

Council Agenda Packet

Tuesday, January 24th, 2023 | 7:00 p.m. | Council Chambers | In-Person

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Council Meeting

Tuesday, January 24th, 2023

Location: Council Chambers | In-person

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: December 20th, 2022
January 3rd, 2023
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Central Linn Rec Center Renovation Project
 - B. City Website Overview
- 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 2023.01:** Judges Pro-Tempore (*Annual*)
 - B. **Resolution 2023.02:** Commitment to Safety Program (*Annual*)
 - C. **Resolution 2023.03:** Recognizing Ray Bubak’s Community Service



D. **Ordinance 794:** Brownsville Municipal Code Chapter 2.30 Revision
(Emergency)

10) ACTION ITEMS:

- A. Appoint Council President (*Two Year Term*)
- B. Appoint Cascade West Council of Governments Representative (*Two Year Term*)
- C. Appoint Central Linn Recreation Association Liaison (*Two Year Term*)
- D. Appointed Officials | Reappointments & Advertisements
- E. Appoint LCSO Representative
- F. Approve Annual TMDL Report

11) DISCUSSION ITEMS:

- A. 2023 Council Schedule
- B. Council Retreat & Goal Setting Session
- C. Budget Committee Advertisements
- D. December Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

Please visit www.ci.brownsville.or.us for the meeting agenda, agenda packet and other City information.



December 20th, 2022

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Council President Hansen, Councilor Thompson, Councilor Neddeau, Councilor Craven and Councilor Humphreys present. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

ABSENT: Councilor Chambers was excused.

PUBLIC: Michael Winklepleck, Joni Nelson, Dan Murphy, Joshua John Bloomfield, Barbara Andersen, Marilee Frazier, Alice Tetamore, Chenoweth Robertson, Dean Larsen, Tia Parrish (*The Times*), and Deputy Frambes (*LCSSO*) were present.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: No additions or deletions.

MINUTES: Councilor Chambers made a motion to approve the November 22nd, 2022 Council minutes with one correction to include Councilor Craven as attending the meeting. Councilor Humphreys seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Central Linn Community Foundation | Chenoweth Robertson.** – Central Linn Community Foundation’s (CLCF) Chenoweth Robertson asked for the City’s continued support for their community grant program. Robertson highlighted the Foundation’s programmatic and philanthropic efforts in the Central Linn Community. More information on the Foundation is available at <https://centlinncf.org>.

Councilor Neddeau made a motion to approve supporting the partnership with the Central Linn Community Foundation for \$1,000. Councilor Thompson seconded the motion and it passed unanimously.

2. **Brownsville Art Association | Alice Tetamore.** – Alice Tetamore provided the annual report from the Brownsville Art Association expressing appreciation for the City’s partnership. Artists from multiple artistic disciplines come from all over the valley to be a part of the Art Center with over forty artists being members of the Association. The Association has the Center open for every event and hosts many of their own events throughout the year. Tetamore indicated the Association is looking forward to being outreach and educational classes once again. The Pandemic halted these offerings. People are starting to express interest again. Chris Seale does an amazing job keeping the Center open as well as the many artists who help. Tetamore shared the history of the Center and the improvements made by the City and the Association. For more, please visit <http://brownsvilleart.org>.
3. **EPC Annual Report | Simms & Frazier.** – Marilee Frazier & Tammi Morrow presented the annual report on behalf of the Emergency Preparedness Committee. Frazier highlighted the importance of being ready in the event of an emergency. The City of Halsey, the Brownsville Rural Fire District, the Halsey-Shedd Rural Fire Protection District, and the Central Linn School District partner on this effort. Frazier said the school was an integral part of the communities educational outreach program. She said that the students are not aware of how 911 works. She shares how to make an emergency phone call along with a ‘go-bag’ to show students what to pack and what to have ready. Frazier said the group will be working with the local fire departments to increase awareness in 2023. The two shared resources from the emergency preparedness website. For more information, please visit <https://www.clcepc.org>.



4. **Cybersecurity Review.** – McDowell presented information about the City’s Cybersecurity policies and on-going challenges. City/County Insurance Services (CIS) offers coverages up to \$2M but the requirements to gain insurance coverage more than \$50,000 are onerous for a small city. McDowell shared several of the common tricks hackers employ to gain access to computer systems. The best defense is to ensure that no email or attachment is opened from an unknown source. Keeping all systems up to date with the most recent software updates is also very important. Local resident Mike Winklepleck was asked to share a few thoughts. Winklepleck works as an IT professional. Protecting customer information is critical. Phishing is a problem and easy to fall prey to. It is a matter of everyone who is on the network being diligent about handling email and electronic communications with system integrity as a primary concern. McDowell said that the City does not collect personal information or store credit card information on any account in keeping with State law. McDowell said this field will be ever evolving as threats continue to get more sophisticated.
5. **Annual Audit Report.** – McDowell also reviewed the audited numbers for FY 2021.2022 as prepared by City Auditor SingerLewak. Every year the City is audited in accordance with State Law. The SingerLewak on-site audit team was led by Kathy Wilson. Nicole Ryan was the City’s remote auditor assisting from the State of New York and Brad Bingenheimer has been a partner of the firm for a very long time. These individuals are very competent and were great to work with throughout the process. McDowell showed slides of the funds sharing details about what Council members should be aware of in the future. McDowell also shared the details of the monthly financial report much to the delight of Mayor Ware. Years ago, Ware was the catalyst for this one page, one stop review of the monthly financial report. The Budget Committee, Council and Staff continue a positive track record of strong fiscal positions in all funds.

DEPARTMENT REPORTS:

1. **Linn County Sheriff’s Office (LCSO) Sheriff’s Report.** Sergeant Frambes reviewed the numbers from last month. Frambes said things were going well until late November when thefts started again. Frambes reported that items were stolen in broad day light. He encouraged everyone to make sure they lock their homes and vehicles. Frambes also said that they hear about things happening on Facebook. He encouraged everyone to please call the Sheriff’s Office to file a report. It will help them to properly investigate these crimes. Council Hansen asked about a car theft on Bishop Way. Frambes confirmed the theft but couldn’t release any details due to the on-going investigation. Frambes stated that it only take one person committing crimes to make crime significantly rise in any given time frame.
2. **Public Works (PW).** McDowell reported that Public Works has been working on River’s Edge Subdivision, Phase III, inspections. Frink continues work on submittals requested by the State on the City’s Water Management & Conservation Plan (WMCP). City Engineering is reviewing the numbers for the new disinfection equipment installation and finishing the details of the GR12 waterline project. DEQ is still reviewing the City’s Total Maximum Daily Load (TMDL) plan. Public Works has been battling through some illnesses recently.
3. **Administration.** McDowell reported on the progress of streetlights and the open space requirements on the western edge of the River’s Edge subdivision. The developer still has work to do on both projects. McDowell has been in contact with Pacific Power regarding the installation of the remaining street lights. It is the responsibility of the developer to pay for the initial cost of installation. The City pays the monthly bill for the lights. McDowell and Administrative Assistant Elizabeth Coleman recently sent a letter outlining the punch list items for the open space area. Chad E. Davis Homes filed a check to cover the improvements to the open space areas that the City continues to hold in escrow. The funds will be returned once the improvements have been installed to the requirements set forth by the Planning Commission. The open space will not be completed until the spring. After the improvements are made, the upkeep will be the responsibility of the homeowner’s association.



The Rec Center renovation project is progressing nicely. The City is still working on the timeline of starting the renovation in mid-May. McDowell stated that the City is doing everything possible to ensure that the project is completed in timely manner, however, but the building is very old and has never been renovated. The team has thoroughly reviewed every aspect of the building but we will not know what we run into once the construction phase has actually started. The other major issue that could cause delay is long lead time needed for major systems like HVAC, windows and flooring. The team is working on possibly procuring needed components early to minimize potential delays. Costs are also a concern given the current state of the national economy. McDowell is working on 'stop gap' financial measures to ensure the City has enough capital to complete the renovation.

Progress was made with the League of Oregon Cities on small cities concerns as efforts continue. McDowell shared that all partners were able to meet the first deadline for the Disaster Preparedness effort. Work will continue over the next few months as WPS completes their assessments for implementing an Emergency Operations Center (EOC). McDowell said that efforts need to be rekindled in marketing the Linx transportation option the City offers through the City of Lebanon. Mayor Ware recently penned a letter of support as the effort is in budget discussions.

The City has received the official election results from the Linn County Clerk's Office. The City received the certification on December 1st, 2022. McDowell reviewed forms of government and voting districts as part of Council training.

There will be an open house for Mayor Don Ware on December 29th, 2022 from 12:00 – 2:00 p.m. to celebrate Ware's sixteen years of service as the Mayor of Brownsville. McDowell said that Mayor Ware is the longest serving Mayor in the history of the City as far as Staff could research.

4. **Planning.** Report included in the Council Agenda Packet. No comments.
5. **Library.** Report included in the Council Agenda Packet. No comments.
6. **Court.** Report included in the Council Agenda Packet. No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** No comments.

LEGISLATIVE:

1. **Ordinance 793: Pacific Power Franchise (Second Reading).** Mayor Ware asked for a motion to read by title only. *A motion was made by Councilor Hansen, seconded by Councilor Humphreys to read this ordinance by title only. The motion carried.* Mayor Ware read the motion by title only. McDowell briefly explained the purpose of a franchise agreement. *Councilor Humphreys made a motion to approve the ordinance as presented. Councilor Hansen seconded the motion and it passed unanimously.*
2. **Resolution 2022.23: Certify 2022 Election Results** – Council is required to certify election results as received from the Linn County Clerk's Office on December 1st, 2022. *Councilor Hansen made a motion to officially recognize the election results received from Linn County. Councilor Humphreys seconded the motion and it passed unanimously.*
3. **Resolution 2022.24: Authorize Check Signers** – McDowell explained the purpose of the resolution was to replace check signers so the City could pay the bills. *Councilor Hansen made a*



motion to approve the resolution as presented. Councilor Neddeau seconded the motion and it passed unanimously.

