelle Bynum  
502 7<sup>th</sup> Street, Oregon City Suite 203  
[Oliver.Muggli@mail.house.gov](mailto:Oliver.Muggli@mail.house.gov)  
503 318 0255



## White House Executive Orders May Impact Cities

**The League of Oregon Cities (LOC) will continue to monitor executive actions and provide information to members on the potential impacts during our [weekly statewide webinars](#) every Friday at noon during the legislative session.**

Since taking office on January 20, President Donald Trump has issued several executive orders and taken additional actions that have prompted questions and concerns from city staff and leaders nationwide about potential impacts on city operations and federal funding.

The new executive orders are broad in scope and may have implications for a broad range of policy areas and programs that directly relate to essential local government services and needs.

It is common for new administrations to review recent grants and pause future programs as they fully organize their priorities. The LOC, along with our federal partner organizations, is closely monitoring these developments to determine any direct impact on Oregon cities. With updates that are literally changing on the hour, we'll do our best to provide the latest information as soon as it's available.

[View President Trump's executive orders](#)

### What Cities Can Do

Cities are encouraged to share examples of Infrastructure Investment and Jobs Act (IIJA)-funded projects with the National League of Cities (NLC). This information will help our federal partners advocate against any pause or



reduction in essential infrastructure funding. The NLC has created an online [portal](#) for cities to share disruptions in project funding subject to the executive orders. In addition, cities are encouraged to reach out to the offices of Oregon Senators Ron Wyden and Jeff Merkley, as their staff are currently working to provide as much updated information as possible.

### [Submit information about your city's IJA projects to the NLC](#)

Additionally, as the LOC continues to update its member cities with developing information and potential impacts of executive actions, members are encouraged to stay informed and work closely with their city attorneys for individual assessments and guidance.

**Contacts:** Jim McCauley, Legislative Director – [jmccauley@orcities.org](mailto:jmccauley@orcities.org);  
Patty Mulvihill, Executive Director – [pmulvihill@orcities.org](mailto:pmulvihill@orcities.org)

*Last Updated 1/31/25*

**admin@ci.brownsville.or.us**

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**From:** Salazar, Scott (PacifiCorp) <Scott.Salazar@pacificorp.com>  
**Sent:** Friday, January 31, 2025 8:28 AM  
**Subject:** 2025 Blue Sky and EV program updates

Hello,

I'm pleased to share information about our Blue Sky Community Renewable grant program and our electric vehicle grant programs (including a new grant for municipalities). Please share with your networks and staff. If there are any follow up questions about specific sites in our community, please do not hesitate to reach out.

If you could help spread the word by adding the links in your newsletters, I would greatly appreciate it. Send any interested folks my way.

**Blue Sky Community Funding program:**

<https://www.pacificpower.net/community/blue-sky-projects/funding-applications.html>

--NEW THIS YEAR: emphasis on projects that include solar + storage

GRANT IS OPEN! CLOSING April 25<sup>th</sup>

**Electric Vehicles (EVs):**

<https://www.pacificpower.net/savings-energy-choices/electric-vehicles/charging-station-grants.html>

-NEW THIS YEAR: Oregon Municipal and Community Grants (*in addition to* the Oregon Electric Mobility Grants)

GRANT OPENS March 3<sup>rd</sup> CLOSING June 30<sup>th</sup>

**Scott Salazar**

**Regional Business Manager**

[Book time with Salazar, Scott \(PacifiCorp\): Office Hours](#)

525 Wilco Road

Stayton, Oregon 97383

(Desk) 971-242-6245







## **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



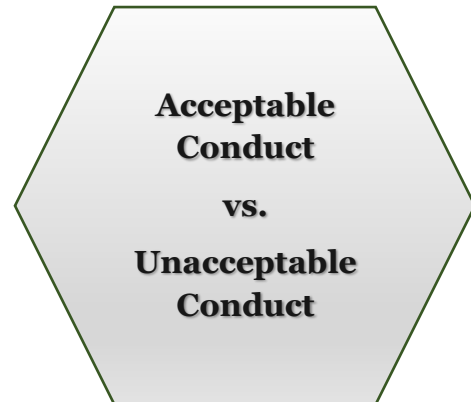
- 4. Implement & Execute
- 5. Review Outcomes

**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

		JANUARY 2025					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 47,875.33	\$ 56,257.19	\$ 712,388.15	19.69%	\$ 2,906,466.85	1
2	WATER	\$ 46,254.88	\$ 33,115.87	\$ 383,041.83	34.01%	\$ 743,358.17	2
3	SEWER	\$ 45,096.87	\$ 26,388.07	\$ 197,601.40	17.67%	\$ 925,198.60	3
4	STREETS	\$ 23,063.91	\$ 14,656.11	\$ 113,544.07	27.77%	\$ 295,305.93	4
5	WATER BOND	\$ 239.34	\$ 12,731.56	\$ 46,318.96	91.90%	\$ 4,081.04	5
6	SEWER BOND	\$ 1,080.87	\$ 76,493.41	\$ 300,120.39	60.91%	\$ 192,579.61	6
7	SEWER DEBT FEE	\$ 12,504.37	\$ -	\$ 86,135.03	61.53%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 688.01	\$ -	\$ -	0.00%	\$ 191,600.00	8
9	WATER RESERVE	\$ 2,715.78	\$ -	\$ -	0.00%	\$ 204,000.00	9
10	HOUSING REHAB	\$ 828.56	\$ -	\$ -	0.00%	\$ 231,100.00	10
11	WATER SDC	\$ 2,933.80	\$ -	\$ -	0.00%	\$ 62,500.00	11
12	SEWER SDC	\$ 7,945.27	\$ -	\$ -	0.00%	\$ 793,500.00	12
13	STORMWATER SDC	\$ 2,990.53	\$ -	\$ -	0.00%	\$ 291,000.00	13
14	BIKEWAY/PATHS	\$ 374.85	\$ -	\$ -	0.00%	\$ 69,070.00	14
15	LIBRARY TRUST	\$ 28.57	\$ -	\$ -	0.00%	\$ 7,920.00	15
16	CEMETERY	\$ 281.12	\$ -	\$ -	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	\$ 276.10	\$ -	\$ 15,654.20	20.54%	\$ 60,545.80	20
		\$ 195,178.16	\$ 219,642.21	\$ 1,768,669.00			

### Key Bank Account

*General Checking* \$ 129,082.51

### Oregon State Treasury

*General Account* \$ 5,731,743.14  
*Community Improvements* \$ 38.18  
*Project Escrow Holding* \$ 108,502.45  
*CLRC Renovation Acct* \$ 536,811.01  
**TOTAL OST / LGIP \$ 6,377,094.78**

### 2024-2025

Appropriated \$ 491,050.00 19.85%

### YTD

### % of Total

### Total Bonded Debt (Principal Only)

\$ 6,142,195.00

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

### Annual Bond Payment

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

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

**Previous Month Court Revenue \$ 768.50**