

# Council Agenda Packet

Tuesday, April 29<sup>th</sup>, 2025 | 7:00 p.m. | Council Chambers

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✳ *Please visit:* <https://www.ci.brownsville.or.us/citycouncil> to review additional documents. 1) Goals & Timeline Strategy, and 2) REAL Agreement & Exhibits.



## Council Meeting

Tuesday, April 29<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: March 25<sup>th</sup>, 2025
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Central Linn Recreation Association Annual Report | *Katy Kallai*
  - B. Calapooia Food Alliance Report | *Peggy Purkerson*
  - C. TMDL | *Semi-Annual Report*
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administrator
  - D. Planning
  - E. Library
  - F. Office
  - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
  - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
  - A. **Resolution 2025.07:** State Shared Revenues & Services Verification
  - B. **Ordinance 807:** City Administrator Nonelective Appointments (*Second Reading*)



- C. **Ordinance 808:** Nuisance Abatement Modification | Brownsville Municipal Code | Chapter 8.30.120 (*First Reading*)
- D. **Proclamation:** Linn County Pioneer Association
- E. **Proclamation:** Mental Health Month
- F. **Proclamation:** Older Americans Month
- G. **Proclamation:** Military Appreciation Month

#### 10) ACTION ITEMS:

- A. Linn County Pioneer Association | Logistics Letter (*Annual*)
- B. Authorize Canal Company Operations Agreement
- C. Approve Goals Strategy & Timeline | *Goal Setting 2025.2026*
- D. Elected Officials Handbook Modifications
- E. Authorize Rural Economic Alliance (REAL) Agreement

#### 11) DISCUSSION ITEMS:

- A. Legislative Advocacy & Policy Committee (LAPC) Efforts
- B. March 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.



**March 25<sup>th</sup>, 2025**

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

**ABSENT:** Councilor Winklepleck was excused.

**PUBLIC:** Jack Alsman, Steve and Nan VanSandt, Brittany Hansen, Dan Murphy, Sandy Saltzer, John Leaton, Bill Hand, Victor Aguilar, Don Lyon, Sarah Brown (*The New Era | Sweet Home*), Steve Brenner, Sue Geeting, Anne and Clive Clarke, Jared Swezey, Steve Frambes, (*Linn County Sheriff's Office*), and Penny Rosenberg (*Democrat-Herald*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** Removed 6) B. Central Linn Recreation Association Report. Rescheduled for a future meeting.

**MINUTES:** Councilor Hansen made a motion to approve the February 25<sup>th</sup>, 2025 meeting minutes as presented. Councilor Solberg seconded the motion, and the motion passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **The Brownsville Times Revival | Sharon Banks.** Sharon Banks spoke on behalf of a newly formed non-profit organization hoping to restart *The Brownsville Times*. Banks highlighted their plans for getting the paper back in circulation. The paper is a living history of the City with a 136-year tradition. The relaunch will include an on-line aspect but many still like the paper in hand. She highlighted the scope of the paper and policies being considered. Banks said their Board will be holding fundraising efforts to garner enough financial support to begin operations. You can learn more, subscribe or donate to the cause at <https://www.zeffy.com/ticketing/the-brownsville-times-subscription>.
2. **Consumer Confidence Report.** Public Works Superintendent Karl Frink reviewed the annual water quality report required by the Environmental Protection Agency (EPA) highlights included the sources of Brownsville's water supply, the items tested monthly and annually, the importance of the GR12 project and the backflow prevention program. Frink covered the ways the City distributes and manages water throughout the City system. He encouraged anyone interested to view the report on the State website at [www.oregon.gov/oha/ph/healthyenvironments/drinkingwater](http://www.oregon.gov/oha/ph/healthyenvironments/drinkingwater) or the City website.
3. **Goals Setting 2025.2026.** Council passed goals as presented. Council met in February twice to consider options for the next two years. The City continues facing many challenges imposed by the State and Federal governments on a variety of issues from addressing homelessness, to housing, to floodplain management, to name a few. Council agreed to work closely with McDowell to accomplish the identified goals. McDowell said that he would create a "committee" style approach that would activate Councilors to take the lead on several of the goals they have identified for the next two years. McDowell will provide a strategy and timeline to direct the work at an upcoming session of Council.



4. **City Website Reviews.** McDowell reviewed the City websites including the Emergency Preparedness website, the SMAC website, and the REAL website. McDowell shared some operational concerns with the current City website. Operational costs associated with migration to a new platform are reason for concern. Mr. McDowell related tasks that could be performed on the website, such as paying your bill, contacting Councilors, along with information about hot topics, with drop-down menus on how to contact folks and organizations. There is also a 'treasure trove' of information on Emergency Preparedness, Small Municipalities Advocacy Coalition (SMAC), and Rural Economic Alliance (REAL).

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes.** Sergeant Frames said that crime has been near zero in Brownsville which has allowed deputies to focus on traffic. A total of forty-six citations were issued last month. Frambes reported that coffee shop robberies have been happening throughout Linn County. The Sheriff's Office along with other jurisdictions are working to apprehend the perpetrators. He encouraged folks to consider installing video cameras around their businesses and properties. Cameras are inexpensive and have high quality resolution that can assist law enforcement in apprehending criminals.
2. **Public Works.** Superintendent Karl Frink reported that Staff have been busy with pressure washing, mowing right-of-way, installing new chlorination equipment, grading roads, and addressing several drainage issues. The CLRC did not pass a plumbing inspection, and that issue has been repaired. Frink reported that the Park opens on April 1<sup>st</sup>, and general maintenance of the facilities is underway.
3. **Administration.** McDowell said this information on the Calapooia Riverbank and Kirk Avenue is provided for review only. Council & Staff are constantly asked about these two projects. Every year, Staff does a presentation outlining the costs associated with each project. Council has never moved forward with the Kirk Avenue project due to the approximate \$3 million cost associated with the project and the assessments that would be placed on abutting property owners. At some point in the future, the City will have to address this issue.

Council decided years ago to retreat from the Calapooia River due to the associated approximate \$3.1 million cost and permitting required to complete a project to make the necessary repairs. Five State & Federal agencies have jurisdiction on any project that happens in any watercourse in the State of Oregon. City officials can face fines and even be jailed if the proper permits and requirements are not met.

Mr. McDowell reported that REAL has been working with Linn Benton Community College to hire an intern. The group is working on updating the IGA between the cities. This item may be coming to Council next month.

McDowell reported that Public Works Superintendent Frink and Administrative Assistant Tammi Morrow have hired Park Caretakers for the year. Their employment will begin Memorial Day weekend and run through Labor Day weekend.

McDowell reminded Council of the upcoming Sweet Home Sanitation Clean Up Day on Saturday, April 5<sup>th</sup>, 2025.

McDowell reported that the Canal Company has scheduled a meeting for Thursday, April 10<sup>th</sup>, 2025. Membership voting will commence, and the group will likely move forward in finalizing an agreement with the City.



Mr. McDowell reminded Council that the April Council meeting is scheduled for April 29<sup>th</sup>, 2025. Council had indicated that they would like to meet quarterly. McDowell suggested meeting directly after the Budget meeting on April 24<sup>th</sup>, 2025 for a Council retreat to complete this goal.

McDowell reported that Small Municipalities Advocacy Coalition (SMAC) had a win in the HB 3654 Lagoon bill. The hearing on the financing piece is coming up soon. McDowell is working on the Legislative Advocacy Policy Committee (LAPC) program buildout. McDowell mentioned that the flyer on the desk from the National League of Cities (NLC) has requested cities to contact their respective member of Congress to support the continuation of tax-exempt municipal bonds. McDowell encouraged Council to reach out to the representatives. McDowell talked about a smattering of bills currently in process. Jami Cate does a very good job emailing out highlights of upcoming bills of interest. Senator Bruce Starr does this as well.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Council Comments.** Councilor Chambers reported on the Sheriff's quarterly meeting. Sheriff Duncan warned that the upcoming contract will be up over eight percent (8%), or more. The Office has been busy hiring and training deputies. Many are now ready for the road. Councilor Solberg reported that Duncan had a few bills under consideration by the State Assembly that should be opposed to keep our communities safe. McDowell was asked to obtain the bill numbers from the Sheriff. Councilor Solberg said the fraud issue cost Linn County victims \$500,000 in January alone. Mayor Craven stated that he would like Council to support LCSO in opposing some of these bills; and that we all need to be monitoring the erosion of our Constitutional rights.
8. **Citizen Comments.** No comments.

## **LEGISLATIVE:**

1. **Resolution 2025.06 | Workers Compensation | Annual Approval.** *Councilor Solberg moved to approve R 2025.06 as presented. Councilor LaCoste seconded the motion, and it passed unanimously.*
2. **Ordinance 808 | City Administrator Non-Elective Appointments (First Reading).** *McDowell reported that this Ordinance change will reflect what is actual practice of appointment by Council, not the Administrator, hence making sure the electors are represented by those they elected. Advertising will also be done by any means that Council deems necessary. Ad hoc committees are advisory by nature, and will be filled by the City Administrator. All ad hoc committee recommendations will come to Council for approval and implementation at the sole discretion of Council.*
3. **Proclamation | Child Abuse & Prevention Month.** *Mayor Craven read the proclamation into the record, declaring April 2025 as Child Abuse Awareness Month in the City of Brownsville.*

## **ACTION ITEMS:**

1. **Appoint Budget Committee Member | Julie Fisher.** *The City has received one application for the Budget Committee. The City currently has one opening.*

*Councilor Hansen moved to appoint Julie Fisher to the Budget Committee. Councilor Chambers seconded the motion, and it passed unanimously.*



2. **Authorize Meals on Wheels Partnership.** Councilor Solberg moved to approve the Meals on Wheels partnership with the Council of Governments Senior, Disability and Community Services, delivering fresh, hot meals to our aging and disabled folks in Brownsville. Councilor LaCoste seconded the motion, and it passed unanimously. Councilor Hansen abstained due to a family member benefiting from the service.

3. **Explore City Website Request for Proposals (RFP).** Mr. McDowell reported that he is trying to negotiate with the City's current provider, but would like the option to move forward with other options as necessary.

*Councilor Hansen moved to approve this authorization, sending Mr. McDowell forth. Councilor LaCoste seconded the motion, and it passed unanimously.*

4. **Linn County Pioneer Picnic Association (LCPA) | Road Closure Request.** Mr. McDowell stated that this is an annual request.

*Councilor Chambers moved to approve the road closures as presented. Councilor Solberg seconded the motion, and it passed unanimously.*

## **DISCUSSION ITEMS:**

1. **Partnership Agreements & Memberships.** Mayor Craven stated that he had requested that Mr. McDowell generate a report that includes a compilation of nonprofits, civic organization, and memberships that the City partners with for Council review. There has been a lot of talk about LOC and COG and their value to the City. Mayor Craven stated that Council needs to be very responsible with spending taxpayer's dollars and challenged Council to review they memberships and partnerships as they come to Council for future consideration. Councilor Hansen expressed appreciation to Mr. McDowell and Mrs. Morrow for compiling the list.

2. **Sweet Home Sanitation | Clean Up Day | April 5<sup>th</sup>, 2025.** Mr. McDowell reminded Council that the City's annual clean up day is coming up soon, April 5<sup>th</sup>, 2025. It will be depot style as usual, up at the Rec Center parking lot.

3. **Oregon Government Ethics Committee (OGEC) | Statement of Economic Interest.** Mr. McDowell reminded Council that OGEC sends out their annual Statement of Economic Interest (SEI) survey that must be completed online. Please let Staff know when you have submitted your documents, or if you need help in the process. The deadline is April 15<sup>th</sup>, 2025. OGEC is serious about fines and the City will not be responsible for any personal fines assessed due to late filings.

4. **Vineyard Wind Machines.** Mr. McDowell reminded Council that this is their semi-annual reminder that this minor annoyance could be happening soon.

5. **February Financials.** No comments.

**CITIZEN QUESTIONS & COMMENTS.** Jared Swezey relayed a garbage collection issue being requested by Sweet Home Sanitation that is causing a logistics concern with garbage cans being placed on only one side of the street. Swezey pointed out that based on the size of his lot, and the requirement of cans being placed three feet apart, it severely hampers his ability to use his driveway. Swezey asked two questions of Public Works Superintendent Frink. The City has had no results when testing for PFAs. Water testing for individual homes is done by the homeowner and not the City.



**COUNCIL COMMENTS.** Councilor Chambers reminded everyone that the Real ID requirement was going into effect May 7<sup>th</sup>. Any travel will require this new form of ID. Councilor Hansen said that a passport will also work. She also thanked Frink for his light-hearted approach to this year's Consumer Confidence Report presentation.

**ADJOURNMENT:** *Councilor LaCoste moved to adjourn at 8:27 p.m. Mayor Craven seconded the motion, and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Adam Craven



April 29<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.

“Control your tongue and you will realize how much trouble silence avoids.”  
~ Anonymous

“The secret of freedom lies in educating people, whereas the secret of tyranny is in keeping them ignorant.”  
~ Maximilien Robespierre

“Whatever you are not changing, you are choosing.”  
~ Anonymous

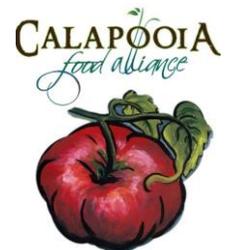


## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Recreation Association Annual Report | Katy Kallai** – Association President Kallai will provide Council with an update on the Association’s activities.
- B. **Calapooia Food Alliance Report | Peggy Purkerson** – Purkerson will provide Council with an update on the Alliance’s activities.
- C. **TMDL | Semi-Annual Report** – McDowell will provide a brief report as required by the Department of Environmental Quality (DEQ). The DEQ approval letter is included in the agenda packet for your review.



### 9) LEGISLATIVE:

- A. **Resolution 2025.07: State Shared Revenues & Services Verification (Annual)** – Annually, Council passes this Resolution to be eligible to receive State Revenue Sharing. The City has historically used this money to help partially cover the cost of streetlighting. Over the years, the portion received by the City continues to dwindle. The City should receive about \$25,000 this upcoming fiscal year.

*What is Council being asked to do?*



Pass the resolution to be eligible for revenue sharing from the State.

- B. Ordinance 807: City Administrator Nonelective Appointments** – SECOND READING. Council will be asked to pass the ordinance at Tuesday night’s meeting. Mayor Craven will need a motion to Read by Title Only. Then, he will open discussion.

*From 03.25.2025:* Council discussed changing Brownsville Municipal Code language on nonelective appointments to match organizational practices. Currently, the City has no obligation to advertise nonelective vacancies. The Administrator has the authority under the current Code to appoint all nonelective members of the City Boards and Committees. McDowell said at last Council meeting while the Code allows the City Administrator position that authority, the City’s practice has been for the Administrator to confer with the Mayor, advertise, and then for Council to appoint or not appoint applicants.

McDowell reported at last Council meeting that former Mayor Ware and McDowell decided to handle appointments differently because they both felt that Council should have approval authority. Council decided to handle appointments in that manner.

McDowell said that Council should consider language that will match organizational practice and articulate how the City will fill nonelective vacancies. McDowell said that a caveat will need to be made for ad hoc committee. McDowell was asked to modify the language for this upcoming meeting. I placed this on the agenda due to the Council discussion at that last meeting. Advertising is handled differently since there is no law requiring publication in a newspaper.

Recently, the City spent over \$400 to publish an advertisement for vacancies. The City’s position on the matter of certain advertisements is to include them in the monthly synopsis. The synopsis goes to every address in the 97327 zip code. The new language addresses this protocol.

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

Consider passage of the ordinance.

- C. Ordinance 808: Nuisance Abatement Modification | Brownsville Municipal Code | Chapter 8.30.120 (First Reading)** – Staff is recommending adjustments to Code section 8.30.120 for cleanup and clarification purposes. Council will need to pass a motion to Read by Title Only. Discuss as needed.

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

Consider the language. Council may make modifications, additions or otherwise. This is first reading.

- D. Proclamation: Linn County Pioneer Association** – Annually, the City recognizes the Linn County Pioneer Picnic Association’s Annual Pioneer Picnic event. The upcoming event will be the 138<sup>th</sup> consecutive event which makes it the longest running event of its kind.



- E. Proclamation: Mental Health Month** – Annually, the City declares this proclamation as included in the agenda packet to support Linn County’s awareness about community mental health issues.



- F. **Proclamation: Older Americans Month** – Annually, the City declares this proclamation as included in the agenda packet to highlight the significant contributions made by this group of citizens. Typically done in conjunction with the Cascade West Council of Governments.
- G. **Proclamation: Military Appreciation Month** – A proclamation recognizing National Military Appreciation Month.

## 10) ACTION ITEMS:

- A. **Linn County Pioneer Association | Logistics Letter (Annual)** – Enclosed in the agenda packet is the annual letter the City sends to the Association to make sure the City and the Association are on the same page concerning logistics for the Pioneer Picnic.

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

Review the letter for approval.

- B. **Canal Company Outcomes** – Brownsville Canal Company President Mike Neher conducted a board meeting on April 10<sup>th</sup>, 2025. Shortly after opening the meeting, several people took control of the meeting who were not interested in any agreement between the Canal Company and the City. The Board collected membership dues from those wanting to join the Company. The membership voted not to enter into the proposed agreement between the Canal Company and the City. According to Neher a few days after the meeting, certain people were upset about a provision in the agreement regarding assessments. I explained to Neher that paragraph was in the agreement because it is part of the Company's bylaws.



Ultimately, the City has spent too much time and money on this effort through the years. The City does not have a partnership agreement with the Brownsville Canal Company. The City has spent tens of thousands of dollars since 2007 attempting to resolve the long-standing historical battle between the Company and certain people – to no avail. The Brownsville Canal Company plans to send out another mailing and hold a meeting soon.

I am recommending Council authorize the new operations agreement found in the agenda packet. The new agreement will require the Company to bore the costs associated with operating the Company's pumps. The City has paid for the electricity costs for nearly twenty years with no reimbursement. The City has allowed Public Works to operate and maintain the pumps and electrical service at no cost to the Canal Company. Last year, the City paid \$400 to cover the cost of the annual insurance premium. It is long overdue for the Company to pay its own bills.

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

Authorize the simple operations agreement between the Canal Company for operations.

- C. **Approve Goals Strategy & Timeline | Goal Setting 2025.2026** – McDowell will share slides that are found in the agenda packet. please take note as you may be listed to serve on a committee for one or more of the goals Council identified.



From 03.25.2025: Council did not make any decisions at the last meeting. McDowell was asked to sort the goals. The goals were sent to Council members along with a goals attaché explaining the objectives. McDowell plans to use Council members on several of the goals so that more can be accomplished. Staff are concerned about the numerous items hanging over the City from the State and Federal governments and some sizeable projects remaining from previous years, however, ambitious goals are good to set.