4. **Resolution 2022.25: Recognizing Mayor Ware's Public Service** – *Councilor Neddeau made a motion to approve the resolution as presented. Councilor Humphreys seconded the motion and it passed unanimously.*
5. **Resolution 2022.26: Recognizing Councilor Neddeau's Public Service** – *Councilor Hansen made a motion to approve the resolution as presented. Councilor Craven seconded the motion and it passed unanimously.*
6. **Resolution 2022.26: Recognizing Councilor Thompson's Public Service** – *Councilor Hansen made a motion to approve the resolution as presented. Councilor Neddeau seconded the motion and it passed unanimously.*
7. **Resolution 2022.28: Address FY 2021.2022 Audit Plan** – *Councilor Neddeau made a motion to approve the resolution as presented. Councilor Craven seconded the motion and it passed unanimously.*
8. **Ordinance 790: Psilocybin Ban [Ballot Measure 22-196]** – *Councilor Hansen made a motion to authorize the Mayor and Staff to ensure this ordinance is properly recorded with the State of Oregon and reflected in the Brownsville Municipal Code. Councilor Craven seconded the motion and it passed unanimously.*

ACTION ITEMS:

1. **Calapooia Watershed Council | Invasives Funding Request** – *The Watershed Council is requesting a cash match for a grant that will assist them removing invasive plants on the City right-of-way along Calapooia Avenue. Councilor Humphreys said he feels the City should participate at some level since we are a property owner, but this is an unbudgeted amount. Councilor Humphreys made a motion to partner with the Calapooia Watershed Council in the amount of \$250 for invasive weed removal. Councilor Neddeau seconded the motion. The motion passed 3-2. Councilors Neddeau, Thompson and Humphreys in favor and Councilors Hansen & Craven opposed.*
2. **Climate Change Initiatives & IGA | Department of Land Conservation & Development (DLCD) | Tabled** – *From 10.25.2022: The Federal Emergency Management Agency (FEMA) and the State of Oregon through the Department of Land Conservation & Development (DLCD).*

McDowell reported that a State official has said that the City will not be required to adopt the IGA or any other instrument in order to participate in this effort. The State wants to encourage participation. McDowell was told that there would be no penalty if the City did not adopt the findings and recommendations at the end of the process. Staff will attend these meetings and report back.

3. **Library Advisory Board | Fee Recommendation** – *The Library Advisory Board recommended increasing certain annual fees. The Board had not recommended any increases since 2014. McDowell shared slides received from Librarian Sherri Lemhouse showing membership statistics. Councilor Hansen made a motion to raise the library fees as recommended by the Library Advisory Board. Councilor Neddeau seconded the motion. The motion carried 5-1 with Councilor Thompson opposing the motion.*
4. **Brownsville Art Association | Agreement** – *McDowell had included the updated agreement with the Association in the agenda packet. The agreement is for a three year term. Mayor Ware highlighted the amazing volunteer effort that goes into the Center. Councilor Thompson said she*



was proud of the Association for their efforts in Brownsville. It is amazing place, with amazing people doing awesome things. *Councilor Neddeau made a motion to authorize the Mayor and Staff to execute the agreement as presented. Councilor Humphreys seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **OLCC | Practice Change Notice.** The OLCC will require applicants to get their permission from the City prior to applying for licensure reauthorization through the State. Staff will develop a process as this is directly opposite of how this has been handled.
2. **Reminders.** – McDowell reviewed two events coming up soon. Mayor Ware Reception (12.29.2022) & Special Meeting Reminder (01.03.2022) which will be held in Council Chambers at 7:00 p.m.
3. **Library Holiday Hours.** – The Library will be closed Friday and Saturday December 23/24 and 30/31.
4. **November Financials.** No comments or questions.
5. **Fundraising Committee | Rec Center Renovation** – Councilor Hansen and Craven volunteered to discuss this matter with Administrative Assistant Tammi Morrow and City Administrator Scott McDowell.

CITIZEN QUESTIONS & COMMENTS.

Joshua Bloomfield extended holiday greetings and let Council know how much he appreciated the City's help with the Calapooia Food Alliance (CFA) agreement and efforts in Brownsville.

COUNCIL COMMENTS.

Councilor Hansen shared a phishing story that happened to him at work highlighting the sophistication of these attacks.

ADJOURNMENT: Mayor Ware adjourned the meeting at 8:27 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



Special Session | January 3rd, 2023

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Council President Hansen, Councilor Thompson, Councilor Chambers, Councilor Neddeau, Councilor Craven and Councilor Humphreys present. Administrative Assistant Tammi Morrow, Administrative Assistant Elizabeth Coleman and City Administrator Scott McDowell were also present.

Mayor Craven, Councilor Solberg and Councilor LaCoste took their Council seats after being sworn in at 7:06 p.m.

ABSENT: Everyone was present.

PUBLIC: Dan Murphy, Trapper & Nichole Solberg, Sean & Karmin LaCoste, Mike & Heidi Winklepleck, Collin Winklepleck, Nick Morrow, Brandon Putney, Wendy Toshitsune, Jack Alsman, Pam & Kris Solberg, Stephen & Geneva Sedlar, Johnny Claasen, Sally Lockhart, Barbara Andersen, Chenoweth Robertson, and Nan Van Sandt were present.

The pledge of allegiance was recited.

Mayor Ware wanted to publicly thank everyone for supporting him through his 16 years as Mayor of Brownsville. He publicly thanked City Administrator Scott McDowell for his dedication to the City and to his responsible Staff. Ware thanked Staff for their hard work and determination to do the right things for our community. "It has been a fun time for me," and I want to thank you all for your support through the years.

PUBLIC HEARING | PRESENTATIONS:

1. **Councilor Craven | Council Seat Resignation.** – Councilor Craven read his resignation letter into the public record. Craven's letter is attached. Craven had to resign his seat to take the position of Mayor. Craven thanked Mayor Ware and the Council and said he was excited to take the position of Mayor and to be a part of leading the community. *Council accepted Mr. Craven's resignation, as presented, by consensus.*
2. **Oaths & Affirmations | S. Scott McDowell.** – City Administrator Scott McDowell swore in the new members of Council starting with Mayor Craven, and continuing with Councilor Solberg and Councilor LaCoste. The members took their seats on the dais. Mayor Ware, Councilor Thompson and Councilor Neddeau congratulated the members as they took their seats.
3. **Council Vacancy | Applicants.** – Mayor Craven presided over the remainder of the meeting. Mayor Craven began by thanking the applicants for filing a letter of interest for the open Council seat. Brownsville is fortunate to have caring citizens willing to perform public service. Craven announced that each applicant would be given three minutes to address Council about their reasons for applying and whatever else they feel they want to say. Staff will then provide a ballot with all names listed. Council will vote. Administrative Assistant Tammi Morrow will collect and tally the ballots. In the event of a tie, Council will vote again until there isn't a tie. Mr. McDowell will then swear in the new member of Council. Mayor Craven asked the first applicant, Jack Alsman, to please take the podium.

Jack Alsman – Mr. Alsman said he moved to Brownsville five years ago. Alsman has lived all over the country and likes Brownsville the best. He loves walking around the town and meeting new people. Alsman loves the friendliness of the town and the people. Alsman spent 30 years in Santa Cruz, California and was originally born in New Jersey. He would like to give back to Brownsville. He is retired and has the time to dedicate to public service. He is excited about the new Council's traditional values and hopes to be a part of the process.

Tricia Thompson – Ms. Thompson reviewed her qualifications by highlighting the fact that she was current on projects and goals Council is hoping to accomplish. She has a fair amount of history



with the City's operations as well. She moved to Brownsville in 2007. She is a homeowner and a small business owner. She is very involved with many civic organizations in the community and loves to volunteer. She loved her time on Council and the Planning Commission and hopes to get a chance to continue working on Council business. She is ready and able to get it done!

Nan Van Sandt – Mrs. Van Sandt started by thanking all the past community members who have built this community to what it is today. She really wants to give back to Brownsville. She wants to build community by bringing people together. She likes to find and deal with problems head-on. She is adept at hearing both sides and making decisions that are best for the community as a whole. She said that it is imperative to have advocacy as a primary focus due to continued unfunded mandates. Government is supposed to support the people, not oppose the people.

Mike Winklepleck – Congratulated the Mayor and new Councilors on their election. Mike introduced his wife, Heidi, and their son Collin. Winklepleck loves being in Brownsville. He said that Brownsville really represents what small, rural town living is supposed to be. Since Council has had an opportunity to review his letter of interest, he just wanted to add that his agenda is to serve the community to the best of his ability.

ACTION ITEMS:

1. McDowell disseminated the ballots. Council voted secretly and passed the ballots to Administrative Assistant Tammi Morrow. Mrs. Morrow tallied the ballots and Mike Winklepleck was selected to fill the Council seat vacated by Mayor Craven.

McDowell swore in Mr. Winklepleck at the request of Mayor Craven. Councilor Mike Winklepleck took his seat on the dais.

DISCUSSION ITEMS:

1. **New Councilor Training.** McDowell said that there was a fair amount of training to do with the new members of Council prior to the Goal Setting session. McDowell said that he would visit quickly after this meeting with the three new Councilors to determine times that work for that training. McDowell said that Mayor Craven also wanted to spend time with the new Council members to help with their transition to Council.
2. **Council Goal Setting Session.** McDowell reviewed the two items that Council traditionally completes every odd year which is a Council Retreat complete with a tour of City facilities and then a separate Goal Setting session. Council agreed to hold the Council Retreat on Saturday, February 4th, 2023 at 9:00 a.m. to 1:00 p.m. in the Community Room at City Hall. Council then settled on Thursday, February 9th, 2023 at 7:00 p.m. for a Goal Setting session in Council Chambers. Mayor Craven and McDowell will provide a list of goals and possible goals very soon. McDowell encouraged Councilors to send him any ideas they may want considered as well.

COUNCIL COMMENTS.

Councilor Hansen addressed the applicants to say that this decision was one of the hardest he has had to make while serving on Council. Hansen was very impressed with the applicants and said Brownsville was lucky to have such talented people interested in City government. Mr. Hansen hopes that no one takes the vote personally.

