



Council Minutes

September 23rd, 2025

ROLL CALL: Mayor Craven called the meeting to order at 7:04 p.m. with Councilor Chambers, Councilor Hansen, Councilor Winklepleck, Councilor LaCoste, and Councilor Solberg present. Administrative Assistant Tammi Morrow, Administrative Assistant Jannea Deaver, Administrative Assistant Elizabeth Coleman, and City Administrator Scott McDowell were also present.

ABSENT: None.

PUBLIC: Sravya Tadeballi & Sharon Banks (*The Brownsville Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell reported that there are several handouts on the dais tonight including a report from Public Works Superintendent Karl Frink and a flyer from NW Natural Gas. Mr. McDowell would like to add 10)D. Chamber Agreement to the agenda as well.

NEW CITIZEN'S COMMENT PROCEDURE: Mayor Craven reviewed the newly implemented procedure for Citizen's Comments, and the sign-up sheets were distributed.

MINUTES: Councilor Hansen made a motion to approve the July 22nd, 2025 meeting minutes as presented. Councilor Winklepleck seconded the motion, and the motion passed unanimously.

PUBLIC HEARING | PRESENTATIONS: None tonight.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes.** Sergeant Frambes reported that the numbers for July & August remained low, which is great. No major crimes, no fights. One couple had broken into the Christian Church, and there was a hit & run involving a parked car which was solved. The Sheriff's Office has fifty-one deputies split into four teams for patrol. He said that it is getting harder to find people who can pass the background check, the physical aspects required, and the extensive training required to become a deputy. Councilor Winklepleck asked for tips for Fall. Frambes recommended locking your car, leaving no valuables in your car, being aware of scams, consider installing a Ring doorbell or other security cameras, and consider leaving your porchlight on because it helps with patrols.
2. **Public Works (PW).** Superintendent Frink shared that several waterlines were repaired over the summer, two in the last two weeks. Staff have been juggling pumps to ensure that water continues to flow. Frink briefly explained the State's 811 program. The City is responsible for marking the City's utilities in the right-of-way, not on private property. If the City does not have utilities, then no marks are made. The City is required by law to mark in the time frames allowed by law. Frink encouraged everyone to call 811 when digging anywhere on their property, explaining that you can call 811 or generate a ticket at the 811 website: <https://digsafelyoregon.com/>. If you have an emergency, you must call the phone number for service. Frink is the President of the local chapter for 811. The Public Works report is on the desk for Council review.
3. **Administration.** Administrator Scott McDowell reminded Council of the new OLCC procedures, completely in electronic format now. If complaints are received, they will be processed through Mr. McDowell.

Mr. McDowell reported the City's Standard & Poor's rating is A+ after this last review. Implemented State policies have lowered ratings across Oregon according to S & P.

Mr. McDowell reported that the annual audit is scheduled for October 6th – 8th, 2025 this year. Staff have been preparing and submitting documents in preparation.



Council Minutes

McDowell reported that work continues with the Rural Economic Alliance (REAL) group. REAL is putting on an intern and a consultant to assist with the implementation of the strategic plan and the marketing plan. The group has signed an agreement with Nate Conroy to implement the marketing and strategic plan.

Mr. McDowell recently installed computers at the Library for the Librarian and for the circulation desk and the Administrator's computer at City Hall.

McDowell reminded Council that several agreements are coming up for review again soon as several are in the works.

Staff are working on reviewing the new website for potential launch in mid-October. McDowell encouraged Council to review the FEMA EIS rules. Public comment ends October 6th, 2025. LOC is hosting a webinar to go over the details on September 30th from 6:30 p.m. to 8:30 p.m. The rules could dramatically impact certain areas of town.

The Linn County Clerk's Office is no longer located in the Court House; their new address is 421 Water Avenue NE, Suite 1300, Albany. The LCSO will place a renewal levy request on the November ballot.

The TMDL Shade Study requirements are estimated to cost around \$14,500 according to City Engineer Ryan Quigley. McDowell shared his concern about several Federal and State requirements that are going to seriously impact our citizens. He is also disturbed over the lack of coverage around these issues. These are not political issues; these are requirements that will greatly impact every taxpayer and rate payer in the State and make it more difficult for small cities to meet service needs. McDowell called out the irresponsible reporting by the Albany Democrat-Herald over the last few years.