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

Review the plan and consider adoption.

- D. **Elected Officials Handbook Modifications** – The new handbook is included in the agenda packet. Updating the Handbook was identified by Council as a goal. The changes to the handbook make changes to Public Comments going from two comment periods to one toward the beginning of the meeting. The changes include a signup sheet and limits total comment period of no more than thirty minutes. The Mayor and Council will have the authority to extend the comment period at their discretion. The current handbook can be found on the website: <https://www.ci.brownsville.or.us/citycouncil/page/officials-handbook-november-2023-update>.

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

Review the changes and consider adoption of the handbook.

- E. **Authorize Rural Economic Alliance (REAL) Agreement** – This agreement is between the cities that comprise REAL. The group recently completed their marketing plan, which was part of their strategic goals, 2023-2027.

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

Authorize this agreement so our regional economic development work can continue.

11) DISCUSSION ITEMS:

- A. **Legislative Advocacy & Policy Committee (LAPC) Efforts** – McDowell will address some of the challenges and victories experienced so far during the 83<sup>rd</sup> Legislative Session.
- B. **March Financials**

**UPDATES, INFORMATION & HAPPENINGS**

**Sweet Home Sanitation | Ash Street Collection** – Staff forwarded emails regarding the collection service for Ash Street. Basically, SHS needs to avoid backing into intersections which has caused the concern brought forward by Jared Swezey at the last Council meeting. I have included the letter SHS sent the customers and some suggestions Staff made to resolve the situation.

**Public Works Progress** – Chlorine equipment installed at the Wastewater Treatment Plants.

**Central Linn Recreation Association** – As Council is aware, there have been many operational agreements putting together this year’s baseball/softball





program. Staff has spent hours attempting to find solutions and talk the Board through a few difficult situations.

**Rec Center Equipment Implementation** – Public Works Superintendent ordered the floor scrubber for the maintenance of the new floor. Frink also fixed the low voltage system that was causing so many problems since installed. Bransen Floors made repairs to the carpet squares in the Meeting Room. Frink continues working on chair storage and future table & chair storage solutions.

**Legislative Advocacy & Policy Committee (LAPC) Meeting** ☒ – Staff will review on Tuesday evening.

*From 03.25.2025:* The Committee met to discuss issues and strategies moving forward on City items. McDowell reviewed LAPC purpose, history, and what the future looks like in terms of the City's grassroots. McDowell will provide them with links to follow and weigh in on the issues like Recreational Immunity and HB 3115. The approved policy directives were given to the members for review.

**Budget Committee Member Training** – Staff met with newly appointed member Julie Fisher to train on the City's Budget Committee process. Fisher's background includes extensive experience putting municipal budgets together in Sweet Home & Lebanon.

*From 03.25.2025:* Newly appointed Budget Committee member Danny Pearson and I met for an invigorating training session a week and a half ago. Pearson is interested in beginning his public service career here in Brownsville. He was very eager to learn about City government and the inner workings of the City. He will be a great addition to the Committee. 

**CIS | Conference Highlight Report** – *From 03.25.2025:* Insurance rates look like this for the upcoming year: 1) Property & Liability, up 5.3%, 2) General Liability, up 1.6%, 3) Auto, up 1.6%, 4) Medical, up 9%, 5) Dental, up 5%, and 6) Vision, up 6%. No increases to Life or Cyber. Appraisal are up 5.6% for those cities who have been appraised recently. CIS has \$228M in reserves. They have historically used the reserves to balance fluctuations with Medical coverage.

Legal experts shared that the State of Oregon appears to be doubling down on Homelessness policies that completely ignore the U.S. Supreme Courts Grants Pass ruling in June 2024. A permanent fix for Recreational Immunity does not look possible because the State is appealing the Oregon Trial Lawyers Association.

**Budget Preparations** – Staff completed putting the budget together last week for the Budget Committee's work.

*From 03.25.2025:* Staff continue working on budget tasks.

*From 02.25.2025:* 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** – *From 03.25.2025:* Bob & Pat Brawley have accepted an agreement to serve as the 2025 Park Caretakers. We are excited to welcome them to town.

**Geider Development** – Geider has filed a lawsuit against Banuelos.

*From 03.25.2025:* The issue was turned over to the the City Attorney's Office. After spending the last eight months attempting to work out a reasonable compromise based on the Brownsville Municipal



Code and general practices of the City, the parties hit a substantial impasse. The City extended several courtesies that were not met with cooperation.

*From 02.25.2025:* 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.

**Completed: Property Disputes** – Public Works Superintendent Frink made final improvements to the Rybolt driveway to remediate a dispute between Rybolt & Foster on Holloway Heights.

*From 03.25.2025:* Public Works Superintendent Karl Frink worked on solving a number of disputes over the last few weeks. These are issues are time consuming. Council should really consider adopting a fee schedule to limit these from spiraling out of control.

*From 02.25.2025:* 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** ☒ – See above. *From 03.25.2025:* Staff have been working with the Canal Company Board to prepare for the upcoming vote on whether to enter into an agreement with the City for the financial support needed to operate the Canal/Mill Race. The meeting is scheduled for April 10<sup>th</sup>, 2025, in Council Chambers at 7:00 p.m.

*From 03.25.2025:* Details continue being ironed out before the next Canal Company meeting. Speculation and heresay continue to swirl.

*From 02.25.2025:* 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.

**REAL Meeting** ☒ – See above. *From 03.25.2025:* The meeting was held the day the agenda packet was published. I will provide an oral report.



*From 02.25.2025:* 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 internship 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.

**Pending: 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.

**Rec Center Renovation Project** – See above. *From 02.25.2025:* 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 peeled within the first four months. The City is hoping for work to be done to remedy this issue.



*From 11.26.2024:* Staff processed the final payment for J.E. John. Several items remain under warranty while a few other items still require attention.

*From 09.24.2024:* Staff has been working with J.E. John’s Kyle Marston to finalize outstanding details. Continuing concerns include windows finish work, HVAC issues, and requesting an extension for the flooring system through August 2025. Staff has ordered special chairs and a new volleyball stand for the floor surface in accordance with Tarkett’s specifications. Public Works has installed and prepared these items for use. Administrative Assistant Jannea Deaver is preparing the rental forms to match the new requirements of renting each space. Public Works Superintendent Frink has



finalized many items including buildings security issues and fixing several of the ongoing lighting issues.

**Linn County Sheriff's Office Monthly Report | [G1]** – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

### *LCSO Month-to-Month Comparison (18 months)*

| <b>Year</b> | <b>Month</b>         | <b>Traffic Citations</b> | <b>Traffic Warnings</b> | <b>Hours</b> |
|-------------|----------------------|--------------------------|-------------------------|--------------|
| 2025        | March                | 16                       | 13                      | 204.75       |
| 2025        | February             | 46                       | 32                      | 208.5        |
| 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          |
|             | <i>Subtotal</i>      | 352                      | 514                     | 3800         |
|             | <b>Total Average</b> | 19.56                    | 28.56                   | 211.11       |

**LCSO Quarterly Meeting** – Reminder that Sheriff Duncan projected an increase to the LCSO contract between 8% to 12%.

*From 03.25.2025:* Councilor Chambers attended the latest quarterly meeting with the Sheriff on March 6<sup>th</sup>. Councilor Chambers will provide an oral report Tuesday evening.

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

**Small Municipalities Advocacy Coalition (SMAC)** ☒ – The group continues having success pushing two bills concerning grant funding and lagoon certification.

*From 03.25.2025:* The group has been busy providing testimony for the two bills being pushed by SMAC for this legislative session. A formation meeting was held and steps for moving forward were discussed.



*From 02.25.2025:* 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.

## ACTIVE, PENDING, STALLED & COMPLETED

**Active: Central Linn School District & Central Linn Recreation Association IGA** – Staff was recently invited by School Board member Garrett Leabo to address the facilities agreement. Staff have another meeting with interim School Superintendent Cathy Hurowitz scheduled for May 5<sup>th</sup>, 2025.

*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.



**Active: TMDL Report** – Department of Environmental Quality (DEQ) approved the annual report submitted by the City in January 2025.

*From 02.25.2025:* 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.

**Pending: Linn County Pioneer Association | Road Closure Request (Annual)** – McDowell signed the required permit from the State.

*From 03.25.2025:* The Association's Holly Gosda will be providing a letter to close the roads for the annual Picnic parades.

**Pending: The Brownsville Times Revival | Sharon Banks** – *From 03.25.2025:* A local non-profit has formed with the goal of reviving *The Brownsville Times*. President Sharon Banks will share the details of their endeavor.

**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. We will know when it is installed. I will continue to follow-up.

**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 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,

S. Scott McDowell  
City Administrator

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

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

# PLANNING AT A GLANCE

## April 2025

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

|                |   |                   |
|----------------|---|-------------------|
| • Structural   | Solar Panel Installation                | 814 River Ave     |
| • Mechanical   | Replace Furnace                         | 806 W Bishop Way  |
| • Structural   | 24x45 Shop Commercial Extension         | 522 N Main St     |
| • Structural   | Enclose 24x28 Pole Barn                 | 194 Kirk Ave      |
| • Plumbing     | Tub to Shower (Step-in) Conversion      | 712 Oak St        |
| • Structural   | Fence for Pool (on Commercial Property) | 217 Bishop Way    |
| • Fence        |   | 359 Kirk Ave      |
| • Accessory    | Metal 10x12 Shed                        | 326 Spaulding Ave |
| • Fence        |   | 781 Pebble St     |
| • Fence        |   | 1160 Linn Way     |
| • Fence        |   | 417 Depot Ave     |
| • Fence        |   | 813 Stonebrook St |
| • Accessory    | Accessory Structure 12x12x7             | 813 Stonebrook St |
| • Construction | Enclose 24X28 Pole Barn                 | 194 Kirk Ave      |
| • Floodplain   | Venting for 24X28 Pole Barn             | 194 Kirk Ave      |
| • Fence        |   | 812 Stonebrook St |
| • Accessory    | Accessory Structure                     | 382 Kirk Ave      |

### OTHER:

#### **FEMA/Buildable Lands**

Oregonians for Floodplain Protection Update: Per Oregonians for Floodplain Protection site, Oregon US District Judge Michael Simon has scheduled a hearing on the preliminary injunction for May 29<sup>th</sup>, 2025.

If the rule stands for habitat assessment requirements in floodplain areas, the implications for buildable land inventories (where floodplain exists) could be vast. On the other hand, as floodplain areas could be classified as undevelopable land within the BLI, is there a potential for non-residential lands to be rezoned to comply with “affordable housing”? Who knows.

Staff and the Planning Consultant will meet on Thursday, 4.24.2025 to discuss potential implications and path forward, if there are any. Stay tuned.

Thank you,







## Library Advisory Board

### *Librarian's Report*

March 2025

Here are a few facts about our Library for the month of March 2025. We have received \* new books for the library. Volunteers donated 140.75 hours to our library. There were 985 materials checked out. 374 adult fiction books; 126 adult non-fiction books; 49 audio books; 196 children's books; 163 junior books; 43 junior reference books and 34 large print books.

There was a total of 310 electronic materials checked out. 240 adult fiction books; 33 adult non-fiction books; and 37 junior books. Of these 75 were eBooks and 235 were eAudiobooks.

In March, we held 4 children's programs with 62 participants. There were 6 programs for adults with 21 participants. The Library is hosting an Estate Planning series. The first was Wills with local attorney Danille Myers and her Legal Assistant Samantha Heathcote. These programs are well attended and needed in our community. Two other programs are scheduled Advance Directive with Chaplain Wes Sedlacek on Thursday, April 17 and Funeral Arrangements with Aasum Dufour on Thursday, May 15. Both programs begin at 7 PM in the Kirk Room at our Library.

This month the children have enjoyed playing with Legos <sup>TM</sup> in the Library. As they create some special items, we place them in the display case by the front desk. It has been fun watching teenagers, children and parents make their way back into the Library and sit together, talk and not a phone in sight. Our Display Cases will be changing from a lovely exhibit from the Linn County Historical Museum's antique wedding dresses and Valentines Day cards to a Bee Exhibit by Steve and Nan VanSandt during the months of April & May.

Respectfully submitted,

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2025.07**

**A RESOLUTION VERIFYING SERVICES PROVIDED BY THE  
CITY OF BROWNSVILLE IN ACCORDANCE WITH THE  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
REQUIREMENTS FOR STATE-SHARED REVENUES**

**WHEREAS**, Oregon Revised Statutes (ORS) 221.760 provides as follows:

**Section 1.** The office responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning, and Subdivision Control
- (7) One or more utility services and;

**WHEREAS**, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE**, a Municipal Corporation of the State of Oregon, hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- Police Protection,
- Street construction, maintenance and lighting,
- Sanitary Sewer,
- Storm Sewers,
- Planning, zoning, and subdivision control,
- Water Utility,
- Library Services,
- Municipal Court and
- Parks;

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 29<sup>th</sup> day of April 2025.

**Attest:**

**Approved:**

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

\_\_\_\_\_  
Adam Craven  
Mayor



**ORDINANCE NO. 807**

**AN ORDINANCE MODIFYING SECTION 2.05.010, CITY ADMINISTRATOR, OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON**

**WHEREAS**, Title 2 of the Brownsville Municipal Code (BMC) defines Administration & Personnel duties & responsibilities, and;

**WHEREAS**, Council wishes to modify language to match organizational practice; and,

**NOW THEREFORE**, the City of Brownsville ordains as follows:

**Section 1.** The following Section 2.05.010 is modified as follows:

***Currently Reads:***

**2.05.010 Appointment – Qualifications – Duties.**

C. Powers and Duties. The powers and duties of the City Administrator shall be as follows:

1. She/he shall devote his/her entire time to the discharge of his/her official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep the Council advised at all times of the affairs and needs of the City and make reports as requested by the Council.
  2. She/he shall see that ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed. Except as provided in BMC [2.05.010\(A\)](#), she/he shall approve all bonds of City officers and bonds for licenses, contracts and proposals.
  3. a. Except as provided in subsections (C)(3)(b) and (c) of this section, the City Administrator shall hire all City employees and nonelective City officials; exercise general supervision over them and their work; and assign all duties to be performed by City employees and nonelective City officials.
- Selection of employees and nonelective City officials shall be made upon basis of merit and fitness alone. She/he may appoint such advisory boards as he/she may deem desirable to advise or assist him/her in his work; but the members of such boards shall receive no compensation as Board members.

***Modified to Read (Proposed addition is bold and italicized):***

**2.05.010 Appointment – Qualifications – Duties.**



3. a. Except as provided in subsections (C)(3)(b) and (c) of this section, the City Administrator shall hire all City employees and nonelective City officials; exercise general supervision over them and their work; and assign all duties to be performed by City employees and nonelective City officials.

Selection of employees and nonelective City officials shall be made upon basis of merit and fitness alone. She/he may appoint such advisory boards as he/she may deem desirable to advise or assist him/her in his work; but the members of such boards shall receive no compensation as Board members.

***Nonelective officials include members of the Planning Commission, the Budget Committee, the Parks & Open Space Advisory Board, the Library Advisory Board, Emergency Preparedness Committee, Legislative Advocacy & Policy Committee, and any future boards and committees enacted by Council. Nonelective officials also include members of the public who may be appointed to any ad hoc committee deemed necessary by the City Administrator.***

***When a nonelective position becomes vacant, the Mayor and the City Administrator will jointly fill the vacancy by gathering a candidate or candidates by any means deemed necessary by the Mayor and the Administrator including by electronic means. Once candidates have been identified, the names of the candidates shall be placed on Council agenda at a regular meeting of Council. Council shall vote, confirm, on every nonelective opening except for ad hoc committees.***

***Ad hoc committees may be appointed by the City Administrator at the sole discretion of the Administrator and will not require Council approval. Ad hoc committees are temporary and subject specific. Ad hoc committees are committees that work with the City Administrator on specific issues that may arise from time to time. Council shall be appraised of work performed by any ad hoc committee appointed by the City Administrator. All ad hoc committee work shall be completed in an advisory capacity only. Any recommendations of said committees must be approved by Council.***

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR,  
this 29<sup>th</sup> day of April 2025.**

***Attest:***

***Approved:***

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

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



## ORDINANCE NO. 808

### AN ORDINANCE MODIFYING SECTION 8.30.120, NUISANCES AFFECTING PUBLIC PEACE - JUNK, OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON

**WHEREAS**, Title 8 of the Brownsville Municipal Code (BMC) defines Health & Safety, and;

**WHEREAS**, Council wishes to modify language for clarification purposes and to match organizational practice; and,

**NOW THEREFORE**, the City of Brownsville ordains as follows:

**Section 1.** The following Section 8.30.120 is modified as follows:

***Currently Reads:***

**8.30.120 Nuisances affecting public peace – Junk.**

A. At a residence, no person shall store parts of vehicles, machinery or equipment; buckets, cans or bottles; household furniture and household furnishings manufactured, built or designed for inside use (out of the elements) and other personal property manufactured, built or designed for inside use or interior use (out of the elements); and personal property that is manufactured, built or designed for attachment to a structure as shutters, doors and windows, in front or street side yards at all, or interior side yards if a backyard is available for storage. "Yard," for this subsection, shall include driveway.

B. At a residence, no person shall store an appliance (operable or inoperable) or plumbing fixture in view of a public street.

C. At a residence, no person shall leave a burn barrel exposed to public view in the front yard.

D. At a residence, no person shall store lumber, plywood or building materials in view of a public street unless each type of item is stacked neatly.

E. At a residence, no person shall leave oil, fuel, chemical barrels or similar containers exposed to public view from a public street for a period in excess of three days. This section does not prohibit barrels, containers or tanks attached to a residential unit and used as a reservoir for oil or fuel.

F. At a residence, no person shall leave accumulations of limbs, branches and/or brush on property for longer than one month that can be seen from the public street.



G. Using tarps or other materials to hide items listed above from public view shall only be permitted for a two-week period or during a permitted garage sale on the premises.

H. Within 30 days of cleanup day, no person shall place items for pickup to the curbside or store items outdoors until seven days prior to the scheduled cleanup day. Items left at the curbside or on a property seven days after cleanup day may also be cited for immediate removal. If the City Administrator or designee notices a violation exists, he or she may post an abatement letter or hand-deliver a notice to the property owner. The property owner shall have 24 hours to remove the materials. [Ord. 772, 2018; Ord. 731 § 2, 2011; Ord. 725 § 1, 2010; Ord. 588 § 32, 1989; 1981 Compilation § 4-5.32.]