ADJOURNMENT: Councilor LaCoste motioned for adjournment and Councilor Mike Winklepleck seconded. The meeting at 7:32 p.m.

City Administrator S. Scott McDowell

Mayor Adam R. Craven

January 3, 2023

Mayor Don Ware
Brownsville City Council
255 N. Main St.
Brownsville, OR 97327

Dear Mayor Ware,

I am resigning from my position as Brownsville City Councilor to accept the elected position of Mayor of Brownsville Oregon. This will be affective today January 3rd 2023 immediately prior to being sworn in as Mayor.

It has been with my great privilege and honor to represent the City and community members as a Brownsville City Councilor. This Council has shown the commitment of restoring public trust in regard to loyalty of the Constitutions we swore to protect and continuing to put our focus on responsible fiscal management above private gain. I am very grateful to have served with such a dedicated patriotic assembly of public servants and I am proud to continue that service with them in a different capacity.

Rerspectfully,

A handwritten signature in black ink, appearing to read 'A. Craven', with a long horizontal flourish extending to the right.

Adam R Craven
Brownsville City Councilor



January 24th, 2023

From: S. Scott McDowell
To: Mayor & Council
Re: General Business

Note: The first section of this report follows the Council meeting agenda and provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that means the item is part of Council Goals. When you see this symbol, ☒, it means more information will be provided at the meeting.

“To lead people, walk behind them.”
~ Lao Tzu, *Philosopher*

“I can’t give you a recipe for success, but I can give you a recipe for failure - try to please everybody.”
~ Frank Langella, *Actor*

“Believe nothing you hear, and only half that you see.”
~ Edgar Allen Poe, *Author*

“Censorship is telling a man he can’t have a steak because a baby can’t chew it.”
~ Mark Twain, *Author*



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Rec Center Renovation Project** – Mayor Adam Craven and City Administrator Scott McDowell will provide an update and overview of the Rec Center Renovation project.
- B. **City Website Overview** – McDowell will give Council a quick tour of the City website.

9) LEGISLATIVE:

- A. **Resolution 2023.01: Judges Pro-Tempore (Annual)** – Council passes this legislation annually to provide a substitute judge(s) for Judge Jessica Meyer as may be needed for vacations, personal emergencies, conflicts of interest and such that could arise during of the year. Staff is awaiting word from the Judge to determine if this piece of legislation will be required since the City is part of the Linn County Justice Court. This item may be removed from the agenda at the beginning of the meeting.

What is Council being asked to do?

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

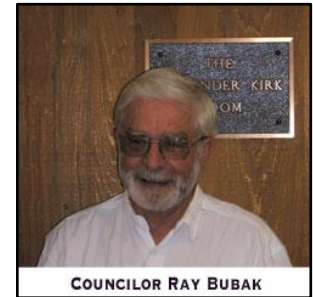


- B. Resolution 2023.02: Commitment to Safety Program (Annual)** – Council passes this annual legislation to recognize the importance and priority of the City’s employee safety program as required by the State of Oregon and City/County Insurance Services (CIS). The City has received the highest safety award from CIS for the last four years. CIS requires this resolution from all cities and counties to extend applicable coverages.

What is Council being asked to do?

Pass the resolution to continue supporting employee safety.

- C. Resolution 2023.03: Recognizing Ray Bubak’s Community Service** – Recently, long-time City Councilor Ray Bubak passed away. The City wishes to posthumously recognize Ray’s contributions to the City of Brownsville. Mr. Bubak served in the role of Councilor for eighteen years in different stints with the City. He will be missed by many.



- D. Ordinance 794: Brownsville Municipal Code Chapter 2.30 Revision (Emergency)** – Park Board recommends a revision to the above referenced Code section. Please see the ordinance included in the packet for more information.

What is Council being asked to do?

Pass the revision as submitted. Staff is recommending emergency passage of this ordinance.

10) ACTION ITEMS:

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

What is Council being asked to do?

Appoint a Council President.

- B. Appoint Cascade West Council of Governments Representative** – Mayor Ware has served in this role for the last several years. A two year term involved with this appointment.



What is Council being asked to do?

Consider appointing a Cascade West Council of Governments Representative.

- C. Appoint Central Linn Recreation Association Liaison** – Councilor Craven has served in this role for the last two years.

What is Council being asked to do?

Consider appointing a CLRA Representative.

- D. Appointed Officials | Reappointments & Advertisements** – The current members’ terms below are up. All members listed below are interested in being reappointed to these positions. The City does have a vacancy on the Budget Committee and the Planning Commission which must be advertised.



Budget Committee

Dayna Hansen & Kaye Fox | One Vacancy

Planning Commission

Don Andrews & Kaye Fox | One Vacancy

Parks & Open Space Advisory Board

Betsy Ramshur

Library Advisory Board

Sandy Saltzer & Linda McCormick



What is Council being asked to do?

Consider reappointing current members. Council is also being asked to authorize advertisements for the above referenced vacancies.

- E. **Appoint LCSO Representative** – Councilor Humphreys and Councilor Chambers have served in this capacity and attended quarterly meetings with the Administrator. Meetings are late afternoon and typically held in Millersburg.

What is Council being asked to do?

Appoint a LCSO Representative.

- F. **Approve TMDL Report** – Council reviews and approves the annual, required submission to Department of Environmental Quality (DEQ). The letter is in the agenda packet while the report pages can be found on-line. See the table of contents for a link. I will discuss the report for Council on Tuesday night. This annual report is not the same one that is under review by DEQ. The new TMDL Plan as required in March 2021 was submitted by the City in September 2022 and completed by Dyer Partnership, the City Engineer.

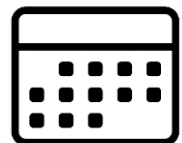


What is Council being asked to do?

Review and approve the changes as needed.

11) DISCUSSION ITEMS:

- A. **2023 Council Schedule** – Council meeting schedule is included in the agenda packet for your review and use.
- B. **Council Retreat & Goal Setting Session** – Council decided to have the Council Retreat on Saturday, February 4th, 2023. We will take a tour of town and certain City facilities via bus ride beginning at 9:00 a.m. We will return to the Community Room for some group training and end with lunch. I expect us to wrap everything up around 12:45/1:00 p.m.



Council will also hold a Goal Setting Session on Thursday, February 9th, 2023 to discuss Council Goals for 2023.2024. That meeting will start at 7:00 p.m. and will be held in Council Chambers at City Hall.

- C. **Budget Committee Advertisements** – McDowell will review the advertisements required for the annual budget process.



D. December Financials

UPDATES, INFORMATION & HAPPENINGS

New Councilors – Staff has been briefing the new Councilors, setting up City email and other logistical items necessary for the new members to perform their role as Councilor.

State House Representative Jamie Cate – Mayor Craven and I are scheduled to meet with the City’s new State representative. Mayor Craven will have an oral report for Tuesday evening.



Active: CIS Best Practice Survey – Staff is reviewing requirements, policy and training needs for 2023.

From 12.20.2022: Katie Durfree of City/County Insurance Services visited last week to review the survey to ensure the City is meeting legal and insurance requirements. The survey is broken into twenty-five specific categories including Enterprise Risk Management, Information Technology, Continuity of Operations Plan, Employment Liability, Building Maintenance, Fleet Safety and so on. Council and Staff do a good job keeping the City compliant with all the requirements. The City has won safety awards over multiple years for an excellent safety record due to the City’s safety committee and the commitment of the Public Works Superintendent’s safety focus.

Active: League of Oregon Cities Five Cities Meeting – Work continues with the five cities. The group is working on including other small cities on a proposal to gain a better voice in Salem.

From 12.20.2022: Council authorized sending a joint letter to the League of Oregon Cities which precipitated a meeting with League Staff this past week. Freshly appointed Executive Director Patty Mulvehill brought Lisa Trevino and Jim McAuley to listen and address concerns over legislative priorities, policy outcomes and ways to improve advocacy. The group of cities will continue to follow-up and help with issues. One of the biggest takeaways was the importance of the local elected officials developing working relationship with State representatives. Mulvehill spoke about recent League efforts around this effort.



From 10.23.2022: The five cities, Harrisburg, Halsey, Scio, Sodaville and Brownsville, have been in contact with Interim Executive Director Patty Mulvehill to discuss the parameters of the letter and how all small cities and the League could work together more effectively to create a better voice for small cities. The meeting is scheduled for December 12th, 2022.

Active: LCSO Quarterly Meeting | [G1] – Next meeting in March. Council will need to appoint a liaison.

From 12.20.2022: Councilor Chambers and I attended the meeting which was highlighted with Sheriff Duncan talking about concerns with certain measures that were passed at the November election. The group also discussed the best way for ordinances to be streamlined among contract cities. The first ordinance that we would like to streamline is abandoned vehicles. The discussion led to cities agreeing to adopting State laws to even the enforcement effort. I will bring legislation to Council in January.



City Administrator Report

From 10.25.2022: Councilors Humphreys & Chambers attended that latest quarterly meeting. There was limited attendance as Millersburg and Brownsville were the only two cities present. Sheriff Duncan reported that she will be testifying against SB 48. Senate Bill 48 created criteria on who could be held in the County jail and for what reasons. Duncan gave a few shocking examples. The Office is down sixteen deputy positions, although it appears they will be able to fill nearly ten of those open positions by the end of the year. The group briefly discussed model ordinances, but due to low attendance decided to hold any further action until next meeting.

Active: D-Prep Launch | [G4] – Work continues.

From 12.20.2022: Surveys and questionnaires have launched. Staff is working for a December 21st, 2022 deadline for the initial work to be completed.

From 10.25.2022: The group is moving forward with the project launch meeting on November 16th, 2022. Projected start date is early January 2023. The City of Sweet Home is in the process of on-boarding a new City Manager.

