

Council Agenda Packet

Tuesday, February 28th, 2023 | 7:00 p.m. | Council Chambers | In-Person

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Council Meeting

Tuesday, February 28th, 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: January 24th, 2023
February 9th, 2023 | Goal Setting Session
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Sweet Home Sanitation | Annual Report & Rates
 - B. League of Oregon Cities & OLIS | Demonstration Training
 - C. Council Goals
- 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 2023.04:** Solid Waste Rates (*Annual*)
 - B. **Ordinance 796:** Legislative Advocacy & Policy Committee (*First Reading*)

This Agenda is a specific list of the subjects to be discussed at the meeting. Should you need assistance in any way, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You!



10) ACTION ITEMS:

- A. Calapooia Food Alliance | Agreement Addendum
- B. Appoint Cascades West Council of Governments Representative [Tabled]
- C. Appoint Budget & Planning Officials
- D. Adopt Council Goals | FY 2023.2024
- E. Adopt Council Values | FY 2023.2024

11) DISCUSSION ITEMS:

- A. Annual OGEC Reminder
- B. Officials Handbook | Ad Hoc Review
- C. HB 3115 | Ad Hoc Review
- D. January Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



Council Minutes

January 24th, 2023

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

ABSENT: Councilor LaCoste was excused.

PUBLIC: Dan Murphy, Jeff Brown, Barbara Andersen, Tricia Thompson, Don Lyon, Penny Rosenberg (*Albany Democrat-Herald*), Tia Parrish (*The Times*), and Deputy Frambes (*LCSSO*) were present.

The pledge of allegiance was recited. Mayor Craven observed a moment of silence in respect to those who serve in uniform and for those who lost their lives in service to others.

ADDITIONS AND DELETIONS: McDowell requested the addition of 9) E. Ordinance 795: Abandoned Vehicles.

MINUTES: Councilor Humphreys made a motion to approve the December 20th, 2022 meeting with one correction noted by Councilor Chambers. Councilor Hansen seconded the motion and it passed unanimously.

Councilor Hansen made a motion to approve the January 3rd, 2023 Council minutes as presented. Councilor Humphreys seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

Central Linn Rec Center Renovation Project – Mayor Adam Craven and City Administrator Scott McDowell provided an update and overview of the Rec Center Renovation project. Mayor Craven reviewed the major components of the project as outlined below:

Project Components

- ★ Composite Flooring
- ★ Windows Throughout
- ★ Base Level Seismic
- ★ Catering Kitchen
- ★ Exterior Painting

Funding Options

- ★ Community Outreach

Scheduling

- ★ Mid-February | Bidding
- ★ June 1st, 2023 – September 30th, 2023 | Construction

Professional Services

- ★ Woodblock | KCL | VLMK

Mayor Craven stated that the renovation include the entire building. Craven explained that the Council chose the composite flooring for maintenance and durability reasons. New windows will be installed through the building. Council chose the base level seismic due primarily to the associated costs. The seismic improvements that will be made will require the City to have the building reviewed by a structural engineer before occupancy can resume after a subduction event. The kitchen will be a catering kitchen instead of a commercial kitchen due to building use and overall cost differences



between the requirements for each type of kitchen. The entire building will be painted at the end of the project.

The City and the Central Linn Recreation Association are working on fundraising ideas for certain components of the building along with other ideas.

Mayor Craven also talked about the schedule in that the City cannot foresee what could possibly be required once the building is actually under construction. The City hopes that the contractor can meet the schedule.

McDowell talked about the State requirements for Fire & Life safety which is dominating many aspects of this project. McDowell talked about building occupancy and the possible need for an additional exit. Scott reviewed flooring options, sound absorption materials, the scoreboard, restrooms and other items of general interest. McDowell reviewed the restrooms and the new layout in the current Coaches Storage Room. All the space downstairs will be used for storage because it is no code compliant for human occupants.

City Website Overview – McDowell gave Council a tour of the City website demonstrating the features of the website. The website is linked to all community organizations, the Brownsville Municipal Code, scheduling and documents can all be easily accessed using the website. McDowell encouraged the elected officials to direct citizens to the website for answers to many questions. Staff uses the site regularly in hopes that people will use the information to gain a better understanding of City operations and decisions Council makes.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Frambes reviewed the numbers from last month. Frambes reported that theft is on the rise. Please lock your vehicles. Fog and weather related incidents caused accidents to go up over the last several weeks. Frambes relayed a story about a burglary that occurred at 4:00 p.m. The homeowners had not locked their doors according to the report. Frambes stressed again the importance of locking your doors and vehicles. Frambes discussed his slide comparing the cities of Brownsville, Harrisburg & Millersburg. Councilor Hansen asked of the City of Harrisburg still had a contract with the City of Coburg. Frambes confirmed and said the numbers shown on the slide did not include any numbers from Coburg. Councilor Winklepleck asked about any noticeable trends from 2022. Frambes said that narcotics calls are up. Narcotics and theft are linked. The issues are being underreported due to changes in State law. Enforcement has been negatively impacted by these new State laws also. So, the outcome is that certain numbers are skewed without any way of really showing those negative impacts of poor public policy. Frambes said the Office must work within the confines of the laws that have been adopted by the State.
2. **Public Works (PW).** Public Works Superintendent Frink said he is working on a new backflow contract as prices have recently risen significantly. The State is in the final review on the City's Water Management & Conservation Plan (WMCP). City Engineering is reviewing the numbers for the new dichlorination equipment at the South Wastewater Treatment plant. Frink explained the issue is trick due to the new required contact times involved with switching the chemical from Sulfur Dioxide to Calcium Thiosulfate. Frink shared the upcoming maintenance schedule for Pioneer Park and gave a brief history of leaf pickup in the Park. Frink has executed many different ideas and landed on tried and true methods that maximize personnel and ensures that the Park will be beautiful in the high use months. Frink shared operational realities of operating the downtown restrooms. In 1026 the City had to close the downtown restrooms due to public abuse of the facilities. Frink explained the concerns of closing City facilities saying that generally that results in even more vandalism of City property. Frink closed discussing challenges with Phase III of the River's Edge



Subdivision. New sanitary sewer pipe was installed incorrectly, not in line with the City's Public Works Standards. Staff is in the process of resolving the issue. Frink & McDowell underscored the importance of the Public Works Standards and how these standards save the tax payers and rate payers money over time. Frink does an exceptional job inspecting projects, but he simply cannot be there all the time. The City relies on contractors doing the job correctly too. The issues with the sewer were discussed during the required camera inspection of the pipe.

3. **Administration.** McDowell said many Councilors will be attending Capital Day in Salem, hosted by the League of Oregon Cities. The Disaster Preparedness effort continues with Sweet Home & Lebanon. The Rural Economic Alliance is working on developing a five-year strategy and goals. Cities include Brownsville, Halsey, Harrisburg, Tangent, Lebanon, Sweet Home, Monroe, Philomath & Adair Village. See REAL's website for more information, <https://www.ruraleconomicalliance.com>. McDowell encouraged folks to check out the Policy FYI document on the City website for more information on a variety of topics. Website link: <https://www.ci.brownsville.or.us/citycouncil/page/policies-fyi-01312023>. McDowell reviewed training items for Council including how to file a reimbursement request, mailboxes and the Public Meeting Law.
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.** Mayor Craven provided Council with a written report on a recent meeting with the City's House Representative Jamie Cate. Below are the outlined notes Craven reviewed for Council:
 - ★ 1,800 bills were enrolled before the legislative session opened.
 - ★ Cate expects well over 3,000 bills before the end of this legislative session.
 - ★ State Staff is completely overwhelmed with the amount of bills and associated paperwork.
 - ★ Gut & Stuff tactics. Poor rules allow lawmakers to remove sections of a bill that has been enrolled, and replace it with whatever – even an entirely different bill. Legislators do not have adequate time to review the changes and are forced to vote on issues they know nothing about. Craven said that this is not the way to conduct a representative government. When out legislators are not given the adequate time to determine the impacts to their constituents, no one is being served.
 - ★ Lobbyists – can be a very good source of information for the legislators. They can also employ tactics that make the process more difficult to get their way.
 - ★ Special interest groups email 'bomb' tactics to flood and overwhelm Staff and legislators.
 - ★ Cate loved the City's efforts outlined advocacy and how that could be very helpful to bring sanity back to the process.
 - ★ Creating a relationship with our representatives is **vital**.
 - ★ Cities being able to show up and testify, send form letters and use the Oregon Legislative Information System (OLIS) would be amazing.
8. **Citizen Comments.** Mayor Craven read a statement about how comments would be handled this evening for the same of time and other factors. No comments were made.



LEGISLATIVE:

1. **Resolution 2023.01: Judges Pro-Tempore (Annual)** – Councilor Hansen made a motion to approve the resolution as presented. Councilor Chambers seconded the motion and it passed unanimously.
2. **Resolution 2023.02: Commitment to Safety Program (Annual)** – Councilor Chambers made a motion to approve the resolution as presented. Councilor Winklepleck seconded the motion and it passed unanimously.
3. **Resolution 2023.03: Recognizing Ray Bubak’s Community Service** – Councilor Hansen made a motion to approve the resolution as presented. Councilor Humphreys seconded the motion and it passed unanimously. Mayor Craven asked Councilor Chambers to read the resolution aloud.
4. **Ordinance 794: Brownsville Municipal Code Chapter 2.30 Revision (Emergency)** – Councilor Hansen moved to read the ordinance by title only. Councilor Solberg seconded. The motion carried. Councilor Hansen made a motion to approve the ordinance as modified and pass as an emergency. Councilor Winklepleck seconded the motion and it passed unanimously.
5. **Ordinance 795: Brownsville Municipal Code Chapter 8.40 Abandoned Vehicles Revision (Emergency)** – Councilor Hansen moved to read the ordinance by title only. Councilor Solberg seconded. The motion carried. Councilor Chambers made a motion to approve the ordinance as modified and pass as an emergency. Councilor Winklepleck seconded the motion and it passed unanimously. McDowell explained the ordinance was part of a regional effort to streamline ordinance across Linn County for the purpose of making enforcement easier for the Sheriff’s Office. McDowell said the group has agreed to work on five or six ordinances that will allow for more efficiency between the cities and the Sheriff’s Office.

ACTION ITEMS:

1. **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. Councilor Winklepleck made a motion to appoint Councilor Chambers as the Council President. Councilor Hansen seconded the motion. The motion passed unanimously.
2. **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. Discussion ensued. Council decided to table this item and discuss again in February.
3. **Appoint Central Linn Recreation Association Liaison** – Councilor Craven has served in this role for the last two years. Councilor Humphreys volunteered to be the liaison since he works with the youth programs already and knows many who serve of the Board. Councilor Hansen made a motion to appoint Councilor Michael Humphreys as the Central Linn Recreation Association Board liaison. Councilor Solberg seconded the motion. The motion carried unanimously. Councilor Humphreys voluntarily vacated his post as the Linn County Sheriff’s Office liaison.
4. **Appointed Officials | Reappointments & Advertisements** – McDowell had included the updated agreement with the Association in the agenda packet. The agreement is for a three year term. 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

Councilor Humphreys made a motion to appoint the officials listed in the report (above) and authorize Staff to advertise the vacancies. Councilor Hansen seconded the motion. The motion carried unanimously.

5. **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. Councilor Winklepleck volunteered for this post. *Councilor Solberg made a motion to appoint Councilor Winklepleck as the Linn County Sheriff's Office Representative. Councilor Hansen seconded the motion. The motion carried unanimously. Councilor Chambers also attends these meetings.*
6. **Approve Annual 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. 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. *Councilor Hansen made a motion to approve the report as presented. Councilor Chambers seconded the motion. The motion carried unanimously.*

DISCUSSION ITEMS:

1. **2023 Council Schedule.** McDowell provided Councilors with a cardstock calendar off all Council meetings for the year.
2. **Council Retreat & Goal Setting Session.** – Mayor Craven reminded Council that the Council Retreat is on Saturday, February 4th, 2023. Council will take a tour of town and certain City facilities via bus ride beginning at 9:00 a.m. sharp. Council will return to the Community Room for some group training and end with lunch. Administrative Assistant Tammi Morrow is taking lunch orders. The meeting is expected to wrap 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.

3. **Budget Committee Advertisements.** – McDowell stated that Staff will execute all advertisements required for the annual budget process.
4. **December Financials.** Councilor Hansen pointed out the reason for the large number in revenue was due to tax payments. Hansen wanted Council to know that number is not normal. McDowell gave a brief overview how to read the monthly numbers. McDowell shared the origination of the report and the role former Mayor Ware played in having this document available every month.



Council Minutes

McDowell shared that the authorized check signers can ask for any information that would like to see when signing the checks. Everything is available.

CITIZEN QUESTIONS & COMMENTS.

No comments were made.

COUNCIL COMMENTS.

Councilor Chambers recognized an issue that McDowell wanted to raise. McDowell reported that the annual Clean-Up Day sponsored by Sweet Home Sanitation is scheduled for April 1st, 2023. Staff will release the Spring Newsletter early to include this important date.

Councilor Michael Humphreys asked about the times for the Budget Committee meetings. McDowell said the meeting will begin at 7:00 p.m. Councilor Hansen pointed out that the Committee has been very efficient in getting through the reviews in two meetings.

Councilor Chambers gave a shout out to Former Mayor Ware who was in attendance.

ADJOURNMENT: Councilor Humphreys moved for adjournment. Councilor Solberg seconded and the meeting adjourned at 8:48 p.m.

City Administrator S. Scott McDowell

Mayor Adam Craven



Council Goal Setting Session Minutes

February 9th, 2023

Members of Council met February 9th, 2024 in Council Chambers for a goal setting discussion at City Hall, Brownsville, Oregon at 7:00 p.m.

ROLL CALL: Mayor Craven called the meeting to order at 7:04 p.m. with Councilor Hansen, Councilor Solberg, Councilor Winklepleck, Councilor Humphreys, and Councilor LaCoste (7:53 p.m.) present. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

ABSENT: Councilor Chambers was excused.

PUBLIC: Heidi Winklepleck was present.

The pledge of allegiance was recited. Mayor Craven handed the meeting over to Councilor Winklepleck who provided an invocation.

PUBLIC HEARING | PRESENTATIONS:

Administration – McDowell reviewed the following general categories:

- ★ Overarching Needs
- ★ Continuing Projects
- ★ Financial Implications
- ★ Considerations & Priorities

McDowell reviewed the City's overarching needs such as treasury protection and water rights, among others. There are many tasks required of Staff by their general duties and responsibilities. McDowell shared several slides from previous presentations about continuing projects. McDowell reviewed the State of Oregon's propensity to have cities do everything the State commands seemingly dealing with every imaginable societal problem. Topics of the day include affordable housing, homelessness, opioid abuse and climate change initiatives all of which are 'existential threats' and 'pressing crisis' effecting all, according to State officials at Capitol Day.

McDowell talked about the financial landscape as it relates to City projects and capacity. McDowell shared the considerations list which is attached to these minutes along with the slides shared at the meeting. It is difficult for Council to financially afford to add State priorities when the City has so many of it's own priorities to address. McDowell shared the recently completed At-a-Glance document created for the City's State representatives that quickly show City priorities and the impacts of unfunded mandates both State & Federal.

After outlining the top priorities Council is actively working on including the GR12 waterline project, the Rec Center Renovation project, the exploration of a new sewer lagoon, the placement of a new playground structure and pavilion, he reminded Council that there is a major water improvements project that has been looming for a number of years.

McDowell then highlighted additional goals that were provided to Council.

Discussion ensued.

Councilor Hansen highlighted some of the City Planning issues contained in the report. Hansen would like to see the City work on strengthening the historic aesthetic and explore ways to effectively



Council Goal Setting Session Minutes

promote certain construction practices that would honor that history. McDowell shared a story about the construction of the Dollar General. Mayor Craven talked about signage and lighting. Internally lit signs could be changed to externally lit signs that would make more sense.

In a reaction to the mandates being promulgated by the State, Councilor Hansen explained that at some point the City and other cities are just going to have to say no. The State does not know or even seem to care about City priorities and infrastructure needs. Water and sewer utilities are the most vital needs for our small rural community. Councilor Solberg said that continuing work on existing priorities is the most important items Council should address. Solberg liked the idea of working on several of the planning issues as well.

McDowell talked about the difference of certain goals like emergency preparedness. The City has codified certain boards and committees to carry out work Council wanted to accomplish. McDowell explained the idea of creating an advocacy committee and certain details were briefly discussed pertaining to membership requirements and scope of such a committee. The Committee, if created, would provide recommendations to Council so that everyone can be on the same page with advocacy efforts.

Recent advocacy efforts should be more focused. Councilor Winklepleck talked about certain rights that seem to be under fire from the State and wondered about the City's involvement with such efforts. McDowell shared that the advocacy could make certain distinctions that delineate City issues versus personal political issues that individual Council members may be compelled to support.

Councilor Solberg and Mayor Craven said it will be important to have guidance if the City will be making a coordinated effort on advocacy due to the number of bills and issues being considered. It will take many Councilors working together to share the City's positions on these matters.

After much discussion, Council agreed to add a few items to the City Planning area, continue the major infrastructure projects already started and continue efforts such as emergency preparedness and economic development efforts. McDowell briefly explained that he has been working with several other communities to prepare a regional advocacy effort with the League of Oregon Cities or even with regional partners separate of the League's priorities.

Mayor Craven asked McDowell if he felt he had enough guidance to prepare the goals for the upcoming Council meeting. McDowell said he did and thanked Council for their time.

Councilor LaCoste made a motion to adjourn, Council Hansen seconded and the meeting adjourned at 8:55 p.m.