***Modified to Read: (Changes are to paragraph A. & H.)***

### **8.30.120 Nuisances affecting public peace – Junk.**

A. At a residence, no person shall store the following in public view:

1. Parts of vehicles, machinery or equipment;
2. Buckets, cans or bottles;
3. Household furniture and household furnishings manufactured, built, or designed for inside use;
4. Other personal property manufactured, built, or designed for inside use or interior use;
5. Personal property that is manufactured, built or designed for attachment to a structure such as shutters, doors and windows.

Storing these items in front of a residence or in a street side yard is prohibited. "Yard," for this subsection, shall include, but not be limited to, the driveway, a patio, a covered porch or any other area in the front or side of a residence.

- B. At a residence, no person shall store an appliance (operable or inoperable) or plumbing fixture in view of a public street.
- C. At a residence, no person shall leave a burn barrel exposed to public view in the front yard.
- D. At a residence, no person shall store lumber, plywood or building materials in view of a public street unless each type of item is stacked neatly.
- E. At a residence, no person shall leave oil, fuel, chemical barrels or similar containers exposed to public view from a public street for a period in excess of three days. This section does not prohibit barrels, containers or tanks attached to a residential unit and used as a reservoir for oil or fuel.
- F. At a residence, no person shall leave accumulations of limbs, branches and/or brush on property for longer than one month that can be seen from the public street.
- G. Using tarps or other materials to hide items listed above from public view shall only be permitted for a two-week period or during a permitted garage sale on the premises.



H. Items left at the curbside or on the right-of-way may also be cited for immediate removal. If the City Administrator or designee notices a violation exists, he or she may post an abatement letter or hand-deliver a notice to the property owner. The property owner shall have 24 hours to remove the materials. [Ord. 772, 2018; Ord. 731 § 2, 2011; Ord. 725 § 1, 2010; Ord. 588 § 32, 1989; 1981 Compilation § 4-5.32.]

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR,**  
this \_\_\_\_<sup>th</sup> day of May 2025.

***Attest:***

***Approved:***

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

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



**PROCLAMATION**

**138<sup>th</sup> Annual  
Linn County Pioneer Picnic  
" Pioneer Logging Camps "**

**Whereas**, 2025 marks the 138<sup>th</sup> Annual Linn County Pioneer Picnic in Brownsville when we welcome hundreds of visitors to our community; and

**Whereas**, Pioneer Picnic is a county-wide event and the City's recognition of this event is fitting and appropriate; and

**Whereas**, the community of Brownsville can show their support by celebrating the Linn County Pioneer Picnic, the oldest, annual, continuously celebration in the State of Oregon.

**Now, Therefore**, I, Mayor Adam Craven do hereby proclaim June 20<sup>th</sup> – 22<sup>nd</sup>, 2025, as the Linn County Pioneer Picnic – a time for the City of Brownsville to show their fondness and memories of Pioneer Picnic with the theme of "Pioneer Logging Camps."

**Approved:**

**Attest:**

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

\_\_\_\_\_  
Adam Craven  
Mayor

*Adopted this 29<sup>th</sup> day of April 2025*



# Mental Health Month 2025 Proclamation



**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives; and

**WHEREAS**, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

**WHEREAS**, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

**WHEREAS**, mental health conditions are real and prevalent in our nation; and

**WHEREAS**, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS**, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizens have a responsibility to promote mental wellness and support prevention efforts; and

**WHEREAS**, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

**THEREFORE**, In Adam Craven, do hereby proclaim May, 2025 as Mental Health Awareness Month in Brownsville. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Brownsville to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

**Proclaimed this 29<sup>th</sup> day of April 2025.**

***Approved:***

***Attest:***

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S. Scott McDowell  
City Administrator

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Adam Craven  
Mayor



## Older Americans Month 2025

### A PROCLAMATION

**Whereas**, Oregon Cascades West Council of Governments is proud to provide services to over 14,500 adults aged 60 and older, in the Benton County area, Lincoln County Area, and Linn County area who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

**Whereas**, the City of Brownsville is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible; and

**Whereas**, since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of life's most basic functions, such as bathing or preparing meals; and

**Whereas**, these programs also support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

**Whereas**, we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

**Whereas**, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion; and
- Emphasizing home- and community-based services that support independent living; and
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore**, the City of Brownsville do hereby proclaim May 2025 to be Older Americans Month. The City of Brownsville urges every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this 29<sup>th</sup> day of April 2025

**Attest:**

**Approved By:**

S. Scott McDowell  
City Administrator

Adam R. Craven  
Mayor



## PROCLAMATION

### May 2025 “National Military Appreciation Month”

Every year, the President issues a proclamation reminding Americans to pay tribute to those that have sacrificed so much for our freedom. This tradition began in 1999 when the United States Congress first designated the month of May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all our Armed Services who have served, and are now serving our Nation.

Regardless of the specific branch of military one has served, or is still serving, they have taken an oath to be disciplined in mind and body, never quit, and to act as guardians for our freedom and democracy. Their code to live by is that of honor, courage, and commitment.

**WHEREAS**, the City of Brownsville have the deepest gratitude toward all veterans and service members, and their families, and honors the many people who are serving, and have served, our Nation; and

**WHEREAS**, the City of Brownsville extends its heartfelt gratitude and goodwill to service members and the personnel of all armed services who have earned the respect and admiration of a grateful Nation,

**THEREFORE**, the City of Brownsville proclaims May 2025 to be set aside for honoring our veterans, service members, and their families in observance of their contribution to our community, our state, and our Nation.

**ATTEST:**

**APPROVED:**

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Administrator Scott McDowell

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Mayor Adam Craven

**May 2<sup>nd</sup>, 2025**

**Pioneer Picnic Association**

**Attn:** Leisa Keyser, Treasurer  
401 Washburn Street  
Brownsville, Oregon 97327

**Re:** Pioneer Picnic | June 20<sup>th</sup> — June 22<sup>nd</sup>, 2025

Dear Leisa,

The City is wishing the Association another great Picnic! The City wants to do our part. So, to accomplish that goal, we want to make sure we are all on the same page. Karl & I have covered the major responsibilities below:

- 1) Camping Fees** — The Park Caretakers will collect camping fees in accordance with normal City procedures.
- 2) Service Personnel** — The Association will make arrangements with the Park Caretakers to handle garbage and security for the event.
- 3) Gates** — The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- 4) Park Caretakers** — Fred & Terri Shepherd will be serving as Park Caretakers this year. Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item #6.) They served as the Caretakers for half the summer last year.
- 5) Additional Bathroom Supplies** — The City supplies the essentials, and they will be available as needed through the Caretakers.
- 6) Gator Use** — The Park Caretakers will be the only personnel authorized to use the Gator for miscellaneous purposes.
- 7) Wood Chips** — Please make sure Karl is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.
- 8) Keys** — We will issue keys to you for your distribution for the event. The Caretakers can always let folks in buildings if necessary. We will **only** release the keys to one official from the Association which has been you in the past. The City needs all sets back no later than Tuesday after the Picnic. Linda McCormick has served as the designated key person the last few years.
- 9) Horse Area** — If anyone is organizing a horse show this year, it will be their responsibility for preparing the area and making any necessary arrangements.

- 10) **Parade Barrels/Cones/Candlesticks** — These are stored behind the stage by the north door. Public Works will make sure you have the amount you request.
- 11) **Park Street & Main Street Closure** — Council has already approved closures as requested by Holly.
- 12) **Barricade Placement** — Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. We can make arrangements to hand the barricades over to a volunteer for placement on Saturday. Please let us know who oversees this duty.
- 13) **Special Needs Campers** — The City requests a designated parking area for those who may have ADA needs. Please use the area behind the new restrooms for this purpose.
- 14) **Kitchen Support Campers** — Historically we have allowed people helping with the kitchen area to camp in that area. We would strongly encourage a different plan.
- 15) **Kitchen** — Please remove all items from the kitchen at the end of Picnic. The Pavilion is rented to others between the end of Picnic and the Fourth of July. The City will ask Sweet Home Sanitation to provide three (3) recycling cans for use in this area.
- 16) **Information Booth** — The Association always cleans this space for their use.
- 17) **Banners** — Public Works will hang the welcome signs and banners.
- 18) **Dumpster** — We provide one, ten (10) cubic yard dumpster in the park for trash.

We know there are other items the City does in preparation for Picnic, however we wanted to address as many issues as possible to ensure the best possible outcomes. Again, we wish the Association the best for a successful Picnic! If you have any questions or concerns, please let us know.

Cordially,

S. Scott McDowell  
Administrator

Karl Frink  
Public Works Superintendent

c: Mayor and Council  
Park & Open Space Advisory Board  
Staff  
File

My name is Peggy Purkerson. I'm the current vice president for the CFA Calapooia Food Alliance. Calapooia Food Alliance founded in 2007, is truly a remarkable non-profit organization right here in our small town of Brownsville, Oregon.

First I would like to thank the current and former councils for your support of the CFA. We welcome the opportunity to share with you the last two years of successes and challenges of our organization

Over these last two to three years, we have relocated the Community Garden once and our Farmers Market three times. This created some confusion and hardship on both our vendors and our customers. Getting the word out about our move has affected the bottom line of some of our vendors and the value of the experience of our patrons. But our patrons, vendors and the community adapted and embraced our changes.

The CFA provides on a weekly basis from May until October an essential **gathering space** for our community, which is our Thursday Farmers Market. It has been a source of pride for our long-time residents and a source of joy and surprise to new residents who find out that a community as small as Brownsville has a community garden and a farmers market.

As many of know, our three main programs are: the **Community Garden**, *Outreach/Education* events known as **Munch Night** and the **Thursday Farmers Market**. In addition, we help with facilitation of Azure Standard's bulk food and household products monthly delivery. This is another avenue of providing local access to healthy foods for Central Linn families.

It wasn't until a few years ago that we had the need of City support for our Market. We knew many cities small and large have supported their Farmers Markets either by providing space on city property, financially supporting them or even sponsoring them as a city program. We were pleased to gain the same support from our council.

We are very grateful that the city worked with us to secure a place for our Thursday Farmers Market in downtown Brownsville for three seasons. We also acted on your suggestion to search for another non city site. We were pleased that D&D Storage have welcomed us to hold our Thursday Market on their property for the 2024 and 2025 season and hopefully it will be our forever home.

If you look at the handout, you can see the numbers from our Thursday market of vendor and customers. And in our community garden, we have had most of our garden plots rented and planted.

Our "CFA sharing plots," as well as, individual plot holders have donated many 100's of pounds of produce to Sharing Hands, Meals on Wheels or neighbors in need.

The CFA, in line with our mission statement, is keenly interested in healthy foods, home gardening, biodiversity and sustainable environments. To that end, we've sponsored monthly presentations and films. We call it Munch Night. All of you are welcome. Some of you have been there off and on over the years. We cover topics as varying as the health benefits of mushrooms

to gluten free diets, from permaculture to plastic waste, and the benefits of native plants. And our latest was a fantastic presentation with a representative from the Oregon Dept. of Agriculture presenting information about the avian flu. In the last two years we've had many new people come and experience Munch Night for the first time and continue to come back.

In the past two and half years, we have been successful in receiving close to \$35,000 grants and donations to support our organization and continue to offer our programs. The city's support for the CFA is a plus when applying for grants.

In wrapping this up I would like to share something that has always been important to me: Civic Virtue and the common good. It is what led me found Sharing Hands over 40 years ago.

About 30 years ago I finally finished my college degree in Planning and public policy. I researched what made some communities thrive while others languished. It turned out that civil and social engagement was the key.

The rural west may have been settled by rugged individuals. But individuals alone didn't build towns and communities. It was individuals working together toward the common good that built vibrant, vital, creative and safe communities.

As Daniel Kemmis, former mayor of Missoula, Montana purports in his book, "Community and Politics of Place," you might not like all your neighbors but you need them to raise your barn and help brand your cattle. A healthy community is one rich in social capital. One that allows for diverse and new perspectives and ideas. All the people working together to build a civil society.

We hope to see you at the Market or one of our other events or programs. Our first Market is Thursday May 1st 3pm to 6pm on Main Street across from Dari Mart.

And again I would like to thank you for your support and your time

Sources of Funding and Support 2022-2024

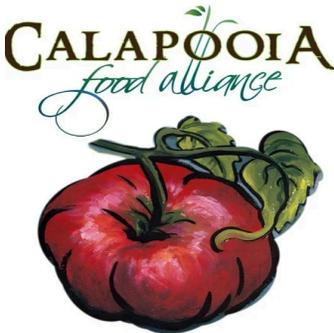
|                      |           |
|----------------------|-----------|
| <b>Grants.</b>       | \$ 21,000 |
| <b>Donations.</b>    | \$12,000  |
| <b>Program fees.</b> | \$9,955   |

**Business support and sponsors:** J&S Supply, Swayze's, City of Brownsville, Pioneer Christian Academy, Brownsville Garden Club, City of Brownsville, Hex, J&S Farm Supply, Carlson's Hardware, Ernest Schuyler Tree Service, Spade Tree Preservation, Cyndi Anderson, Whistler Farms, Wepler Farms.

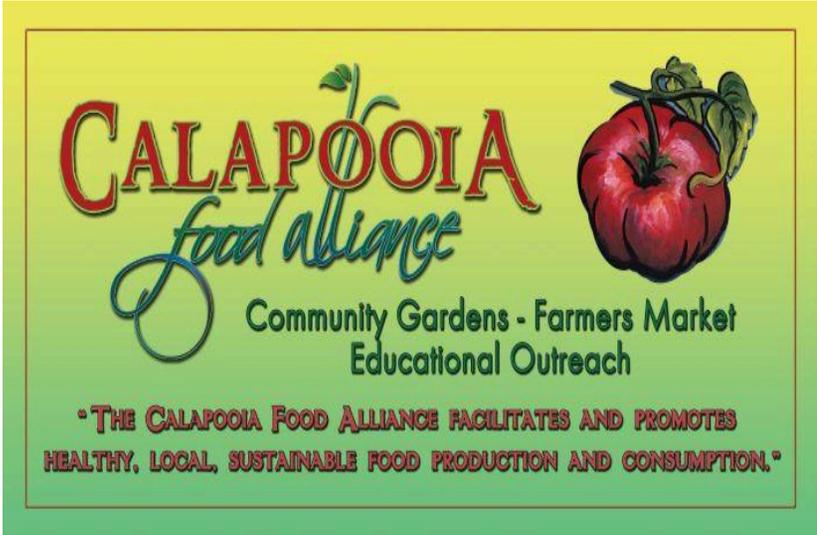
**Value of volunteer Hours** \$40,000 +

The CFA is grateful for all our supporters,volunteers and donors, without whose much appreciated generosity we could not offer these enjoyable and vital programs to our community.

We acknowledge and value the space we hold for the peoples who have gone before and those generations to come.



Calapooia Food Alliance  
P.O Box 614  
Brownsville, Oregon  
www.gocfa.org



## 2022-24 Update and Highlights

### - CFA MISSION -

The Calapooia Food Alliance encourages healthy living and community resilience through education and the promotion of sustainable food production.

*Building Community one bite at a time!*

We are a nonprofit organization founded in 2007 that consists of three main program areas: Community Garden, Thursday Market, and Munch Night. Join us in our mission to promote sustainable living and community engagement.

# Thursday Market

Brownsville Thursday Market is conveniently located on N. Main Street just off highway 228 in Brownsville, Oregon. We operate each Thursday from May to October from 3:00 to 7:00 p.m. Hope to see you there

**Events at the market:**

- STEM activities for youth
- POP( Power of Produce)
- Well water testing
- Master Gardener Booth
- Community Booth
- Extension Service information and events



*Number of Vendors: average 12 weekly*  
*Patrons: Attending average 110 each market*  
*Number of Markets held: 52*



*Kids enjoying our Power of Produce (POP) Activities*

# Munch Night/Educational Outreach

A monthly gathering where we share ideas and learn about issues facing our community and our world. Held the third Friday Feb- Oct

*Events held: 17 Munch Night gatherings*  
*Number of attendees: 583 people (average 34 an event)*  
**AZURE Standard Buying Club:** monthly, organic foods and sustainable household items, drop off serving over 100 individuals.



# Community Garden

The Brownsville Community Garden plots are open to community residents for their own use or for sharing or both. Located 185 N Main.  
*Garden plots holders: 32*  
*Garden plots rented: 43*  
*Pounds donated: 300 (2024)*  
*Amount of hours donated: 600*



\*Electronic\*

Apr. 2, 2025

Scott McDowell  
255 N. Main Street  
PO Box 188  
Brownsville, OR 97327

Re: Review and Acceptance of the 2024-2025 TMDL Implementation Plan Annual Report for the City of Brownsville

Dear Scott Brown,

Thank you for submitting the City of Brownsville 2024-2025 TMDL Implementation Plan Annual Report. I have reviewed the city's report and find that it complies with the annual reporting requirement.

I would like to follow up with you on your feedback about TMDL "fatigue." The information in the city's implementation plan report indicates that the city is not engaged in many strategies or activities beyond what it would ordinarily undertake, even without TMDLs. In other words, the report indicates that most of the city's actions supporting TMDLs align with its own resource management goals, or another agency's requirements, e.g., OWRD.

I welcome an opportunity to discuss in more detail the elements of the TMDL requirements that are burdensome to the city, so that I can assist in potentially identifying additional resources to alleviate some of this burden. Currently, it's unclear from the information provided what actions the city finds burdensome and what resources are needed.

Please note that DEQ has secured a federal grant to support DMAs in the Willamette Basin to cover the cost of providing RARE interns. We have had multiple small cities successfully apply for these funds and make progress in TMDL implementation by working with a RARE intern. I encourage you to consider applying next year, as this is an excellent opportunity to receive TMDL implementation support. Please let me know if you are interested, so we can discuss eligible projects and develop a strong application for consideration. The application and process are brief. For your reference, the most recent information regarding RARE was included in an email I sent on 2/24/2025.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at [priscilla.woolverton@deq.oregon.gov](mailto:priscilla.woolverton@deq.oregon.gov) or (503) 688-8801 for assistance.

Best regards,

*Priscilla Woolverton*

Priscilla Woolverton  
Willamette Basin Coordinator

cc: Heather Tugaw, Interim Western Region Watersheds and Stormwater Manager, DEQ



## Memorandum of Understanding

BETWEEN: City of Brownsville, (City)  
an Oregon municipal corporation

AND: Brownsville Canal Company, Inc., (BCC)  
an Oregon nonprofit corporation

DATE: May 2025

### RECITALS

- A. The BCC is interested in continuing operations of the BCC's Mill Race through Brownsville and the surrounding areas.
- B. The City is agreeable to the terms set forth herein to operate the Mill Race pumps as requested.