From 6.28.2022: Members met to discuss whether or not to move forward with the contract. After much discussion, the group decided to move forward with the Phase I assessment. The firm contract is WSP USA Solutions Inc. out of Portland, Oregon for the total amount of \$34,741.92. The City of Sweet Home is the official contracting agency. Execution of this contract will follow the guidelines set forth in an intergovernmental agreement signed by the six agencies about a year or so ago. Phase I will assess areas that should be addressed to be ready for a variety of disasters, how to setup an effective Emergency Operations Center (EOC), provide guidelines and locate shared resources & personnel, along with highlighting the need for training & specific exercises.



Active: Bond Payments – Staff will soon make the annual bond payments.

Active: Rec Center Renovation | [G5] ☒ – A project update will be provided.

From 12.20.2022: The team met to discuss several details throughout the building from the fire suppression system to the electrical system. Public Works will be installing a waterline from Park Avenue to connect the new fire supply. I will provide a project overview at the January meeting. I have also met with the Fundraising Committee. I will provide a short report at Council meeting Tuesday evening.

From 11.22.2022: The project is being put together. There will be a major planning meeting after Thanksgiving. Staff has assembled a review team for finishes, colors and other choices related to the project. The review team consists of Karl Frink, Elizabeth Coleman, Katy Kallai, Brandie Simon, Lynda Chambers, Levi Gatchett & Scott McDowell.

From 09.27.2022: Mayor Ware and I asked a few questions and clarified a few points with Jonathan Dunn that resulted in an updated associated cost based on the scope of work. Council agreed by consensus to handle any new requirements at the September Council meeting. Council authorizes the Mayor and the Administrator to execute necessary documents if details could be arranged and agreed upon. The City has moved forward with the agreement with WAI.

From 05.24.2022: [...] The City is hoping to start the work in June 2023 which means the project would need to be bid early Spring 2023. [...]



Active: REAL Meetings | [G3] ☑ – I will provide an oral update Tuesday evening. The upcoming meeting is scheduled for January 26th, 2023.

From 10.25.2022: I will give a brief presentation of the new REAL website. The latest JayRay report is also included in the agenda packet for your review.

From 09.27.2022: The group has met three times since the last Council meeting. REAL is trying to work on communication details with RAIN, finish the ROI grant, launch the website and hire a consultant to assist with future strategy & goal setting. RAIN assisted with the completion of the monthly report for July. The State of Oregon is holding onto the remaining portion of the grant. The latest invoice from JayRay has been included on the spreadsheet which is a part of the agenda packet.



From June 28th, 2022: Council authorized a two year extension with partner communities.

Officials Handbook – On hold until the new Council is seated and the appointed officials have been reappointed.

ACTIVE, PENDING, STALLED & COMPLETED

Active: Consulting Lobbyist – Staff is working with five coalition cities on a modified proposal from Mr. Tate.

From 11.22.2022: Staff met with Sean Tate to discuss possibilities of helping small cities/rural communities with policy efforts at the legislative level. The effort is exploratory at this time.



Active: Central Linn Recreation Center Meeting – Rec Center Association meetings have resumed.

From 11.22.2022: Staff has been working with President Katy Kallai on a number of issues including bylaw changes, financial transition items, janitorial services and the renovation project to name a few. The Association has an exciting, young group of people working to bring programming to the youth of our Central Linn community.

From 09.27.2022: I attended the last two meetings of the Rec Board. I reviewed the renovation plans for the Rec Center. Everyone seemed satisfied with the improvements, upgrades and schedule. Several folks volunteered to help fundraise. Council also authorized me to assist with organizational development pieces at the request of President Katy Kallai.

Active: Linn County Planning & Building (LCPB) | Quarterly Contract Cities – *From 07.26.2022:* Administrative Assistant Elizabeth Coleman and I attended the latest meeting with the County and contract cities. LCPB has made significant staffing changes. All cities were happy with the transition and the County’s attentiveness to city needs. A few problems were addressed concerning fees and fee schedules. The County is still working on full implementation of their e-permitting system. The group will talk about the long awaited update to the Urban Growth Boundary (UGB) agreements the cities have with Linn County. Brownsville’s has not be reviewed since 1978. Now we have development happening in the UGB which has caused a few problems we are still trying to work out.



Active: KeyBank Deposit Only Account Setup – Staff is in the process of installing and implementing internal procedures for the new check processing machine.

From 12.20.2022: Council approved Staff moving forward with an agreement with KeyBank to provide check processing equipment for City deposits. Staff is making arrangement for the implantation of this equipment.

From 11.22.2022: Staff is requesting Council authorize an agreement with KeyBank that would allow check readers to be installed at City Hall. After talking with Linn County Treasurer Michelle Hawkins and City Insurance Agent Darrin Godfrey, I have changed my position regarding this agreement. I was not in favor of the City taking the liability associated with this agreement, but the City does have more than adequate insurance coverage that protects Staff and the City from any potential financial loss. Hawkins said that the County has had a very good experience using these machines. Hawkins put a few internal controls in place to ensure transactions are performed a certain way. She indicated that if there is a discrepancy between the County and the bank, it is worked out the next business day and it rarely happens.



Active: Water Management Conservation Plan – Tim Tice has forwarded the requested revisions back to the State for further review.

From 11.22.2022: The State has requested more information and clarification on certain sections of the report. Mr. Tim Tice is working on those revisions.

From 10.25.2022: The WMCP was filed August 15th, 2022 [...]



Active: Heritage Signs [W. Bishop Way] & the State of Oregon – Enclosed is a packet of the signage for your reference. The Linn County Museum is taking charge of this project hoping to work with the City and others. The State has many requirements regarding the copy that will be used for the new sign. The middle sign is the one the State is mostly interested in refreshing because it is part of the State's Historical Marker program that was started in 1991. Many stakeholders will be responsible for crafting the language for the new sign. The State will have final authority on what is put on the sign.



From 10.25.2022: Councilors Chambers & Thompson will attend meetings after the start of the year according to Beth Dehn from the State. Linn County Museum's Mandy Cole will be heading up that effort.

From 09.27.2022: The State would like to freshen up the message boards on OR 228 just west of J & S Supply. Beth Dehn has been in contact with the Linn County Museum to work on messaging. Most of the details can be found in the emails included in the agenda packet for your review. The City is being asked to financially participate with the signage replacement costs.

Active: River's Edge Outcome ☑ – Staff has been engaged in addressing issues with the sanitary sewer lines that were installed by the developer for Phase III. The City is working out logistical requirements for the utility to effectively meet the Public Works Standards.

From 05.24.2022: Staff continues to work closely on inspections and permitting issues. Public Works Superintendent Karl Frink recently reported that the developer was planning on making the required



improvements to the open space area in the subdivision. This open space area will be the responsibility of the homeowners association. The City is holding \$102,946.95 for the completion of this project. Once the open space meets inspection, the City will refund those monies.

Pending: TMDL Report | Dyer Partnership – *From 09.27.2022:* The State’s Department of Environmental Quality (DEQ) required all cities to submit new TMDL policies that support the responsibilities of a Designated Management Agency (DMA) by September 3rd, 2022. The State unilaterally made all cities comply with these new requirements last March 2021 under the threat of fines. Dyer Partnership was hired to ensure that the new plan met the minimum requirements being handed down by the DEQ. I explained to the State’s representative that I could not submit the plan without Council review, so I was asking for a simple extension to accommodate Council review. Dyer had the plan ready the week before the deadline. The State did not grant an extension. They decided to send the City a compliance letter which is a perfect example of what is coming in the future from the Department of Environmental Quality (DEQ) on this issue.

Note: Council is basically saying that the City will always do the items included in this plan which means that you are committing to funding these items forever or else you will be fined by the State.

Pending: Utilities Ordinance Preparations – *From 11.22.2022:* Staff is working on modifications to streamline utility billing processes. Planning to bring possible changes to a future Council meeting. The agreement with KeyBank is part of this effort.

Pending: McClain & Cemetery Maintenance – *From 11.22.2022:* The drainage portion of the project has been completed for this year. So far so good! The road has not washed out thanks to the new installation. Karl is waiting on back ordered parts to finish installing the new gate. Public Works did a very nice job with project design and execution.

Pending: Climate Change Initiatives & IGA | Department of Land Conservation & Development (DLCD) – *From 12.20.2022:* Staff will continue to monitor this situation and report back to Council. The latest word from the State of Oregon is cities are not required to adopt an IGA, resolution to participate.

From 10.25.2022: The Federal Emergency Management Agency and DCLD are pushing climate change initiatives through required agreements through certain flood and fire plans.



Completed: Annual Audit Report – Staff has filed with all applicable agencies as required annually.

Completed: Library Advisory Board | Fee Recommendation – Librarian Sherri Lemhouse implemented the new fee schedule adopted by Council late 2022 at the request of the Library Advisory Board.

Completed: OLCC | Practice Change Notice – Administrative Assistant Tammi Morrow created a form to help handle this new process from the City’s perspective.

Completed: Calapooia Watershed Council | Invasives – Staff sent the amount approved by Council.



Completed: Linx | Kindra Oliver – Mayor Ware penned a letter of support for the City’s shuttle service. The letter is included in the packet for your review. Oliver may be sending a videographer to town to film riders and their experience. Council should consider ways to continually promote the service.

Respectfully Submitted,

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

S. Scott McDowell
City Administrator

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

Visit <https://www.ci.brownsville.or.us/currentevents>.

★ *Kirk Avenue Project History*

★ *Calapooia Riverbank*

Council Corner

LEGISLATION, POLICY AND GRANTS

Speed limit reductions planned in Milan



Sala (Mondadori Portfolio/Getty Images)

Milan Mayor Beppe Sala has revealed a plan to reduce speed limits on most city streets to a little over 18 mph to reduce traffic accidents and fatalities, starting in 2024. City Council members have approved the proposal, although some critics have raised concerns that the move will lead to more congestion.

Full Story: [Domus \(Italy\)](#) (1/16)





Public Works Report January 18, 2023

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of January.
- *Distribution System* – There were two small leaks in the last month.
- *Cross Connection Program*- Public works will be going out for bid for backflow device testing in January 2023.
- *Water Treatment Plant* – All water plant analysis instruments have been calibrated to factory specifications.
- *Misc.* –The Water Management and Conservation plan is complete and has been reviewed and submitted Oregon Water Resources and is being edited as required.

