



Council Meeting Synopsis

Council met in regular session at 7:00 p.m. in Council Chambers on
November 18th, 2025



- ★ All members of Council were present. Mayor Craven presided.
- ★ *Oregon 811: Dig Safely* | Karl Frink | Mr. Frink gave a comprehensive overview of the program. Frink highlighted that the City only marks City utilities to the water meter or the sewer cleanout. The City does not mark private water or sewer lines. Other utilities mark to their meters which are typically located on or near the house. If residents would like their private lines marked, they do have the option of hiring a private location service. Frink said the importance of calling 811 before you dig is one of personal safety – you could be seriously injured or even killed if you encounter a utility that you did not know about while you're digging.
- ★ *Bi-annual TMDL Report* | Scott McDowell | Mr. McDowell gave the bi-annual TMDL report giving a full overview of the origins of the TMDL program through the Clean Water Act and the United State Environmental Protection Agency (EPA). The Department of Environmental Quality (DEQ) administers the TMDL program and focuses on public education around water run off into streams and rivers. The State wants to ensure that everyone knows that all drains lead to the river. Please pick up after your pets. Please do not dump substances in public drains or in your toilets. Please report any such illegal activity. The Total Maximum Daily Load (TMDL) program focuses on monitoring and managing temperature, mercury, and bacteria levels due to their effects on water quality. The State made the City a Designated Management Agency (DMA) in 2021 which means the State has full authority to fine and penalize the City for any plan violations. The costs associated with this program are extreme and never ending. The State revealed plans to reach their goals in the year 2120. Part of that plan is for the City to perform a shade study on the trees in the riparian area in Pioneer Park which may be required as soon as 2028.
- ★ *Pioneer Park Playground* | Park Board Recommendation | McDowell shared a presentation regarding the playground replacement. The estimate was \$417,938 for the installation of a similar new play structure. Lawsuits have led to strict playground standards the City must adhere to which drives up the price.
- ★ *Linn County Sheriff's Office Report* | Sergeant Frambes said there was a robbery at the Brownsville Veterinary Clinic relaying that there are two suspects and detectives have been brought in to solve the case. Someone used starter fluid to jump their car which started a fire. Deputies on scene were able to extinguish the fire. The LCSO has been clearing RVs parked on the right-of-way and streets around Brownsville. The Sheriff's Office has made a concerted effort in all contract cities in Linn County. So far in Brownsville twenty owners have been notified with only one vehicle being towed. Frambes relayed that 2025 has been the year of traffic fatalities. He urged everyone to be careful while driving, taking note of weather conditions and putting away your cell phone.
- ★ *Public Works Report* | Frink reported that Pioneer Park was closed on October 31st for the season. Public Works have started cleaning up leaves as time allows. Due to heavy rains, Public Works were unable to mow the cemetery prior to Veteran's Day.
- ★ *City Administrator Report* | Administrator Scott McDowell reported the City will be receiving the FY 2024.2025 audit very soon. The Central Linn Recreation Association has decided to wait on any changes to the agreement with the Central Linn School District and the City for facility use. The City will be installing security cameras at the Library and the Rec Center. Things are progressing nicely with the Rural Economic Alliance (REAL) with the help of Nate Conroy and intern Ellie McConnell, who have been hired for the implementation of REAL's strategic plan.
- ★ *Council Comments* | Mayor Craven reported that Council will be holding the first annual Council Christmas Celebration on Friday, December 12th, 2025 at 6:30 p.m. Mayor Craven said Connect

Linn County is working on parade permits with Linn County. The parade will include apparatus from the Brownsville Rural Fire District, the Halsey-Shedd Fire District, local farmers and other specialty vehicles.