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

1. **USE OF PROPERTY.** The Holbrook Joint Trust owns the property located at 36255 Northern Drive where the canal pump and related appurtenances are located. The Holbrook Joint Trust grants City access to its property for the purpose of maintaining the canal pump and related appurtenances.
2. **LIABILITY INSURANCE.** The BCC shall maintain in force for the duration of this Memorandum a comprehensive general liability insurance policy. Such policy shall have coverage of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage, with an aggregate limit of \$2,000,000. The policy shall also contain an endorsement naming City as an additional insured and expressly providing that the interest of City shall not be affected by BCC'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 Memorandum. Such policy shall be written on an "occurrence" form with an 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 Memorandum shall be cause for immediate termination of this Memorandum by City.
3. **RESPONSIBILITIES & COSTS.** BCC shall pay the following monthly operational costs to cover operations:
  - a. The BCC shall ensure the aforementioned insurance coverage is in place prior to any operations being performed on behalf of the BCC by the City.



## ***Memorandum of Understanding***

- b. The BCC shall be responsible for all electricity costs for the pumps to be billed by City to BCC and be due by no later than the tenth of the following month.
- c. City personnel costs associated with maintaining and operating the pumps will be billed by City to BCC at straight costs. Charges will be based on Resolution 2024.13 titled, Update Machinery, Materials & Human Resource Rates, Exhibit A to this Memorandum. It is important to note the City Council may update the above referenced Resolution at any time. If the City changes the rates, the BCC will be notified of the changes via certified mail.

BCC agrees that it is responsible for the overall operation and maintenance of the canal and the canal's delivery of water. BCC agrees that City is not taking any responsibility for operations and maintenance of the canal except as specifically provided in this Memorandum.

4. **PROPERTY.** Any theft or damages incurred to the canal property, pumps or appurtenances shall be the sole responsibility of the BCC.
5. **TERM.** The term of this Memorandum shall commence upon execution hereof and shall continue for a period of one year. The parties agree to revisit and renegotiate the Memorandum in December 2025. The Memorandum may be extended for additional one-year renewal terms by written means or electronic means such as email verification by both parties in the affirmative.
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 Memorandum shall supersede all prior communications, representations, or agreements, either verbal or written, between the parties. The original proposal as submitted by BCC, as attached, is included for documentation purposes only.
11. **MODIFICATION AND WAIVER.** No change or modifications of this Memorandum 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 Memorandum shall not be assigned or transferred without written consent of City.
14. **EARLY TERMINATION.** The Memorandum may be dissolved by either party upon providing ninety (90) days' written notice.



## *Memorandum of Understanding*

**City:**

**BCC:**

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

\_\_\_\_\_  
Mike Neher  
President

**Date:**

**Date:**

**The Holbrook Joint Trust:**

\_\_\_\_\_  
John J. Holbrook

\_\_\_\_\_  
Laura M. Holbrook

**Date:**

**Date:**



# OFFICIALS HANDBOOK

Elected & Appointed

2025 | *April*



# Elected & Appointed Officials Handbook

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## CODE OF CONDUCT & COUNCIL RULES PROCEDURE



### Introduction

This handbook is written as general conduct guidelines for the elected and appointed officials who serve the City of Brownsville. When the term Council is used, it is often referring also to Board, Committee, or Commission of the City. The Brownsville City Council and all appointed officials shall hold themselves accountable to the following principles and guidelines for Code of Conduct. Examples used for illustrative purposes are not all inclusive of situations that could arise during the general discourse of City business.

#### The Athenian Oath

The Athenian Oath was recited by the citizens of Athens, Greece over 2,000 years ago. It is frequently referenced by civic leaders in modern times as a timeless code of civic responsibility. The Athenian Oath reads as follows:

"We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us."

#### Brownsville Oath of Office

I, *Councilor Name*, do solemnly swear that I will support the constitution and laws of the United States and of Oregon, that I will, to the best of my ability, faithfully perform the duties of Councilor for the City of Brownsville, during my continuance therein, so help me God.

If the person affirms, instead of the last clause of the oath, there shall be stated: "And this I do affirm under the pains and penalties of perjury."



# Elected & Appointed Officials Handbook

## Section I. Elected & Appointed Officials Conduct with One Another

*This Council, Staff and Appointed Officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each Councilor has chosen to serve in public office to preserve and protect the present and the future of the City of Brownsville. This common goal should be acknowledged even as Councilors may “agree to disagree” on contentious issues.*

### In Public Meetings

1. *Practice Civility & Decorum.* Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
2. *Honor the Role of the Mayor in Maintaining Order.* It is the responsibility of the Mayor to keep the comments of the Council members on track during all meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is a disagreement about the agenda or the Mayor’s actions, those objections should be voiced politely and with reason.
3. *Demonstrate Effective Problem-Solving Approaches.* Councilors have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

### In Private Encounters

4. *Continue Respectful Behavior in Private.* The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
5. *Be Aware of the Insecurity (Non-Confidentiality) of Written Notes, Voicemail, and Email.* Technology allows words written or said without much forethought to be distributed wide and far. *Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others?* Written notes, voicemail messages and Email should be treated as potentially “public” communication.
6. *Even Private Conversations May Have Public Presence.* Elected and appointed officials are always on display – their actions, mannerisms, and language are



## Elected & Appointed Officials Handbook

monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings will be noticed.

### 7. *Quick Tips.*

- a. Preserve dignity and self-respect for self and others.
- b. Listen for the message; even if you don't agree with it.
- c. **Strive to de-escalate situations even if it means walking away.**
- d. Respect others.
- e. Express your independent perspective.
- f. Participate thoughtfully.
- g. Be willing to delegate and let others make decisions.
- h. Be a community leader.
- i. Control all you should, not all you can.
- j. Use few words after much thought rather than many words after little thought.
- k. Seek to create change and overcome the influence of conventional wisdom.
- l. Recognize when you need outside experts.
- m. Recognize the efforts of others.
- n. Continuously pursue excellence.

## Section II. Elected and Appointed Officials Conduct with City Staff

*Governance of the City of Brownsville relies on the cooperative efforts of all officials, who set policy, and City Staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.*

1. *Treat all Staff as Professionals.* Clear, honest communication that respects the abilities, experience and dignity of each individual is expected.
2. *Direct Administrative and Operational Questions to City Management.* Questions of Staff and/or requests for additional information should be directed only to the City Administrator or their designee. The City Administrator should receive a copy of any written request for information when applicable. Materials supplied to an official in response to a request will be made available to all members of the body so that all have equal access to information.
3. *Never Publicly Criticize an Individual Employee.* Officials should never express concerns about the performance of an employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation. **State law sets aside rules for disciplinary hearings or employee corrections that must be followed to avoid liability both for the City and individually. Employees have rights that Council may violate by acting out of order.**



## Elected & Appointed Officials Handbook

4. *Avoid Involvement in Administrative Functions.* Officials must not attempt to influence Staff on the making of appointments, awarding of contracts, selecting of consultants, or other such administrative functions. If the project is brought to the Council or other responsible body, then officials may, of course, discuss these matters and issues at that appropriate time.
5. *Check with City Staff on Correspondence Before Taking Action.* Before sending correspondence, council members should check with the City Administrator to see if an official City response has already been sent or is in progress. **The Chief Information Officer (CIO) will handle all official correspondence under the general direction of Council.**

### Section III. Officials Conduct with The Public

*Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual officials toward an individual participant in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.*

*However, when faced with testimony that is false or antagonistic, Council has a duty to correct the situation as gently and peacefully as possible. The Council meeting forum is not the best forum for debate as many take advantage of allegations and hyperbole.*

### In Public Meetings

1. *Be Welcoming to Speakers and Treat Them with Dignity and Respect.* Because personal concerns are often the issue of those who come to present to the various public bodies, officials should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity. Please treat others as you would want to be treated.
2. *Exercise Active Listening.* It is disconcerting to speakers to have officials not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.
3. *Ask for Clarification, Avoid Debate and Argument With the Public.* A speaker should be allowed to complete their presentation before the Mayor, Chair or officials start asking questions. However, an official may ask the Mayor or Chair for a “point of order” if the speaker is off the topic or exhibiting behavior or language the official finds inappropriate. If speakers become flustered or defensive by questions, it is the responsibility of the Mayor or Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by officials to members of the public should seek to clarify or expand information. It is never appropriate to belligerently



## Elected & Appointed Officials Handbook

challenge or belittle the speaker.

4. *Avoid Personal Attacks.* Officials should be aware that their body language and tone of voice, as well as the words they use, can appear intimidating, aggressive or confusing. Focus on maintaining self-control.

Also, it is important to note that members of the public may engage in personal attacks. It is “part of the territory” to a certain degree. Understand the speaker’s tactic or motivation for invoking a response and respond accordingly.

### In Unofficial Meetings

5. *Never Make Promises on Behalf of the Council or Staff.* It is inappropriate to overtly or implicitly promise official action, or to promise Staff will do something specific such as fix a pothole, replace flowers, fix a leak, etc.
6. *Speak with One Voice.* Officials will frequently be asked to explain a Council or a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of the facts or City policies as they relate to the aforementioned action. Objectively present the collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: “I would have preferred “x” but the Council or Board wanted “y” so that’s what we will be doing.” Explaining official decisions, without giving your personal criticism of the official actions, will serve to strengthen the community’s image of the City of Brownsville.
7. *Make no Personal Comments About Other Council Members.* It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other officials. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by elected and appointed officials of the City. **It is a serious and continuous responsibility.**

#### The City of Brownsville's Principles of Proper Conduct

- ★ Keep promises.
- ★ Be dependable.
- ★ Build a solid reputation.
- ★ Participate and be available.
- ★ Demonstrate patience.
- ★ Show empathy.
- ★ Hold onto ethical principles under stress.
- ★ Always listen.
- ★ Study thoroughly.
- ★ Maintain integrity.



## Elected & Appointed Officials Handbook

- ★ Overcome discouragement.
- ★ Go above and beyond, time and time again.
- ★ Show respect for one another as individuals.
- ★ Honor the validity of different opinions.
- ★ Uphold the democratic process.
- ★ Maintain respect for the community we serve.

### Section IV. Corrective Action Procedures

A. *Responsible Officers.* The Mayor, Council President, City Administrator and/or the City Attorney shall be responsible for the enforcement of the rules and provisions contained herein. Any member may bring concerns to the above referenced officers. Any of the officers may employ the assistance of any Councilor for this purpose. Upon receiving an official complaint or witnessing inappropriate conduct, a combination of the above officials shall take administrative action. Administrative action shall include the serving of verbal warnings, issuing written reprimands or recommending Council take official legislative action in the form of resolution in an effort to correct the offending behavior.

B. *Censure.* The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, by majority vote, may discipline that Councilor to the extent provided by law, including public reprimand.

To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Council to discuss any finding that reasonable grounds exist that a substantial violation has occurred. The alleged offender must be notified of a finding that reasonable grounds exist that a substantial violation has occurred. The accused shall have the right to present a defense to the allegations. Upon finding that a substantial violation has occurred, the Council may, upon vote of the balance not accused, proceed with censure or impose a proper sanction.

**Council does not have the right to remove an elected officer from office. Council cannot demand a resignation or force someone out of office. The only recourse for removal is through the State of Oregon's recall process.**

C. *Performance Correction Measures.* The responsible officers shall determine the appropriate measure to deal with the inappropriate behavior exhibited by the official. Depending on the severity of the offense, the responsible officers shall determine which measure(s) to employ. They may decide to verbally warn the member, provide a written warning, move for Council legislative action or cause the member (if appointed) to be removed from office. Councilors may not be removed from office by the Council, however anyone can start a recall of any official according to State Law. All corrective measures taken shall be reported to the affected body and to the Council.



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### Section V. Meeting of Council

- A. *Compliance.* All meetings of the Council shall comply with the Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.
- B. *Meeting Schedule.* The Council will meet in regular session on the fourth Tuesday of each month unless Council cancels or reschedules the meeting.
- C. *Time of Meeting.* Regular sessions will convene at 7:00 p.m. All regular sessions will be adjourned no later than 10:30 p.m. unless extended by unanimous of Council.
- D. *Special Meetings.* Special meetings may be called by the Mayor or three or more Councilors. Twenty-four (24) hour notice shall be given to the remaining Councilors, the City Administrator and the Public. Public notice shall be given by posting said notice on the front door of City Hall. The notice shall specify the meeting time and place and a description of the business to be discussed at the meeting. If a special meeting is called to deal with an emergency involving danger to life or property, notice is not required. No general legislation may be considered at a special meeting except that for which the meeting is called.
- E. *Executive Sessions.* An executive session (a meeting closed to the public) may be held in accordance with the Public Meetings Law. The Mayor may call any regular, special or emergency meetings into executive session by citing the specific provision of ORS 192.660 which authorizes the session. Representatives of the news media shall be allowed to attend executive sessions. The Mayor shall instruct any media representatives present not to disclose the substance of any discussion during executive session. No final decision shall be made in executive session. To make a final decision, the presiding officer shall either call the meeting into open session or place the decision on the agenda of a future open session.
- F. *Work Sessions.* Work Sessions of Council shall be held in accordance with Oregon Public Meetings Laws and shall be called by either the Mayor, City Administrator or three Councilors whenever circumstances require such a session.
- G. *Attendance.* Councilors shall inform the City Administrator if they are unable to attend any meeting. Additionally, the Mayor shall inform the Council President, as well as the City Administrator, regarding any absence by the Mayor. Excessive or unexcused absence can result in corrective action by Council.

### Section VI. Agenda

The City Administrator shall prepare an agenda of the business to be presented at a regular Council meeting. The items on the agenda should follow the formal order of business prescribed in these rules. The City Administrator, Mayor, Council members or the Public may request that a matter be placed on the agenda. The City Administrator shall have the



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discretion of placing an item on the agenda for the upcoming meeting or a subsequent meeting because of time constraints or time needed for compilation of materials. Requests for placement of an item on the agenda must be received by the City Administrator by 5:00 p.m. on the Wednesday prior to a regularly scheduled meeting.

An item may be added to the agenda at the beginning of any meeting by the City Administrator, the Mayor or any Councilor subject to approval by a majority of the Council present at the meeting.

**Purpose:** In order to maintain professionalism, respect, and public clarity, Council agrees to the following:

### Council Process

#### ▶ Regular Session Meetings

- ★ Under Agenda Item 7. Department Reports, G. Council
  - Members reporting under this item on Council agenda shall only report on liaison or committee assignments.
- ★ Under Agenda Item 13. Council Questions & Comments
  - Councilors commenting on non-agenda items will have a three-minute time limit.
  - Councilors shall provide Staff & Council with a written preview of non-agenda items, **to be included** as part of the Council agenda packet, as a courtesy **to other members**.
- ★ Conducting Personal Advocacy Meetings
  - Councilors or officials of the City may from time to time decide to conduct a **separate** public meeting that expresses their personal perspectives and beliefs. These types of meetings may cause public confusion. To remediate any public confusion, officials must disclose the nature of the meeting with anyone attending the meeting in writing through a Statement of Purpose. The Statement of Purpose should be posted for everyone to see.
- ★ Require a Statement of Purpose that is shared with officials and Staff prior to any such meeting.

### Section VII. Minutes

- A. Written minutes of all open regular and special meetings shall be prepared by a person designated by the City Administrator and shall be approved by the Council at the next meeting and made available for public inspection once approved. Minutes shall be signed by the presiding officer with that signature attested to by the City Administrator. All meetings shall be recorded. The recordings shall be kept in



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accordance with State Law.

- B. Written minutes shall include the names of all Councilors present, all motions, resolutions, orders, ordinances and measures proposed and their disposition, the results of all votes, with the vote of each Councilor by name unless the vote is unanimous, the substance of the discussion of any matter and references to any documents discussed.

## Section VIII. Order of Business

- A. Regular meetings shall be conducted in the following order of business, subject to the right of the Mayor, with Council consent, to alter the order of business:

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes from Previous Meeting**
4. **Public Hearings** – All public hearings may be subject to notice requirements as listed in the Brownsville Municipal Code and State Law, unless there are none. [...] A copy of a Notice of Public Hearing shall also be posted at City Hall and through electronic means as notice to the public.
5. **Citizen Input** – The purpose of this item is to allow citizens to address the Council on matters related to city government. [...]

**Procedure:** Council shall set aside up to thirty (30) minutes for each regular session for Citizen Input. Prior to the start of Citizen Input, the Mayor shall remind speakers to be respectful and direct comments to the Council as a whole.

The time for Citizen Input may be adjusted at the discretion of the Mayor and with the majority consent of Council. People wishing to speak shall sign in prior to the start of the meeting and completely fill out the sign-in sheet as directed. A speaker is allotted three (3) minutes. Once called upon, the person shall move to the podium, state their name and address for the public record.

Citizen Input will be limited to no more than ten (10) people.

Anyone wishing to submit a handout or any other materials to Council shall address the Mayor and wait for City Staff to approach the podium to collect and disseminate the materials. The proper process for submission of materials for Council's consideration, is to turn them in at City Hall to the City Administrator before 5:00 p.m. on the Wednesday before the regular Council meeting.

Council Agenda will have one (1) Citizen Input period which will be Item 8) on each regular session agenda.

6. **Departmental Reports** – Reports by Staff members as deemed appropriate by the City Administrator.



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7. **Legislative Actions** – Adoption of Ordinances and Resolutions.
8. **Action Items** – Items requiring a vote of the Council, other than the adoption of Ordinances and Resolutions.
9. **Discussion Items** – Updates from City Administrator concerning on-going projects, discussion of proposed policy changes, discussion of proposed projects, etc.
10. **Adjournment**

### Section IX. Discussion of Business

- A. The right to discuss the business before the Council is reserved exclusively for the Mayor, Councilors, the City Administrator and the City Attorney, with the following exceptions:
  1. Public Hearings; and,
  2. Citizens wishing to speak on non-agenda items **during Citizen Input as listed on Council agenda for regular session meetings.**
- B. The presiding officer shall recognize any Staff member or member of the audience for discussion of any matter before the Council at their discretion.
- C. No person shall be permitted to speak or present evidence until recognized by the presiding officer and given permission to speak or present their evidence. All comments, evidence or questions from the floor will be addressed to the presiding officer. In the case of questions, the presiding officer will request input from appropriate sources such as Staff, Councilors, or Presenters. Citizen Input shall be limited to three (3) minutes unless they are a part of the official agenda for the meeting in an effort to keep orderly meetings as noted above.

### Section X. Conduct of Business

- A. **Presiding Officer.** The Mayor shall preside at all meetings of Council. In the absence of the Mayor, the Council President shall preside. The Council President shall be elected at the first meeting of each odd-numbered year per the Brownsville Municipal Code.
- B. **Absence of Presiding Officer.** In the absence of the Mayor and the Council President, the Council shall elect a Councilor to serve as presiding officer as its first order of business. Any Councilor may call a meeting to order for the purpose of electing a presiding officer.
- C. **Motion Procedure.** When a motion is moved and seconded, it shall be stated by the Presiding Officer for discussion. A motion once made may not be withdrawn by the mover without the consent of the Councilor seconding it. No Councilor shall be allowed to speak more than once on a particular question until every other Councilor has had



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an opportunity to do so.