ATTEST:

Scott McDowell
City Administrator

APPROVED:

Adam Craven
Mayor



2023 Elected Officials

Mayor | Adam Craven
Council President | Lynda Chambers
Council Members | Dave Hansen | Michael Humphreys
 Sean LaCoste | Trapper Solberg | Mike Winklepleck

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255 N. Main Street | P.O. Box 188 | 97327

1,811

Residents

857

Utility Connections

12

Full & Part Time Employees

60+

Elected & Appointed Volunteers

BIO

Founded 1846

Recognized by State
February 14th, 1876

History
3rd Oldest City

FINANCES

Valuation | \$127,430,946 [FY '22]
Annual General Fund | Nearly \$900,000
Annual Proprietary Funds | Nearly \$800,000
Annual Bond Payments | \$352,427 [2048]
Total Outstanding Debt | \$8,438,044
Average Water & Sewer Monthly Bill | \$98.00



Rating | AA-

Debt Limit | \$2.4M
 February 2024

STATE UNFUNDED

- **HB 3115 & Affordable Housing**
Homelessness & Housing Requirements
- **Oregon Water Resources Department**
Water Management & Conservation Plan
- **Department of Environmental Quality**
DMA Designation | New TMDL Plan Requirement
- **Climate Change & DLC**
Natural Hazards Mitigation Plan & Community Wildfire Protection Plan

COMMUNITY ASSETS

● **Roads** 18.58 Miles
 ● **Parks** 30+ Acres
 ● **Waterlines** 12 Miles

Total Assets | \$56M ♦ **Critical Need | \$22M**

● **Facilities**
City Hall | PW Shop
Library | (2) WWTP | WTP
Park Pavilion | Rec Center
Cemetery | Other Structures

● **Wastewater Lines**
11 Miles

PRIORITY PROJECTS

GR12 Waterline	Rec Center Renovation	Pavilion Replacement	Playground Relocation
\$800K	\$1.2M	\$650K	\$180K

IN THE MIX

Wastewater Lagoon	Water System Improvements	Kirk Avenue Improvements	New Housing Units [Since 2017]
\$3M	\$6M	\$2.4M	105

CIVIC ORGANIZATIONS



H₂O SOURCE

Calapooia River & Ground Water



2023 Council Goals Discussion

City Planning

A. Land Use Inventory

- ★ The City continues work to redefine city limits and the Urban Growth Boundary (UGB) with Dave Kinney and Staff. Process required by the Oregon Department of Land Conservation & Development (DLCD).

B. Storage Containers

- ★ The City does not have any rules in place for metal storage containers. People are using them not only as accessory structures for storage, but also as primary residences. Does Council want to address rules that shape the use of storage containers? Do storage containers as primary or secondary structures match the historic image Brownsville attempts to project?

C. Building Rules (Old Manufactured Home)

- ★ Some people want to move in old manufactured homes such as trailers into single family areas and other areas of the City. The City does not have any rules to address this issue. Recently, a resident wanted to tear down a house to install a 1992 house trailer.

D. Signs

- ★ The City could consider better definitions for the sign ordinance to incorporate elections signs and other temporary signs utilized throughout the City. Public awareness and shifting rules must be done carefully.

E. Building Standards (Architectural Aesthetic)

- ★ Staff presented this issue to the Historic Review Board before the Dollar General started building. No recommendations were made, so the City had no applicable standards for the Dollar General to follow. The City requested certain aesthetic items be completed, but had zero force of law. Does Council wish to address this issue?

F. Buffer Zone (Noise, Light Trespass & Odor)

- ★ Defining noise and odor complaints in a better way... Incorporate a standard or better define this nuisance?

G. In-Fill: Public Works Standards

- ★ The City has many “dry lots” meaning lots that cannot develop due to the high development costs associated with developing one or two lots/parcels. The City could fund improvements for these areas and assess the costs back on the properties in the future. The benefit is that in-fill areas would be able to be built out, but the City would have to come up with the capital to extend critical infrastructure such as water lines, wastewater lines and streets.

H. Clarity on Subdivision/Lot Splitting (1188 Linn Way/Prettyman Loucks Way)

- ★ State and local law need to be clarified when people develop properties. People are trying to skirt rules and by doing so cause harm to Brownsville taxpayers. Council needs to continually strengthen Code requirements to protect the public’s investments.



I. Urban Growth Boundary Agreement (Linn County)

- ★ The UGB agreements have not been updated for nearly forty years. Implications of these agreement could negatively affect the City's utility system and zoning plan.

Community Development

A. Economic Development

- ★ Council should consider defining their role and purpose toward this effort. The City has been the catalyst for several regional efforts over the last several years. Many new construction projects are beaten to death by citizens. Council should consider a public education piece around development and key issues. Council should start by educating themselves better on key issues as they happen in Brownsville and the surrounding area.
- ★ Rural Economic Alliance Effort
- ★ RAIN Effort
- ★ Linn County & Other Development Efforts

B. Private Property, Private Development

- ★ Understanding the nuances Staff deals with in attempting to locate anything from a retail store to a housing development. Knowing the innerworkings of the process can help keep peace in the City. The Dollar General project was a 'train wreck' in terms of misinformation, disinformation in the community.

C. Calapooia Riverbank Erosion

- ★ Understanding the significance of the project from the State & Federals governments perspective. Understanding the costs and reasons why the City has made the decision the City has been forced to make due to limited resources and bureaucratic forces.

D. Sidewalk Program

- ★ Council considers the implementation of a sidewalk program every two years. Barriers include cost to residents and up-front money for the City.

E. Kirk Avenue Paving

- ★ Self-funding this project would take years. Bonding this project would expend all the City's remaining bond availability through 2024. Council could grind & overlay the pavement, but drainage and other issues would not be addressed. Creating a LID would cost property owners thousands of dollars extra each year on their taxes.

F. Facilities Review Committee Outcome: Part III

- ★ Continue to press forward on ideas for improving Pioneer Park facilities.

G. Future Capital Improvements: Water & Wastewater (2026)

- ★ The City is rapidly approaching a major Water Treatment Plant & Distribution System improvements bond. The project will include a major overhaul of the WTP, a new water reservoir and upgrades to many distribution lines. A new sewer lagoon is also being explored due to pressing capacity issues.

H. Linx Transportation

- ★ Providing marketing support and assistance to the program started last year.



I. Universal Garbage Service

- ★ Council considered this option a few years ago. Universal service would require all homeowners to have garbage service through Sweet Home Sanitation. The benefit is less garbage being burned and stored on properties around town. Staff continues to have problems with people storing garbage which causes public health concerns.

J. Internet Service Provider

- ★ Council and Staff continue working on bringing Alyrica to Brownsville.

L. Right-of-Way Infringements

- ★ The City has many areas where private property owners have placed private property on the City ROW. Council needs to address this issue before it becomes a major legal issue.

State Requirements

A. Total Maximum Daily Load (TMDL)

- ★ Cities are being forced to comply with requirements and have all been deemed Designated Management Agencies which allowed DEQ to impose fines on cities who do not comply with the requirements they are being promulgating.

B. Oregon Water Resources Department (OWRD)

- ★ Brownsville was forced to do a Water Management & Conservation Plan due to a lawsuit against Cottage Grove in 2010. The City's WMCP is currently being reviewed by the State of Oregon. The plan could result in considerable expense to effectively implement the program.

C. Homelessness | H.B. 3115

- ★ The State has rushed to codify *Martin v. Boise* which strips Cities of their authority to deal with homeless people. The State should never codify a court case that could be overturned. The explosion in homelessness is in response to this poorly crafted public policy aimed at making homeless persons a protected class among other implications.

D. Climate Change Initiatives

- ★ FEMA & DLCDC are implementing initiatives on cities through the Natural Hazard Mitigation Plan (NHMP) and the Community Wildfire Protection Plan (CWPP) programs that could effect disaster relief funds through the State & Federal governments in the event of a declared public emergency.

E. Affordable Housing

- ★ Instead of correcting the public policies driving costs up, the State has decided to implement policies that aim to make affordable housing available in every Oregon community.

F. Policy Advocacy & Possible Committee

- ★ Council could pass an ordinance to form an officially recognized committee that assists with the task of tracking key bills through LOC that are being presented in Salem and Washington D.C. The sub-committee could include Council members and civic minded citizens that could carryout a vision created by Council that would protect Brownsville's interests.



G. Charter & Home Rule

- ★ Advocacy is needed to ensure local policy bodies such as Council have control over their jurisdictions. Every legislative session the State requires unfunded mandates and dictates what cities shall do. This is not the way the Oregon Constitution is written. Council needs to advocate for their power to self-govern.

H. Legislative Committees | League of Oregon Cities

- ★ Does Council want to attend or want Staff to volunteer for legislative committees through the League?

I. Letter Writing Campaigns & Other Strategies

- ★ Council could work on getting better at rallying the troops on important issues that impact the City and it's tax payers.

General Administration

A. Emergency Preparedness Efforts

- ★ Evaluate what's working and what isn't. How do we really get the broader community to care about being ready for a major emergency? What are the City's limitations and what groups could be tapped to help address these issues?

B. Camping & Recreational Immunity

- ★ The City must be ever vigilant advocating for recreational immunity. Courts continue to make rules that could force the City to abandon allowing camping in the park or even having a park system.

C. Street Address Campaign

- ★ Many homes in Brownsville are not properly addressed. It is the responsibility of the property owner, but the City's efforts to inform residents has largely been ignored.

D. Water Rights

- ★ The City must always protect its water rights. Jon Erwin's retirement has caused some changes that Council should be aware of. Reviewing the entire issue of water rights is of the utmost importance for everyone in Brownsville.

E. Marijuana Money Disposition (Future)

- ★ Council should discuss revenue derived from marijuana sales.

F. Utility Ordinance Modifications

- ★ Making certain changes to the way the City handles certain issues pertaining to water & sewer.



2021-2022 Council Goals
(**Compilation Date:** June 2022 | Present Notes 2023)

Goals 2021-2022

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative and Productive Relationships in Brownsville with the Central Linn Community, Linn County, & State & Federal Agencies.*

2. Water Rights.

- *Explore Possible Additional Water Source Options.*
- *Continually Work on Perfecting Water Rights.*
- *Complete Water Conservation Plan required by the State.*

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities in Real-Time.*
- *Implement the Mid Valley Partnership Agreement.*
- *Finalize Economic Analysis, Land Inventory and Urban Growth Boundary.*

4. Community Development Plan.

- *Refine Brownsville Code Requirements & Public Works Standards.*
- *Adopt Building Rules and Standards to Preserve Historic Aesthetic.*
- *Emergency Preparedness Planning: Participate in Local and Regional Efforts to Expand Public Awareness and Readiness.*
- *Monitor Tort Limits, Recreational Immunity & Case Law impacting Local Amenities.*
- *Continue Promoting Youth Activities with Community Partners.*

5. Capital Improvements Plan.

- *Construct Downtown Wastewater Improvements.*
- *Plan for the GR 12 Waterline Extension.*
- *TMDL Review, Monitoring and Implementation Elements.*
- *Work toward Recreation Center Renovation & Construction of New Pavilion.*

6. Organizational Development.

- *Focus on Council Leadership Development & Training.*
- *Continue Positive and Effective Working Relationship between Council and Staff.*
- *Emphasis on Volunteer Training and Meeting Logistics & Procedures for All Boards & Committees.*

7. Advocacy Plan.

- *Develop a Standing Committee to develop an advocacy strategy, to write policy statements and stay abreast of legislative developments at the State & Federal level.*
- *Focus on Home Rule, the League of Oregon Cities, the Cascade West Council of Governments, and other regional efforts to strengthen the City's policy positions.*



Goals Progress Plan

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative and Productive Relationships in Brownsville with the Central Linn Community, Linn County, & State & Federal Agencies.*

Plan: Council, the Budget Committee and Staff will continue working carefully with the annually adopted budget to ensure financial well-being and to complete the goals of the City. Staff will strive to provide services efficiently and effectively to maintain low costs. Staff will work to maintain the City's outstanding financial rating. Staff will execute the planned projects found in the FY 2020.2021 and FY 2021.2022 budgets, as time, priority and possible financial constraints allow.

Staff will continue to strive for excellence in all relational aspects locally and regionally. McDowell will continue his involvement with the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, the Linn County Planning and Building Department meetings, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Public Works Superintendent Frink works with various groups including 811. Administrative Assistant Elizabeth Coleman works with the Linn County Planning and Building Department and the Park Board.

Staff is also very involved at a local level. McDowell serves as a liaison to the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club, among others. Councilor Thompson serves as the liaison to the Central Linn Recreation Association (CLRA). Mayor Ware serves on the Cascade West Council of Governments (COG) Board. Councilor Gerber serves on Cascade West Council of Government's Transportation Board. Councilor Humphreys will serve as the liaison to the Linn County Sheriff's Office (LCSO).

September 2021 Update

- ★ **Treasury** | The City passed a balanced budget with many exciting projects for 2021.2022. Council refinanced debt to save money. Council and Staff, namely Administrative Assistant Tammi Morrow, have been effective using CARES Act money to backfill expenditures related to the Pandemic. Singerlewak recently completed the annual audit visit and is currently preparing the final report for FY 2019.2020. Staff will make sure the documents are sent to the proper agencies including the Secretary of State's Office. New housing developments will cause an increase in the General Fund for the fourth year in a row. It is also important to remember that the tax bill will look different this year due to the refinancing. The City already collected the money for this year's payment, so it will not reflect on the tax bill this year.
- ★ **Relationships** | The summer months have been busy with regional efforts heating up due to the removal of the State lockdown requirements. The City signed an IGA with Lebanon and Sweet Home for disaster preparation (D-Prep). The group is currently working on received proposals for the execution of Phase I of that program.

The City has been working with the LCSO and the Linn County Planning and Building Department on continued improvements. LCSO will be making several changes in personnel due to the retirement of Undersheriff Paul Timms.



Personnel changes at the LCPBD led to a meeting with Commissioner Sprenger to discuss possible outcomes with the Department. The County is currently working on filing the top position in the Department.

Council and Staff are reviewing the guidelines and requirements for the American Rescue Plan Act (ARPA) money.

February 2022 Update

- ★ **Treasury** | The City has completed two major capital improvements projects over the last part of 2021 and the first month of 2022. The Downtown Sanitary Sewer & Waterline (DTSS) project met with what could have been a massive change order as the crew encountered an old fuel tank. Fortunately, the total costs for removal of that tank was about half of what was originally projected; coupled with contract credits the total change orders will be less than \$20,000 on a \$518,000 project. The American Recovery Plan Act (ARPA) provided over \$200,000 in funding to the City from the Federal government for pandemic relief. Council earmarked these funds for the DTSS project which was very propitious due to the construction costs. The City also finished the development of Remington Park. The project came in slightly under the project budget of \$60,000.

Inflation caused the Social Security Administration to adopt a 5.9% increase for 2022. The City's pay scale was adjusted accordingly. The City experienced continued growth in the housing market and we will see another increase in the City's General Fund for this upcoming fiscal year of close to 5%.

Staff is concerned about the impacts of inflation over the next year. The State continues to drive up permitting fees and other associated costs for operating the utilities.

- ★ **Relationships** | Work with regional partners has been moving forward, full speed ahead. The City is close to making a determination on a vendor for the IGA with Lebanon and Sweet Home for disaster preparation (D-Prep). The group is reassessing the steps forward after the sudden departure of Sweet Home City Manager Ray Towery.

The Mid-Valley Partnership (MVP) has been working to accomplish the goals of that IGA. McDowell was able to successfully apply for funding through Business Oregon to help fund the marketing effort which was a major component of that agreement. The financial relationship with RAIN was also improved by the award. The group has rebranded and will become REAL which stands for the Rural Economic Alliance. The group is now working with the University of Oregon on asset mapping and is looking to hire a RARE student to serve as point for this goal.

Staff has continued to improve relations with Linn County working with the Sheriff's Office contract cities, the improvements made to Planning & Building, working on advocacy with the District Attorney's Office, and hoping to work with the Commissioner's Office on economic development issues. The City is also under agreement with Business Oregon's Rural Opportunities Initiative (ROI) for the monies aforementioned. The City is reporting on ARPA funding too.

The City's new State Representative for 2023, Jamie Cate, has also been active with the City in the interim assisting with the corporate activities tax among other issues that are important to the City.



June 2022 Update

★ **Treasury** | Staff prepared a budget for FY 2022.2023 that was approved by the Budget Committee. The Budget Committee wrestled with the impacts of inflation and the ever-rising cost of fuel. Inflation has continued above 8% multiple months in a row through the adoption of the budget. Staff remains extremely concerned about the impacts of inflation on the working budget for FY 2022.2023. Several area cities have seen tremendous increases in prices for public infrastructure that have made projects impossible to complete.

○ **Present** | The City received another clean audit from SingerLewak. Staff is reviewing options to complete the Capital Projects Council has identified as priorities.

★ **Relationships** | The Rural Economic Alliance (REAL) finished logo work and is putting the finishing touches on the regional website that will be a great tool for every community. Council just extended the agreement for another two years so the objectives can be met. The pandemic caused substantial delay. All partners, including the City of Tangent, are moving forward with the priorities of the group.

Disaster Preparedness is moving forward. The City of Sweet Home is acting agent on behalf of the group and have forwarded a contract for Phase I with WSP. Work is slated to being in October 2022.

Staff has continued to improve relations with Linn County working with the Sheriff’s Office contract cities, the improvements made to Planning & Building, working on advocacy with the District Attorney’s Office, and hoping to work with the Commissioner’s Office on economic development issues. The City is also under agreement with Business Oregon’s Rural Opportunities Initiative (ROI) for grant funding to assist with REAL website development.