- ★ Ordinance 809: Public Streetlight Application (Second Reading) | Council unanimously passed this ordinance to clarify the public streetlight process.
- ★ Ordinance 810: Public Street Closure Application (Second Reading) | Council unanimously passed this ordinance to standardize the public street closure process.
- ★ Resolution 2025.18: Planning Fee Schedule Revision | Council unanimously approved the revisions to the fee schedule to include the newly passed ordinances.
- ★ Planning Commission Member Appointment | Council unanimously appointed Daniel Murphy to the Planning Commission. The appointment is a four-year term.
- ★ Playground Repair | Park Board Recommendation | Council accepted two Park Board recommendations: 1) to purchase a new slide for the small unit at Pioneer Park and install as soon as possible in the Spring, and 2) to delay the installation of a new playground due to the costs. The estimate for the new playground like the one the City already owns was \$417,938. Council budgeted \$230,000 for the replacement in FY 2025.2026. More funding will be added in FY 2026.2027 pushing possible installation to Spring 2027.
- ★ Inflatables Policy | Park Board Recommendation | Council unanimously approved the inflatables policy for use on City owned property. Private party inflatables are officially prohibited.
- ★ Recreational Vehicle (RV) Parking | Brownsville Municipal Code 10.05.150 F. | McDowell stated the Linn County Sheriff's Office has been enforcing this ordinance that does not allow RV parking on City streets as mentioned by Sergeant Frambes.
- ★ Library Card Increase | Library Advisory Board Recommendation | Council unanimously approved a recommendation from the Library Advisory Board to increase the annual Library card fee from \$30 to \$35, effective January 1st, 2026.
- ★ Road Closure Request | Mayor Craven added this item to accommodate the Christmas parade. Council unanimously authorized the parade route closure used annually for the Pioneer Picnic contingent on approval from Linn County and the standard requirements of the City.
- ★ Citizen Comments | Ryan Geider expressed frustration about getting a refund on building permit fees and SDC's. Geider suggested Council adopt a policy on this matter. McDowell explained that this is the first time a cancellation has ever happened. McDowell is gathering documentation from the Linn County Planning & Building Department (LCPBD) about Geider's permit withdrawal. LCPBD must have the refund approved by the Linn County Board of Commissioners which should happen in the next two weeks or so. Once the City receives the County's documentation, McDowell will draft a resolution for Council to consider at the next Council meeting. The City must document the refund through resolution for auditing purposes.
- ★ Council Comments | Councilor Eversull thanked Mayor Craven for the Council Christmas Celebration saying it is nice to be part of starting a new tradition. Council Hansen clarified the Chamber of Commerce's holiday events are scheduled for Friday, December 5th, one week before. Councilor Chambers wished everyone a Happy Thanksgiving.

All information the Mayor & Council received for the meeting can be found on-line prior to every meeting and afterwards at <https://www.ci.brownsville.or.us/meetings>. Please contact City Administrator Scott McDowell with questions at 541.466.5880 or email at admin@ci.brownsville.or.us.

For more information, please visit <https://ci.brownsville.or.us>.

Library Happenings

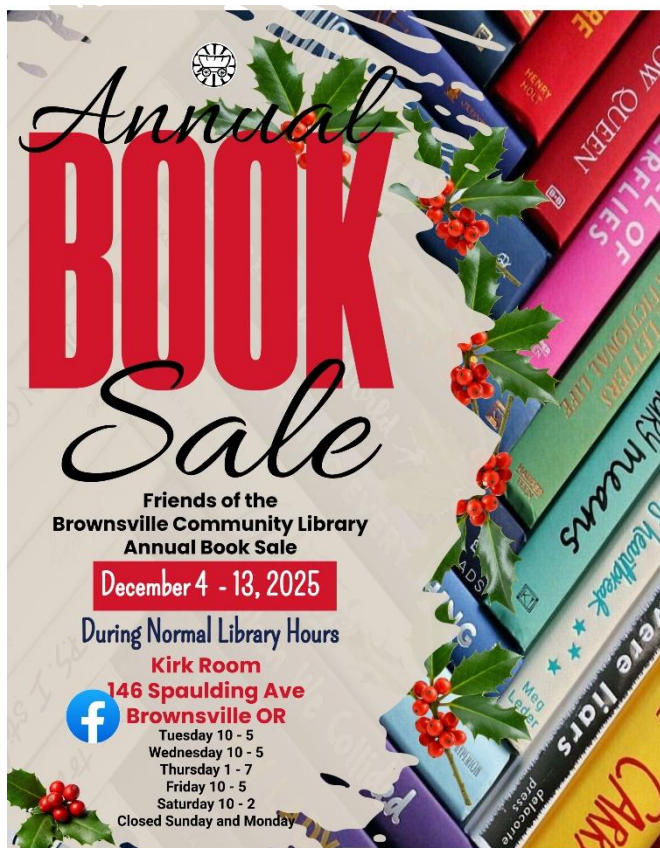
Do you live outside of City limits? Come get a new annual library card, or renew an old one, for \$30. (50% discount for seniors 65 and older.) Beginning on January 1st, 2026, the annual fee increases to \$35.