Sewer:

- *North Lagoons* – We were only able to discharge for 7 days due to a lack of sulfur dioxide.
- *South Lagoons*- We were only able to discharge for 7 days due to a lack of sulfur dioxide.
- *Collection System*- Nothing to report this month.
- *Misc.* – We are currently working on designing and installing a new dichlorination system for the wastewater discharge. DEQ requires the design be engineered before installing.

Streets:

- *Mowing/Tree Maintenance* –Public Works trimmed trees within the public rights-of-way for safety and vision clearance.
- *Asphalt/ Gravel Road Maintenance* –The City has entered into a contract for patching asphalt in various locations around town.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Street sign work continues as time allows. Many new locations have new posts set and the new signs installed. We will be creating a map that indicates all the areas in town that public works mows and maintains. The traffic counters and speed indicators are in the process of being installed. These devices will be moved around town to various locations to gather traffic data.

Parks:

- *Pioneer Park* –Public Works has been busy with leaf clean-up in the park. Pioneer Park will be opened on March 31st.
- *Blakely Park* – The Park is maintained as needed.
- *Kirk's Ferry Park* – This Park is maintained as needed.
- *Remington Park* – This park is maintained as needed. The park sign will be installed soon.

Cemetery:

- *Grounds* – We have installed the new catch basin and culvert to minimize road washout during the rainy months. The installation has been very successful and is working very well We will be installing a new entry gate and fencing in January as we received the correct fence parts to complete the job.

Library:

- *Grounds*- This facility has been maintained as needed.
- *Buildings*- Some minor building repairs are complete.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed. Several repairs have been made to this facility due to vandalism.
- *Garbage cans* – Downtown garbage cans are emptied every Friday, or more frequently as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – The glazing around the windows at the Picture Gallery have been repaired and painted.

City Hall:

- *Buildings*- Nothing to report this month.
- *Grounds* –The grass maintained as needed.
- *Community Center*- Nothing to report from this facility this month.

Rec. Center:

- *Grounds*- The grass is mowed weekly or as needed.
- *Buildings*- Nothing to report this month

Public Works:

- *Grounds*- This facility has been mowed and maintained as needed.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use.
- *Equipment Repair*- Several pieces of equipment have broken down and have been repaired.
- *Training*- I have completed all the necessary Continuing Education to re-certify my water treatment, water distribution, wastewater treatment, wastewater collections, cross connection specialist and pesticide licenses.

Respectfully Submitted,



Karl Frink, Public Works Superintendent

PLANNING AT A GLANCE JANUARY 2023

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

- | | | |
|--------------|--|----------------------|
| • Plumbing | Backflow Device | 856 Maple Street |
| • Plumbing | Tub install, raise shower & head | 606 Robe Street |
| • Mechanical | Furnace replacement | 137 Galbraith Street |
| • Structural | Residential 4-plex Construction | North Avenue |
| • Structural | 12x30x12 RV Cover | 117 W Worley Avenue |
| • Structural | Single Family Dwelling w/attached garage | Butte Street |

Updates

Sandy Mooers New Construction

Excavation has begun for the site prep on this project. Upon initial inspection, it was found that pins on the southeast and southwest corners were not present. As of January 11th, survey markers have been set by a licensed surveyor. Official delineation of property lines is important; this helps limit or alleviate property line issues related to neighbors & rights of way. The applicant chose to provide off-street parking for the business, which will help with the current parking congestion on Main Street. A construction schedule for the project has not been provided. Stay tuned.

Upcoming Planning Commission Hearing

An application has been submitted to the city for a new construction in the Old Town Commercial Zone. New commercial construction in the OTC zone requires a hearing in front of the Planning Commission to ensure compliance with the Brownsville Municipal Code Zoning Ordinance related to the Old Town Commercial Zone. The hearing will take place in February.

Elizabeth E. Grewer

1/11/2023

**JP COURTS
INVOICES TO AGENCIES**

MONTHLY:
JP COURT FINES DUE \$ 231.50

TO: CITY OF BROWNSVILLE

Account Code

4510 / 6389 TOTAL \$ 231.50

V001011

R-1 CITY OF BROWNSVILLE
P O BOX 188
BROWNSVILLE OR 97327

MEMO: JP COURT FINES DUE



Michelle Hawkins
Per Angie Debban

RECEIVED
City of Brownsville
JAN 17 2023

Clerk _____

CITY OF BROWNSVILLE
 P.O. BOX 188
 BROWNSVILLE, OR
 97327
 (541)466-5666



RECEIPT DATE 1/17/23 No. 359927

RECEIVED FROM Linn Co. Justice Court \$231.50

Two hundred, thirty-one & 50/100 DOLLARS

FOR RENT FOR Dec 2022 Court Fines

ACCOUNT		<input type="radio"/> CASH	
PAYMENT	<u>231.50</u>	<input checked="" type="radio"/> CHECK	# <u>00730915</u>
BAL. DUE		<input type="radio"/> MONEY ORDER	FROM _____ TO _____
		<input type="radio"/> CREDIT CARD	BY <u>[Signature]</u>

3-11

VENDOR #	VENDOR NAME	CHECK #	CHECK DATE	CHECK AMT.
V001011	CITY OF BROWNSVILLE	00730915	01/13/23	231.50

LINN COUNTY OREGON

DATE	INV. NO.	ACCOUNT NO.	P.O. NO.	NET INVOICE	DESCRIPTION
01/11/23	1/11/2023	4510 6389		231.50	OTHER AGENCY PAYMENTS



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2022

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

DECEMBER

TRAFFIC CITATIONS: -----	12
TRAFFIC WARNINGS: -----	18
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	4
COMPLAINTS/INCIDENTS INVESTIGATED:-----	99

TOTAL HOURS SPENT:

BROWNSVILLE
209 hours

CONTRACT HOURS = 200 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sgt. Steven Frambes



Library Advisory Board

Librarian's Report

December 2022

Here are a few facts about our library the month of December 2022. We have received 24 new books for the library. Volunteers donated 135.75 hours to our library. There were 971 materials checked out. 331 adult fiction books; 116 adult non-fiction books; 67 audio books; 242 children's books; 126 junior books; 35 junior reference books and 54 large print books.

In December we held 6 children's programs with 46 participants. There were 4 programs for adults with 26 participants.

World Cultures & Travel Program made me want to take a couple weeks off and travel around the English Countryside. The Parents and Pals program said goodbye to Crystal Westlund and hello to Gina James as director. The book sale was successful this year. We had many people come help set up and take down. This sale was positive on many levels. Most of the remaining books were donated to St. Vincent DePaul. I also put together 2 boxes of a variety of paperback books to donate to the Linn County Jail Library. Long-time Library volunteer Claudia Douglass began scanning some documents we have pertaining to local history. It is my hope that these can be added as a Library digital collection.

We are looking forward to lots of fun playdates in the new year. Many patrons have been asking about the eBooks/eAudiobooks coming soon. The Library will be hosting a couple STEAM (Science, Technology, Engineering, Art and Math) activities in the late spring. The Mid-Valley STEM-CTE Hub will be bringing all supplies for 3 fun days: March 24, April 7 and May 26th. Stay tuned for more information!

Respectfully submitted,

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

Sherri Lemhouse

Librarian



Council Meeting Synopsis

Council met in regular session at 7:00 p.m. in Council Chambers on December 20th, 2022.

- ★ All members of Council except Councilor Chambers were present. Mayor Ware presided.
- ★ Chenoweth Robertson requested Council continue their partnership with the Central Linn Community Foundation. Robertson highlighted the Foundation's grant program and philanthropic efforts in the Central Linn Community. More information on the Foundation is available at <https://centlinncf.org>.
- ★ Alice Tetamore gave the annual report from the Brownsville Art Association expressing appreciation for the City partnership. Artists from multiple artistic disciplines come from all over the valley to be a part of the Art Center with over forty artists being members of the Association. For more, please visit <http://brownsvilleart.org>.
- ★ Marilee Frazier & Tammi Morrow presented the annual report on behalf of the Emergency Preparedness Committee. Frazier highlighted the importance of being ready in the event of an emergency. The City of Halsey, the Brownsville Rural Fire District, the Halsey-Shedd Rural Fire Protection District, and the Central Linn School District partner on this effort. For more information, please visit <https://www.clcepc.org>.
- ★ McDowell presented information about the City's Cybersecurity policies and on-going challenges. McDowell also reviewed the audited numbers for FY 2021.2022 as prepared by City Auditor SingerLewak. Every year the City is audited in accordance with State Law. The Budget Committee, Council and Staff continue a positive track record of strong fiscal positions in all funds.
- ★ Public Works Superintendent Karl Frink has been working on River's Edge Subdivision, Phase III, inspections. Frink continues work on submittals requested by the State on the City's Water Management & Conservation Plan (WMCP). City Engineering is reviewing the numbers for the new disinfection equipment installation and finishing the details of the GR12 waterline project. DEQ is still reviewing the City's Total Maximum Daily Load (TMDL) plan.
- ★ City Administrator Scott McDowell reported on the progress of streetlights and the open space requirements on the western edge of the River's Edge subdivision. The developer still has work to do on both projects. The Rec Center renovation project is progressing nicely. Progress was made with the League of Oregon Cities on small cities concerns as efforts continue.
- ★ Ordinance 793: Pacific Power Franchise (Second Reading): Council unanimously passed this ordinance.
- ★ Resolution 2022.23 | Election Certification: Council unanimously passed this resolution.
- ★ Resolution 2022.24 | Authorizing Check Signers: Council unanimously passed this resolution.
- ★ Resolution 2022.25 | Recognizing Mayor Ware's Public Service: Council unanimously passed this resolution.
- ★ Resolution 2022.26 | Recognizing Councilor Neddeau's Public Service: Council unanimously passed this resolution.
- ★ Resolution 2022.27 | Recognizing Councilor Thompson's Public Service: Council unanimously passed this resolution.
- ★ Resolution 2022.28 | Address FY 2021.2022 Audit Plan: Council unanimously passed this resolution.