- D. *Motion to Postpone or Table.* A motion to postpone or table may be debated and amended and may specify a time when the question will be considered. A motion to table precludes all amendments or discussion and if the motion prevails, consideration of the question may be resumed only upon the motion of a member voting with the majority.
- E. *Point of Order.* Any member may raise a point of order at any time and the Presiding Officer shall determine all points of order, subject to the right of any Councilor to appeal the decision to the full Council.

### Section XI. Conduct of Hearings

- A. *Scope of Rules.* The rules contained in this section shall govern the conduct of administrative and quasi-judicial hearings held by the Council including, but not limited to, those held pursuant to land use matters of the City.

#### Nature and General Conduct of Hearing.

1. The Council when conducting any such hearing shall afford persons entitled under the Brownsville Municipal Code, such as the land use ordinances, to notice of hearing, an opportunity to be heard, to present and rebut evidence to an impartial tribunal, and to have a decision based on substantial evidence **as required and allowed by State law.**
2. No person in attendance shall be disorderly, abusive or disruptive of the orderly conduct of the hearing and any person may be removed from the hearing for such conduct.
3. No person offering testimony shall speak more than once without obtaining permission from the presiding officer.
4. No member of the public shall testify without signing in.
5. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by City personnel shall be deemed relevant, material and the weight or competency thereof shall be determined by the Council, Board, Committee or Commission.
6. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive to the hearing.
7. The Presiding Officer, Councilors, City Administrator, City Attorney and with the approval of the Presiding Officer, any other employee of the City, may question and cross-examine any person who testifies.



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### Challenging Participation by a Councilor

8. Any proponent, opponent of, or other party interested in a matter to be heard by the Council may challenge the qualification of any Councilor to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Councilor's bias, prejudice, personal interest, or other facts from which the party has concluded that the Councilor will not participate and make a decision in an impartial manner.
    - ★ Such challenge must be made prior to the commencement of the public hearing and shall be incorporated into the record of the hearing.
  9. No Councilor shall participate in discussion or vote on the matter when for any reason the Councilor determines he or she cannot participate in the hearing and decision in an impartial manner.
  10. No employee of the City who has a financial or other private interest shall participate in discussion with, or give an official opinion to, the Council on the matter without first declaring for the record the nature and extent of such interest.
  11. The public has a right to have Councilors free from pre-hearing or ex parte contacts on matters heard by them. Council also recognized that a public right is free access to public officials on any matter. Therefore, Councilors shall reveal any significant pre-hearing or ex parte contacts regarding any matter as early as possible under the circumstances in the hearing on the matter. If such contacts have impaired the Councilors' impartiality or ability to vote on the matter, the Councilor shall state reasons for the public record and shall abstain from voting on the matter.
  12. Notwithstanding any provision of this or any other rule:
    - a. An abstaining or disqualified Councilor may be counted for purposes of forming a quorum; and
    - b. A Councilor may represent himself or herself, a client or any other member of the public at a hearing; provided, that said Councilor abstains from the vote on the matter, removes himself or herself from the Council area and joins the audience, and makes full disclosure of his/her status and position at the time of addressing the Council.
- B. *Order of Procedure.* The Presiding Officer, in the conduct of the hearing, shall comply with the appropriate City ordinance and/or State law for specific types of hearings so regulated. For administrative hearings not subject to other City ordinances or State law, the hearing will be conducted in the following manner:
1. **Commence the Hearing.** Announce the nature and purpose of the hearing and summarize the rules for the conduct of the hearing.
  2. **Call for Abstentions.** Any Councilor announcing a decision to abstain shall



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identify the reasons for abstaining and shall not participate in discussion of the matter or vote on the matter.

3. **Staff Report.** The City Administrator, or designee, shall summarize the nature of the matter, explain any graphic or pictorial displays which are a part of the record, and provide such other information as may be requested by the Council.
4. **Written Communications.** Written communications addressing any matter before the Council shall be received by the City by 5:00 p.m. on the Wednesday immediately preceding a regularly scheduled Council meeting. [...]
5. **Audience Participation.** Those present wishing to speak in favor of the proposed action will be allowed to speak, followed by those opposed to the proposed action **when applicable.**
6. **Close of Hearing and Deliberation by Council.** The Presiding Officer shall conclude the hearing and the Council shall deliberate the matter. The Council shall either make its decision or continue its deliberations to a subsequent meeting, the time and place of which must then be announced. The subsequent meeting shall be for the purpose of continued deliberation, and the Presiding Officer shall not allow additional submission of testimony, except upon approval by the Council.

### Section XII. Voting

- A. **Requirement.** The concurrence of a majority of those present and voting at a meeting, provided that a quorum is present, is required to determine any matter before the Council. Each Councilor present must vote on all questions before the Council unless the member has a conflict of interest which would disqualify the member from voting. The Mayor is a voting member of Council by authority of Chapter IV of the City Charter. If a member abstains, the reasons for the abstention shall be entered into the public record.
- B. **Roll Call Vote.** At the request of any Councilor, or as a requirement of any ordinance, any question may be voted on by roll call. **The City Administrator shall use an alternating vote schedule to record votes.**
- C. **Tie Vote.** In the case of a tie vote on any proposal, the proposal shall be considered failed.
- D. **Motion to Reconsider.** A motion to reconsider any action may be made only at the same meeting where the action was taken, by a Councilor on the prevailing side of the question. Any Councilor may make a motion on the same question at any subsequent meeting.
- E. **Record of Votes.** Unless the vote is unanimous, the ayes and nays of each Councilor shall be entered in the minutes.



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### Section XIII. Ethics code

- A. Councilors shall review and be bound by the requirements of the State Ethics Law dealing with use of public office for private financial gain. Councilors shall give public notice of any potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Councilors shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council. This general obligation includes the duty to refrain from:
1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public;
  2. Making decisions involving business associates, customers, clients and competitors;
  3. Violation of Council rules in fact or intent;
  4. Appointing relatives, clients or employees to Boards and Commissions;
  5. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends;
  6. Seeking employment of relatives with the City;
  7. Actions benefiting special interest groups at the expense of the City as a whole;
  8. Participating in decisions of Boards and Commissions where there is a possibility of appeal of the matter to the Council;
  9. Expressing an opinion which is contrary to the official position of the Council without so stating.
  10. **Strictly adhere to the email policy as defined by the City Administrator to ensure best practices in keeping with State law.**
- B. Councilors shall conduct themselves to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory performance of public services, being informed concerning the matters of Council consideration and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.

### Section XIV. Legal Advice

Requests to the City Attorney for advice requiring legal research shall not be made by a member of the Council except with the concurrence of Council **at a regular session**. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Administrator to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Administrator.



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Exceptions to this are issues related to the performance of the City Administrator. The City Attorney shall in either case provide any written response to the full Council and the City Administrator.

### Section XV. Confidentiality

Elected and Appointed Officials shall keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other officials, the City Administrator or City Attorney.

If the Council, in executive session, provides direction or consensus to Staff on proposed terms and conditions for any type of negotiation, whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated Staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.

### Section XVI. Social Media

Council members may choose to welcome public contributions on various social media platforms. Members should strive to encourage friendly and respectful dialogue and should always be ever mindful of their position in the community and hold themselves to a higher standard for all personal conduct. The following guidelines should be used as examples by its members for the good of the order:

#### Article I. Guidelines for Respectful Interactions

- ★ Engage all content professionally.
- ★ Be mindful of public perception.
- ★ Encourage public to attend Council & other public meetings.
- ★ Share procedures for getting on meeting agendas.
- ★ Guide people to the City website for more information and content.
- ★ Guide the public to the proper channels for engaging Council in meaningful dialogue.

#### Article II. Reasons for Removing a Post or Comment

- ★ Off subject or out of context comments or posts.
- ★ Threatening, harassing or discriminatory comments or posts.
- ★ Content demeaning in nature.
- ★ Content containing profanity.
- ★ Content containing sexual statements and/or images.
- ★ Content revealing sensitive personal information.
- ★ Contains content that promotes discrimination.



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- ★ Incites or promotes violence or illegal activities.
- ★ Content that could compromise individual or public safety.

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The City advises all officials of the organization to observe these digital participation guidelines when participating in online conversations regarding the City of Brownsville.

### **Guidelines | Core Principles**

1. Honesty about who you are.
2. Clarify that your opinions are your own.
3. Respect & humility in all communication.
4. Good judgement in sharing only public information.
5. Awareness that what you say is permanent.
6. All social media posts can be admissible in court and may cause personal liability based on recent court decisions. Council is strongly encouraged to limit social media commentary.

**Make it clear** that the views expressed are yours. Somewhere on your platforms include the following statement: “I am an official of the City of Brownsville, but this is my own opinion and not the opinion of the City.

**You speak for yourself**, but your actions reflect on the City. Realize that people will form an opinion based on your behavior online.

**Disclosure.** Do not disclose any confidential information or non-public City information like personal information of other members.

**When in doubt, ask.** If you have any questions about what is appropriate, play it smart and check with the City Administrator before posting.

**The Internet is a public space.** Consider that everyone will see your post no matter how obscure. Reporters, colleagues, Staff, friends, family – anyone can see what you have posted. Once posted, many things are permanent. Be sure you mean what you say and say what you mean, carefully.

**Post thoughtfully.** Give your words a thorough read before posting. Remember, only post it if you would say it out loud. Always substantiate your claims.

**Mind your manners.** Acknowledge differences of opinion, and respectfully withdraw from discussions that go off topic or become profane. You know you have your opinion, but so do others.

**An official response may be needed.** If you spot a potential issue that may need to be officially addressed, please contact the Public Information Officer. Issues can often be resolved more effectively if they are identified quickly. The City encourages public



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participation at all public meetings.

### Section XVI. Remote Attendance

Council members must make every attempt to attend all Council sessions, however, sometimes physical attendance is not possible. Council members should feel personal responsibility to the electorate to participate at Council all sessions. If necessary, Councilors may join a session of Council by electronic means. This policy should not be used in lieu of physical attendance and should be used only under certain circumstances. **Council should make Staff aware of remote attendance by noon on Monday prior to the Council meeting.**

#### Section I. *Definitions of Electronic Means*

- ★ Engaging by telephonic means.
- ★ Utilizing personal cell phones.
- ★ Computerized communication services such as Skype or other electronic video and audio services.
- ★ Using necessary amplification methods.

#### Article II. *Reasons for Requesting Remote Attendance*

- ★ Health related emergencies of a member or member's family.
- ★ Work related trip.
- ★ Other possible requests could include a vacation on a limited basis.

#### Article III. *Limitations of Electronic Attendance*

- ★ Members cannot pick up verbal cues.
- ★ Members cannot pick up non-verbal cues.
- ★ Meaning is lost in translation.

**END OF HANDBOOK**



## INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

### PARTIES TO THE AGREEMENT

This agreement was made and entered into this \_\_\_\_ day of May 2025, by and between the following municipalities:

- Adair Village
- Brownsville
- Halsey
- Harrisburg
- Lebanon
- Monroe
- Philomath
- Sweet Home
- Tangent

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the continued purpose of the Rural Economic Alliance (REAL), f.k.a. the Mid-Valley Partnership (MVP), for the purpose of building economic development capacities for the region. This has been accomplished by creating a joint economic development organization through this partnership agreement. Exhibit A is the Strategic Plan and Exhibit B is the Marketing Plan adopted by REAL.

### PURPOSE

The CITIES are desirous of enhancing economic development activities that better serve the public while capitalizing on opportunities both individually and collectively as needed. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

### **IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:**

1. **Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.
2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure the successful performance of any services rendered on behalf of CITIES.



- 3. **Term.** This agreement shall be from May 1<sup>st</sup>, 2025 through and including June 30<sup>th</sup>, 2027. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
  
- 4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:  
  
 Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.  
  
 The obligations contained in this section shall survive the termination of this Agreement.
  
- 5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
  
- 6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
  
- 7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

**IN WITNESS WHEREOF**, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually to the agreement upon execution.]**



## Deliverables

### ***Asset Mapping***

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership.
  - The State of Oregon
  - Non-profit
  - Financial Resources
  - Angel Investors
  - Market Sectors
  - Higher Education Assets
  - Rural Advantages
  - Natural Aspects
  - Amenities
- ★ Oregon Prospector
  - Populate available property with uniformity.
  - Devote resources to maintaining this important data base.
  - Identify all relevant information.

### ***Contract Management & Personnel***

- ★ Determine how to accomplish necessary objectives.
  - Create work requirements.
  - Develop budgetary needs.
  - Agree to means of execution.
- ★ RAIN Entrepreneurship
  - Continue to monitor efforts.
  - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
  - Discuss advantages of hiring personnel.
  - Identify the capacities of existing personnel.
  - Determine housing and equipment needs.



**Our Mission** | Building a thriving business economy throughout our rural communities.

## **EXECUTIVE SUMMARY**

Five years into its journey, the Rural Economic Alliance (REAL) has taken shape as a resource and advocate for economic development in the rural communities of Linn and



Benton counties. Looking ahead to the next five years, our ambition is to establish REAL more firmly, and to expand its impact.

In our region, economic development and community development are strongly intertwined. A thriving community is what attracts and retains the people who make businesses successful: employees, customers, and stakeholders. In turn, businesses provide the infrastructure and services that contribute to a community's vibrancy.

## **INTRODUCTION**

Rural Economic Alliance is a collection of nine cities in Linn & Benton counties working together to maximize resources and amplify local economic awareness based on collaboration and the general understanding that our regional is inextricably linked if we are competing on a statewide and national level for economic opportunities.

The cities have been working collaboratively for five years to build effective partnerships that will allow the collective to thrive into the future. A grassroots effort based on working together to speak with one voice, creating clear objectives, and executing opportunities that benefit the region.

## **BRIEF HISTORY**

The Rural Economic Alliance has been developed over the last eight years with its newest member, the City of Tangent, joining in 2021. Linn & Benton counties have helped with funding the Regional Accelerator & Innovation Network (RAIN), out of Eugene, Oregon to provide entrepreneurship development through rural cities. Business Oregon's Rural Opportunities Initiative (ROI) has also been a key partner in financing necessary elements while RAIN has been instrumental in leveraging financing through partnership as well. This grassroots, regional effort relies on an intergovernmental agreement to operate and execute identified objectives of the group. REAL is excited to begin increasing regional awareness of its goals and objectives over the next five years.

## **KEY RESULT AREAS**

Over the last two years, REAL has been busy with the development of a robust website and the creation of a five-year strategic plan, covering 2023-2027.

The website serves as a repository for people interested in locating or staying in our region. Being able to efficiently and effectively connect people to the resources they need is vital to growing our local economy.



## OPERATIONAL OBJECTIVES

### Year One

- ★ Identify marketing channels.
- ★ Maintain & expand the REAL website as a hub for relevant business resources.
- ★ Partner with the Small Business Development Center (SBDC) at Linn-Benton Community College (LBCC) to facilitate training for entrepreneurs & small businesses.
- ★ Focus recruitment by identifying the types of businesses most needed in our communities.

### Year Two

- ★ Facilitate connection between businesses for mutual support.
- ★ Connect business to the local workforce development through LBCC.
- ★ Create an advocacy plan to further the goals outlined in the strategic plan.
- ★ Advocate with local and state governments for improvements to transportation, schools, and land use opportunities along with other existing and emerging local business needs.

## CONCLUSION

Partnering with stakeholders, increasing communication, providing meaningful tools by connecting people with existing resources, and working collectively has been the hallmark of our success thus far. Oregon State University, the University of Oregon, and Linn Benton Community College are developing amazing talent that we must retain in our region, and the cities of REAL are the perfect place to do that.

By increasing the REAL footprint, we will see *real* increases in economic growth in our region.

**Exhibits A & B included below as referenced above.**

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

---

**From:** April McLaren  
**Sent:** Monday, March 31, 2025 4:03 PM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Re: Sweet Home Sanitation Ash St. Accounts

Good Afternoon Scott,

The customers do have to have their carts placed on one side of the road, due to the lack of turn around at the end of Ash St.

Per site manager Mike Estes, if the drivers were to enter onto Ash St. forward facing the driver then when backing out to turn around would be in a cross intersection with no visibility.

Please do let me know if you have additional questions or concerns regarding placement of carts moving forward.

Have a good Monday afternoon!

April McLaren  
Sweet Home Sanitation  
Customer Service  
541-367-2535



★★★★★ Review us on  
**Google**  
Your opinion matters

---

**From:** admin@ci.brownsville.or.us <admin@ci.brownsville.or.us>  
**Sent:** Sunday, March 30, 2025 2:18 PM  
**To:** April McLaren  
**Subject:** RE: Sweet Home Sanitation Ash St. Accounts

Good Afternoon April,

The question I received from Council was why just one side of the street? Mr. Sweeney, 1117 Ash Street, spoke at Council meeting last Tuesday night.



Dear Valued Customer with Sweet Home Sanitation,

I am reaching out to you regarding the large concern of cart placement on Ash St in Brownsville, Or 97327 occurring on Fridays for weekly pickups of garbage and alternating weeks of recycle and yard debris services.

Due to the operations and logistics of the area, the drivers do have to back down onto Pine and Oak St. as well with all carts on the West side of the street for successful services and have no concerns providing the pickup on additional streets routed in the same manner.

Moving forward, if carts can be placed directly across the street from you in a serviceable area with 3 feet apart from each other and all surrounding objects, we should have no further concerns providing services. I have attached a printed copy of google maps with the suggested placement for your service location, avoiding the large number of carts being placed in front of 1115 and 1117 Ash St.

After speaking with the Site Manager of Sweet Home Sanitation, the City of Brownsville, and the driver who is servicing this area, the only alternative option that we have available, would be to place the carts out on Hausman St. for services to be received.

We do hope that this letter is helpful and that we all working together can get carts serviced on scheduled routing days.

Please do let me know if you do have any questions or concerns regarding this letter, and I would be happy to assist.

Thank you,

A handwritten signature in black ink that reads 'April McLaren'.