○ **Present** | All City partnerships are working very well except the ones with the State of Oregon. DLCD and Climate Change initiatives are causing concerns as well as other implications from other agencies that continue to require cities to solve all of societies ills.



2. Water Rights.

- *Explore Possible Additional Water Source Options.*
- *Continually Work on Perfecting Water Rights.*
- *Complete Water Conservation Plan required by the State.*

Plan: Council recognizes water as the City’s most valuable resource. The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist in areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Staff will continually work on the Water Conservation Plan with Oregon Association of Water Utilities as hired in early 2021.

September 2021 Update

★ **Water Rights** | The City is now working with Attorney Sarah Liljefelt at Schroeder Law out of Portland. Long-time representative Wyatt Rolfe took a new position with a different firm. The City shut off the water to the Mill Race in early August due to extremely low water levels. The State Water Master did not send notice on the Mill Race to date.



- ★ **Conservation Plan** | Council hired Oregon Water Utilities Association (OAWU) to complete the necessary reporting to comply with the Oregon Water Resources Department (OWRD) requirement that the City have a Water Conversation & Management Plan completed by March 2022. Mr. Tim Tice of OAWU is working with Staff on this report. Staff and OAWU have notified the State of Oregon about where the City is in this process.

February 2022 Update

- ★ **Water Rights** | The City will be working with Dyer Partnership on water rights issues moving forward. Mr. Tim Tice assisted with the reverse water right for the Mill Race. Dyer is working on engineering to extend a water line from the GR12 well site. Schroeder Law continues to handle the City’s legal issues surround water rights. Laura Schroeder is now our representative.
- ★ **Conservation Plan** | Public Works Superintendent Karl Frink and Administrative Assistant Jannea Deaver continue to work on numbers for Oregon Water Utilities Association (OAWU) for the Water Conversation & Management Plan. Mr. Tim Tice has received a deadline extension from the State’s Water Resources Department for the report.

June 2022 Update

- ★ **Water Rights** | The City has hired Dyer Partnership to work on water rights.
- ★ **Conservation Plan** | Mr. Tim Tice is putting the finishing touches on the Water Management & Conservation Plan. Council will need to pass legislation to finalize this process. Staff will soon submit all required reports to the State.
 - **June to Present** | Staff has worked hand in hand with Tim Tice to update requirements from OWRD. The plan is under final review by OWRD.



3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities in Real-Time.*
- *Implement the Mid Valley Partnership Agreement.*
- *Finalize Economic Analysis, Land Inventory and Urban Growth Boundary.*

Plan: Continue working with partners on regional economic development efforts.

Definition: The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

The City will incorporate several new ideas from the Goal Setting session into the Land Inventory and Update.

September 2021 Update

- ★ **Mid-Valley Partnership** | The Mid-Valley Partnership (IGA) is moving ahead with the deliverables contained in the agreement signed in December 2019. The Pandemic slowed this project to a standstill for over a year. The group is currently out for proposals on the development of a stand-alone, joint website and marketing & branding materials.



- ★ **Land Inventory** | Administrative Assistant Elizabeth Coleman continues to work closely with Mr. Dave Kinney to prepare for the completion of the land inventory and review process through Linn County and the State of Oregon, namely the Department of Land Conservation & Development (DLCD). Council & the Planning Commission will be heavily involved in public hearings to complete this project.

February 2022 Update

- ★ **Mid-Valley Partnership** | The Mid-Valley Partnership (IGA) is working on website development and bridging partnerships with other economic development efforts in Linn and Benton County. So far, the group has been successful completing objectives with the help of grant money from the Linn & Benton counties and the State of Oregon.
- ★ **Land Inventory** | Administrative Assistant Elizabeth Coleman continues to work closely with Mr. Dave Kinney to prepare for the completion of the land inventory. The Planning Commission recently added a few issues that could be included in this project. The focus of this project is to ask for more developable land across multiple zones as well as adjusting the Brownsville Municipal Code to accurately reflect new rules that have been adopted by the State and requirements that will be beneficial to the City. Once the City starts the process, there will be several public meetings and discussions around the proposed changes as required by State law.

June 2022 Update

- ★ **Mid-Valley Partnership** | The Mid-Valley Partnership (IGA) finished up the website. The group is working on hiring a consultant to assist with a 5-year strategic plan with goals and projected outcomes. The ROI grant is still open and the City is awaiting the second payment for reimbursement. The City is serving as the grant applicant for the group.
 - **June to Present** | The group is making progress on the new strategic plan.
- ★ **Land Inventory** | Administrative Assistant Elizabeth Coleman is working hand in hand with Mr. Dave Kinney to add pieces that have been brought to their collective attention.. Once the City starts the process, there will be several public meetings and discussions around the proposed changes as required by State law.
 - **June to Present** | Waiting to seat the new Council before launching this project.



4. Community Development Plan.

- *Refine Brownsville Code Requirements & Public Works Standards.*
- *Adopt Building Rules and Standards to Preserve Historic Aesthetic.*
- *Emergency Preparedness Planning: Participate in Local and Regional Efforts to Expand Public Awareness and Readiness.*
- *Monitor Tort Limits, Recreational Immunity & Case Law impacting Local Amenities.*
- *Continue Promoting Youth Activities with Community Partners.*

Plan: Council would like to continue to explore ways to positively affect community livability. Council will explore building rules and standards to solidify the historic look and feel of Brownsville. The City continues working with ad hoc volunteer committee promoting community emergency preparedness efforts as defined by the Brownsville Municipal Code. Staff will work with the Brownsville Rural Fire District, Halsey-Shedd Rural Fire Protection District, the City of Halsey and



the Central Linn School District to accomplish Council directives. Council will continue to explore options for the Central Linn Rec Center and the Pioneer Park Pavilion with various partners including the City of Halsey and the Central Linn School District. Council will continue to monitor attacks against recreational immunity through various sources such as the League of Oregon Cities (LOC) and CIS.

September 2021 Update

- ★ **EPC** | The Emergency Preparedness Committee continues work on their annual goals. Several outreach projects have been curtailed due to the Pandemic. D-Prep is also a new dynamic that assists the City in emergency preparedness operations. Linn County also recently hired Ric Lentz as the new EMA Coordinator.
 - ★ **State Legislation** | Council and Staff will soon review all the bills that were passed in Salem this last long-session. There were many concerns that could several hamper municipal operations being considered as always. Three areas of major concern were increases to tort limits, abridgement of recreational immunity and discretionary immunity.
 - ★ **Youth Activities** | Councilor Craven recently was appointed as the liaison with the Rec Center. Council opened facilities and allowed the Rec Center to operate their baseball/softball program this summer. Librarian Lemhouse operated the summer reading program at the Library. Council also passed a budget that includes renovations to the Rec Center and the pavilion.
-

February 2022 Update

- ★ **EPC** | The Emergency Preparedness Committee recently delivered their annual report to Council. The pandemic has hampered in-person events, so the EPC has relied on newsletters to continue raising public awareness on emergency issues. Linn County has also been active with new EMA Coordinator Ric Lentz.
 - ★ **State Legislation** | Council and Staff have been working toward several advocacy issues. The short session will soon be over and bring with it more requirements and rules to implement.
 - ★ **Youth Activities** | Sean Johnson stepped down as Central Linn Recreation Association President. Katy Kallai became president. Youth sports and activities has begun again in full swing as the State slowly comes out of pandemic response. Staff is working with Woodblock & Associates to complete Phase I of the assessment of the Rec Center for a major renovation slated to being in 2023.
-

June 2022 Update

- ★ **EPC** | The Emergency Preparedness Committee began community outreach efforts in person again this year. The Committee is planning for a community event in October.
 - **Present** | EPC continues their efforts as described by ordinance.
- ★ **State Legislation** | Staff have been working toward several advocacy issues. Implications of HB 3115 must be explored to determine the City's next steps.
 - **Present** | Several other issues around affordable housing and climate change has been imposed on the City. HB 3115 is a pressing matter at this point.



★ **Youth Activities** | Staff has been working with Katy Kallai on bylaws and other elements of organizational development for the Association. Staff continues working with Woodblock & Associates to complete Phase I of the assessment of the Rec Center for a major renovation slated to begin in 2023.

○ **Present** | McDowell has been working closely with the Association’s leadership to ‘right the ship’ and get them moving forward in a productive manner. Council passed an addendum to the Central Linn Recreation Association agreement adding janitorial services at the end of 2022. Councilor Michael Humphreys was appointed in January as Council’s liaison to the Association.



5. Capital Improvements Plan.

- *Construct Downtown Wastewater Improvements.*
- *Plan for the GR 12 Waterline Extension.*
- *TMDL Review, Monitoring and Implementation Elements.*
- *Work toward Recreation Center Renovation & Construction of New Pavilion.*
- *Move forward with Canal Company plans.*

Plan: Staff will continue to execute engineering and manage the construction of the old, sewer lines in Old Town Commercial. Staff will prepare for the design and installation of the GR 12 waterline. Staff and Council will work as required to cautiously move forward with TMDL requirements. Staff will continue working with the Ad Hoc Committee assigned to looking into the renovation of the Central Linn Rec Center and the relocation of the Pioneer Picnic Pavilion.

September 2021 Update

- ★ **Downtown Sanitary Sewer (DTSS)** | Council entered into a contract with Pacific Excavation to build the sanitary sewer and water line in the downtown area. Projected start date is October 4th, 2021. The contract will probably be a ninety day contract for completion. The City is stretched budgetarily on this project. Public Works Superintendent Karl Frink will serve as project inspector and City Engineer Ryan Quigley will also provide contract oversight and direction.
- ★ **GR 12 Water Line** | Council and Staff budgeted for this project to start. ARPA money may allow this project to happen this fiscal year. The line is important for future water capacity for the City. Improvements need to be made to the Water Treatment Plant to fully capitalize on the water capacity for the citizens.
- ★ **TMDL Plan** | The State of Oregon deemed the City a Designated Management Agency (DMA) which requires an official plan to be submitted to the State for review and approval. Council has continually been warned about the financial impacts of this unfunded mandate. Now the full power of the State can be levied against cities on compliance issues. Major fines have been assessed in communities across the United States.
- ★ **Recreation Center & Pavilion** | The City was working on the renovation of the Rec Center and the citing of a new pavilion at Pioneer Park prior to the Pandemic. Council needs to consider next steps for the project as many players have changed and the dynamics of community need has also been impacted.



February 2022 Update

- ★ **Downtown Sanitary Sewer & Waterline (DTSS)** | The City successfully completed this contract. Pacific Excavation, Eugene, Oregon, did a fantastic job completing this work. The City would also like to thank the downtown business owners who were very cooperative during the pre-construction and construction phases.
- ★ **GR 12 Water Line** | The City has asked the Dyer Partnership to move forward with design for this important project. Future utility capacity issues hinge on the completion of this project.
 - **January 2023** | Staff has met with Linn County Officials about securing a necessary easement for this project. Staff has also met with Dyer Partnership to work out logistical routing issues. Work continues.
- ★ **TMDL Plan** | The City will be working with engineering to complete new requirements imposed by the State of Oregon since naming the City a Designated Management Agency (DMA). The City is still unclear as to all the requirements and implications of those requirements.
 - **March to Present** | Dyer Partnership working alongside Staff developed a plan that met the basic requirements of the Designated Management Agency (DMA) requirements imposed on all cities by the Department of Environmental Quality (DEQ). The new plan is still under review by the State. Council passed the regular TMDL at their January 24th, 2023 meeting and the report has been put on file with DEQ as well.
- ★ **Recreation Center & Pavilion** | The City was working on the renovation of the Rec Center and the citing of a new pavilion at Pioneer Park prior to the Pandemic. Council needs to consider next steps for the project as many players have changed and the dynamics of community need has also been impacted.
 - **March to Present** | Staff has been actively working with Woodblock & Associates to develop specifications and plans for the renovation. Staff has met with an ad hoc fundraising committee and filed the report with Mayor Craven and Councilor Hansen. Staff has met with a separate ad hoc committee determining color schemes and making certain choices for the specifications. Public Works Superintendent Karl Frink has been instrumental in preparing for this project in many ways. Frink will install a water for the newly required fire suppression system in the late spring.
- ★ **January 2022 to Present** | Several potential developments have caused the City to look into adding a sewer lagoon to handle the additional loading. Dyer Partnership is in the exploratory phase for this lagoon design. The City has considered a moratorium on development, but national economic factors have stopped growth. Public Works Superintendent Karl Frink and Dyer Partnership are working on dichlorination at the South Wastewater Treatment Plant due to chemical shortages and other Federal implications.

6. Organizational Development.

- *Focus on Council Leadership Development & Training.*
- *Continue Positive and Effective Working Relationship between Council and Staff.*
- *Emphasis on Volunteer Training and Meeting Logistics & Procedures for All Boards & Committees.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2)



executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff. Council will work to ensure that all Boards and Committees are properly trained, and procedures are periodically reviewed. Council will take a more proactive role with volunteer support. Council will continue to check in with Staff and stay abreast of community happenings.

September 2021 Update

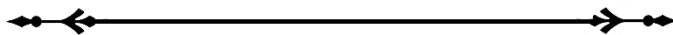
- ★ **Council Training** | Council is actively working on leadership development and group dynamics issues. Council will continue to check in and monitor progress as the new group moves through meetings and community issues they are faced with in real-time.
- ★ **Council-Staff** | The City has some work to do in this area. Working together has been the hallmark of the City’s success. Council has done well with preparing for meetings and learning about the issues that are being discussed or what issues should be discussed by Council.

February 2022 Update

- ★ **Council Training** | Council continues to take steps toward improving groups dynamics, but have been met with many internal conflicts. This year has been very difficult for Council due to several contentious meetings dealing with the pandemic, a recall effort, and a member taking issue with certain Council decisions. Hopefully, the continuing contentious behavior will subside or stop completely so the group can accomplish their goals without causing undue problems for Staff and the City.
- ★ **Council-Staff** | The City has taken a major step backwards in this area. Mayor Ware and Council President Dave Hansen have recently made efforts to improve Council leadership. Councilor Gerber resigned over the summer and the City saw Councilor Chambers rejoin the group.

June 2022 Update

- ★ **Council Training** | Staff provided handouts through the year and reviewed certain information to keep Council moving forward in the area.
- ★ **Council-Staff** | Council was fairly lame-ducked through the Fall.
 - **January to Present** | McDowell has meet with Mayor Craven to assist in developing Craven’s plans for the City. McDowell has met with the new Councilors to train them on their basic functions and to bring them up to speed on the many projects the City is currently working on.



7. Advocacy Plan.

- *Develop a Standing Committee to develop an advocacy strategy, to write policy statements and stay abreast of legislative developments at the State & Federal level.*
- *Focus on Home Rule, the League of Oregon Cities, the Cascade West Council of Governments, and other regional efforts to strengthen the City’s policy positions.*

Plan: Council recognizes the need for advocacy and would like to engage during the current legislative session while exploring other ways to engage both regionally and locally. Actively working



on protection of Home Rule, recreational immunity, keeping and supporting tort limits and monitoring other impositions by the State government into local affairs. Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

September 2021 Update

- ★ **Advocacy** | Council has not officially started this piece.

February 2022 Update

- ★ **Advocacy** | Council moved forward with an effort to help the City's local pharmacy. Councilor Humphreys and Councilor Chambers visited with pharmacy owner Joe Ervin to learn about the impacts of the corporate activities tax (CAT) that has caused many rural pharmacies to close. Bi-Mart also shuttered their pharmacy due to the negative impacts of this new State tax policy.

Councilor Hansen and Councilor Craven visited with Linn County District Attorney Doug Marteeny to discuss State policies that are negatively impacts public safety. The City will continue to work with the Sheriff's Office to advocate on issues that keep citizens safe.

Council also took steps in an effort to protect Staff from illegal mandates and unwarranted harassment.

June 2022 Update

- ★ **Advocacy** | Councilor Michael Humphreys and Councilor Lynda Chambers extended their support for law enforcement issues at the quarterly Sheriff's Office meetings.

- **January to Present** | Mayor Craven reached out to meet with House Representative Jami Cate. McDowell accompanied Craven to the meeting to review major City issues and the problems being imposed by the State Legislature.
- Mayor Craven, Council President Lynda Chambers, Councilor Mike Winklepleck, Councilor Trapper Solberg attended League of Oregon Cities Capitol Day and met with the City's representatives. House Representative Jami Cate and State Senator Cecil Hayden





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
2023	January	13	34	207.4
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
	<i>Subtotal</i>	254	249	3835.4
	Total Average	14.11	13.83	213.07
		<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] – *From 01.24.2023:* 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.

3

Goal 3 | Economic Development Plan

Ordinance 793: Pacific Power Franchise Agreement (Final) –

From 12.20.2022: Council adopted the franchise agreement.

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.

Goals Outcomes & Developments



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.



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.

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.

Goals Outcomes & Developments



Approved Central Linn Recreation Association Agreement Addendum: *From 01.24.2023:* 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 – *From 01.24.2023:* 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 – *From 01.24.2023:* 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] – *From 01.24.2023:* Mr. Kinney continues preparations. Staff has provided a few deadlines to move the process forward. We are hoping to be holding public hearings in 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.

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.

Goals Outcomes & Developments



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 | *From 01.24.2023:* Staff is currently on-boarding new members.

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

7

Goal 7 | Advocacy Plan

Capitol Day | *From 01.24.2023:* Mayor Craven, Councilor Chambers, Councilor Solberg, Councilor Winklepleck and City Administrator Scott McDowell attending the League of Oregon Cities Capitol Day. Council will provide a report at their February 28th, 2023 meeting.