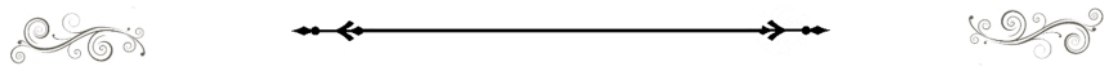
City of Brownsville
255 North Main Street
P.O. Box 188
Brownsville, OR 97327



LOCAL POSTAL PATRON

Council Meeting Synopsis continued

- ★ Ordinance 790: Psilocybin Ban (Measure 22-196) – Council authorized the Mayor & City Administrator to file the ordinance with the State.
- ★ Council approved partnership with the Calapooia Watershed Council in the amount of \$250 for the removal of invasive weeds. The vote was in favor of the partnership, 3-2.
- ★ Council unanimously approved an agreement to continue the City’s relationship with the Brownsville Art Association.
- ★ Council approved the Library Advisory Board’s recommendation to increase annual user fees. The vote was in favor of the increase, 5-1.
- ★ There will be an open house at City Hall for Mayor Don Ware on December 29th, 2022, from 12:00 p.m. – 2:00 p.m. to celebrate Ware’s sixteen years of service as the Mayor of Brownsville.



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.

Upcoming Events

- ✿ Council is accepting applications for one seat | Deadline is December 28th, 2022 at 4:30p.m.
- ✿ Mayor Don Ware’s Reception | December 29th | Community Room | 12:00 p.m. - 2:00 p.m.
- ✿ Special Council Meeting | January 3rd, 2023 | Council Chambers | 7:00 p.m.

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



RESOLUTION 2023.01

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT Tré Kennedy are hereby appointed to serve as Municipal Judge Pro Tempore of the Brownsville Municipal Court for a term ending on the last day of December 2023.

Introduced and adopted this 24th, day of January 2023.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor



RESOLUTION 2023.02

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

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

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

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

Introduction:

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

Goal/Purpose:

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

Objectives:

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



Responsibilities:

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

Employee Participation:

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

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

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

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

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

Closing Statement:

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

PASSED by the Council and Approved by the Mayor on this 24th day of January 2023.

ATTEST:

S. Scott McDowell
City Administrator

APPROVED:

Adam Craven
Mayor



RESOLUTION 2023.03
A RESOLUTION REMEMBERING
RAY BUBAK
FOR HIS SERVICE TO THE
BROWNSVILLE CITY COUNCIL

WHEREAS, the City of Brownsville depends on volunteers to provide many essential services for the community; and,

WHEREAS, the Brownsville City Council performs the most essential functions of the local government and plays a vital role in the community by making major decisions, creating policy and continually working toward and for the best interests of the City; and,

WHEREAS, serving as a Councilor for the City of Brownsville is both a challenging and important post; and,

WHEREAS, Ray Bubak served the City of Brownsville for eighteen years as Councilor; and,

WHEREAS, Ray Bubak served as a Councilor longer than any other person in the history of the City of Brownsville; and,

WHEREAS, Ray Bubak demonstrated a can-do attitude, strong leadership, and was never afraid of speaking his mind for what he felt was right for Brownsville; and,

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

**We thank Ray’s family for his outstanding service,
commitment and contribution to our community!**

PASSED by Council and approved by the Mayor on this 24th day of January, 2023.

APPROVED:

ATTEST:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor



ORDINANCE NO. 794

AN ORDINANCE REVISING SECTION 2.30.010 OF THE BROWNSVILLE MUNICIPAL CODE, RELATED TO PARKS & OPEN SPACE ADVISORY BOARD MEMBERSHIP

WHEREAS, Section 2.30.010 of the Brownsville Municipal Code (BMC) sets out Parks & Open Space Advisory Board membership requirements; and,

WHEREAS, the Council wishes to revise the BMC at the recommendation of the Parks & Open Space Advisory Board of the City of Brownsville; and

NOW THEREFORE, the City of Brownsville ordains as follows.

Section 1. BMC 2.30.010 is amended, in total, to read as follows:

**Brownsville Municipal Code | Chapter 2.30
Parks & Open Space Advisory Board**

Current Ordinance

2.30.010 Establishment of the Brownsville Parks and Open Space Advisory Board.

The City Council of the City of Brownsville hereby establishes the Brownsville Parks and Open Space Advisory Board (hereafter, the “Board”). The Board shall consist of seven members to be appointed by the Mayor. Two members of the Board may be nonresidents of the City of Brownsville, provided they shall be residents of the Brownsville Rural Fire District. At least one member of the Board shall also be a member of the Central Linn Recreational Center Board. Board members shall receive no compensation. [Ord. 686A § 1, 2004.]



Recommended Ordinance Revision

2.30.010 Establishment of the Brownsville Parks and Open Space Advisory Board.

The City Council of the City of Brownsville hereby establishes the Brownsville Parks and Open Space Advisory Board (hereafter, the “Board”). The Board shall consist of seven members to be appointed by the Mayor. Two members of the Board may be nonresidents of the City of Brownsville, provided they shall be residents of the Brownsville Rural Fire District. **The Board may appoint a third nonresident member provided the member own property within the City limits and resides within the Brownsville Rural Fire District.** At least one member of the Board shall also be a member of the Central Linn Recreational Center Board. Board members shall receive no compensation. [Ord. 686A § 1, 2004.]



Section 2. This ordinance shall take effect immediately upon adoption by the Council.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR
this 24th day of January, 2023.

Approved:

Attest:

Mayor Adam R. Craven

City Administrator S. Scott McDowell



January 27th, 2023

Department of Environmental Quality

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

165 E. 7th Ave., Ste. 100

Eugene, OR 97401-3049

541.687.7347

RE: 2022 TMDL Annual Report

Dear Ms. Woolverton,

Enclosed you will find the Brownsville's Implementation Tracking Matrix updated with accomplishments from 2022 as part of the City's Annual Reporting requirement. Below is the list of items that were agreed upon between the City and DEQ in the 2019 plan update:

Newsletter Articles

- Pet Waste Stations
- General Overview
- Illegal Dumping Number & Website

Track Permits

- River's Edge Subdivision, Phase II & III | Ongoing Reviews
 - a. 1200 C
- Required Storm Engineering

Public Works

- Ditch Maintenance

- Stock Pet Waste Stations
- Wastewater Treatment Logs
- Riparian Vegetation Maintenance
- NPDES Discharge Requirements
- Tree Health & Tree City Designation
- Illegal & Dumping Complaints
- Catch Basin Markings
- Sweeping Contract - Monthly
- Annual Park Clean-up – January

Council Engagement

- January, April & November

The City has also spent considerable time and resources on developing a new plan that was required by Department of Environmental Quality (DEQ) since the State designated the City a Designated Management Agency (DMA) in March of 2021. (Please see attached letter as reference.) The City's plan is currently under DEQ review.

Cordially,

City Administrator S. Scott McDowell

Public Works Superintendent Karl Frink

c: Mayor & Council
File



2023 Council Meeting Calendar

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
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April							May							June						
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9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
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July							August							September						
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October							November							December						
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
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Regular Council Meetings:

August Recess

Retreat & Goal Setting Sessions:

February 4 | 9:00 a.m. to 1:00 p.m.
 February 9 | 7:00 p.m.

Budget Meetings:

May 11 | If Needed.

LCSO Quarterly | 2023



January

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December

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

All meetings will be held at 2:00 p.m. in Millersburg unless other arrangements are made.



Goals Outcomes & Developments



1 Goal 1 | Focus on Fundamentals

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

LCSO Month-to-Month Comparison (18 months)

Year	Month	Traffic Citations	Traffic Warnings	Hours
2022	December	12	18	209
2022	November	16	13	202
2022	October	4	10	219.95
2022	September	5	5	225.25
2022	August	14	21	200
2022	July	18	6	223
2022	June	11	16	176
2022	May	15	7	200
2022	April	40	18	231
2022	March	13	12	211.25
2022	February	19	12	213.25
2022	January	11	11	244.5
2021	December	19	17	200
2021	November	12	16	220.75
2021	October	13	25	204
2021	September	9	3	230
2021	August	10	5	218
2021	July	19	8	233.25
	<i>Subtotal</i>	260	223	3861.2
	Total Average	520.00	446.00	214.51
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

Goals Outcomes & Developments



Annual Audit Report – *From 12.20.2022:* Staff presented the numbers from City Auditor Singerlewak.

S & P Global Ratings Review – *From 11.22.2022:* Caroline Baird and the team at Standard & Poors reviewed the City’s bond rating. The outcome was the bond rating remained at AA-. S & P could not justify increasing the bond rating primarily based on national factors including inflation, supply chain and energy policy that is impacting the housing market and other growth indicators. Local government issues that also raised caution were the number of capital improvement projects the City has pending including the Rec Center Renovation, the GR12 waterline project and the exploration for a new sewer lagoon to effectively meet the housing growth experienced over the last four years.

2

Goal 2 | Water Rights

Oregon Association of Water Utilities (OAWU) | [G2] – Staff just reviewed Tim Tice’s modifications to the report. Tice sent the report back to the State for further comments.

From 12.20.2022: Public Works Superintendent Karl Frink and Tim Tice are actively working on modification and clarification questions posed by the State’s review.

From September 2022: The Water Management & Conservation Plan (WMCP) is currently under review by the Oregon Water Resources Department. The State reserves the right to make edits to the document and forward it back to Council for further approval.

From 07.26.2022: [Council passed Resolution 2022.18 acknowledging the WMCP Draft] The City was required by the State of Oregon to adopt a WMCP plan. Council hired Oregon Association of Water Utilities (OAWU) to complete the required report. The report will be filed with the Oregon Water Resources Department (OWRD) for their official review. Staff is simply asking Council to acknowledge the report has been completed and will be filed with the State. Staff is not asking Council for official approval. The City will wait for the State’s official review to be completed prior to officially adopting the plan.

From 07.26.2022: The City will soon be submitting the required report with the State. More information to follow.