April McLaren

Sweet Home Sanitation

Customer Service

541-367-2535

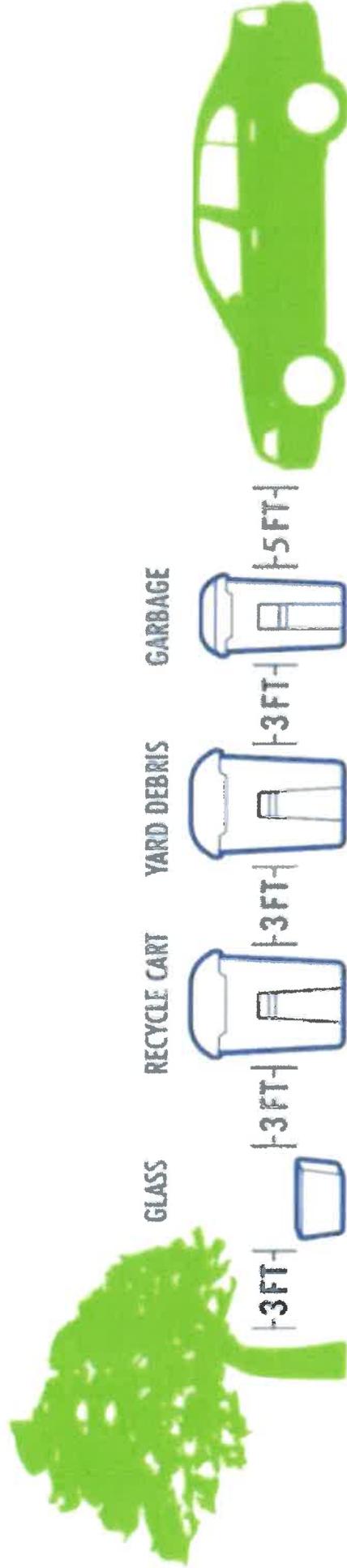
RECEIVED  
City of Brownsville

MAR 31 2025

Clerk \_\_\_\_\_



Our trucks have an automated arm that grabs the cart, lifts it above the truck and sets it back down. When placing your carts out for collection, please leave 3 feet of space between your carts or other obstacles, and least 5 feet of clearance from vehicles.





citycounty insurance services  
cisoregon.org

**Closing File Report**

April 01, 2025

Scott McDowell  
City Administrator  
City of Brownsville  
Email: admin@ci.brownsville.or.us

**Claimant : Green Cross Dispensary**

**Claim Number: GLBRW2017081776**

**Date of Loss : 09/26/2017**

**Alleged Facts**

Medical marijuana facility alleges their civil rights were violated when the recreational marijuana application was denied by the City.

**Closing**

Case was dismissed.

Accident Location: Brownsville, OR

Claims Representative: Stephanie Stubbs  
Phone : (503) 763-3830  
Email : sstubbs@cisoregon.org

cc: Hub International Northwest LLC-Eugene



## Carriage Me Back to 1909 coming to Brownsville

BROWNSVILLE — May 3-4, you are invited to step back in time to 1909 in Brownsville for the annual Carriage Me Back celebration, a fundraiser for the Linn County Historical Museum and the Moyer House.

In 1909, the 20th century is well underway and progress and problems are everywhere!

Relative peace in the world allows for the flourishing of arts and culture. Isadora Duncan is dancing in the Moyer House and Sigmund Freud is wandering the town talking about psychoanalysis. The great Ocean-to-Ocean Automobile Endurance Contest has just finished. Could one of the drivers be in town?

Suffragettes are being heckled on the street as they stump for a woman's right to vote. Businessmen are promoting tariffs on goods from other countries to fend off the influx of cheap foreign products. The price of eggs is going up! Mysteries of the occult are very popular and that might explain the crystal ball in the Moyer House dining room!

Times are changing, and this new century is going to be a doozy.

Enjoy the horse drawn carriage ride around town, be entertained by skits based on history and flavored with artistic license before being dropped at the Moyer House for more entertainment.

**Admission:** \$15 for adults; \$5 for children under 12; \$225 for a full carriage of 20 people. Reservations are highly recommended.

Call the Linn County Historical Museum at 541-466-3390, or stop by the Linn County Museum at 101 Park Ave, in Brownsville, open from 11 a.m. to 4 p.m., Wednesday through Saturday.

Cash, check or credit cards are accepted.

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

Marcie Richey  
Linn County Clerk

Elections ★ Archives 541-967-3831  
Recording ★ Licenses 541-967-3829  
PO Box 100 Albany, Oregon 97321

March 21, 2025

Scott McDowell  
Brownsville City Hall  
255 N. Main St.  
Brownsville, OR 97327

RECEIVED  
City of Brownsville

MAR 24 2025

Clerk \_\_\_\_\_

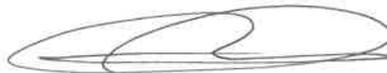
Dear Mr. McDowell:

This is to advise you that on May 20, 2025 there will be a General Election. This will require your drop site to operate as an **“Official Drop Site”** during this election.

The current plan is to deliver the privacy booth and locked ballot bag on April 28, 2025. Pursuant to our drop site agreement we ask that you accept ballots during normal operating hours until May 20, 2025. **On May 20, 2025 Election Day the drop site is required to be open from 7:00 a.m. to 8:00 p.m.** At 8:00 p.m., the locked ballot bag and equipment will be picked up.

Thanks to you and your staff for your cooperation and contribution during this election. If you have any questions at all, please call me at 541-967-3831.

Sincerely,



Miko Sarmiento  
Supervisor of Elections



## Juvenile directors speak out about OYA issues

ALBANY — Linn County Juvenile Department Director Torri Lynn has joined with juvenile directors from around the state who are concerned about the lack of investigations concerning allegations of abuse at Oregon Youth Authority facilities.

Lynn has worked with the Linn County Juvenile Department for 30 years and has been the department director for 20 years. Lynn also serves as the Legislative Chair of the Oregon Juvenile Department Directors' Association and served as president from 2015-17.

He concurs with Christina McMahan, Clackamas County Juvenile Director and president of the Oregon Juvenile Department Director's Association when it comes to issues with the Oregon Youth Authority.

"We are concerned about the Oregon Youth Authority's backlog of investigations involving our youth that we recently learned about in February, and the escalation of concerning information that has come to light in the last few weeks regarding the safety of youth committed to the Oregon Youth Authority," McMahan said recently.

Lynn said that when a county juvenile director places a young person at an Oregon Youth Authority facility, "It should be an exceptional facility."

And even though the county juvenile department is not operated by the OYA, the county operation is considered "the face of juvenile justice in Linn County. Questions come from attorneys, judges, parents, kids and community partners. We have to be able to assure them that when we place kids with the OYA, those kids are going to be safe."

Lynn said local people don't call the OYA, they "ask the local county juvenile departments."

Lynn said 90 percent of youth in the juvenile justice system are placed at the county level. Only about 2% of youth, considered high-risk, are housed at OYA facilities.

"But this is part of the continuum of services and if one part of that continuum is not functioning properly, it affects the whole system," Lynn said.

The OJDDA is ready to actively engage and participate in a review of safety issues and other concerns with other public safety stakeholders regarding the Oregon Youth Authority, and to partner in identifying necessary changes to make sure all justice-involved youth in Oregon experience safe and secure environments.

"We believe such a review will lead to recommendations for needed changes and system improvements to prevent harm to youth committed to Oregon Youth Authority and anything like this from ever happening again," McMahan said.



Moving forward, OJDDA expects OYA will partner with us to address several critical areas:

- A commitment from the Oregon Youth Authority to collaborate and engage with local juvenile departments to ensure consistent and safe practices regarding youth in closed custody, as well as youth involved in parole and probation services.
- Open transparency by OYA to ensure accountability when it involves not only the safety of the facilities, but any youth who is under the supervision of OYA.
- Continued work on the project to modernize the Juvenile Justice Information System (JJIS) that provides for real-time information about our youth and system accountability. OJDDA Background

The Mission of the OJDDA is to shape state and local juvenile justice policy and practices by promoting:

- Public safety through reduction in juvenile crime
- Evidence based practices
- Leadership that creates strategic direction
- A fair and equitable juvenile justice system

Oregon's 36 county juvenile departments serve youth, families, victims, and the public across the spectrum of services, from prevention, community-based supervision and interventions, youth detention facilities, and reentry into the community.

**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 Commissioners hear COG/CSC partnership update

ALBANY — Tuesday morning, for the first time, Executive Director Ryan Vogt provided the Linn County Board of Commissioners with a report for the newly combined Cascades West Council of Governments and Community Services Consortium.

After several years of discussion, the two public service organizations are now working under a single executive director with independent agency directors so “each organization can maintain their unique cultures.”

The groups provide a broad range of services in Linn, Benton, Lincoln, Polk, Marion and Yamhill counties.

Vogt said he is especially pleased that a financial empowerment program called “Stand By Me” is going to be offered in Greater Albany Public Schools, as part of its financial literacy program.

Vogt said the program’s goals are to help people learn how to develop a budget, reduce debt, improve credit scores and build savings.

Vogt introduced Kayla Hatley, director of the Community Services Consortium.

In a written report, Vogt noted:

- In 2024, Housing Services assisted 2,70 people in 912 households. Of those, 36% were disabled; 184 were disabled seniors and 45% were households with children.
- 500 homeless persons were helped, as were 164 veterans.
- Adult protective services received 4,155 calls and 1,538 calls resulted in investigations.
- From October through December, the utility assistance program helped 1,872 households in Linn, Benton and Lincoln counties with \$717,605.
- The Meals on Wheels program made 286,123 in-home deliveries and there were \$193,773 in donations.
- The Cascades West Ride Line provided 159,875 trips, encompassing 2.9 million miles driven.

In other business, the Commissioners:

- Approved the closure of County Road 611 portions of each day from May 16 to 18 for the annual Scio Lamb and Wool Festival.



- Approved a personal services contract not to exceed \$250,000 with MTSL Group and Linn County. MTSL will manage insurance billing on behalf of the county's Mental Health Department.
- Approved an intergovernmental agreement with the Oregon Health & Science University to implement the CaCoon Program in Linn County. The contract is not to exceed \$30,315 and will provide community-based care coordination through Registered Nurse home visits to families with children and youth with special health care needs.
- Approved a contract for \$263,600 with Pinnacle Architecture to provide architectural services for renovation of half of the 7<sup>th</sup> Street Medical Building as the new Crisis Stabilization Center.
- Approved creating a Health Services Information Technology Supervisor position.

Announced that an Elected Officials meeting will be held from noon to 2 p.m. on Wednesday, April 2 at the Linn County Fair & Expo Center.

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



## Veterans Services helps veterans and families get benefits owed to them

ALBANY — Linn County Veterans Services helped local veterans and their families recover \$1,655,043 in tax-free benefits from July 1, 2024 to March 31, 2025, Director Dee Baley-Hyder told the Board of Commissioners Tuesday morning.

Veterans Services recovered \$493,721 in the first quarter of 2024 and \$460,783 in the first quarter of 2025.

Baley-Hyder said that the move into a new office at 505 SW Ellsworth, has helped increase foot traffic.

“A year ago, we reported that our office, over the years, has served 9,453 veterans and family members,” Baley-Hyder said. “As of today, our office has helped 9,774 people.”

She said her staff is “extremely busy” but encourages veterans to call or drop in to see what benefits they are entitled to.

Baley-Hyder said her department has used Oregon Department of Transportation and Oregon Department of Veterans Affairs grants to provide transportation for veterans to medical appointments. The grants total \$91,370 and so far, \$80,602 has been spent.

New assistant Veteran Services Officer Nate Larson has passed his Milestone Accreditation test and his ODVA accreditation test. He will soon complete full accreditation with Veterans Affairs. Once he is fully accredited, there will be three Veterans Services Officers on staff.

Baley-Hyder said the next Honor Flight will be on Thursday, April 24 and will begin on the north steps of the Linn County Courthouse at 1 p.m. with guest speakers. Local veterans will head for the Portland airport about 1:20 for their trip to see memorials in Washington, D.C.

“We are hoping for a big send-off and we would like for the community to come out and show our veterans how much they mean to us and support them on this trip,” Baley-Hyder said.

In other business, the Commissioners:

- Were informed by Planning & Building Director Steve Wills, that there were 59 land use permits issued in March. There were 292 total county building permits issued, including non-structural permits. There were 27 permits for dwellings, six for single family units and six for manufactured dwellings. Some 13 permits were issued for additions/alterations. Four commercial permits were issued and 40



permits required plan reviews. Sixteen code enforcement cases were closed in March and 13 new cases opened.

- Were told by Accounting Officer Bill Palmer that department heads and elected officials are tightly managing their budgets. He said the fiscal year is 75 percent over, but expenditures are only 62.3% for the General Fund (59.2% last year); 36.6% for the Road Fund (42.6% last year); 52.3% for the Law Enforcement Levy (53.8% last year); and 38.7% for the Health Fund (42.6% last year.)
- Approved a Construction Manager/General Contractor Method for remodeling of a portion of the 7<sup>th</sup> Street Medical Building as the Linn County Crisis Stabilization Center.

Announced that the 2025-26 Budget Hearings will be held from Monday, April 28 through Thursday, May 1, at the Linn County Fair & Expo Center.

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



## Commissioners support high-speed Internet project grant application

ALBANY — Linn County Commissioners Will Tucker, Sherrie Sprenger and Roger Nyquist unanimously agreed Tuesday morning to support a Broadband Equity, Access and Deployment (BEAD) Program grant that will deliver fiber-optic broadband Internet services to Lebanon area residents by Consumers Power Inc./Peak Internet.

According to the National Telecommunications and Information Administration, the Broadband Equity, Access and Deployment Program is a federal program that has earmarked \$42.5 billion to expand high-speed Internet access by funding planning, infrastructure deployment and adoption programs in all 50 states, the District of Columbia and five U.S. territories.

In a letter of support, the commissioners noted, “We are confident this initiative aligns with Oregon’s mission to expand broadband access and bolster rural infrastructure.”

The commissioners added that the proposal will leverage “existing infrastructure to deliver high-speed fiber broadband that will address a critical need in our rural communities. This connectivity will enable remote work, online education, telehealth and economic opportunities — resources that are essential for our residents and businesses to thrive in today’s digital world.”

The commissioners said the project will also “strengthen the CPI electric grid by integrating fiber-optic technology to improve monitoring and outage response. By enhancing grid resilience, the project will also support wildfire mitigation efforts by enabling faster detection and response to potential electrical faults that could spark fires in our wildfire-prone region. In an area where weather challenges are growing energy demands test our infrastructure, this enhancement will ensure a more dependable power supply, benefitting our entire community.”

In other business, the commissioners:

- Were informed by Roadmaster Wayne Mink that he plans to retire at the end of May, although he is willing to work a few months extra until his replacement is found. Mink has been Roadmaster for almost five years and has worked for the Road Department for 25 years. Former Roadmaster and current County Administrative Officer Darrin Lane said he has known Mink since college and considers him a mentor “a good friend, a tremendous resource for the county and one of the smartest people I know.”



- Approved a request from the Sheriff's Office to purchase a security trailer with \$102,203 of Homeland Security Grant funds through Sourcewell.
- Were told by Dr. Adam Brady that there were 74 births (43 females and 31 males) and 92 deaths in March. There were no known suicides.
- Approved an intergovernmental agreement with Linn-Benton Community College. Linn County will provide \$5,000 to LBCC to develop parenting education workshop in the Fall of 2025 for underserved families.
- Approved a contract with Compass Project Solutions to represent Linn County during the Crisis Stabilization Center remodeling project. Cost is not to exceed \$185,888.
- Accepted a \$500,000 grant from the Intercommunity Health Network Coordinated Care Organization, dedicated to the Crisis Stabilization Center remodeling project.
- Approved an agreement between Linn County and the Department of Transportation for rehabilitation of the South Santiam River-McDowell Creek Drive Bridge. This is a state funded project granting reimbursement for up to \$651,978.18.
- Approved the purchase of spheres for traffic line pavement markings by the Road Department. The purchase will be for \$98,678.40 from Potters Industries.
- Approved conveyance of properties sold at a March 19 auction by the Property Management Department. Properties included: 2187 Mill St., Lebanon, \$40,500, sold to James Hurley; Off Highway 20, east of Lebanon, \$28,500, sold to Blake and Deana Starelli; 251 Dogwood St., Lyons, \$212,245, Cary, Troy and Gerald Fixen; off 19<sup>th</sup> Ave., Sweet Home, \$11,000, Christina and Bill Davis.
- Approved a contract for \$104,000 with GeoTerra of Eugene for aerial photography of the western two-thirds of Linn County. The detailed photographs are used by the Linn County G.I.S. Department.
- Approved a \$50,000 transfer within the General Fund for the Sheriff's Office to cover personnel expenses.
- Approved a wrecking license for Highway 34 Towing & Repair.
- Announced that the 2025-26 Budget Hearings will be held from Monday, April 28, through Thursday, May 1, at the Linn County Fair & Expo Center. The hearings are open to the public. For a hearings schedule, visit:



[https://www.linncountyor.gov/sites/default/files/fileattachments/treasurer/meeting/4851/budget schedule 2025 2026.pdf](https://www.linncountyor.gov/sites/default/files/fileattachments/treasurer/meeting/4851/budget%20schedule%202025%202026.pdf).

Approved a Plan Text Amendment, a Zoning Map Amendment, a Code Text Amendment and an Application for a Limited Use Overlay for U.S. Market Enterprises on a 5-acre property off I-5 near Harrisburg.

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

**S. Scott McDowell**

**From:** Jim McCauley <jmccauley@orcities.org>  
**Sent:** Tuesday, April 22, 2025 4:30 PM  
**Subject:** TRIP 2025 - LOC Grassroots advocacy  
**Attachments:** Mayors OP-Ed #1.docx; MayorsOpEd #2.docx; TRIP Flyer.pdf



## FROM YOUR LOC LEGISLATIVE DIRECTOR

Jim McCauley



## City Advocacy and Community Education Needed for 2025 Transportation Package

**CITIES, Your Grassroots** advocacy must intensify to help advance the transportation funding package currently moving through the Legislature.

The LOC is accelerating local government communications to advocate support for the critical link that **TRIP 2025** has to local governments. Local governments are fortunate that we share 50% of the State Highway Fund (SHF). The fund includes revenue generated from gas and diesel taxes, a weight-mile tax on trucks weighing more than 10,000 pounds, and registration fees on vehicles and trucks.

**OUR GOAL: Flip the dialogue and make this transportation package about city and county investment and value. After all, your city and your taxpayers will see the benefits in their community.**

### Local Op-Eds

This communication includes examples of Op-Eds to drop in your local papers. Every city has a great story, so simply insert your content when preparing your local Op-Ed or "Letter to the Editor." Your target audience should focus on your local constituent base and continue outreach to your legislators.

### Community Messaging

**Tell your community** about your transportation projects, how they are paid for, and that additional SHF revenue will improve street conditions and neighborhood safety. Several cities prepared white papers on this subject, and to help with framing the messaging, we've provided [several examples](#). These are excellent messages that can be replicated by any city.