House Representative Jami Cate | *From 01.24.2023:* Mayor Craven and McDowell met with have Jami Cate.

Goals Outcomes & Developments



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.



February 28th, 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.

“Darkness cannot drive out darkness, only light can do that. Hate cannot drive out hate, only love can do that.”

~ Martin Luther King, Jr.

“I have no mercy or compassion in me for a society that will crush people, and then penalize them for not being able to stand up under the weight.”

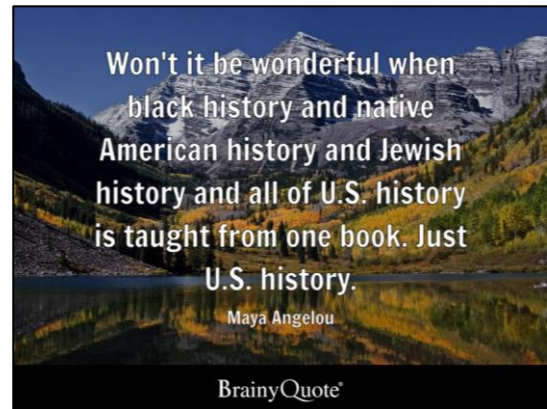
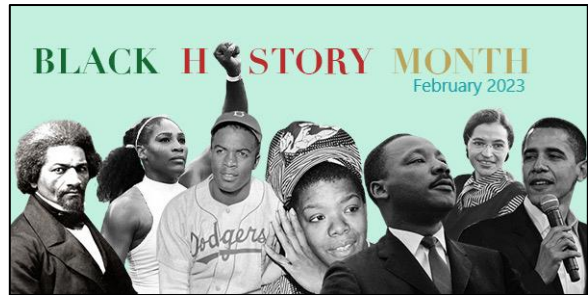
~ Malcolm X

“Those who cry out that the government should 'do something' never even ask for data on what has actually happened when the government did something, compared to what actually happened when the government did nothing.”

~ Thomas Sowell

“Excellence is caring more than others think is wise; Risking more than others think is safe; Dreaming more than others think is practical. Expecting more than others think is possible.”

~ Winston Churchill



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Sweet Home Sanitation | Annual Report & Rates** – Representative(s) from Sweet Home Sanitation will be on hand to provide their annual report and talk about rates. Sweet Home Sanitation is the City’s franchisee for solid waste. The franchise agreement allows for annual rate reviews. In the past, rates have risen due to China Sword in 2018 as sanitation companies attempted to keep pace with volatile market conditions. The State of Oregon has passed legislation that will also generate costs which will only be passed on to rate payers and tax payers alike. I have included the current rates resolution, R 2022.04, and the proposed rates resolution, R 2023.04, along with a side-by-side comparison.





- B. **League of Oregon Cities & OLIS | Demonstration Training** – McDowell will provide a review of the League of Oregon Cities website as it pertains to legislative support and advocacy. McDowell will then provide a quick demonstration of the Oregon Legislative Information System (OLIS) so council members can track bills as they see necessary.
- C. **Council Goals** – Council will discuss current and possible goals for 2023.2024. The City has several goals that must continue such as the GR12 Waterline project, the Rec Center Renovation project, the Rural Economic Alliance (REAL) economic development effort, Disaster Preparedness, Department of Environmental Quality (DEQ) TMDL plan, implementation of the Water Management & Conservation plan, sewer lagoon investigation & planning, among others. Hopefully, Council will be able to hone in on priorities for the next two years during this Council session. Please see the minutes from February 9th, 2023 and the two goal reports that are included in this agenda packet for more information.



9) LEGISLATIVE:

- A. **Resolution 2023.04: Solid Waste Rates (Annual)** – The Solid Waste Franchise Agreement requires an annual review of solid waste rates. Each year, Sweet Home Sanitation provides the City with a proposed rate increase for Council's consideration. The reason the City designed the agreement with this provision was to keep pace with market conditions instead of having to do large rate corrections due to a longer interval of review. It is the same concept Council employs for utility rates.

Sweet Home Sanitation is proposing an 8.15% increase.

What is Council being asked to do?

Consider passing the resolution.

- B. **Ordinance 796: Legislative Advocacy & Policy Committee (First Reading)** – Council recently requested an ordinance to solidify the advocacy goal from the FY 2021.2022. Attached is a first attempt at creating such a committee.

What is Council being asked to do?

Consider the proposed language, revisions, additions or otherwise.



10) ACTION ITEMS:

- A. **Calapooia Food Alliance | Agreement Addendum** – Council discussed the possibility of extending the use of Park Avenue east of Main Street to the CFA for Thursday Farmer's Market. Staff also had a logistics addition for the storage shed that will be used to maintain the community garden and a fence to protect the garden from deer. Please see the addendum and exhibits included in the agenda packet for more information. I have also included the agreement Council signed with the CFA last Fall for a deeper dive. Please see me with questions.

What is Council being asked to do?

Consider passage of the addendum.



- B. [Tabled] Appoint Cascade West Council of Governments Representative** – This item was tabled at the last meeting. Former Mayor Don Ware 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 Budget & Planning Officials** – The City has two openings on the Budget Committee and one opening on the planning Commission. Council directed Staff to advertise in accordance with the Brownsville Municipal Code. Please see the applications that have been included in the agenda packet.

What is Council being asked to do?

Consider appointing representatives as needed.

Budget Committee (Two Vacancies)

- Shannon Bremner
- Sandy Saltzer
- Matthew Schomaker
- Felipe Eversull

Planning Commission (One Vacancy)

- Barbara Andersen



- D. Adopt Goals FY 2023.2024** – Please refer to the minutes from February 9th, 2023, as well as the proposed goal documents that came from that discussion. The report is included in the agenda packet for your review and consideration.

What is Council being asked to do?

Adopt Council Goals.

- E. Adopt Goals FY 2023.2024** – Discuss the adoption of Council Values. Review and make any changes Council may deem necessary. Council did not get to this review at the Goal Setting Session.

What is Council being asked to do?

Review, consider and possible adopt Council Values.

11) DISCUSSION ITEMS:

- A. Annual OGEK Reminder** – Annually, Council, Planning Commissioners, the Municipal Judge and the City Administrator are required to report a Statement of Economic Interest (SEI). The forms are all done on-line. Please be on the lookout for an e-mail from OGEK. Please let Administrative Assistant Tammi Morrow or I know once you have filed the required paperwork. The City does not want any unnecessary fines to occur so please take care of this as soon as practical. Thank you!





City Administrator Report

- B. Officials Handbook | Ad Hoc Review** – City Administrator Scott McDowell would like to request two Councilors to volunteer to review the current Officials Handbook and report back to Council in March 2023. The Officials Handbook is on the City website at: <https://www.ci.brownsville.or.us/citycouncil/page/officials-handbook-2023-council-review>
- C. HB 3115 | Ad Hoc Review** – City Administrator Scott McDowell would like to ask if anyone is interested in assisting with the review of HB 3115 to make recommendations to Council in March.
- D. January Financials**

UPDATES, INFORMATION & HAPPENINGS

Capitol Day | League of Oregon Cities – Please see Mayor Craven’s report included in the agenda packet. Attending Councilors will have an opportunity to share their perspectives at Tuesday’s meeting.

Woodblock Architecture | Scheduling, Logistics & Choices – Staff has been working diligently with Jonathan Dunn and Tyler Miller on contract & specification language, project scheduling, and logistics for the Rec Center Renovation project. The plans have been submitted to Linn County Planning & Building Department for review.

Rec Center Renovation Review Committee – Staff met with community partners to discuss the color scheme and make certain decision for the renovation project. Public Works Superintendent Karl Frink and McDowell made a few decisions pertaining to materials and items to be used for the renovation as well. The City is making every effort to stay within the limitations of the overall budget for this project.



REAL Strategic Planning Session ☑ – The nine cities continued work on developing a five-year strategic plan. Great progress was made with Kinesis in late January. Brownsville is administering the Rural Opportunities Initiative (ROI) grant for the group. Staff worked on finalizing the award from the State and is looking into additional funding for the effort as well.

Council Retreat – Staff & Council met on Saturday, February 4th, 2023 to tour facilities and review basic governing materials including meeting mechanics and historical happenings.

Sean Tate Meetings – Harrisburg City Manager Michele Eldridge and I have met with Sean Tate who is an area lobbyist to develop a plan for lobby effort and training for area council members. The five cities that are currently participating in this effort sent a joint letter to the League of Oregon Cities in September and met with LOC’s officials in December. Eldridge, McDowell & Tate have been defining a proposal that will work for the five cities but also be expandable to include more cities as demand allows. Tate has a passion for rural Oregon and is very interested in helping with advocacy efforts. For more information on Sean Tate please visit <https://tatepublicaffairs.com>.



KeyBank Scanner – Staff installed the check scanning equipment and got everything operational. Administrative Assistant Tammi Morrow, Administrative Assistant Jannea Deaver and McDowell developed internal controls for the process. Scanning went live February 1st, 2023. The reason for the move to the scanning equipment was the constant concern of customers wanting their checks cash in a more timely fashion. So far, so good.

League of Oregon Cities Legislative Updates – Every Friday at noon the League of Oregon Cities is hosting a webinar update for their legislative effort. All members of Council are welcome to attend. The League’s lobby team reviews bills, developments and committee meetings directing membership on hot button topics and alerts as needed.

Budget Law Training – Administrative Assistant Tammi Morrow and I attended the annual budget training held in Albany. No new budget law changes were made by the State. I did weigh in on HB 3167 to allow municipalities to use their websites to officially post budget documents in lieu of required newspaper advertisements.

EPC Meeting – Everyone was present for the last meeting. The group has targeted several events including the BRFD Open House, the HSRFPD Pancake Breakfast, Halsey City Day, School Field Day along with hosting a meeting with civic organizations to discuss preparedness efforts.



The Brownsville Times – Vance Parrish visited City Hall to do an article on the Rec Center Renovation project. Vance and I walked through the Rec Center as I highlighted areas slated for improvements.

Humphreys Central Linn Recreation Association Liaison – Councilor Michael Humphreys and I met to review Central Linn Recreation Association happenings to bring him up to speed for his liaison work. CLRA meetings are held in the Music Room at the Rec Center on the third Wednesday of the month.

League of Oregon Cities Region IV Meeting – I attended this regional meeting in Creswell. Several cities expressed interest in advocating with Brownsville on State issues.

State House Representative Jamie Cate – The City has responded to informational requests regarding pressing City capital improvements.

From 01.24.2023: 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. Administrative Assistant Jannea Deaver recently attended the virtual annual conference.

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 is March 2nd. Councilor Chambers, Councilor Winklepleck and I will attend the upcoming meeting.

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.



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: Rec Center Renovation | [G5] ☒ – See above, Woodblock. A project update will be provided Tuesday night.



City Administrator Report

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

Active: REAL Meetings | [G3] ☒ – I will provide an oral update Tuesday evening. The most recent meeting happened on February 23rd, 2023. Below is an email shared by Caroline Cummings about the ROI program:

Wow! Incredible impacts being made for rural communities in Oregon. I especially love this statement in the report:

“Importantly, while ROI results in more traditional outputs like jobs created, funds leveraged, capital raised, and so forth, its goals are more systemic. In focusing on capacity building, cohesion among resources and providers, strengthening partnerships, engaging and supporting entrepreneurs, maximizing local assets, and minimizing barriers to business growth, the program’s north star is the cultivation of an ecosystem conducive to place-based entrepreneurship.”



Well said!

Thank you!

Caroline Cummings (she/her)
CEO | OregonRAIN.org

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 ☑ – Administrative Assistant Elizabeth Coleman will provide an update.

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: 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: 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



City Administrator Report

finer. 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: 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: McClain & Cemetery Maintenance – Public Works Superintendent Karl Frink and crew finished installing the cemetery gate.



From 11.22.2022: The drainage portion of the project has been completed for this year. 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.

Completed: KeyBank Deposit Only Account Setup – Staff has installed and implemented the new check scanning equipment.

From 01.24.2023: 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.

Completed: Bond Payments – Staff made the last annual bond payment until June.

Portland, Ore., mandates EV charging for new buildings

New residential and mixed-use buildings in Portland, Ore., will be required to include charging for electric vehicles under a measure passed last week by City Council. The rule takes effect at the end of March and applies to buildings with five or more units and on-site parking.

Full Story: [KPTV-TV \(Portland, Ore.\) \(2/13\)](#)



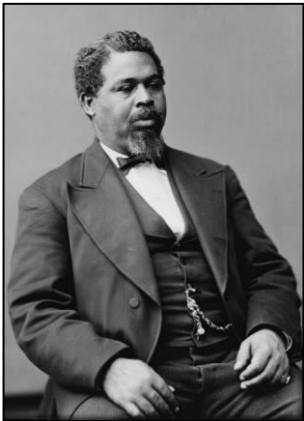
Rate Change

Effective Friday, January 27, 2023, the Oregon Short Term Fund (OSTF) rate will change from 3.35% to 3.75%. Additional information about the OSTF, including historical rate data, is available online [here](#).



OREGON
STATE
TREASURY

COUNCIL CORNER | GENERAL INTEREST



Robert Smalls (April 5, 1839 – February 23, 1915) was an American politician, publisher, businessman, and maritime pilot. Born into slavery in Beaufort, South Carolina, he freed himself, his crew, and their families during the American Civil War by commandeering a Confederate transport ship, *CSS Planter*, in Charleston harbor, on May 13, 1862, and sailing it from the Confederate-controlled waters of the harbor to the U.S. blockade that surrounded it. He then piloted the ship to the Union-controlled enclave in Beaufort–Port Royal–Hilton Head area, where it became a Union warship. His example and persuasion helped convince President Abraham Lincoln to accept African-American soldiers into the Union Army.

After the American Civil War, he returned to Beaufort and became a politician, winning election as a Republican to the South Carolina Legislature and the United States House of Representatives during the Reconstruction era. Smalls authored state legislation providing for South Carolina to have the first free and compulsory public school system in the United States. He founded the Republican Party of South Carolina. Smalls was the last Republican to represent South Carolina's 5th congressional district until the election of Mick Mulvaney in 2011.

Source: Wikipedia

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*

Respectfully Submitted,

S. Scott McDowell
City Administrator



Public Works Report February 22, 2023

Water:

- *Billing Support*- Follow through on customer service support and requests. *Meter reading* – Water meters have been read for the month of February.
- *Distribution System* – There were two small leaks in the last month.
- *Cross Connection Program*- The Cross Connection Control Program has been reviewed and revised to include updated rules and regulations. Public works will be going out for bid for backflow device testing in March 2023.
- *Water Treatment Plant* – All water plant analysis instruments have been calibrated to factory specifications.
- *Misc.* –The Water Management and Conservation plan is still under review at the Oregon Department of Water Resources. Several monthly and annual reports are complete and have been submitted to various state agencies as required.

Sewer:

- *North Lagoons* – We successfully discharged a total of 15.663 million gallons of treated effluent to the Calapooia River during the month of February. This facility has been turned off as the desired lagoon levels were achieved. We will discharge again in Late March or April, depending on lagoon levels.
- *South Lagoons*- We successfully discharged a total of 16.342 million gallons of treated effluent to the Calapooia River during the month of February. This facility has been turned off as the desired lagoon levels were achieved. We will discharge again in Late March or April, depending on lagoon levels.
- *Collection System*- One sewer line was cleaned for inspection on Pebble St.
- *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. One tree was removed on Blakely Ave as the tree was diseased and dying, posing a public safety concern.
- *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. There are multiple new locations that 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 finished cleaning up leaves at this park. Daily and weekly maintenance of the park continues as we will begin preparing to open the park during the month of March. Pioneer Park will be open 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* –Public works has installed most of the new fencing and gate at the entrance of the cemetery. We were short a few brackets, which are expected to arrive soon to complete the job. Public works will begin cleaning up fallen debris in the cemetery soon.

Library:

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

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *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*- This facility has been maintained as needed.
- *Buildings*- One door lock and one toilet were repaired.

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*- Nothing to report this month.

Respectfully Submitted,



Karl Frink, Public Works Superintendent

PLANNING AT A GLANCE FEBRUARY 2023

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

- | | | |
|----------------|-----------------------------|--------------------------|
| • Mechanical | New gas line & 2 regulators | 410 Faust St. |
| • Structural | Stud Repair | 807 NP Loop |
| • Mechanical | Install HP & AH | 1135 Oak St. |
| • Structural | Remodel | 145 Park Ave. |
| • Plumbing | | 145 Park Ave. |
| • Mechanical | | 145 Park Ave. |
| • Plumbing | Fire Sprinklers | 145 Park Ave. |
| • Mechanical | HP & AH | 147 N Main St. |
| • Fence | | 185 Main St. |
| • Fence | | 205 E Blakely Ave. |
| • Construction | Accessory Structure | 185 Main St. |
| • Construction | Accessory Structure | 219 E Blakely Ave. |
| • Fence | | Bare Lot (Calapooia Ave) |

Updates

Sandy Mooers New Construction

This project is moving right along.

Planning Commission

The Planning Commission heard a request to construct a commercial building with a second-floor residence. The application was approved by the Commission on February 6th, 2023. The appeal period ends February 28th, 2023.

Other

Staff will provide more information at the February 28th Council meeting.