From June 28th, 2022: Tim Tice is finalizing the report. Council should be in receipt of the report soon. Once Council approves the report, it will be filed with the State for their review & approval.

3

Goal 3 | Economic Development Plan

Ordinance 793: Pacific Power Franchise Agreement (Final) –

Goals Outcomes & Developments



From 12.20.2022: Council adopted the franchise agreement.

From 11.22.2022: City Attorney David Ris received the final version of this agreement from Pacific Power two weeks ago. The City has been in negotiations on this effort for nearly a year. The City Attorney recommends adopting this version of the agreement. Some compromise was struck, but the City did not get everything it had wanted to include.

Ordinance 790: Psilocybin Ban [Ballot Measure 22-196] – This voted approved measure has been filed with the Secretary of State’s Office.

Council unanimously placed this on the ballot as Measure 22-196. The voters have prohibited psilocybin within the city limits of Brownsville.

Rural Economic Alliance (REAL) Website Review – REAL is in the process of updating their strategic plan for 2023-2028. Kinesis has been hired to facilitate this process.

From October 2022: Staff will review the newly launched website designed to assist with City and regional economic development efforts. The City has been working on this project for many years to bring this regional effort alive and to make it tangible. The website really provides an interface for current businesses and future businesses to interact with our region and cities. The site will provide support and take advantage of opportunities that will create jobs and promote financial well-being for residents of our region. The Rural Opportunities Initiative (ROI) through Business Oregon provided a majority of the funding for the development of this website.

Authorize Rural Economic Alliance (REAL) Agreement Extension – See REAL progress in the City Administrator report for more information. The website is finished. The group is now busy working on strategic plan development per the IGA.

4

Goal 4 | Community Development Plan

Central Linn Community Foundation | Chenoweth Robertson – *From 12.20.2022:* Central Linn Community Foundation’s (CLCF) partnership continued for 2023.

Brownsville Art Association | Alice Tetamore – *From 12.20.2022:* The Brownsville Art Association agreement was adopted continuing the ongoing partnership for another three year term.

EPC Annual Report | Simms & Frazier – *From 12.20.2022:* The Emergency Preparedness Committee filed their annual report on their activities and looked forward to 2023 plans..

Approved Chamber of Commerce MOU: *From 11.22.2022:* Council approved a three-year agreement with Chamber.

Goals Outcomes & Developments



Approved Calapooia Food Alliance MOU: *From 11.22.2022:* Council approved a three-year agreement with the Alliance for the use of the Red Barn. Extended water service for the new Farmer's Market location on Main Street. Approved the use of Library Park for the Farmer's Market for one year.

The Red Barn use continued as it has since 2008.

The City extended the water allocation to the new Garden site on Main Street. The City has provided a water allocation for the Garden since 2007.

The City is not being asked to consider changing any policies regarding liability or do anything that would set a precedence.

Approved Central Linn Recreation Association Agreement Addendum: Council adopted an addendum to the Rec Center agreement that adds mat service and mop service for the Rec Center. The City agreed to provide janitorial services that will clean restrooms, the bleachers, mop the floor and take out the trash. The Central Linn Recreation Board has approved a lump sum of \$2,400 to cover the cost of janitorial services to be provided by the City.

Rally on the River | Wade Long – Event organizer Wade Long reported that he has been awarded the Spartan National Trailer Rally for 2025 and he is planning to host the event along with Rally on the River in 2025.

Linn County Housing Rehabilitation Program (LCHRP) Meeting – The group met for the first time in a while. The Pandemic had brought this effort to a halt for a variety of reasons. Liza Newcombe reported that contractors are very difficult to come by due to hiring shortages and the small nature of these jobs. Factors that are driving delay and concern are inflation impacts on the cost of materials and supplies. Currently, the group has secured funding through CDBG and Lebanon is the sponsoring agency and plans to go for another round with Lebanon as the sponsor. DevNW is the group who operates all programming on behalf of the LCHRP.

Active: Canal Company & the Mill Race | [G4] Agreement Proposal – *From 05.24.2022:* Staff has forwarded the agreement to Canal Company leadership and is waiting to set up a meeting as scheduling allows.

From 03.22.2022: I finished the initial draft of the proposed agreement. Mayor Ware & Councilor Craven have reviewed the document, however, Council should make a few key decisions before proceeding any further.

Land Inventory | [G4] – Mr. Kinney continues preparations. Staff has provided a few deadlines to move the process forward. We are hoping to be holding public hearings in January 2023.

From 03.26.19: Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will that is going to be necessary for this important project.

See past reports for more information.

Goals Outcomes & Developments



RV Ordinance & the Zoning Code Amendment | [G4] – From 10.27.2020: Administrative Assistant Elizabeth Coleman and Planning Consultant Dave Kinney have been working on a major amendment to Title 15 of the Brownsville Municipal Code. The proposed RV ordinance from last meeting falls within Title 15. City Attorney Ross Williamson said that any amendments to Title 15 will require a special process as it falls within the Measure 56 rule that requires two separate public hearings and a direct mailing to all effected property owners.

Right-of-Ways & Storage Containers | [G4] – From 12.17.19: Council considered **two** ideas moving forward at the last meeting. Idea #1) consider permitting for temporary storage containers, and Idea #2) consider future requirements for storage containers as permitted living spaces.

5

Goal 5 | Capital Improvements Plan

Facilities Review Committee Recommendation Outcomes | [G5] – See City Administrator report for more information.

From 02.22.2022: Staff met with Jonathan Dunn’s architecture firm on February 16th, 2022 to start the process at the Rec Center.

From 01.25.2022: Council accepted Woodblock & Associates proposal.

Central Linn Recreation Center Renovation Project ☒ – From 07.26.2022: I have consulted with Woodblock Architecture regarding the next steps for the renovation project as approved by Council at the last meeting. Woodblock is preparing a proposal for the project’s next steps.

Downtown Sanitary Sewer | Completed 2022.

GR12 Waterline: Currently, working on plans and specifications. Staff is procuring easements for the installation.

Sewer Lagoon Project | Currently, working on community needs and design ideas.

Wastewater Processes | Sulfur Dioxide transition to Calcium Thiosulfate is underway.

6

Goal 6 | Organizational Development

New Council Training | Staff is currently on-boarding new members.

Goal Setting Session | Council has set dates: February 4th at 9:00 a.m. and February 9th at 7:00 p.m.

Goals Outcomes & Developments



Mayoral Administration | Craven and McDowell are working on goals, advocacy and a variety of administrative issues for Council's future consideration.



Goal 7 | Advocacy Plan

Jamie Cate | Mayor Craven and McDowell have plans to reach out to Jamie Cate.

Five City Coalition | McDowell is working with Sean Tate and the other cities on an advocacy plan that includes training and preparations.

From past meetings: Council and the Chamber made a difference in getting an exemption for pharmacies carved out by the State Legislature due to the negative impact of the Corporate Activities Tax.



Campaign Signs

Every two years, candidates running for Council start placing signage around town to support their campaigns. Almost always candidates express concerns about opponents signage placements calling City Hall into question about why signs are not being removed or policed. The City considers campaign signs a temporary sign by definition in the Brownsville Municipal Code. Chapter 15.90 sets out signage rules for signs within the City of Brownsville. Campaign signs are temporary signs that do not require a permit either as an off-premise sign or an on-premise sign.

The City only gets involved if the sign is blocking vision of motorists or is located in a place that could cause a safety concern. Linn County (Main Street & Seven Mile Lane) and the State of Oregon (Highway 228/Bishop Way) have the right to remove campaign signs if signs are placed on these rights-of-way, though this rarely happens. The City's policy is to 'live and let live' as much as possible. Staff doesn't appreciate being put in the middle of candidates competing for Council seats – it causes unnecessary angst for all involved. Fortunately, people are good about removing the campaign signs after the election and nearly everyone does their best not to obstruct vision clearances when placing their signs.

OREGON



HISTORICAL
MARKER
PROGRAM



S. Scott McDowell

From: Vossen Christopher * OLCC <Christopher.Vossen@oregon.gov>
Sent: Tuesday, December 27, 2022 5:42 PM
Subject: 2023 OLCC Annual Liquor Licensing Renewal Notification Letter Process Change
Follow Up Flag: Follow up
Flag Status: Flagged

CHANGES TO ANNUAL LIQUOR LICENSING RENEWAL NOTIFICATION PROCESS

Hello. The OLCC will be implementing changes to the Annual Liquor Licenses pre-renewal and post renewal notification process. The changes will go into effect on January 1st, 2023. These changes reflect the OLCC's commitment to reduce waste and modernize communication practices. Below are the descriptions of the changes to the notice and instructions we provide to you each renewal cycle. The changes described in this notification only will impact the renewal process for Annual Liquor Licenses only, and specifically only the notifications the OLCC send to Local Governing Bodies. This will not impact any renewal processes for licensees. This is also only due to an update of OLCC processes within existing rules and statutes; no accompanied change in rule or statute requires these changes.

Pre-Renewal Notice

The OLCC will no longer be mailing physical letters with attached licensee lists to Local Governing Bodies requesting your recommendation prior to renewals in your area each year. We will instead be sending you an email notification to the specific recipient email address that you provide to us, starting with what we have on file with us already. We will send this email out to all Local Governing Bodies each quarter. In this email notification, we will provide similar instructions to the recommendation process. We also will be providing a hyperlink in the notification to a licensee list that we will make available on our website that you can filter by your specific area. If you have no licensees in your area that are renewing during the future renewal period referenced in a given notification, you do not need to respond. This link will be active at all times and updated frequently so you may use it for your reference throughout the year, not just during your specific renewal period.

We will be requesting any responses you may have to our recommendation notification via email as well. Submission instructions will be changed to reflect that.

Post-Renewal Notice:

The OLCC will no longer be mailing physical letters with attached renewed license lists to Local Governing Bodies to notify you of which of your licensees have stated they paid their local governing body's license fees to you for the current license year. We will instead be sending you an email notification to the specific recipient email address that you provide to us, starting with what you have on file with us already. We will send this email out to all Local Governing Bodies each quarter. In this

email notification, we will provide similar instructions to the previous physical letters. We also will be providing a hyperlink in the notification to a licensee list that we will make available on our website that you can filter by your specific area to show your area's renewed licenses for reference. If you have no licensees in your area that renewed during the previous renewal period referenced in a given notification, you do not need to respond.