Library Card



Support your local library by visiting the Annual Book Sale! Proceeds benefit your library.

Looking for a fun and unique holiday gift idea? Your library has you covered! Volunteers have festively decorated books for sale for gift giving, with many designs to choose from! Book prices start at \$5. There are also Art Cards available for \$1 each. Stop in and check them out at the Library! Come early for the best selection.



Rumor has it..... **Santa** is coming to the Library on December 5th, 2025 for Santa Story Time! Event begins at 11:00 a.m.! Bring your littles down to the Library for those precious pictures with Santa!

Kindness Rocks! Rock painting will be held at the Library on December 18th, 2025 starting at 5:00 p.m. for adults and teens.



Wednesdays 1:00 p.m. – 3 p.m. Thread Wizards Stitchery Group
Fridays 11 a.m. – Noon Story Time with Craft



Pioneer Park Rental

Are you interested in renting Pioneer Park facilities for an event? Due to the high demand for summer weekend days, the City has implemented a lottery system for date selection. A completed application and deposit need to be received at City Hall no later than December 15th, 2025. Staff will conduct a random drawing on January 2nd, 2026 to determine winning dates. Please contact City Hall for more information. The Pioneer Park Reservation Form can be found on our website www.ci.brownsville.or.us.

“Gratitude is the sign of noble souls.” Aesop



City of Brownsville

255 North Main Street

P.O. Box 188

Brownsville, OR 97327



PRSRT STD

ECRWSS

U.S. POSTAGE

PAID

EDDM RETAIL

LOCAL PATRON

Upcoming Events

First Annual Council Christmas | December 12th, 2025 at 6:30 p.m. | City Hall
Council | Next Meeting | December 16th, 2025 | Council Chambers at 7:00 p.m.
City Offices will be closed November 27th & 28th in observance of Thanksgiving.

OLD TOWN COMMERCIAL (OTC) BUILDINGS

A FRIENDLY REMINDER TO OWNERS & RENTERS OF COMMERCIAL BUILDINGS IN THE OTC ZONE

- ★ Chapter 15.80.080 of the Brownsville Municipal Code determines the permitted uses & administrative review procedures for the Old Town Commercial zone (i.e., new construction or exterior alterations).
- ★ A City of Brownsville Business Registration is required (\$15).
- ★ An OTC Change of Use Permit is required for new businesses.
- ★ Signage requires a Sign Permit. Please contact Elizabeth Coleman if you have questions or would like additional information regarding your property that the City can provide.



November Emergency Preparedness Tips

- Did you know that dryer lint fires are a significant cause of home fires? Lint is highly flammable and can ignite from the heat of the dryer. Make sure to clean the lint trap after each use, and the vent trap at least annually.
- A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Make sure extinguishers are readily available and operating correctly.
- Install and test smoke alarms, natural gas alarms, and carbon monoxide detectors with battery backups. Test these devices monthly. Teach children what to do when they hear these alarms.
- Check out <https://www.clcepc.org> for more information.