Elizabeth E. Clewley

2/9/2023

**JP COURTS
INVOICES TO AGENCIES**

MONTHLY:
JP COURT FINES DUE \$ 454.70

TO: CITY OF BROWNSVILLE

Account Code

4510 / 6389 TOTAL \$ 454.70

V001011

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

MEMO: JP COURT FINES DUE

RECEIVED
FEB 08 2023
ACCOUNTING



Michelle Hawkins
Per Angie Debban



Library Advisory Board

Librarian's Report

January 2023

Here are a few facts about our library the month of January 2023. We have received 31 new books for the library. Volunteers donated 133.75 hours to our library. There were 1,428 materials checked out. 434 adult fiction books; 120 adult non-fiction books; 102 audio books; 437 children's books; 199 junior books; 62 junior reference books and 74 large print books.

In January, we held 9 children's programs with 94 participants. In January, the children and I explored many books about dinosaurs. Mrs. Thea also created so many fun projects centered around these marvelous animals. I am including a couple photos at the bottom of this report. There were 5 programs for adults with 42 participants. Programs for adults included the continuation of our Estate Planning Series: Advanced Directives. It was great to invite Chaplain Wes Sedlacek back to speak about the options in the Advanced Directive and the changes over the last 3 years. Dr. Diana Barron also came and helped answer questions from a doctors perspective which was very helpful. In February Don Lyon will be presenting World Cultures & Travel: Canadian Rockies on Thursday, February 16 at 7 PM in the Kirk Room at our Library.

eBooks got off to a soft start this month. Even with this soft opening our Library saw 13 new members from the community come in and open a new Library Card. I continue to post on social media about all the wonderful opportunities available at our Library: Story Times, programs for adults, eBooks, magazines, Stitchery Group and so much more! There were 21 electronic materials checked out. 9 adult fiction books; 10 adult non-fiction books; and 1 junior book. Of these 12 were eBooks and 8 were eAudiobooks. There are also 11 eBooks/eAudiobooks on hold.

I am also including a screen shot of the circulation statistics that I have tracked over the years for your information.

Respectfully submitted,

Sherri Lemhouse
Librarian



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Books Checked Out	Average	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	
2 July	1509.60	1848	1344	1375	1428	1412	1524	1487	1808	1760	1629	1355	1515	1231	
3 August	1425.90	1613	1161	1109	1483	1576	1626	1381	1672	1524	1586	1198	1470	1117	
4 September	1260.70	1553	1063	1080	1479	1491	1125	1327	1589	1002	1466	1305	1147	1075	
5 October	1376.00	1265	1160	1321	1501	1247	1397	1414	1280	1673	1504	1472	1374	1078	
6 November	1278.90	1269	1036	1060	1337	1513	1529	1319	1087	1124	1354	1503	1195	1105	
7 December	1210.00	971	942	1082	1229	1145	1240	1312	1317	1337	1309	1165	1298	895	
8 January	1288.40	1428	1191	1169	1314	1161	1466	1363	1330	1398	1477	1194	1266	1060	
9 February	1283.10		1035	1087	1333	1391	1422	1468	1168	1582	1246	1010	1432	1025	
0 March	1380.00		1255	1257	1224	1503	1450	1513	1423	1266	1298	1344	1480	1266	
1 April	1345.70		1286	1286	725	1467	1252	1365	1452	1763	1267	1292	1147	1166	
2 May	1339.50		1332	1130	683	1644	1452	1254	1148	1690	1181	1370	1368	1158	
3 June	1178.50		1481	1074	882	1026	1163	1450	1155	1175	797	1773	1026	1146	
4 Total Books	15876.30	9947	14286	14030	14618	16576	16646	16653	16429	17294	16114	15981	15718	13322	
5 Registered Borrowers	219.00	146	236	199	221	381	300	284	296	142	163	187	145	91	
6 Patron visits	4767														



Council Meeting Synopsis

Council met in regular session at 7:00 p.m. in Council Chambers on January 24th, 2023.

- ★ All members of Council were present except for Councilor LaCoste who was excused. Mayor Craven presided.
- ★ Mayor Craven & Administrator McDowell gave a brief overview of the Rec Center Renovation Project highlighting major components. The City hopes to have the project out for bid soon. Construction is projected to start in mid-May and last through September 2023.
- ★ McDowell gave an overview of the City website. The website has so much information on nearly every issue facing the City. Council encouraged everyone to check it out. To visit the website, <https://www.ci.brownsville.or.us>.
- ★ Public Works Superintendent Karl Frink has been working on River's Edge Subdivision, Phase III, inspections. Frink reported the State is in their final review of 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. Frink reviewed several operational issues involving Pioneer Park.
- ★ Administrator Scott McDowell said many Councilors will be attending Capital Day in Salem, hosted by the League of Oregon Cities. The Disaster Preparedness effort continues with Sweet Home & Lebanon. The Rural Economic Alliance is working on developing a five-year strategy and goals. Participating cities include Brownsville, Halsey, Harrisburg, Tangent, Lebanon, Sweet Home, Monroe, Philomath & Adair Village. See REAL's website for more information, <https://www.ruraleconomicalliance.com>. McDowell encouraged folks to check out the Policy FYI document on the City website for more information on a variety of topics. Website link: <https://www.ci.brownsville.or.us/citycouncil/page/policies-fyi-01312023>.
- ★ Resolution 2023.01: Judges Pro-Tempore (Annual): Council unanimously passed this resolution that appoints a substitute judge for City court matters.
- ★ Resolution 2023.02: Commitment to Safety Program (Annual): Council unanimously passed this resolution that commits the City to ensure a safe work environment for employees.
- ★ Resolution 2023.03: Recognizing Ray Bubak's Community Service: Council unanimously passed this resolution posthumously recognizing Mr. Bubak's many years of service for the City.
- ★ Ordinance 794: Brownsville Municipal Code Chapter 2.30 Revision (Emergency): Council unanimously passed this ordinance that modifies Parks & Open Space Advisory Board membership requirements.
- ★ Council appointed Councilor Chambers as Council President. The Council President serves a two-year term.
- ★ Council tabled the appointment to the Cascade West Council of Governments board.
- ★ Council appointed Councilor Humphreys as Central Linn Recreation Association Liaison. The liaison position is a two-year term.
- ★ Council reappointed Kaye Fox & Don Andrews to the Planning Commission, Dayna Hansen & Kaye Fox to the Budget Committee, Betsy Ramshur to the Park Board, and Sandy Saltzer & Linda McCormick to the Library Advisory Board. The City has one vacancy on the Planning Commission and one vacancy on the Budget Committee that will be advertised in *The Times*.



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



LOCAL POSTAL PATRON

Council Meeting Synopsis Continued ...

- ★ Council appointed Councilor Winklepleck as the Linn County Sheriff’s Office liaison.
- ★ Council approved the annual TMDL report as provided by Staff.
- ★ The City will be holding a Goal Setting session on February 9th, 2023 at 7:00 p.m. in Council Chambers. Council also approved arrangements for the annual budget advertisements to be executed as required by the State.



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 Retreat | February 4th, 2023 | Community Room | 9:00 a.m.
- ✿ Chamber of Commerce Monthly Meeting | February 8th, 2023 | Community Room | 6:00 p.m.
- ✿ Council Special Session | Goal Setting | February 9th, 2023 | Council Room | 7:00 p.m.



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





2023-2024 Council Values

Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsville citizens care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

Tag line

Brownsville: Where People Care, Business Thrives, and History Lives

Who we are?

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

What do we want for Brownsville?

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:



- 1. Treasury Health
- 2. Water
- 3. Sewer
- 4. Capital Improvements
- 5. Parks
- 6. Streets
- 7. Contract Administration
- 8. Personnel
- 9. Police Protection
- 10. Municipal Court
- 11. Library Services
- 12. Planning & Zoning

Organizational Development

- 1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
- 2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
- 3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.
- 4. *Diversity, Equity, and Inclusion.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in the community and from developing in the City's organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans and vulnerable populations.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

THE PROCESS OF PROGRESS

- 1. Recognize & Identify
- 2. Accept & Agree



2023-2024 Council Values

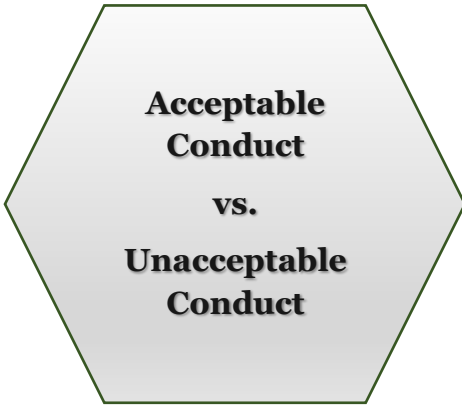
- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

LEXIPOL’S 10 FAMILIES OF RISK MODEL

- 1. External Risks
- 2. Legal & Regulatory Risks
- 3. Strategic Risks
- 4. Organizational Risks
- 5. Operational Risks
- 6. Information Risks
- 7. Human Resources Risks
- 8. Technology Risks
- 9. Financial and Administrative Risks
- 10. Political Risks

How are expectations set in City Government?

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion





From the desk of Mayor Adam R. Craven

January 26th, 2023

Re: Capitol Day sponsored by the League of Oregon Cities & Oregon Mayor's Association | 01/25/2023

Summary: Councilors Chambers, Solberg, Winklepleck along with City Administrator Scott McDowell and myself attended Capitol Day on January 25th, 2023. The League had several representatives, including Governor Kotek, speak to the attendees during the morning session. The overwhelming message from both sides of the aisle was to speak in cliches and make hyperbolic claims about the existential threats of climate change, affordable housing, homelessness among other proclaimed crises. It would appear by all accounts that the die has already been cast in terms of public policy on these matters.

Here is an excerpt from the League's Jim McCauley:

"It was nearly four years to the day when the LOC and Oregon Mayors Association (OMA) last held an in-person City Day at the Capitol. This time around, 250 mayors, councilors, and city staff from across Oregon, representing every LOC region statewide, assembled at the Salem Convention Center on January 25 for a full day of advocacy and training. The program was highlighted by remarks from Governor Tina Kotek and members of the state's new legislative leadership.

The LOC added two new educational components to this year's program, including "Lobbying 201," and "Strategies for Securing State Funding." Part of the afternoon segment included a deeper discussion on economic development incentives, and a presentation on regulating public spaces relative to the current statewide homelessness crisis. Before the evening reception, representatives from multiple state agencies were on hand for meetings with attending city officials. The new content was added to the City Day agenda this year to comply with policies at the Capitol that limited access to the building due to ongoing construction and seismic improvements.

By all accounts, it was one of the most successful City Day events in recent memory, as LOC members had a chance to meet with their legislators in the Capitol and during the evening reception, which was attended by more than two dozen legislators and their staff.

In the days and weeks to come following City Day, contact with legislators will remain critical. For LOC members, a grassroots lobbying effort will need to be maintained throughout this year. Participation in City Day at the Capitol is a great first step, and contributing testimony will always be helpful, but in-district follow-up with legislators will be critical to advancing every city's issues and reinforcing the LOC's legislative priorities."

Members met Independence Mayor John McArde who stressed the importance of developing good relationships with all representatives and lawmakers. Mayor McArde related a few stories where a quick phone call may have stopped unwanted or harmful legislation from moving forward.

We also meet with Austin McClister from Jami Cate's Office and the City's new Senator, Cedric Hayden. I have included their information below for your reference.

Members of Council will be given an opportunity at the upcoming meeting to share their perceptions and thoughts about the event.



Governor Tina Kotek



From the desk of Mayor Adam R. Craven

House Representative Jamie Cate – District 11



Committees

[Joint Committee On Legislative Audits](#)
[Joint Committee On Legislative Policy and Research](#)
[Joint Committee On Ways and Means](#)
[Joint Committee On Ways and Means Subcommittee On Transportation and Economic Development](#)
[House Committee On Housing and Homelessness](#)

Biography

Jami Cate is a lifelong resident of Lebanon, and a 5th generation farmer in Linn County. Working alongside her family, she raises grass seed and looks forward to the long hours spent running combines every summer. Jami also has a seed cleaning warehouse where she processes her farm's seed in preparation for shipping across the country, and around the world.

A graduate of Oregon State University, Jami is a proud “Beaver Believer.” Between her degree in Crop and Soil Science and career on the farm, Jami is a strong advocate for the importance of the agriculture industry to Oregon’s overall economy.

While not on the farm, Jami has dedicated much of her free time to volunteering and being active in her community. She has served on the board of directors for groups like the Lebanon Strawberry Festival, Lebanon Museum Foundation, and Lebanon Community Foundation.

Jami loves that so much of House District 11 is covered in trees, and not just for the economic value its timber products bring to her communities, but also for the abundant recreation opportunities it offers to residents. As an avid hiker and mountain climber, Jami enjoys spending her down time in our district’s vast wilderness.

Running for State Representative and heading to Salem may seem an unexpected shift for this volunteering-farmer, but Jami is beyond honored to have the opportunity to represent the communities of House District 11 and looks forward to being a voice for our rural way of life in Salem.

Senator Cedric Hayden – District 6



Committees

[Senate Committee On Health Care - Vice-Chair](#)
[Senate Committee On Energy and Environment](#)
[Joint Committee On Ways and Means Subcommittee On Human Services](#)

Biography

Cedric is a dentist, business owner, and an Oregon State Representative for District #7. Now completing his second session as State Representative, Cedric serves as the Vice-Chair for the House Committee for Health Care and is also a member of both the House Early Childhood and Family Supports; and Ways and Means Subcommittee on Human Services.

Cedric Hayden grew up in rural Fall Creek, Oregon, a member of what is now a sixth generation Covered Wagon pioneer family. In fact, his great-grandmother was the first female mayor of Burns, Oregon. Long before he was born, his father and mother had dedicated themselves to full time oral public health services in a



From the desk of Mayor Adam R. Craven

number of third world countries. When he was born in 1968, he and his brothers were immersed in the lifestyle of public service.

In 1994, he graduated from the University of Missouri-Kansas City School of Dentistry after attending undergraduate school in Walla Walla, Washington and joined the family dental practice. He resides in Fall Creek, Oregon with his wife Julie and their five children. In his spare time he enjoys being at home with his family and taking care of his horses. Cedric has on several occasions been honored as an outstanding quarter horse breeder.

In 1994-2009 Cedric created Oregon's first statewide oral health network, together with his brothers providing dental service in 35 out of the 36 Oregon counties.

An outdoorsman, in 2001-2007 Cedric completed the worlds "Seven Summits" and "Grand Slam", by summiting the highest mountain on each of the seven continents, and skiing to the North and South Poles. In 2007-Cedric founded Caring Hands Worldwide, an international public health charity for the uninsured and poverty stricken.

Cedric and his wife Julie began this dental charity in late 2007 as a safety net for children and adults that don't have insurance or the ability to visit a dentist. Their efforts have expanded to running pro bono mobile dental clinics in rural Oregon, as well as Micronesia in the South Pacific, Zambia, Africa, and Madagascar in the Indian Ocean.

When not occupied with Legislative duties, Cedric is a businessman operating several businesses, including a charter air service based in Creswell, Oregon, a horse and cattle ranch in Fall Creek, and a heavy equipment business specializing in combating wildland fire, and has a hospital based dental practice treating special needs dental patients.

The geography of House District 7 is diverse, spanning much of Eastern Lane and Douglas Counties, including the incorporated towns of Drain, West fir, Oakland, Oakridge, Cottage Grove, Yoncalla, Elkton, Sutherlin, Lowell, and parts of Roseburg, as well as many built up unincorporated areas. It is a beautiful rural area with magnificent scenery, waterfalls, lakes and covered bridges that Cedric feels fortunate to represent.



Oregon Public Meetings Law

I have included a link to Chapter 9 of the Local Officials Handbook published by the League of Oregon Cities. Below is a short excerpt on public attendance and participation that I thought may be useful:

D. Public Attendance and Participation

The OPML is a public attendance law, not a public participation law. Generally, meetings of a governing body of a public body are open to the public unless otherwise provided by law.⁸² Yet while the law guarantees the right of public attendance, the law does *not* guarantee the right of public participation. In fact, the OPML only expressly mentions public participation in two specific contexts: the opportunity for “public comment” on the employment of a public officer and the opportunity for “public comment” on the standards to be used to hire a chief executive officer.⁸³

Importantly, public participation laws *do* exist elsewhere under state and local laws. In many cases, public participation might be required by another statute, a state regulation, or by a local charter or ordinance. For example, a city ordinance may require the city council to hear public comment when the council considers whether to condemn private property for public use. Similarly, state law requires cities to provide an opportunity for public testimony during the annual budgeting process.⁸⁴ State regulations, meanwhile, require that “[c]itizens and other interested persons [have] the opportunity to present comments orally at one or more hearings” during the periodic review of a local comprehensive plan.⁸⁵ For this reason, the LOC cautions cities to consult their attorney before choosing to withhold opportunities for public comment. Note that there is no rule *against* public participation if cities wish to allow it at meetings.

The entire Local Officials Handbook can be found at the League of Oregon Cities website at:

<https://www.orcities.org/resources/guides-handbooks/city-handbook>

Pioneer Park Preparations *(Reprint)*

Public Works Superintendent Karl Frink must carefully plan crew workloads weekly, monthly, and seasonally in order to accomplish tasks required of Public Works. Weekly workloads can easily ‘go by the boards’ due to a waterline break, sewer line plug, pump failure at one of the treatment plants, and a variety of other unforeseen things that constantly happen when operating city utilities and infrastructure. Fortunately for the City, Karl is very good at his job. He has been working in public works settings his entire career. He has been doing his current job with the City for a very long time and he is on top of what has to happen to ensure that things are completed in a timely and orderly fashion.

However, sometimes as a Councilor or appointed official, that fact can be hard to remember when met with a citizen concern or complaint.