LOC recently put out a summary of recent bills. McDowell will place the summary online for Council review. Councilor Winklepleck encouraged the newspapers to use their pens to help fight against all these unfunded mandates and requirements being pushed onto small cities and their ratepayers.

Connect Linn County sent the City a nice thank you for Council's support of their recent events.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Citizen Comments.** Sharon Banks, *The Brownsville Times*, reported that the newspaper had been resurrected on June 5th, 2025, as a vital part of Brownsville's heart and history. She encouraged everyone to continue to support the paper by subscribing, donating, contributing stories, and encouraging businesses to donate. Their website is brownsvilletimes.org.

LEGISLATIVE:

1. Resolution 2025.13 | Update Machinery, Materials & Human Resource Rates.

Councilor LaCoste made a motion to approve the new rates as presented. Councilor Winklepleck seconded the motion, and it passed unanimously.

2. Resolution 2025.14 | Planning Fees.

Councilor Hansen made a motion to approve the new planning fees as presented. Councilor Lacoste seconded the motion, and it passed unanimously.



Council Minutes

3. **Arbor Day Proclamation.** Mayor Craven declared October 2025 as the month celebrated for Arbor Day this year.

ACTION ITEMS:

1. **Authorize City Hall Painting Project.** Council authorized Mr. McDowell to move forward with reissuing the City's RFQ as soon as possible.
2. **Pioneer Park Playground Equipment.** Council authorized Staff to move forward with the Park Board to initiate an RFP for replacement equipment as provided for by the Budget Committee.
3. **Rural Economic Alliance Intern (REAL).** *Councilor Hansen moved to authorize the City Administrator to serve as the fiduciary agent for REAL and to serve as the Intern Administrator with Linn Benton Community College. Councilor Solberg seconded the motion, and it was approved unanimously.*

4. **Chamber of Commerce Agreement.** McDowell recommended exercising the extra one-year option, and renewing the Chamber of Commerce agreement for one more year. Staff reported a few hiccups with the Antique Faire event this year, so a few issues will need to be addressed.

Councilor Hansen moved to authorize Staff to proceed with extending and renewing the Chamber Agreement for one more year. Councilor Solberg seconded the motion, and it passed unanimously.

Mayor Craven suggested that it might be a good time to review the Calapooia Food Alliance (CFA) agreement, further stating that the organization is proving to be solvent and solid as an organization, and are doing well. Their agreement is coming up in November, and Mayor Craven recommends not renewing that agreement.

Councilor Solberg made a motion to discontinue this agreement. Councilor Chambers seconded the motion, and it passed unanimously.

DISCUSSION ITEMS:

1. **Proposed Ordinance 809| Public Streetlight Application.** Council reviewed an application process for streetlights as recommended by Staff. Council will entertain a first reading next month.
2. **Proposed Ordinance 810 | Public Street Closure Application.** Council reviewed an application process for the closure of public streets. Council will have a first reading next month.
3. **Pacific Power Outages Report.** Council reviewed the information provided by Regional Manager Scott Salazar looking into why the City has been experiencing power outages. Councilor Winklepleck urged Council to reach out to Pacific Power to get some better answers about these power interruptions. Council agreed by consensus.
4. **Vineyard Machines Warning.** Mayor Craven reminded everyone that the machines will start again as morning temperatures fall under 38° F to protect the grapes.
5. **July & August Financials.** No comments.

COUNCIL COMMENTS. Councilor Hansen said that Council unanimously endorsed Jami Cate's bid for the State Senate. Councilor Winklepleck said that considering recent tragedies it is important to remember that we all have far more in common, than not. Mayor Craven recalled high school debate class when students were required to argue both sides of issues. Craven hoped that people would choose to share meaningful dialogue about issues facing Oregon and the Nation.



Council Minutes

ADJOURNMENT: Councilor Winklepleck moved to adjourn at 8:17 p.m. Councilor Chambers seconded the motion, and it passed unanimously.

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

City Administrator S. Scott McDowell

A handwritten signature in blue ink, appearing to be "ADC", representing Mayor Adam Craven.

Mayor Adam Craven