We will be requesting any responses you may have to our payment confirmation notification via email as well. Submission instructions will be changed to reflect that.

Other Communications:

Certain actions and responses to communications regarding the renewal process will also transition to an emailed response rather than a physical letter response, for the responses that are appropriate for email. Any reply that must be mailed to protect sensitive information or for other requirements will likely still be physically mailed.

If you have any questions or concerns, please feel free to contact Renewals at OLCC.Renewals@oregon.gov, or myself at the contact information below.

V/R,



Christopher James Vossen

Liquor Licensing Assistant Manager

Call or text: 971-413-3959

Oregon Liquor and Cannabis Commission ([OLCC](http://olcc.com))

Schedule: Mon – Fri, 8AM to 4:30PM

Alcohol Licensing Contacts:

- Questions about obtaining a liquor license: olcc.alcohollicensing@oregon.gov
- Renewing your current alcohol license: olcc.renewals@oregon.gov
- Planning a special event or needing a temporary sales license: olcc.specialevents@oregon.gov
- Looking for your service permit: olcc.servicepermits@oregon.gov
- Other questions or concerns: olcc.generalinfo@oregon.gov

S. Scott McDowell

From: Oregon DEQ News <ordeq@public.govdelivery.com>
Sent: Tuesday, December 20, 2022 9:41 AM
To: admin@ci.brownsville.or.us
Subject: DEQ issues 17 penalties in November for environmental violations

**NEWS RELEASE**

DEQ issues 17 penalties in November for environmental violations

Date: Dec. 20, 2022

The Oregon Department of Environmental Quality issued 17 penalties totaling \$182,505 in November for environmental violations. A detailed list of violations and resulting penalties is at <https://ordeq.org/enforcement>.

Fines ranged from \$400 to \$38,505. Alleged violations include seafood processors and cities discharging more pollution than allowed by their wastewater permits, industrial facilities operating without required air quality permits, and construction companies starting projects without meeting requirements that protect local waterways.

DEQ issued civil penalties to the following organizations:

- Astoria Pacific Seafoods LLC, \$10,200, Astoria, wastewater
- Balzer Painting, \$1,500, Tualatin, air quality
- Bornstein Seafoods, Inc., \$32,000, Astoria, wastewater
- City of Bend, \$30,333, Bend, wastewater
- City of Clatskanie, \$2,800, Clatskanie, wastewater
- City of Dayton, \$3,475, Dayton, wastewater
- City of Yoncalla, \$16,042, Yoncalla, wastewater
- Even Better Homes, Inc., \$2,250, Estacada, stormwater
- Kraft Heinz, \$9,600, Ontario, wastewater
- Oak Lodge Water Services, \$26,700, Milwaukie, wastewater
- Orchid Orthopedic Solutions, \$1,500, Oregon City, air quality
- Permapost Products Inc., \$600, Hillsboro, air quality
- Stack Infrastructure, \$1,500, Hillsboro, air quality

- Turner Lumber \$1,200, Turner, air quality
- Vander Pol Investments, LLC, \$38,505, Portland, stormwater
- Wanita Parson, \$400, Coos Bay, water quality
- Waste Management Disposal Services of Oregon Inc., \$3,900, Arlington, solid waste

Organizations or individuals must either pay the fines or file an appeal within 20 days of receiving notice of the penalty. They may be able to offset a portion of a penalty by funding a supplemental environmental project that improves Oregon's environment. Learn more about these projects at <https://ordeq.org/sep>.

Penalties may also include orders requiring specific tasks to prevent ongoing violations or additional environmental harm.

DEQ works with thousands of organizations and individuals to help them comply with laws that protect Oregon's air, land and water. DEQ uses education, technical assistance, warnings and penalties to change behavior and deter future violations.

Media contact: Laura Gleim, public affairs specialist, 503-577-3697, laura.gleim@deq.oregon.gov

[Read news release online here.](#)

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700 NE Multnomah St., Suite #600, Portland, OR 97232 · 503-229-5696

S. Scott McDowell

From: Oregon Secretary of State <Oregon.SOS@public.govdelivery.com>
Sent: Wednesday, January 18, 2023 12:02 PM
To: admin@ci.brownsville.or.us
Subject: Media Advisory: Measure 110 Audit Release

Media Advisory



Secretary of State **SHEMIA FAGAN** The State of Oregon

Contact: Ben Morris, 971-209-5521, ben.morris@sos.oregon.gov

Secretary Fagan to Release Real-Time Audit Report of Ballot Measure 110 Implementation

SALEM, OR — Secretary Fagan will release a real-time audit report on the implementation of Oregon's Measure 110. Ballot Measure 110, which passed with 58% of the vote, is a first-in-the-nation program decriminalizing drug possession and allocating over \$100 million per year in cannabis revenue to expand treatment services.

Secretary Fagan will host a media availability at 10:00 AM on January 19, 2023, to address the release of the report.

To RSVP and receive an embargoed copy of the report and press release, please contact Ben Morris at ben.morris@sos.oregon.gov with your explicit agreement to hold the report and press release embargoed until January 19 at 10:00 AM.

The media availability and embargoed materials are open to members of the media only.

- Who: Oregon Secretary of State Shemia Fagan and the Oregon Audits Division
- What: Media availability for the release of the Measure 110 implementation audit
- When: January 19 at 10:00 AM
- Where: Zoom. RSVP for Meeting information.

###

About Secretary Shemia Fagan

Pronunciation: shuh-MEE-uh (rhymes with "Maria") FAY-gen (rhymes with "Megan")

Shemia Fagan is Oregon's 28th Secretary of State. She grew up in small Oregon towns, Dufur and The Dalles, and was raised by her single dad and two older brothers. Her public service began on her local school board. She was later elected to the Oregon House of Representatives, then to the Oregon State Senate. Secretary Fagan was a civil rights attorney before being elected to Secretary of State in 2020. She stays busy keeping up with her young children, teaching her dog not to jump on people and being a fanatic for women's basketball.

About Oregon SOS

The Oregon Secretary of State is one of three constitutional offices created at statehood. Oregon's Secretary of State is Oregon's chief elections officer, chief auditor, chief archivist, and oversees business and nonprofit filings. The Secretary of State also serves as one of three members of the State Land Board and as the chair of the Oregon Sustainability Board. Under Article V, Section 8a of the Oregon Constitution, if there is a vacancy in the office of Governor, the Secretary of State becomes governor. As an independently elected constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and their state government so Oregonians trust the public services that can make a positive difference in their everyday lives.

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MONTH END FINANCIAL RECAP

		DECEMBER 2022					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 510,183.79	\$ 89,518.92	\$ 471,427.96	12.20%	\$ 3,391,228.04	1
2	WATER	\$ 37,075.27	\$ 20,113.91	\$ 194,118.65	19.75%	\$ 790,016.35	2
3	SEWER	\$ 38,935.52	\$ 16,087.04	\$ 139,896.49	16.98%	\$ 684,234.51	3
4	STREETS	\$ 16,447.04	\$ 13,761.33	\$ 97,244.15	26.28%	\$ 272,805.85	4
5	WATER BOND	\$ 515.37	\$ -	\$ 32,849.59	30.44%	\$ 75,050.41	5
6	SEWER BOND	\$ 1,281.97	\$ 20,089.00	\$ 219,189.33	63.17%	\$ 127,810.67	6
7	SEWER DEBT FEE	\$ 11,529.69	\$ -	\$ 72,053.60	57.64%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 749.35	\$ -	\$ -	0.00%	\$ 222,300.00	8
9	WATER RESERVE	\$ 2,250.16	\$ -	\$ -	0.00%	\$ 150,760.00	9
10	HOUSING REHAB	\$ 748.03	\$ -	\$ -	0.00%	\$ 221,300.00	10
11	WATER SDC	\$ 293.86	\$ -	\$ -	0.00%	\$ 168,150.00	11
12	SEWER SDC	\$ 1,776.42	\$ -	\$ -	0.00%	\$ 606,400.00	12
13	STORMWATER SDC	\$ 491.88	\$ -	\$ -	0.00%	\$ 211,400.00	13
14	BIKEWAY/PATHS	\$ 304.47	\$ -	\$ -	0.00%	\$ 60,200.00	14
15	LIBRARY TRUST	\$ 25.80	\$ -	\$ -	0.00%	\$ 7,630.00	15
16	CEMETERY	\$ 28.31	\$ -	\$ -	0.00%	\$ 8,226.00	16
17	TRANSIENT ROOM TX	\$ 6.26	\$ -	\$ -	100.00%	\$ 2,110.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
20	COMMUNITY PROJECTS	\$ 489.04	\$ -	\$ 5,000.00	3.67%	\$ 95,550.00	20
		\$ 623,132.23	\$ 159,570.20	\$ 1,159,726.17			

Key Bank Account

<i>General Checking</i>	\$ 243,605.18
Oregon State Treasury	\$ 6,900,214.87
<i>Community Improvements</i>	\$ 169.99
<i>Project Escrow Holding</i>	\$ 10.51
<i>Project Holding Acct #2</i>	\$ 104,176.36
TOTAL OST / LGIP	\$ 7,004,571.73

2022-2023	YTD	% of Total
Appropriated	\$ 8,265,883.00	14.03%

Total Bonded Debt (Principal Only)

\$ 172,298.00
<u>\$ 5,520,000.00</u>
\$ 5,692,298.00

Annual Bond Payment

<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
Total	\$ 352,427.00

Total Bonded Debt is \$8,438,044 (Principle & Interest)

ARPA Funds SLFRP	\$202,457.75	Rec'd & Disbursed FY 2022
<i>(American Rescue Plan Act)</i>	\$202,457.75	Received 08/24/2022
	\$404,915.50	Total Funds Received
	\$202,457.75	Funds Disbursed YTD