Pioneer Park is closed by the Brownsville Municipal Code from November 1st to March 31st. Below are some of the general steps Public Works and Staff take to get ready for the park season:

- ▶ **November** | Store picnic tables, lock gates, winterize the Pavilion and the restrooms.
- ▶ **December** | Place advertisements for Park Caretakers. Begin leaf removal process.
- ▶ **January** | Order signage, prepare supplies logistics.
- ▶ **February** | Finish leaves in the Park.
- ▶ **March** | Re-stretch fencing along the riverbank, install warning signs that have gone missing, sweep down and clean all buildings, ensure water is turned back on, make any miscellaneous repairs, and place picnic tables and trash cans around the Park. Some years, Public Works begins mowing in March depending on the weather. Coordinate needs of the Rec Center for use of the baseball/softball diamonds. Inspect all playgrounds and make necessary repairs. (Playgrounds are routinely inspected throughout the year.)
- ▶ **April** | Prepare the kitchen for use, clean grills, repair appliances etc., finalize hiring of Park Caretakers, work on park use agreements for major events. Check and replace basketball nets as needed and other applicable details.
- ▶ **May** | Train Park Caretakers, prepare all necessary forms and signage for Caretakers, perform trail maintenance, start repairing picnic tables, general housekeeping, and painting.
- ▶ **June** | Park Caretakers are in full swing with mowing, restroom cleaning and general maintenance. Everyone prepares for the annual Pioneer Picnic as defined in the agreement with Linn County Picnic Association. Families use the Park for a variety of purposes including graduation parties.
- ▶ **Summer Months** | Continuing to keep the park operating and maintaining at the high level expected by citizens and our Staff for all the activities that happen in our Park.
- ▶ **October** | Public Works starts planning for the closure of the Park.

As you can see, there must be careful planning, thought and plenty of attention to detail to operate the Park. The logistics of ordering supplies to keep the Park clean and ready for users, mowing, equipment maintenance and preparation, watering, and providing all the little things requested by the many groups that use the Park for events, family gathering, recreation programming, and a host of other social activities.



RESOLUTION 2022.04

A RESOLUTION INCREASING SOLID WASTE RATES BY 4.94% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

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

WHEREAS, the rates shall also include a \$.60 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

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

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

Residential Service:	2022
Cans and Carts	
1-20 gallon weekly	\$14.27
1-35 gallon weekly	\$31.85
1-90 gallon weekly	\$39.60
Other Services	
Yard Debris Only	\$6.43
Recycling Only	\$6.43
Recall Fee	\$11.50
Access Fee	\$7.60
Extra Can/bag/box (up to 32gallon)	\$5.02
 Commercial Service:	
90 gallon cart	\$40.34
35 gallon cart	\$34.60

Current Rates



RESOLUTION 2022.04

1 Yard Container

Rental	\$65.38
Once per Month	\$89.39
Every Other Week	\$110.45
Weekly	\$141.68
2X per Week	\$255.24
Extra Dump	\$40.72

1.5 Yard Container

Rental	\$65.38
Once per Month	\$97.11
Every Other Week	\$127.16
Weekly	\$172.77
2X per Week	\$328.28
Extra Dump	\$46.77

2 Yard Container

Rental	\$65.38
Once per Month	\$104.63
Every Other Week	\$141.79
Weekly	\$224.69
2X per Week	\$403.16
Extra Dump	\$52.23

3 Yard Container

Rental	\$65.38
Once per Month	\$114.30
Every Other Week	\$215.95
Weekly	\$323.70
2X per Week	\$581.26
Extra Dump	

4 Yard Container

Rental	\$65.38
Once per Month	\$134.33
Every Other Week	\$224.76

Current Rates

Current Rates



RESOLUTION 2022.04

Weekly	\$377.26
2X per Week	\$678.61
Extra Dump	\$94.35
<i>Temporary 4 Yard Container</i>	
3 Days	\$119.15
Extra Dump	\$94.35
Demurrage per Day After 3 Days	\$4.29
3 Tab Roofing (3 days)	\$177.18
Extra Dump	\$139.77
Roll-Off Services:	
20 Yard Box/per Haul	\$194.70
30 Yard Box/per Haul	\$222.55
48 Yard Box/per Haul	\$250.34
Tonnage	\$82.83
Delivery	\$35.98
Demurrage – after 3 days	\$9.72
Relocation Fee	\$67.90
Monthly Rental	\$109.46

This Resolution shall become effective March 1st, 2022.

Passed by the City Council on this 22nd day of February 2022.

Don Ware
Mayor

Attest:

S. Scott McDowell
City Administrator

Current Rates



RESOLUTION 2023.04

A RESOLUTION INCREASING SOLID WASTE RATES BY 8.15% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

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

WHEREAS, the rates shall also include a \$.65 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

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

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

Residential Service:	2023
Cans and Carts	
1-20 gallon weekly	\$15.44
1-35 gallon weekly	\$34.45
1-90 gallon weekly	\$42.84
Other Services	
Yard Debris Only	\$6.96
Recycling Only	\$6.96
Recall Fee	\$12.45
Access Fee	\$8.22
Extra Can/bag/box (up to 32gallon)	\$5.43
 Commercial Service:	
90 gallon cart	\$43.64
35 gallon cart	\$37.41

1 Yard Container



RESOLUTION 2023.04

Rental	\$70.72
Once per Month	\$96.68
Every Other Week	\$119.45
Weekly	\$153.23
2X per Week	\$276.04
Extra Dump	\$44.04

1.5 Yard Container

Rental	\$70.72
Once per Month	\$105.01
Every Other Week	\$137.52
Weekly	\$186.86
2X per Week	\$355.03
Extra Dump	\$50.58

2 Yard Container

Rental	\$70.72
Once per Month	\$113.17
Every Other Week	\$153.35
Weekly	\$243.00
2X per Week	\$436.02
Extra Dump	\$56.49

3 Yard Container

Rental	\$70.72
Once per Month	\$123.62
Every Other Week	\$233.55
Weekly	\$350.08
2X per Week	\$628.63
Extra Dump	\$62.82

4 Yard Container

Rental	\$70.72
Once per Month	\$145.28
Every Other Week	\$243.08
Weekly	\$408.01
2X per Week	\$733.92
Extra Dump	\$102.04



RESOLUTION 2023.04

Temporary 4 Yard Container

3 Days	\$128.86
Extra Dump	\$102.04
Demurrage per Day After 3 Days	\$4.64
3 Tab Roofing (3 days)	\$191.62
Extra Dump	\$151.16

Roll-Off Services:

20 Yard Box/per Haul	\$210.57
30 Yard Box/per Haul	\$240.69
48 Yard Box/per Haul	\$270.74
Tonnage	\$89.58
Delivery	\$38.91
Demurrage – after 3 days	\$10.51
Relocation Fee	\$73.43
Monthly Rental	\$118.38

This Resolution shall become effective March 1st, 2023.

Passed by the City Council on this 28th day of February 2023.

Approved:

 Adam Craven
 Mayor

Attest:

 S. Scott McDowell
 City Administrator

8.15%

Residential Service:

Cans and Carts

	3/1/2022	3/1/2023		
1-20 gallon weekly	\$ 14.28	\$ 15.440	\$ 1.17	8.16%
1-35 gallon weekly	\$ 31.85	\$ 34.45	\$ 2.60	8.16%
1-90 gallon weekly	\$ 39.61	\$ 42.84	\$ 3.23	8.15%

Other Services

Yard Debris Only	\$ 6.44	\$ 6.96	\$ 0.52	8.07%
Recycling Only	\$ 6.44	\$ 6.96	\$ 0.52	8.07%
Recall Fee	\$ 11.51	\$ 12.45	\$ 0.94	8.17%
Access Fee	\$ 7.61	\$ 8.22	\$ 0.62	8.09%
Extra Can/bag/box (up to 32gallon)	\$ 5.02	\$ 5.43	\$ 0.41	8.17%
Household Hazardous Waste (Monthly Fee)	\$ 0.60	\$ 0.65	\$ 0.05	8.33%

Commercial Service:

90 gallon cart	\$ 40.35	\$ 43.64	\$ 3.29	8.15%
35 gallon cart	\$ 34.59	\$ 37.41	\$ 2.82	8.15%

1 Yard Container

Rental	\$ 65.39	\$ 70.72	\$ 5.33	8.15%
Once per Month	\$ 89.39	\$ 96.68	\$ 7.29	8.16%
Every Other Week	\$ 110.45	\$ 119.45	\$ 9.00	8.15%
Weekly	\$ 141.68	\$ 153.23	\$ 11.55	8.15%
2X per Week	\$ 255.24	\$ 276.04	\$ 20.80	8.15%
Extra Dump	\$ 40.72	\$ 44.04	\$ 3.32	8.15%

1.5 Yard Container

Rental	\$ 65.39	\$ 70.72	\$ 5.33	8.15%
Once per Month	\$ 97.10	\$ 105.01	\$ 7.91	8.15%
Every Other Week	\$ 127.16	\$ 137.52	\$ 10.36	8.15%
Weekly	\$ 172.78	\$ 186.86	\$ 14.08	8.15%
2X per Week	\$ 328.28	\$ 355.03	\$ 26.75	8.15%
Extra Dump	\$ 46.77	\$ 50.58	\$ 3.81	8.15%

2 Yard Container

Rental	\$ 65.39	\$ 70.72	\$ 5.33	8.15%
Once per Month	\$ 104.64	\$ 113.17	\$ 8.53	8.15%
Every Other Week	\$ 141.79	\$ 153.35	\$ 11.56	8.15%
Weekly	\$ 224.69	\$ 243.00	\$ 18.31	8.15%
2X per Week	\$ 403.16	\$ 436.02	\$ 32.86	8.15%
Extra Dump	\$ 52.23	\$ 56.49	\$ 4.26	8.16%

3 Yard Container

Rental	\$ 65.39	\$ 70.72	\$ 5.33	8.15%
Once per Month	\$ 114.30	\$ 123.62	\$ 9.32	8.15%
Every Other Week	\$ 215.95	\$ 233.55	\$ 17.60	8.15%
Weekly	\$ 323.70	\$ 350.08	\$ 26.38	8.15%
2X per Week	\$ 581.26	\$ 628.63	\$ 47.37	8.15%
Extra Dump	\$ 58.09	\$ 62.82	\$ 4.73	8.14%

4 Yard Container

Rental	\$ 65.39	\$ 70.72	\$ 5.33	8.15%
Once per Month	\$ 134.33	\$ 145.28	\$ 10.95	8.15%
Every Other Week	\$ 224.76	\$ 243.08	\$ 18.32	8.15%
Weekly	\$ 377.26	\$ 408.01	\$ 30.75	8.15%
2X per Week	\$ 678.61	\$ 733.92	\$ 55.31	8.15%
Extra Dump	\$ 94.35	\$ 102.04	\$ 7.69	8.15%

Temporary 4 Yard Container

3 Days	\$ 119.15	\$ 128.86	\$ 9.71	8.15%
Extra Dump	\$ 94.35	\$ 102.04	\$ 7.69	8.15%
Demurrage per Day After 3 Days	\$ 4.29	\$ 4.64	\$ 0.35	8.16%
3 Tab Roofing (3 days)	\$ 177.18	\$ 191.62	\$ 14.44	8.15%
Extra Dump	\$ 139.77	\$ 151.16	\$ 11.39	8.15%

Roll-Off Services:

20 Yard Box/per Haul	\$ 194.70	\$ 210.57	\$ 15.87	8.15%
30 Yard Box/per Haul	\$ 222.55	\$ 240.69	\$ 18.14	8.15%
48 Yard Box/per Haul	\$ 250.34	\$ 270.74	\$ 20.40	8.15%
Tonnage	\$ 82.83	\$ 89.58	\$ 6.75	8.15%
Delivery	\$ 35.98	\$ 38.91	\$ 2.93	8.14%
Demurrage – after 3 days	\$ 9.72	\$ 10.51	\$ 0.79	8.13%
Relocation Fee	\$ 67.90	\$ 73.43	\$ 5.53	8.14%
Monthly Rental	\$ 109.46	\$ 118.38	\$ 8.92	8.15%



Chapter 2.75 Legislative Advocacy & Policy Committee

Sections:

- 2.75.010 Committee created.**
- 2.75.020 Membership and term.**
- 2.75.030 Organization.**
- 2.75.040 Powers and duties.**
- 2.75.050 City Administrator.**
- 2.75.060 Volunteers.**
- 2.75.070 Method of financing.**

2.50.010 Committee created.

There is hereby created a committee for the City, to be known and designated as the “Legislative Advocacy & Policy Committee,” the creation, organization, powers and duties of which shall be provided for as further set forth in this chapter.

2.50.020 Membership and term.

The Committee will consist of five members appointed by the Mayor & Council. No more than one shall be a nonresident. The Mayor & Council may appoint a nonresident member provided the member owns property within the City limits and resides within the Brownsville Rural Fire District. Board members shall receive no compensation. Members shall serve a three year term. All terms being in January regardless of actual appointment date. If a vacancy occurs, the Mayor & Council shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two consecutive terms, but any person may be reappointed again to the Committee after a one year absence or in the event no other person is interested in appointment to the Committee.

2.50.030 Organization.

The Legislative Advocacy & Policy Committee shall meet and organize by the election of a chairperson from among its members and shall hold regularly scheduled meetings during legislative session. The Committee shall hold meetings as needed at any other time by following Oregon Public Meetings Law. The City Administrator or designee shall serve as Secretary to the Committee and keep a record of its actions. All minutes shall be included in the public record.

2.50.040 Powers and duties.

The powers, duties and responsibilities of the Legislative Advocacy & Policy Committee are as follows:



- A. Advise the Council on State Legislative matters impacting City operations.
- B. Advise the Council on Federal Legislative matters impacting City operations.
- C. Advise the Council on formulating strategies and rules for the implementation of the City's advocacy efforts.
- D. Advise the Council on local policy development as it relates to State & Federal advocacy efforts.
- E. Directly advocate for City issues following guidelines approved by the Mayor & Council.
- F. Keep the Council updated on all advocacy activities.
- G. Other such duties as directed by the Council.

2.50.050 City Administrator.

- A. The City Administrator shall assist the Committee as needed and shall have all authority to discuss and consider all matters relating to Committee business.
- B. The City Administrator shall maintain a record of all Committee deliberations and materials. All records are subject to Public Records Requests.

2.50.060 Volunteers.

Volunteers may be utilized by the Committee at the discretion of the Legislative Advocacy & Policy Committee and with the approval of the Mayor & Council or the City Administrator. Such volunteers may provide testimony, write letters, implement objectives and research any issues related to the Committee's purpose.

2.50.070 Method of financing.

The City of Brownsville proposes to finance operation of the Legislative Advocacy & Policy Committee from the general fund of the City of Brownsville.



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

Name: <u>Barbara Andersen</u>		Date: <u>Feb 3, 2023</u>	
Present Address: <u>229 Spaulding Ave</u>			
City/State/Zip: <u>Brownsville, Oregon 97327</u>			
Phones:	Work:	Home:	Cell: <u>503-709-8347</u>
Email: <u>bjandersenpdx@aol.com</u>			
Years Lived In Brownsville: <u>8</u>			
Occupation: <u>Entrepreneur and Museum docent</u>			
Education: <u>Assoc. Applied Science Radio/TV technology - Portland Comm</u>			
Address for Past 5 Years: <u>Same as above</u> <u>coheya</u>			
City/State/Zip:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Resident of Brownsville: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commission/Committee/Board Applying For (excluding City Council and Mayor position):			
<input type="checkbox"/> Budget Committee		<input type="checkbox"/> Parks & Open Space Advisory	
<input type="checkbox"/> Library Board		<input type="checkbox"/> Other (Specify) _____	
<input checked="" type="checkbox"/> Planning Commission			
Why you want to apply: <u>I see it as an opportunity to serve the community I love.</u>			
What experience/expertise/interest do you have for this group?			
<u>I come from a construction family, my father served on the Wilsonville Planning Commission. I have some familiarity with the process. I have a keen intellect, know some history of the town + can think critically. I have good research skills.</u>			

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

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

For City Use Only

Dated Received: _____
Mayor's Decision: _____

City of Brownsville
APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER



Name: Shannon Bremner		Date: 1-31-2023	
Present Address: 807 Northpoint Loop			
City/State/Zip: Brownsville, OR 97327			
Phones:	Work:	Home:	Cell: 541-979-4624
Email: Shannonbremner123@gmail.com			
Years Lived In Brownsville: 3			
Occupation:			
Education: Bachelor's degree in Gerontology			
Address for Past 5 Years: 3725 SW Hilltop Dr			
City/State/Zip: Corvallis, OR 97333			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Resident of Brownsville: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commission/Committee/Board Applying For (excluding City Council and Mayor position):			
<input checked="" type="checkbox"/> Budget Committee		<input type="checkbox"/> Parks & Open Space Advisory	
<input type="checkbox"/> Library Board		<input type="checkbox"/> Other (Specify) _____	
<input type="checkbox"/> Planning Commission			
Why you want to apply: The last few years have made me realize how important community is .			
I would love the opportunity to be more involved with the development of building our future community and to serve the people of our great town.			
What experience/expertise/interest do you have for this group? I'm a great team player and am very organized. I have a strong knowledge of current world events and economics and how it will impact the future of our community. I was once told that I should run for City Council due to my vast knowledge so now I'm taking that advice and getting involved.			