## Key Messages in Flyer

**TRIP 2025** is a **Back to the Basics** transportation package built with community input across 13 roadshow stops by the Joint Committee on Transportation, where **90% of the new revenue** will focus on maintenance, safety projects, and operations.

**Every Taxpayer** in Oregon benefits from the fees and taxes paid. Fifty percent of the revenue generated goes back to every city and county and helps pay for core maintenance, projects, and operations.

**Forty percent of the city road inventory** across Oregon is in poor or very poor condition. With additional funds, cities and counties will be able to invest in maintenance to improve road conditions. Without this funding, potholes won't get fixed, roads will deteriorate, bridges will continue to decline.

## Public Transit Enhanced

Given a proposed increase in the payroll tax, additional funding will be available for all existing public transit programs. **Rural and frontier communities will also have funding available to expand and start public transit options.**

## TRIP 2025 Details

A projected funding level of \$1.9 billion per biennium is significant because this translates into \$170 million of additional revenue annually to cities. Today, cities receive an allocation of roughly \$210 annually. **TRIP 2025** calls for an increase of nearly 80% in transportation investment for cities and counties. For more details on the **TRIP 2025** framework, [click here](#).

# 2025 Oregon Transportation Reinvestment Package (TRIP)

## Keeping Oregonians Safe on Roads, Bridges and Transit Systems

### We Need Urgent Action This Legislative Session!

Oregon’s transportation systems are at risk due to unstable and insufficient funding. **Inaction is not an option** — we must act now to ensure safety, accessibility, and improvements for years to come.

### Why TRIP Matters

#### 1. Focused on Safety

- Oregon’s roads, bridges, and transit systems are critical to our economy, emergency response, and daily lives.
- Crumbling infrastructure threatens our economy and safety.
- Every community deserves safe roads, stable bridges, clean streets, accessible public transportation, and timely maintenance.

#### 2. Inaction is Dangerous

- Oregon’s primary funding source — **the fuels tax is outdated!**
- Without funding, we risk:
  - Layoffs of maintenance crews
  - More potholes and unsafe streets
  - Crumbling bridges and unplowed winter roads
  - Longer wait times for traffic accident clearance
- We cannot wait for roads and bridges to collapse — **the time to act is now!**

#### 3. Fair Share, Local Benefits

- Stabilizes revenue streams, modernizes funding, and invests in safe, multimodal transportation options.
- Ensures electric vehicles and delivery fleets pay their fair share.
- **50% of revenue goes directly to cities and counties** for local streets!
- \$250 million will fund promised projects, boosting regional economies and creating construction jobs.
- External transportation experts auditing ODOT’s practices to ensure cost efficiency.



### What’s at Stake?

Without action, Oregon faces worsening infrastructure, unsafe roads, and economic setbacks. TRIP ensures everyone contributes fairly and benefits statewide.



### Take Action Now!

Support **TRIP 2025** to keep our roads, bridges, and public transit safe and reliable for generations to come.

## S. Scott McDowell

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**From:** Claire Wilson <cwilson@orcities.org>  
**Sent:** Thursday, April 3, 2025 9:38 AM  
**To:** Claire Wilson  
**Subject:** 2025 Mayors Leadership Award Nominations Due May 30  
**Attachments:** Leadership Award List of Past Winners.pdf

Good morning, city managers, administrators, and recorders,

The Oregon Mayors Association (OMA) is seeking nominations for the 2025 Mayor's Leadership Award. OMA President Henry Balensifer and Mayor of Warrenton asked me to send the nomination information below and encourage you to share the details with your city council.

In 1993, the Board of Directors of the Oregon Mayors Association (OMA) created the Mayor's Leadership Award which recognizes the invaluable contributions made by mayors throughout Oregon in their communities. Awards are typically presented in the small city, medium city, and large city categories, as defined by the Selection Committee. As always, these awards will be presented at the OMA Summer Conference, this year **August 14-16, at the Geiser Grand in Baker City.**

The Selection Committee is pleased to accept nominations of OMA member mayors who have demonstrated exceptional leadership qualities which have contributed to lasting benefits in their city and community. To be eligible for the Mayor's Leadership Award, a Mayor must have demonstrated a combination of the following essential criteria:

- Be an active member of the OMA on the date the nomination for the Award is received;
- Have demonstrated exceptional leadership qualities as a mayor which have contributed to lasting benefits in their city and the community as a whole;
- Have shown considerable involvement in community affairs and governmental relations;
- Have shown exceptional skill in helping to facilitate productive relationships between the governing body and city employees; and
- Have helped other Oregon mayors reach their full potential as community leaders.

The OMA welcomes nominations by anyone (not just mayors) and there is no application form required. Please, forward this email to other individuals in your community who you think might be interested in submitting a nomination. The attached flyer lists Mayors Leadership Award winners in recent years.

To make a nomination, **simply email a letter of nomination** describing the nominee's outstanding leadership qualities to Claire Wilson at [cwilson@orcities.org](mailto:cwilson@orcities.org).

**Nominations are due by 5:00 p.m. on Friday, May 30.** If you have questions about the award, please contact me.

Thanks,



Claire Wilson, *Project & Affiliates Coordinator (she/her/hers)*

503-588-6550 direct: 971-428-7203

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

[www.orcities.org](http://www.orcities.org)





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## Oregon Cannabis Social Lounge Act (OCSLA)

### Section 1. Title

This Act shall be known as the "Oregon Cannabis Social Lounge Act" (OCSLA).

### Section 2. Purpose

The purpose of this Act is to establish regulated cannabis consumption lounges in Oregon, offering a safe, legal environment for adults to consume cannabis in compliance with Oregon's cannabis laws and regulations. These lounges will operate in a manner that ensures public health and safety, while providing adult-use cannabis consumers with a designated space to enjoy cannabis in social settings, and allowing the sale and consumption of unmedicated food and beverages.

### Section 3. Definitions

For the purposes of this Act:

- **Cannabis Social Lounge** means a public establishment that allows individuals 21 years of age or older to consume cannabis, in accordance with all state and local laws and regulations. A social lounge that permits the consumption of cannabis but does not sell, distribute, or provide cannabis for sale on the premises.
- **Cannabis** refers to cannabis products that are legal for possession, use, and consumption under Oregon state law as per ORS 475B.
- **Consumption** refers to the act of inhaling, ingesting, or otherwise using cannabis products.
- **Unmedicated Food and Beverages** means food and beverages that do not contain any THC. (optionally, CBD is allowed but must be hemp derived CBD with a THC content no higher than the state recommended 0.3%.) These are for sale or consumption within the lounge.
- **Local Authority** refers to the governing body of any county, city, or municipality within the State of Oregon, responsible for issuing permits and overseeing compliance with this Act.

### Section 4. Authorization to Operate Cannabis Social Lounges

1. A cannabis social lounge may be operated in Oregon only by individuals or entities holding a valid **Cannabis Social Lounge License** issued by the Oregon Liquor and Cannabis Commission (OLCC).
2. The license is subject to approval by the local jurisdiction where the lounge will be located. The local jurisdiction may establish additional regulations specific to the

operation of cannabis social lounges within its boundaries.

## **Section 5. Licensing Requirements**

### **1. Application Process:**

- The applicant must submit a completed application to the OLCC, which includes information on the proposed location, the types of cannabis products that will be consumed, security measures, and any other relevant details.
- The applicant must provide proof of compliance with local zoning laws, fire safety codes, and other applicable regulations.
- If the lounge intends to sell food and beverages, the applicant must provide certification from the local health department regarding food safety and sanitation practices.

### **2. Eligibility:**

- Only microbusinesses are eligible to apply for a cannabis social lounge license.
- No cannabis retail dispensaries can operate under their license and legal entity name.
- Applicants must demonstrate that the business will operate in a manner consistent with public health and safety.

### **3. Fees:**

- An application fee shall be required and is non-refundable.
- License fees shall be established by the OLCC, based on operational scale and local jurisdiction needs.

## **Section 6. Operational Restrictions**

### **1. Cannabis Consumption:**

- Cannabis may only be consumed within the premises of a licensed cannabis social lounge. Consumption must be limited to smoking, vaping, and the consumption of non-edible products unless they are hemp derived CBD with a THC content of 0.3% or less.

### **2. No Sales of Cannabis:**

- Cannabis smoking lounges may not sell, distribute, or provide cannabis for sale. Individuals must bring their own cannabis for consumption.
- There shall be no retail sales of cannabis on the premises.

### **3. No Alcohol or Tobacco:**

- Alcoholic beverages and tobacco products are strictly prohibited on the premises of a cannabis social lounge.

- No consumption of alcohol or tobacco, including vaping, smoking, or any form of ingestion, is allowed within a cannabis social lounge.

#### 4. **Unmedicated Food and Beverages:**

- Cannabis social lounges may sell and serve **unmedicated food and beverages** (And may offer food and drinks containing hemp derived CBD. THC must not exceed the state recommended 0.3%).
- All unmedicated food and beverages must meet food safety standards, and lounge operators must comply with local health regulations governing food service.

#### 5. **Hours of Operation:**

- Cannabis social lounges may operate during hours determined by local jurisdictions, but may not operate after 2:00 AM.

#### 6. **Health and Safety:**

- The cannabis social lounge must comply with all health, sanitation, and safety requirements as established by the Oregon Health Authority (OHA) and local health departments.
- The lounge must have adequate ventilation to prevent second-hand exposure to cannabis smoke, and must follow building codes to ensure patron safety.

### **Section 7. Local Jurisdiction Authority**

1. Local governments may regulate the number of cannabis social lounges within their jurisdictions and set additional operational restrictions or permit requirements.
2. Local jurisdictions may issue permits for cannabis social lounges in designated zoning areas that comply with city, county, and state requirements.
3. Local authorities have the right to inspect cannabis social lounges to ensure compliance with both state and local laws.

### **Section 8. Penalties and Violations**

1. Any violation of the provisions of this Act may result in the suspension or revocation of the license issued to the cannabis social lounge.
2. Fines may be imposed for non-compliance with licensing conditions, operating hours, or other requirements.
3. Operating a cannabis social lounge without a valid license (unless operating as a private club) is prohibited and may result in civil and criminal penalties, including fines and

imprisonment.

**Section 9. Public Education and Awareness**

1. The OLCC will work in collaboration with public health authorities to provide educational materials and outreach programs to ensure that Oregon residents understand the purpose and rules governing cannabis consumption lounges.
2. Signs and other visual aids must be displayed within each cannabis social lounge to inform patrons about the risks of cannabis consumption and the lounge's operating rules.

**Section 10. Effective Date**

This Act shall take effect January 1, 2027 and shall be implemented by the Oregon Liquor and Cannabis Commission in accordance with its statutory authority.

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

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**From:** Oregon OSHA <ordcbs@public.govdelivery.com>  
**Sent:** Tuesday, April 1, 2025 8:22 AM  
**To:** [admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)  
**Subject:** Oregon OSHA Public Education Newsletter

#### Connect with us!

 [osha.oregon.gov/edu](mailto:osha.oregon.gov/edu)

 503-947-7443

 /oregonosha



# PUBLIC EDUCATION

## New Resources

This month we're highlighting our brand new two-topic workshop titled [Heat Illness and Wildfire Smoke](#) that will be held in **Bend, Oregon, on April 3, 2025**. This workshop reviews the training requirements found in Oregon OSHA's rules, rule exemptions, and industry best practices and advanced hazard analysis methods. See below for additional class details.

### Heat Illness

You will learn about heat-related illnesses with their common signs, symptoms, recommended first aid responses, and risk factors. This class discusses control measures the rules require employers to provide at certain heat index temperatures, such as access to shade and drinking water. You will learn how the heat index is measured and to utilize the heat safety tool app. This class walks you through how to develop and implement a written plan for acclimatization, and create an example heat illness prevention plan.

### Wildfire Smoke

You will learn about employee's rights, air quality measurements, potential health effects and symptoms of wildfire smoke exposure, and proper usage of filtering facepiece respirators.

| Heat Exhaustion  | Heat Stroke   |
|--|---|
| <p><b>ACT FAST</b></p> <ul style="list-style-type: none"> <li>• Move to a cooler area</li> <li>• Loosen clothing</li> <li>• Sip cool water</li> <li>• Seek medical help if symptoms don't improve</li> </ul> | <p><b>ACT FAST</b></p> <p><b>CALL 911</b></p> <ul style="list-style-type: none"> <li>• Move person to a cooler area</li> <li>• Loosen clothing and remove extra layers</li> <li>• Cool with water or ice</li> </ul> |
| <p><i>Dizziness</i></p> <p><i>Thirst</i></p> <p><i>Heavy Sweating</i></p> <p><i>Nausea</i></p> <p><i>Weakness</i></p>  | <p><i>Confusion</i></p> <p><i>Dizziness</i></p> <p><i>Becomes Unconscious</i></p>   |
| <p><i>Heat exhaustion can lead to heat stroke.</i></p>   | <p><i>Heat stroke can cause death or permanent disability if emergency treatment is not given.</i></p>  |
|   |    |
| <p>Stay Cool, Stay Hydrated, Stay Informed!</p>  |   |

## Workshops

Are you interested in learning more about workplace safety and health? We invite you to attend a free Oregon OSHA Public Education workshop. Check out our available [July-December 2025](#) workshops and register! Registration is required in order to attend our virtual or in-person workshops. Please note the 'location' of the workshop before registering.

## Education and Training Webpages

Visit our [Education and Training](#) webpage to access:

- Free online health and safety courses available in [English](#) and [Spanish](#).
- Certificate of completion at the conclusion of each online course or workshop.
- [Continuing Education Credits](#) information outlining the agencies who have accredited our FREE workshops and online courses for CECs.
- Approximate [duration](#) of each class. **New feature!**
- Oregon OSHA's [YouTube](#) channel, which hosts over 360 videos and features a new topic each month.
- Other training [resources](#).

## Your Partner in Workplace Safety and Health

Stay tuned as we continue to develop new resources.

**From:** Dave <daveplaysdrums61@yahoo.com>  
**Sent:** Sunday, April 6, 2025 11:47 PM  
**To:** Brownsville City of  
**Subject:** Fwd: Addressing homelessness, Title IX investigation and more in this week's newsletter

Begin forwarded message:

**From:** Senator Daniel Bonham <Sen.DanielBonham@public.govdelivery.com>  
**Date:** April 5, 2025 at 3:32:41 PM PDT  
**To:** daveplaysdrums61@yahoo.com  
**Subject:** Addressing homelessness, Title IX investigation and more in this week's newsletter



## Prioritizing treatment for the homeless instead of turning a blind eye to human suffering

The last federal administration spent years throwing billions at the housing-first, ignore human suffering approach to solve homelessness, and Oregon has been one of the biggest proponents of these failed policies. Now, the Trump administration is calling out this failure and shifting the national conversation toward prioritizing treatment over simply handing out housing.

**For years, Oregon's leadership has ignored the obvious: addiction and mental health issues are the root causes of chronic homelessness.** Instead of confronting this reality, the state has burned through taxpayer dollars with little to show for it. Portland alone has spent millions on temporary shelters, "safe rest villages" and controversial tent cities—only to see the problem get worse. **We are not showing "compassion" as a society while turning a blind eye to human suffering.**

This approach is long overdue. The reality is that simply providing housing to individuals with severe addiction or mental health issues without ensuring they receive treatment does not solve the problem—it **enables it**. Many of Oregon's encampments prove this point, as housed individuals continue to struggle with untreated substance abuse and mental health crises, often cycling back into homelessness. Without structured support, these individuals are left in the same downward spiral, just with a roof over their heads. Oregon must recognize that treating the root causes of homelessness—addiction, mental illness and lack of accountability—will be far more effective than continuing to throw billions into housing programs that don't work and just continue the cycle of suffering.

Trump's proposal focuses on mandatory treatment and tackling the real issues that keep people on the streets. Oregon has the opportunity to learn from its own mistakes and shift toward real solutions—ones that get people the help they actually need instead of just subsidizing the crisis.

## Portland Schools under federal investigation for transgender athlete participation

The current administration is launching a federal investigation into Portland Public Schools (PPS) for continuing to allow biological males to compete in girls' athletics. The Department of Education's Office for Civil Rights is reviewing whether PPS violated Title IX—a law meant to ensure equal opportunities for female athletes.

This investigation comes as Oregon doubles down on policies that prioritize activist agendas over student safety, opportunity and competitive integrity. The reality is simple: allowing biological males into women's sports and locker rooms isn't just unfair—it **erases the hard-fought progress made by female athletes.**



Across the country, we've seen women lose out on scholarships, opportunities, and even suffer injuries because they are being forced to compete against biological males who have clear physical advantages in strength, speed and endurance. When schools ignore the science and our biological reality, they strip young women of the level playing field they deserve.

Unlike the past administration that turned a blind eye, our country is enforcing Title IX as it was originally intended—to **protect women, not redefine them out of existence.** If violations are found, Portland schools could face significant penalties, sending a strong message that schools can no longer leave our young women behind.

## Oregon judge ignores SCOTUS ruling on homelessness

An Oregon judge has once again overstepped their role by issuing a preliminary injunction that stops the city of Grants Pass from enforcing its own camping restrictions. This decision blatantly disregards the recent U.S. Supreme Court's ruling, which decided that cities have the authority to regulate public spaces and address the homelessness crisis through local ordinances.

This is yet another example of activist judges attempting to legislate from the bench, by overruling on state law and ignoring the will of the people. By imposing such injunctions, these judges prevent local governments from implementing commonsense policies designed to maintain public health, safety, and order.



To the extent this judge is basing their decision on laws passed by the Oregon Legislature, I introduced Senate Bill 645 earlier this year to repeal the misguided statute enacted by House Bill 3115 (2021), which imposed an ambiguous standard on how cities and counties regulate the use of public property concerning homelessness. By repealing this statute, SB 645 seeks to restore the autonomy of local governments, allowing them to draft and enforce policies that address the unique needs and challenges of their communities.

SB 645 is currently referred to the Committee on Housing and Development and is awaiting a hearing. If you are interested in this issue, I encourage everyone to write a letter of support for the bill to have prepared once testimony opens. I will never stop fighting for commonsense solutions that improve the quality of life for all Oregonians.

Until next time,

State Senator Daniel Bonham  
Oregon Senate District 26

[www.oregonlegislature.gov/bonham](http://www.oregonlegislature.gov/bonham)

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

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**From:** DEQ Online Subscriptions <ordeq@public.govdelivery.com>  
**Sent:** Tuesday, April 15, 2025 5:52 PM  
**To:** admin@ci.brownsville.or.us  
**Subject:** DEQ Rulemaking ♦ Clean Truck Rules 2025: Changes to public comment deadline and public hearing date

## Summary

The Oregon Department of Environmental Quality has extended the deadline for submitting public comment on the proposed permanent rule amendments to Oregon's Clean Truck Rules to **4 p.m. PDT Wednesday, May 7, 2025**.

The extension provides extra time for the public to submit any additional comments on rules designed to reduce pollution from new medium- and heavy-duty vehicles sold in Oregon. Previously, the deadline for comments had been set for 4 p.m. PDT, on Wednesday, April 23, 2025.

**NOTE:** Due to a [recent cyberattack](#) comments emailed to DEQ between Wednesday, April 9, 2025, and Friday, April 11, 2025, may not have been received. Any comments sent during that period should be resubmitted to the email address listed below.

The proposed updates would make permanent, temporary rules adopted by the Environmental Quality Commission in November 2024. They incorporate recent California amendments to the [Advanced Clean Trucks Rule](#) and delay implementation of the [Heavy-Duty Low NOx Omnibus Rules](#) to 2026.

The ACT Rule requires manufacturers to produce and deliver a certain percentage of new zero-emissions medium- and heavy-duty vehicles over the next 10 years. The proposed rule includes the new Oregon Optional Credit Program, which is designed to provide additional flexibility in 2025 and 2026 to help manufacturers, dealers and fleets with the transition.

The Low NOx Omnibus Rules require conventionally fueled heavy-duty engine and vehicle manufacturers meet tougher oxides of nitrogen and particulate matter emissions standards.

## Public Comment

DEQ is asking for public comment on the proposed rule amendments. Anyone can submit comments and questions. More information on this rulemaking, including [the draft rules](#), can be found on the [Clean Truck Rules 2025 Rulemaking web page](#).

**How to comment:** DEQ will accept comments by email, postal mail or verbally at either of the two public hearing. Anyone can submit comments and questions about this rulemaking. DEQ will only

consider comments on the proposed rules the agency receives by 4 p.m. PDT, on Wednesday, May 7, 2025.

- Email: Send comments by email to: [CTR.2025@DEQ.oregon.gov](mailto:CTR.2025@DEQ.oregon.gov)
- Postal mail: Oregon DEQ, Attn: Gerik Kransky, 700 NE Multnomah Street, Suite 600, Portland, Oregon 97232-4100

## Public hearings

### Public Hearing 1

Wednesday, April 30, 2025 at 2 p.m. PDT

[Join via Zoom](#)

NOTE: If this link does not work, you can copy and paste this web address: <https://deq-oregon-gov.zoom.us/j/86363330868?pwd=gu8exCigKjY6VRmakmgYsS8fxb5G.1>

Join by phone:

Teleconference phone number: 888 475 4499 U.S. Toll-free

Meeting ID: 863 6333 0868

Passcode: 993906

### Public Hearing 2

Tuesday, May 6, 2025 at 2 p.m. PDT

[Join via Zoom](#)

NOTE: If this link does not work, you can copy and paste this web address: <https://deq-oregon-gov.zoom.us/j/86800252323?pwd=2gH8ZJMlytWCfxO3Fb96oDPW3OE4Tu.1>

Join by phone:

Teleconference phone number: 888 475 4499 U.S. Toll-free

Meeting ID: 868 0025 2323

Passcode: 184168

## Note for Public University Students:

ORS 192.345(29) allows Oregon public university and OHSU students to protect their university email addresses from disclosure under Oregon's public records law. If you are an Oregon public university or OHSU student, notify DEQ that you wish to keep your email address confidential.

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

**From:** Oregon Department of Agriculture <ODA@public.govdelivery.com>  
**Sent:** Wednesday, April 9, 2025 8:52 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Oregon Governor Appoints New Member to the Oregon State Board of Agriculture

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**OREGON  
DEPARTMENT OF  
AGRICULTURE**

**News Release: April 8, 2025**

## Oregon Governor Appoints New Member to the Oregon State Board of Agriculture



Oregon Gov. Tina Kotek has appointed Michael Dill, Director of Advocacy and Sustainability, Organically Grown Company (OGC), to the Oregon State Board of Agriculture. Dill's appointment is effective immediately. He will serve a four-year term with an option to reapply for a second term.

Dill, a trusted leader and passionate advocate, brings over 15 years of experience to his new role. His expertise and leadership in advancing organic and regenerative agriculture have been widely recognized, making him a strong addition to the Board.

"I am honored to represent the organic fruit and vegetable industry on the Oregon State Board of Agriculture," said Dill.

"Fruits and vegetables make up the largest sector of the organic industry and I'm excited to share my knowledge and experience that spans the entire supply chain with the board and the Oregon Department of Agriculture."

Dill earned a Bachelor of Science in Food Science and Technology and Minors in degrees in Horticulture and Chemistry from Oregon State University. In addition to his job at OGC, Dill holds leadership roles across the organic industry. He was recently appointed to the U.S. Department of Agriculture's Fruit and Vegetable Industry Advisory Committee (FVIAC). He also serves as Chair of the Oregon Organic Coalition, Vice-Chair of the Organic Trade Association's Produce Sector Council, and Organic Produce Wholesalers Coalition Coordinator. In addition, Dill sits on the Coalition for Organic and Regenerative Agriculture governing council and the Organic Farming Research Foundation board.

The Governor, as the responsible authority, appoints all Board of Agriculture members. The Oregon State Board of Agriculture is a 10-member board that advises the Oregon Department of Agriculture on policy issues, develops recommendations on key agricultural issues, and advocates for the state's agriculture industry in general. The Board is established by Oregon Revised Statute 561.372.

For more information about the Oregon State Board of Agriculture, its members, and its vision, please visit [ODA online](#). We encourage you to learn more about the Board and its important work in shaping Oregon's agriculture industry.

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

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**From:** Oregon Department of Transportation <odot@service.govdelivery.com>  
**Sent:** Monday, March 31, 2025 12:52 PM  
**To:** [admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)  
**Subject:** 100% of Oregon cities and counties complete road and bridge condition reporting

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Oregon Department  
of Transportation

**Transparency, Accountability  
and Performance**

## **Congratulations to cities and counties!**



**Congratulations to all cities and counties**, you have reported your road and bridge conditions as required by HB 1717. Way to go!

This is the fourth time we've had 100% compliance. We're thankful that all of our local partners were able to submit data. A special thank you to the people from the Association of Oregon Counties and the League of Oregon Cities for their partnership and support.

The next step in the process is to do quality control checks on the data. Then the data will be submitted to the Oregon Transportation Commission for review and then to the Oregon Legislature. You'll be able to see all of the data on the [ODOT website](#) later this spring.

Again, thank you cities and counties for completing reporting on time!

**About the accountability measures in HB 2017**

With the passage of HB 2017 (ORS 184.617 to 184.742) the transportation funding package in 2017, the Oregon Legislature made a significant investment in transportation. Many of the projects included are complete and others are in progress. The law includes several accountability requirements including that cities and counties report their road and bridge conditions to ODOT every other year. ODOT then posts this information online.

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

Adrienne  
Selko  
Senior Editor



## Call It What You Want, but DEI is Really a Talent Strategy

*Now isn't the time to give up the values of DEI and risk not attracting talent to our organizations, says Christie Smith.*

It's time for a bit of a reality check when it comes to DEI (diversity, equity and inclusion), says Christie Smith, PhD, former vice president of inclusion & diversity at consumer electronics giant Apple and founder of The Humanity Studio.

DEI has had its ups and downs over the years but now is a very dangerous time to question this concept, says Smith. "When we look at the skill scarcity as well as the half-life of skills, combined with the economic impact of low employee engagement, we are at a crisis situation in the workplace."

That isn't the ideal time to be giving up the values of DEI and risk not attracting talent to our organizations, especially if companies want to meet their revenue and growth goals, she says.

One needs to look no further than the reality of demographics. Millennials and Gen Z are the most diverse workforce this country has ever had, Smith points out. And companies need to draw from this pool of talent, which views DEI in the workplace as essential, if they want to be successful.

Another characteristic of these groups is that they represent the fastest growing segment of workers called fractional workers. "These are workers who are fine with not joining a major corporation and are building their own companies," Smith says. "Are companies going to risk their competitive advantages by ignoring the values of diversity, equity and inclusion and not attract these workers?"

All is not doom and gloom, however. If you ask most leaders, they do in fact value DEI, but they aren't prioritizing it. "It's 10th in the prioritization of all the other things that they have to deal with," explains Smith. "If we don't make

it a first or second priority to build DEI into the company's culture instead of being just a program or initiative, we will not continue to be competitive."

When it comes to the business case for DEI, Smith cites her years of experience in the field. "I've been in the workforce for nearly 40 years working in some aspect of DEI, and I'm always asked about the business case. I think that is a false start, frankly. If you have humans in the workplace, and you need humans in the workplace, that's the business case. When I was at Apple, as a DEI officer, our mission statement was that it was everyone's job to bring everyone in. That was a necessity to be able to bring in the largest pool of talent that we could get."

Attracting and keeping talent has been a challenge the past few years. One particularly troubling area is employee engagement, which affects retention. Each year, declining employee engagement continues to cost the global economy \$8.8 trillion a year.

Combining these myriad issues, leadership is struggling with how to manage its talent strategy. And Smith has some advice. "We need leaders who are more human and can manage the complexity of all these issues with the humans who are in their organizations."

In her new book, *Essential*, Smith presents a framework to revitalize leadership skills. The book discusses a leadership flywheel built around emotional maturity that has leaders suspending self-interest and having a mindset of absolute service. And part of that service perspective is being able to see the context in which employees join their companies and understand their needs. Compassion and empathy must come into play. "While companies consider these soft skills, I would call them power skills," says Smith. "And we need to use those skills to make sure that we architect teams that enable people to live up to their highest potential at work."

And of course, that structure ties in with understanding the core values of DEI.

*Adrienne Selko*

Send an e-mail with your thoughts to [aselko@endeavorb2b.com](mailto:aselko@endeavorb2b.com).

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

**From:** K&L Gates LLP <[klgates@klgates.com](mailto:klgates@klgates.com)>  
**Sent:** Wednesday, April 9, 2025 7:31 AM  
**To:** S. McDowell  
**Subject:** Please Join Us: Webinar, Predictions for Financial Regulatory Enforcement Under the Trump Administration (29 April 2025)

If you have problems viewing this email, you can [view it as a web page](#).



## Predictions for Financial Regulatory Enforcement Under the Trump Administration

### ***Please Join Us!***

The initiatives of the second Trump Administration, from issues relating to agency independence to matters of government efficiency, have created ripple effects with respect to the scope and focus of the enforcement powers of the market regulators, the SEC and CFTC, and related enforcement by DOJ. Join us on **Tuesday, 29 April** as K&L Gates lawyers address predictions for SEC and CFTC enforcement priorities, the impact of recent and anticipated changes in investigations and enforcement practices, and other fallout that regulated entities can expect as new leadership takes charge of these agencies.

### **Speakers**



**Tuesday, 29 April 2025**  
 12:00 PM - 1:00 PM ET

### **Location**

InReach - Zoom  
*(Login details to be distributed 30 minutes before webinar)*

### **CLE**

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Registering for this CLE/CPD is a two-step process. Please (1) be sure you have registered for a K&L Gates HUB CLE/CPD account or have logged into your previously created account, and then (2) register for this **specific event**. If you are not seeking CLE credit, **click here**.

If you have any questions, please contact **Maggie Butler**.

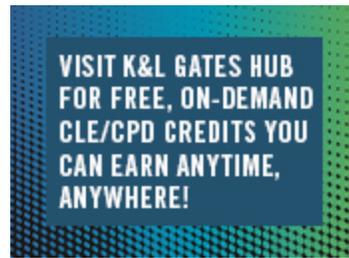
- **Meghan Flinn**, Partner, Washington, D.C.
- **Clifford Histed**, Partner, Chicago
- **Cheryl Isaac**, Partner, Washington, D.C.
- **Ted Kornobis**, Partner, Washington, D.C.

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## Goals 2025-2026

### 1. Focus on the Fundamentals.

- ★ *Carefully manage Brownsville's treasury.*
- ★ *Foster productive relationships both internally & externally.*
- ★ *Administer civic partnership agreements focusing on deliverables.*
- ★ *Focus on proactively dealing with State preemptions, unfunded mandates, and laws that force unwanted expenditures and requirements on citizens.*

### 2. Organizational Development.

- ★ *Modify Council Rules and meeting procedures.*
- ★ *Create a communications plan.*
- ★ *Implement social media strategies.*
- ★ *Build positive & effective Council and Staff relations.*
- ★ *Recognize City volunteers and continue developing elected and non-elected officials.*
- ★ *Recognize practical impacts of external relationships that cause harm to City operations.*

### 3. Capital Improvements Plan.

- ★ *Continue planning for new sewer lagoon and treatment improvements.*
- ★ *Plan for construction of a new playground.*
- ★ *Paint City Hall.*
- ★ *Plan for the Water Treatment Plant project that includes a new reservoir and the replacement of critical distribution lines.*
- ★ *Share with citizens the challenges related to projects such as Kirk Avenue, sidewalks, and riverbank restoration.*

### 4. Community Development Plan.

- ★ *Refine the Brownsville Municipal Code to reflect actual practice where needed.*
- ★ *Consider adopting rules for storage containers, election signs, and property identification.*
- ★ *Develop a plan to preserve & further the historic aesthetic of Brownsville.*
- ★ *Continue local & regional emergency preparedness efforts.*
- ★ *Support youth activities in partnership with the Central Linn Recreation Association.*



## 5. Economic Development Plan.

- ★ *Participate in regional efforts and opportunities with partner cities.*
- ★ *Support and implement the Rural Economic Alliance's (REAL) 5-year strategic plan.*
- ★ *Complete and implement the Land Use inventory project.*

## 6. Water Rights.

- ★ *Explore possible additional water source options.*
- ★ *Continually work on monitoring and perfecting City water rights.*
- ★ *Implement the State required Water Management & Conservation Plan.*

## 7. Advocacy Plan.

- ★ *Develop the Legislative Advocacy Policy Committee (LAPC) to effectively participate in the State legislative process and in the Federal legislative process when appropriate.*
- ★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions and authority.*
- ★ *Monitor new laws, tort limits, system development charges, and recreational immunity protections for taxpayers, ratepayers, and to protect local amenities.*
- ★ *Market and promote the Small Municipalities Advocacy Coalition (SMAC).*



## 2025-2026 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

**Acceptable  
Conduct**  
  
**vs.**  
  
**Unacceptable  
Conduct**

**MONTH END FINANCIAL RECAP**

|    |                      | MARCH 2025    |               |                 |        |                 |    |
|----|----------------------|---------------|---------------|-----------------|--------|-----------------|----|
|    |                      | REVENUE       | EXPENDITURES  | YTD             | %      | Unexpended      |    |
| 1  | GENERAL              | \$ 45,598.79  | \$ 57,697.74  | \$ 871,691.43   | 24.09% | \$ 2,747,163.57 | 1  |
| 2  | WATER                | \$ 42,676.54  | \$ 31,244.81  | \$ 440,491.63   | 39.11% | \$ 685,908.37   | 2  |
| 3  | SEWER                | \$ 42,628.94  | \$ 51,753.29  | \$ 272,288.89   | 24.35% | \$ 850,511.11   | 3  |
| 4  | STREETS              | \$ 22,991.58  | \$ 14,679.71  | \$ 143,149.53   | 35.01% | \$ 265,700.47   | 4  |
| 5  | WATER BOND           | \$ 234.97     | \$ -          | \$ 46,318.96    | 91.90% | \$ 4,081.04     | 5  |
| 6  | SEWER BOND           | \$ 1,061.13   | \$ -          | \$ 300,120.39   | 60.91% | \$ 192,579.61   | 6  |
| 7  | SEWER DEBT FEE       | \$ 12,157.77  | \$ -          | \$ 111,235.03   | 79.45% | \$ -            | 7  |
| 8  | BUILDING & EQUIPMENT | \$ 675.45     | \$ -          | \$ -            | 0.00%  | \$ 191,600.00   | 8  |
| 9  | WATER RESERVE        | \$ 2,639.71   | \$ -          | \$ -            | 0.00%  | \$ 204,000.00   | 9  |
| 10 | HOUSING REHAB        | \$ 813.43     | \$ -          | \$ -            | 0.00%  | \$ 231,100.00   | 10 |
| 11 | WATER SDC            | \$ 825.45     | \$ -          | \$ -            | 0.00%  | \$ 62,500.00    | 11 |
| 12 | SEWER SDC            | \$ 2,734.41   | \$ -          | \$ -            | 0.00%  | \$ 793,500.00   | 12 |
| 13 | STORMWATER SDC       | \$ 1,003.86   | \$ -          | \$ -            | 0.00%  | \$ 291,000.00   | 13 |
| 14 | BIKEWAY/PATHS        | \$ 364.25     | \$ -          | \$ -            | 0.00%  | \$ 69,070.00    | 14 |
| 15 | LIBRARY TRUST        | \$ 28.05      | \$ -          | \$ -            | 0.00%  | \$ 7,920.00     | 15 |
| 16 | CEMETERY             | \$ 280.55     | \$ -          | \$ -            | 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   | \$ 271.07     | \$ 590.00     | \$ 16,244.20    | 21.32% | \$ 59,955.80    | 20 |
|    |                      | \$ 176,985.95 | \$ 155,965.55 | \$ 2,090,305.03 |        |                 |    |

**Key Bank Account**

|                               |                        |
|-------------------------------|------------------------|
| <b>General Checking</b>       | \$ 80,061.34           |
| Oregon State Treasury         |                        |
| <b>General Account</b>        | \$ 5,811,431.93        |
| <b>Community Improvements</b> | \$ 38.46               |
| <b>Project Escrow Holding</b> | \$ 109,322.15          |
| <b>CLRC Renovation Acct</b>   | \$ 540,866.46          |
| <b>TOTAL OST / LGIP</b>       | <b>\$ 6,461,659.00</b> |

**Annual Bond Payment**

|                   |                      |
|-------------------|----------------------|
| <b>Water</b>      | \$ 45,167.05         |
| <b>Wastewater</b> | \$ 307,259.95        |
| <b>Total</b>      | <b>\$ 352,427.00</b> |

| 2024-2025    | YTD           | % of Total |
|--------------|---------------|------------|
| Appropriated | \$ 491,050.00 | 23.46%     |

**Total Bonded Debt (Principal Only)**

|  |
|--|
| \$ 6,142,195.00  |
| <b>Total Bonded Debt is \$8,691,081 (Principle &amp; Interest)</b> |

|                            |               |                      |
|----------------------------|---------------|----------------------|
| <b>ARPA Funds   SLFRP</b>  | \$ 404,801.67 | Total Funds Received |
| (American Rescue Plan Act) | \$ 404,801.67 | Funds Disbursed      |

**Previous Month Court Revenue \$ 401.88**