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

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

For City Use Only

Dated Received: _____ Mayor's Decision: _____
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City of Brownsville
APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER

Name: Felipe Eversull Date: 2-17-23
Present Address: 512 Fisher St.
City/State/Zip: Brownsville, OR 97321
Phones: Work: Home: Cell: (541) 971-9379
Email: Felipeeversull@Icloud.com
Years Lived In Brownsville: 15
Occupation: Clerk @ US Postal Service / Brownsville, OR
Education: Central Linn High School
Address for Past 5 Years: 387 Breezy way
City/State/Zip: Albany, OR 97321
Registered Voter: [X] Yes [] No Resident of Brownsville: [X] Yes [] No
Commission/Committee/Board Applying For (excluding City Council and Mayor position):
[X] Budget Committee [] Parks & Open Space Advisory
[] Library Board [] Other (Specify)
[] Planning Commission

Why you want to apply:

I would like to be a part of my home community Budget Committee, hoping to apply my experience as a small business owner to the local community. This town could be beautiful and functional w/ the proper leadership.

What experience/expertise/interest do you have for this group?

I'm a small business owner who has grown up in this small community, and am very familiar with the town and its potential issues. This is my home and I would like to be a part of local government to apply my executive experience for the benefit of our town.

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

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

For City Use Only

Dated Received:
Mayor's Decision:



City of Brownsville
APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER

Name: SANDY SALTZER Date: 2/14/23
Present Address: 100 HAUSMAN AVE
City/State/Zip: BROWNSVILLE OREGON 97327
Phones: Work: Home: Cell: 206-552-1904
Email: SANDRA.SALTZER@GMAIL.COM
Years Lived In Brownsville: 9 YRS
Occupation: R.N.
Education: MASTERS IN PUBLIC ADMINISTRATION
Address for Past 5 Years: SEE ABOVE
City/State/Zip:
Registered Voter: [X] Yes [] No Resident of Brownsville: [X] Yes [] No
Commission/Committee/Board Applying For (excluding City Council and Mayor position):
[X] Budget Committee [] Parks & Open Space Advisory
[] Library Board [] Other (Specify)
[] Planning Commission
Why you want to apply: LOOKING FOR OPPORTUNITIES TO SERVE MY COMMUNITY
What experience/expertise/interest do you have for this group?
MANY YEARS DEVELOPING & MANAGING LARGE ORGANIZATIONAL (UNIV. OF WA.) BUDGETS

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

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

For City Use Only

Dated Received:
Mayor's Decision:



City of Brownsville APPLICATION FOR COMMISSION/COMMITTEE/BOARD MEMBER

Name: Matt Shoemaker		Date: 2/13/2023	
Present Address: 1126 Linn Way			
City/State/Zip: Brownsville, OR 97327			
Phones:	Work: 503-378-6428	Home: 541-913-9732	Cell: 541-913-9732
Email: matt.shoemaker1973@gmail.com			
Years Lived In Brownsville: 3 years 7 months			
Occupation: Fiscal Analyst			
Education: Bachelors			
Address for Past 5 Years: 5349 Sparta Loop			
City/State/Zip: Salem OR 97306			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Resident of Brownsville: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Commission/Committee/Board Applying For (excluding City Council and Mayor position):			
<input checked="" type="checkbox"/> Budget Committee		<input type="checkbox"/> Parks & Open Space Advisory	
<input type="checkbox"/> Library Board		<input type="checkbox"/> Other (Specify) _____	
<input type="checkbox"/> Planning Commission			
Why you want to apply:			
I served 15.5 years in the Army before I was medically retired and believe everyone should serve their community in any capacity they are qualified for. After prayerful consideration and conformation I believe I have the experience to support the City of Brownsville by becoming a member of the Budget Committee.			
What experience/expertise/interest do you have for this group?			
I have spent the last 10 years as a Fiscal Analyst for the State of Oregon where I manage a \$318M budget consisting of Oregon taxpayer General Funds, Grant funding, and Federal funds. I am responsible for forecasting and budget planning to ensure my division has enough resources to make it through each year. For the six years prior to my current position I was a Budget Analyst for the Oregon National Guard providing similar responsibilities.			

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

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

For City Use Only

Dated Received: _____
Mayor's Decision: _____



ADDENDUM

Council (City) and the Calapooia Food Alliance (CFA) approve the following contract additions:

1. City agrees to close Park Avenue to through traffic for the Farmer's Market starting in April 2023 through the close of the Farmer's Market in October 2023.
2. City will provide traffic signs to be deployed by CFA personnel for the weekly closure.
3. CFA will provide an insurance certificate for the closure naming the City of Brownsville additionally insured.
4. CFA shall obtain signatures from the effected parties.
5. The alley west of the Museum shall be left open for NAPA and the Picture Gallery tenant. CFA will make operational arrangements to accommodate general ingress and egress for Floyd & Irene Corbett who reside at 227 Averill Street.
6. City agrees to allow a storage shed for the operation of the Community Gardens at 185 N. Main Street provided that the structure is permitted as a temporary structure. The City notes the shed will be located on Tax Lot 14So2Wo6B000400 which is under the same ownership as Tax Lot 14So2Wo6B003700 as identified by Linn County Assessor's Office shown in Addendum Exhibit A.
7. Accessory structure conditions are outlined in Addendum Exhibit B.
Note: Accessory structure permitting requirements did not exist when the original structure was placed on school property circa 2009.
8. Both parties agree to the addendum as ratified at the February 2023 Council meeting.

CITY: CITY

OPERATOR: CFA

Adam Craven
Mayor

Don Lyon
CFA President

Date:

Date:

S. Scott McDowell
City Administrator

Date:

Dee & Kathleen Swayze | 185 N. Main Street, Brownsville, Oregon 97327

Assessment and Taxation
Account Query

Account # 306502 Tax Status ASSESSABLE
 Map # 14502W06B000400 Account Status ACTIVE
 Code - Tax # 55219-306502 Subtype NORMAL
 Owner SWAYZE DEE & KATHLEEN
 Agent
 Mailing Address 185 S MAIN ST BROWNSVILLE, OR 97327

Reports: Summary Report, Tax Summary Report, Names, Tax Statements

Documents/Images

Link	Site	Bldg #	Stat Class	Code Area	Year Built	Est Year Built	Description	Livable Size
I		100	138	55219	1939	1939	RES One story with attic	0
I		101	110	55219	0		Residential Other Improvements	0
I		102	317	55219	0	1959	GP BUILDING	0
I		103	317	55219	0	1959	GP BUILDING	0
I		105	323	55219	2000	2000	HAY COVER	0

Help: Accounts in foreclosure require that you call the Linn County Tax Department for the correct payoff amount. To verify the account is in foreclosure - scroll to the bottom of the Tax Summary Report. A notation will display "foreclosure"



Assessment and Taxation
Account Query

Account # 307278 Tax Status ASSESSABLE
 Map # 14502W06B003700 Account Status ACTIVE
 Code - Tax # 55219-307278 Subtype NORMAL
 Owner SWAYZE DEE & KATHLEEN
 Agent
 Mailing Address 185 S MAIN ST BROWNSVILLE, OR 97327

Reports: Summary Report, Tax Summary Report, Names, Tax Statement

Documents/Images

Help: Accounts in foreclosure require that you call the Linn County Tax Department for the correct payoff amount. To verify the account is in foreclosure - scroll to the bottom of the Tax Summary Report. A notation will display "foreclosure"



CFA Addendum | Exhibit B**Planning Requirements**

The approved fence application is attached as part of Exhibit B along with the site plan related to the existing accessory structure & proposed fence installation. Please see notes below:

Accessory Structure (located at 185 Main Street)

- According to CFA, the Structure (under 200 square feet) was moved from the previous Community Garden location.
- Structure is currently located on Tax Lot 400, 185 Main Street.
- Structure is to be for Community Garden use (located on TL 3700).
- Structure does not meet Brownsville Municipal Code Setback requirement. Accessory structures cannot be closer to the street than the primary structure.
- Staff recommends a signed acknowledgment from the CFA and the current property owners of 185 Main Street, TL 400, and TL 3700 that the existing accessory structure is to be utilized solely for the CFA/Community Gardens in conjunction with TL 3700.
- If the CFA/Community Gardens ceases to utilize the TL 3700 site, 185 Main Street (TL 400) is conveyed, or any other land transaction that would modify this specific arrangement in the opinion of the City, this accessory structure shall be removed from the premises.

Proposed Fence (TL 3700)

- A deer fence installation has been approved for TL 3700.
- The site plan for the proposed fence indicates a portion will be located on the south premises of 185 Main Street, TL 400. The fence will enclose the above-mentioned accessory structure which is related to the use of the Community Gardens, TL 3700.
- Due to the above circumstance, the fence does not comply with Brownsville Municipal Code Fence Standards as no fence shall extend beyond the property line.
- If applicant(s) choose to retain the current site plan, rather than move the fence & building solely onto TL 3700, staff recommends a signed acknowledgement from the CFA and the current property owners of 185 Main Street, TL 400, that the proposed fence is to be utilized solely for the purpose of the CFA/Community Gardens and TL 3700.
- If the CFA/Community Gardens ceases to utilize the TL 3700 site, 185 Main (TL 400) is conveyed, or any other land transaction that would modify this specific arrangement in the opinion of the City, the portion of the fence located on Tax Lot 400 shall be removed in order to comply with the fence ordinance.

Note: Similar fence compliance requirements have been allowed on other sites where both properties are in the same ownership.

CFA Addendum | Exhibit B

Respectfully Submitted,

A handwritten signature in blue ink that reads "Elizabeth Coleman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Elizabeth Coleman
Administrative Assistant

A handwritten signature in blue ink that reads "SM". The signature is very stylized and abbreviated, consisting of a few large, sweeping letters.

Scott McDowell
City Administrator



Accessory Structure Pre-Application Form



Pre-application Application Fee \$30.00

Receipt # 359947

Date 2-1-23

Applicant Name: Calapooia Food Alliance Phone Number: 503-572-4912

Mailing Address: PO BOX 367, Brownsville, OR 97327

Legal Owner: Kathleen Swayze Phone Number: 541-409-7315

Mailing Address: _____ Zone: VC

Township 14S Range 02W Section 06B Tax Lot No. 400

Site Address: 185 S Main St Proposed Construction: garden shed under 200 sq ft.

Please attach a drawing on 8.5" x 11" or larger paper (separate sheet) that includes distances from the new structure to existing buildings and to all property lines.

Distance of Structure from Property Lines: 5 North 90 South 10 East 90 West

NOTE: Information below may require review from the City Engineer. Additional fees for review will apply. See attached Brownsville Municipal Code Setback Chart for requirements for your zone.

100-year Floodplain YES NO Floodway YES NO

Onsite Inspection Required: Prior to construction, City Hall Staff must verify all setbacks. Please call to schedule.

Proposed grading and/or fill, if applicable. (All fill and backfill soil within six (6) feet of the building shall be compacted so as not to allow displacement).

Submitted: Yes No N/A
Approved: Yes No N/A

Proposed Drainage plans including destination for drainage from gutters and downspouts, and surface drainage destinations, if applicable.

Submitted: Yes No N/A
Approved: Yes No N/A

I hereby declare that the above and attached information are correct. I agree that in consideration of and upon issuance of a building permit, I will do or will allow to be done only such work as herewith applied for and such premises and its existing and proposed building and structures shall be used for such purposes as set forth above. I further declare that I have been duly authorized by the Owner to make the above application and agreements.

Applicant Signature: [Signature] Date: 2-1-23

Zoning Coordinator: [Signature] Date: 2/1/23
previous inspection



3 Fee: \$30.00

Permit No: _____

Residential Fence Permit Application

Fences over 7' will require a building permit

Date: 10/31/22

Applicant Name: CALAPOOIA FOOD ALLIANCE Phone Number: (503) 572-4912
JOSHUA BLOOMFIELD

Mailing Address: P.O. BOX 367, BROWNSVILLE, OR 97327

Legal Owner: KATHLEEN + DEE SWAYZE Phone Number: (541) 409-7315

Mailing Address: 185 S MAIN ST BROWNSVILLE, OR 97327

Township 145 Range 02W Section 06BB Tax Lot No. 3700

Site Address: 185 S MAIN ST Zone: VC + 400
BROWNSVILLE, OR 97327

*** Please attach a sketch on a separate sheet of paper (MINIMUM SIZE 8.5 X 11), including fence dimensions & distances from property lines.

Fence Material

Fence Type

Wood Plastic/Vinyl Picket Lattice
Metal Chain-link Split Rail

Other (Describe) _____ Other (Describe) _____

Fence Location & Height Front Yard* 7' DEER FENCE Rear Yard 7' DEER FENCE Side Yard 7' DEER FENCE

- *A fence located in the front yard may not exceed a height of 42" in height, with limited exceptions.
- In no instance shall a fence extend beyond the property line.
- Fences and hedges shall not conflict with requirements of a vision clearance area.
- On-site inspection required prior to construction. Please schedule with City Hall Staff.

Provide a site plan of your property: Indicate which direction is north. Show the location of the proposed fence, house, garage, neighbor's buildings, streets, alleys & sidewalks.

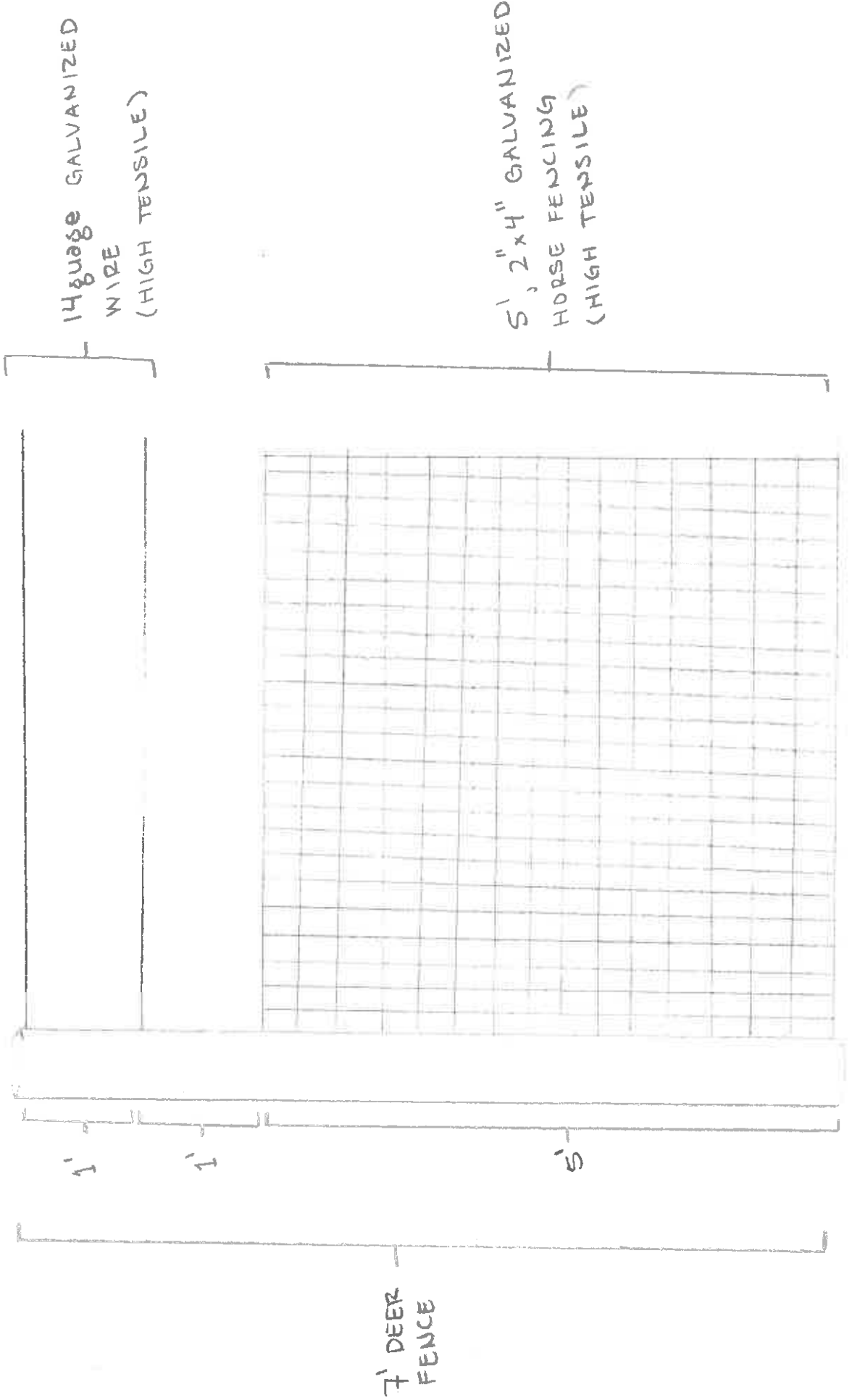
Construction of a fence must not obstruct any existing easements, including but not limited to drainage, utility, ingress and egress easements.

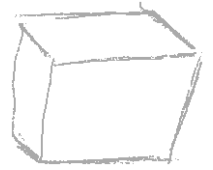
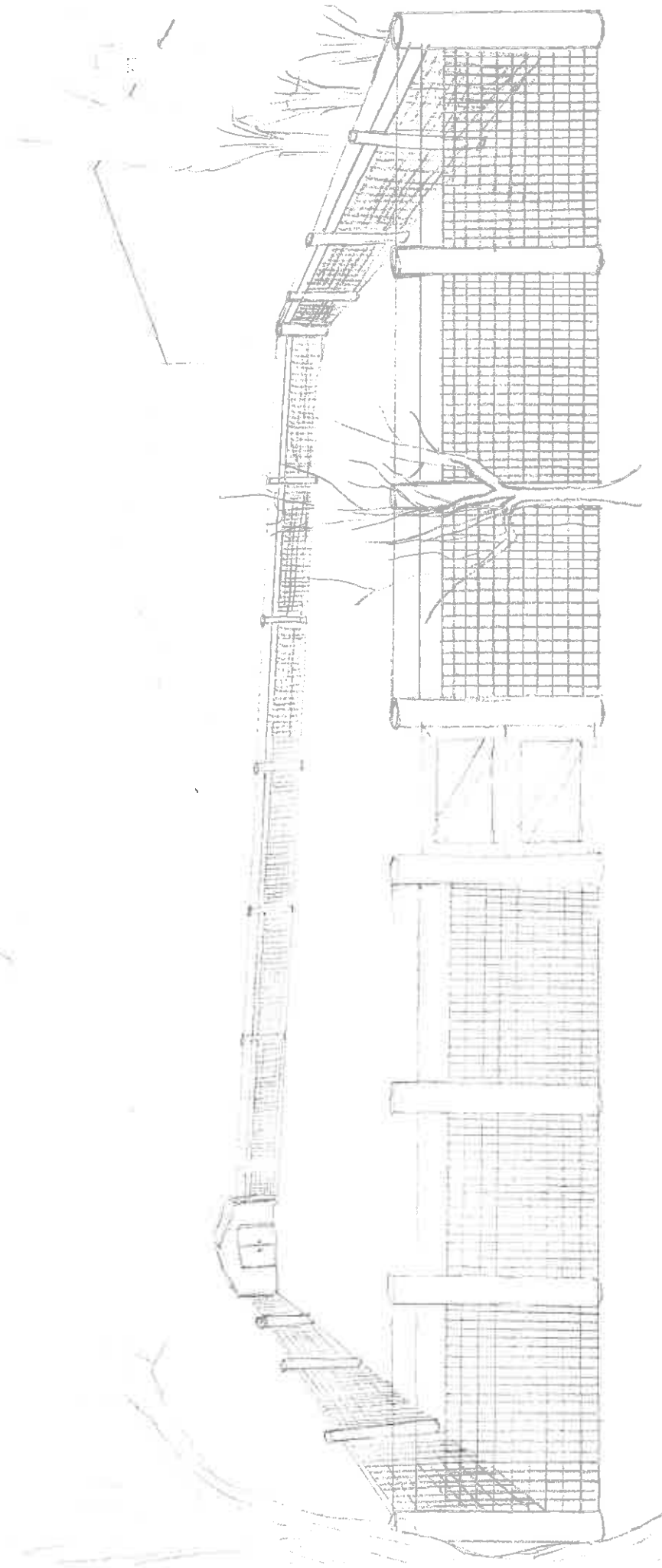
I hereby declare that the above and attached information are correct. I agree that in consideration of and upon issuance of a building permit, I will do or will allow to be done only such work as herewith applied for and such premises and its existing and proposed building and structures shall be used for such purposes as set forth above. I further declare that I have been duly authorized by the Owner to make the above application and agreements.

Applicant Signature: Joshua Bloomfield Date: 10/31/22

Zoning Coordinator: Elizabeth F. Gemma Date: 1/11/23

10' PRESSURE TREATED FENCE POST (6" DIAMETER)
(3' BELOW GROUND, 7 ABOVE)

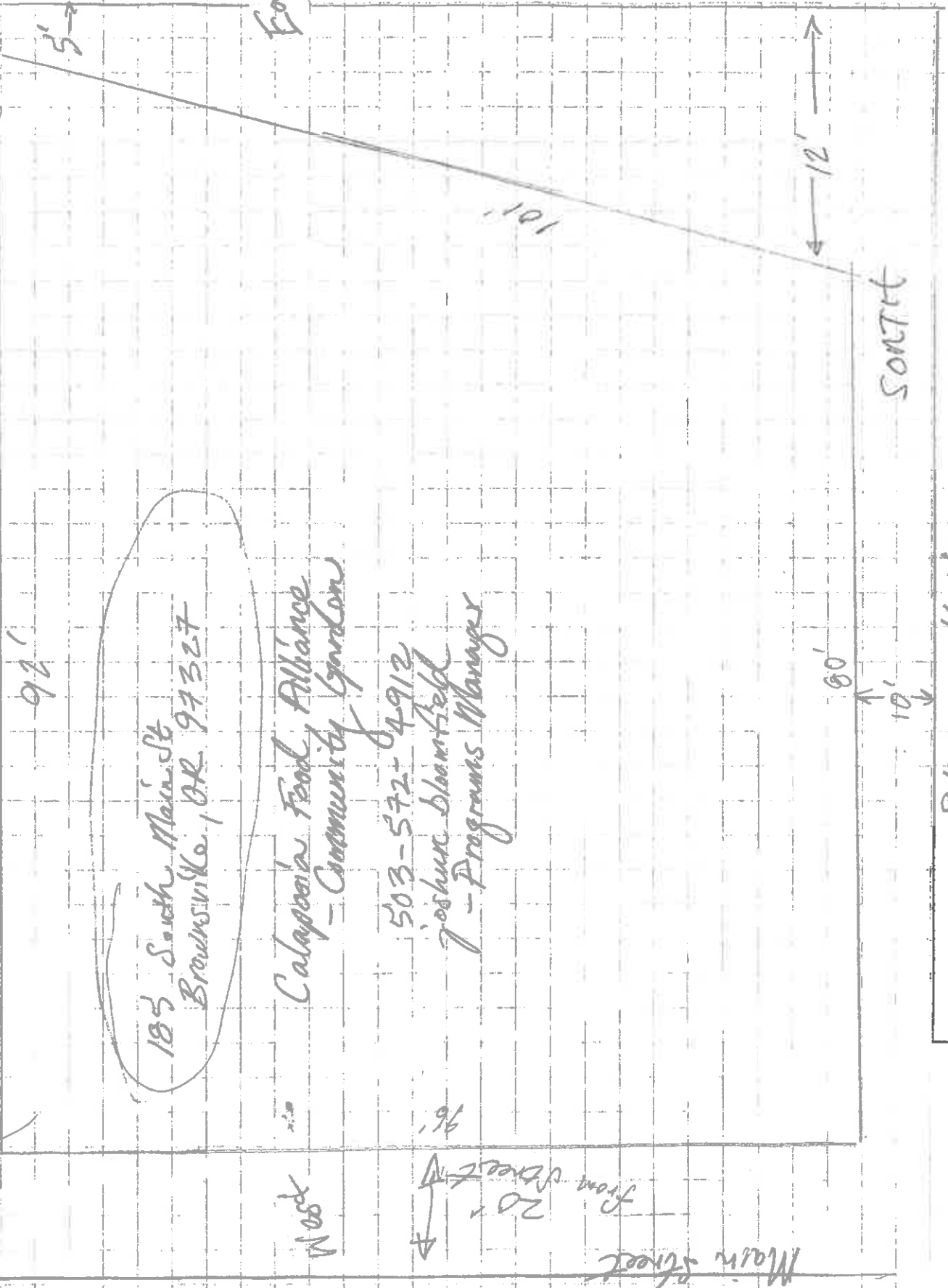




UTILITY
BOX

SIDEWALK

North



185 South Main St
 Brownsville, OR 97327

Calapooia Food Alliance
 - Community Garden

503-572-6492
 Joshua Blountfield
 - Program Manager

West

20' from street

Main Street

South

Storage Units

92'

101'

12'

80'

10'

Linn County Planning Application

APPROX
6.3300X



11/10/2023, 3:46:38 PM

- Address
- Permits
- Elevation Certificates
- ★ LOMAs
- Railways
- Highways
- Roads
- City Limits
- County Boundary
- Tax Lots

1:564

0 0.01 0.01 0.01 0.01

0 0 0.01 0.01 0.01 0.01

Linn County GIS

This product is for informational purposes only and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the Map created using the Linn County Oregon web mapping application

ALBANY — A coalition of local officials including county, city and school leaders are asking Governor Tina Kotek to amend Ballot Measure 110 and make the possession of Class I federal narcotics — such as heroin, cocaine and meth — state crimes and include punitive sanctions for both adults and juvenile.

The letter was also sent to every member of Oregon’s Legislative delegation.



Measure 110 effectively decriminalized possession of small amounts of hard drugs, making them misdemeanors carrying a fine of just \$100, which would be forgiven if the person sought addiction help.

A recent state audit indicated more than \$300 million of Oregon’s marijuana tax funds have been diverted under Ballot Measure 110, with little accountability of how that money has been used.

Local officials say that since the passage of the measure in 2020 and implementation in 2021, communities in our county — and statewide — have seen increased drug use and overdoses, increased property crimes and families and children suffer.

Roger Nyquist, chair of the Linn County Board of Commissioners, believes the intent of Ballot Measure 110 is “not coming to fruition ... addiction is up and the number of addicts accessing treatment is down.”

Andy Gardner, superintendent of Greater Albany Public School, Ballot Measure 110 has “profoundly impacted how our kids view drugs”, adding “Oregon adults now have more access to controlled substances than ever before and now face fewer repercussions for possession or usage.”

He is worried that the acceptance of drug use in Oregon will create addiction issues at younger ages and will “affect future generations of kids.”

“Ballot Measure 110 is a disaster,” Linn County District Attorney Doug Marteeny said, adding that advocates saw it as something that would increase treatment for addicts, but that is not the case.

“We need to always remember that one function of law is to declare moral standards of the community. Law communicates the expectations we all have for one another,” he said.

Linn County Sheriff Michelle Duncan spent several years working drug cases and said it often took an arrest and a court appearance for someone with a drug addiction to “hit rock bottom” and realize they needed help.

“There is no stigma about drug use anymore,” Sheriff Duncan said. “Kids think it’s OK because there are no consequences.”

Local homeless shelters are seeing increased drug overdoses to the point the need for Narcan and training was a topic at a recent meeting of local groups interested in helping homeless people in Albany.

Torri Lynn, director of the Linn County Juvenile Department said that although Ballot Measure 110 is supposed to redirect funds to treatment programs, virtually no money was designated for juvenile programs.

Lynn said that in 2021, Senate Bill 817, “eliminated all fines and fees for juveniles”, affecting the Juvenile Department’s ability to respond to any citations with anything other than providing a phone number to the hotline for a youth who is in possession of heroin, methamphetamines or cocaine.

The state audit showed the cost of operating a telephone hotline for people cited with drug possession, cost \$7,000 per call. Of about 100 callers, only 28 actually asked for addiction recovery services assistance.

Justin Thomas, director of Linn County’s Alcohol & Drug Programs, said “The unfortunate downside of the measure is that more people may be using substances with the assumption that there are little to no consequences since the legal ramifications have been drastically reduced.”

Thomas added, “The practice of making substance use more socially acceptable is troubling to treatment providers because of the progressive nature of addiction that occurs when one uses substances consistently over time. In Linn County, we have not seen a decrease in the requests from people to access alcohol and drug treatment with the implementation of Measure 110.”

Local businesses are also seeing increased issues stemming from community drug use.

Janet Steele, president of the Albany Chamber of Commerce, said that organization is “extremely concerned that the state has legalized the possession of small amounts of all drugs, including cocaine, LSD, meth and oxycodone.”

“Like Albany residents, businesses are seeing the negative effects of Oregon’s drug laws and face the day-to-day reality of people with addictions and homeless issues harming themselves, employees, customers and buildings,” Steele said.

In a letter to the City Council, Albany Mayor Alex Johnson II said the community is doing what it can to combat drug and homeless issues, “However, the increases in vandalism, disruption of operations, assaults and littering are very evident around our city. These criminal acts put the citizens of Albany, as well as Albany businesses, at risk. They endanger staff and facilities, impact productivity and damage our ability to attract investment and create healthy economic growth. The current situation cannot be allowed to continue.”

The letter was signed by Albany Chamber of Commerce President Janet Steele, Albany Mayor Alex Johnson II, Greater Albany Public Schools Superintendent Andy Gardner, Linn County Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker, District Attorney Doug Marteeny, Sheriff Michelle Duncan, Juvenile Director Torri Lynn, Alcohol & Drug Director Justin Thomas and Sweet Home Mayor Susan Coleman.

Alex Paul

Linn County Communications Officer
541-967-3825

Important info about the Willamette Basin Temperature Replacement TMDLs

Good morning,

As many of you know, DEQ is developing two court-ordered replacement temperature TMDLs for the Willamette Basin. We are issuing these TMDLs via rulemakings. The first TMDL rulemaking focuses on Willamette Subbasin waterbodies (to be approved by Jan. 15, 2024), while the second TMDL will focus on the mainstem Willamette and major tributaries to the Willamette (to be approved by Feb. 28, 2025).

For the first rulemaking, DEQ plans on having a public webinar on **Jan. 31, 2023** and then two Rulemaking Advisory Committee meetings in Feb. and April. Because DEQ is an “opt-in” agency in regards to public communication, you must sign up for Gov Delivery emails if you would like to receive information about these rulemakings.

This link provides information on the TMDL Replacement Project, as well as specific info on the Willamette Basin TMDL replacements: [Temperature TMDL Replacement Project](#)

This is the Gov Delivery link: [Oregon Department of Environmental Quality \(DEQ\) \(govdelivery.com\)](#)

I recommend you signing up sooner rather than later, since I believe several Gov Deliveries are forthcoming today or very soon about the webinar and rulemaking advisory committee meetings.

Regards,
PW

Priscilla Woolverton | Willamette Basin Coordinator
DEQ Western Region | 165 E. 7th Ave., Ste. 100, Eugene, OR 97401-3049
priscilla.woolverton@deq.oregon.gov | 541.687.7347
pronouns: she/her



LOC News

Update on Governor's Emergency Declaration on Housing

The state has posted additional instructions for counties that wish to be included in Governor Kotek's emergency declaration on housing. Full details are available [online](#).

A county governing body may request to be included in the emergency declaration by emailing a request to the Oregon Department of Emergency Management at oem.recovery@oem.oregon.gov. The governor will review and consider each request to ensure the scope is within the legal boundaries of her executive powers, while also responding to the urgent needs of the communities across the state.



Governor Kotek will complete her first scheduled review of the emergency order on March 10. Local jurisdictions that would like to be included in the state of emergency must meet the qualifications listed below and are then encouraged to submit their request to the Oregon Department of Emergency Management (ODEM) at the email address above before March 10. To qualify for a review, a local jurisdiction must meet the following requirements:

1. The unsheltered population in 2022 must be greater than 30 households; and
2. The community has declared a local state of emergency related to homelessness; and
3. At least one of the following is true:
 - Unsheltered homelessness increased by 50% or more between 2017-2022; or
 - The rate of unsheltered homelessness in 2022 was 80% or greater.

Once the jurisdiction confirms they meet the qualifications above, a request containing information demonstrating that they meet the criteria above will need to be submitted through ODEM at oem.recovery@oem.oregon.gov and approved by the governor.

Contact: Ariel Nelson, Lobbyist - anelson@orcities.org

Last Updated 2/10/23

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LOC News

Auditing Bills Heard in Committee

The House Committee on Emergency Management, General Government and Veterans, chaired by Representative Dacia Grayber (D-Portland), heard two bills this week which would update Oregon's municipal audit statutes.

- **HB 2103**, introduced at the request of the Secretary of State Shemia Fagan, updates terminology in the state's municipal audits statutes and gives the Oregon Board of Accountancy authority to regulate auditors. The LOC is supportive of the bill and expects additional amendments and discussions on the bill.
- **HB 2110**, also introduced at the request of Secretary Fagan, removes the requirement that certain state agencies must withhold state shared revenue from cities and counties for late audit filings. The bill also increases the expenditure threshold that triggers the audit requirement and requires agencies who are eligible for the less rigorous financial review to use established accounting standards.

Both bills received public hearings only, but they are expected to receive work sessions in the coming weeks.

Contact: Scott Winkels, Lobbyist - swinkels@orcities.org

LOC News

Governor's Remission Order for Unpaid Traffic Fines and Fees Impacts Municipal Courts

On December 21, then-Governor Kate Brown issued a remission order for unpaid fines and fees associated with traffic violations that have resulted in subsequent driver's license suspensions due to a failure to pay, comply, or appear in the case in court. The order only applies to accounts where:

- The DMV had an Oregon address for the person with the violation;
- DMV records reflect that the person is not deceased;
- The person's driver's license is currently suspended, or their license was downgraded to an ID card or valid hardship permit due to the suspension;
- The only sanction in Oregon preventing reinstatement of the person's driver's license is a nonpayment of fines and fees or a failure to appear in court in the underlying traffic violation case; and
- The sanction occurred prior to October 1, 2020.

All of the above criteria must apply before a person's fines or fees must be remitted. In addition, the order does not apply to traffic crimes such as misdemeanors and felonies.



The Office of the Governor issued an [FAQ handout](#) that addresses additional questions about the remission order. LOC attorneys believe that this order falls under the governor's constitutional authority and does apply to municipal court violations. Municipal courts who have assigned uncollected fines and fees to a collection agency are encouraged to work with their city attorney to determine how to proceed under those contracts.

The Office of the Governor issued an [FAQ handout](#) that addresses additional questions about the remission order. LOC attorneys believe that this order falls under the governor's constitutional authority and does apply to municipal court violations. Municipal courts who have assigned uncollected fines and fees to a collection agency are encouraged to work with their city attorney to determine how to proceed under those contracts.

Additional information on the remittance may also be accessed on the [Oregon DMV website](#).

Contact: Jayme Pierce, General Counsel – jpierce@orcities.org

Last Updated 1/13/23

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LOC News

Governor Takes Emergency Action on Homelessness, Affordable Housing

On Tuesday, January 10 – her first full day in office – Governor Tina Kotek issued three executive orders focused on homelessness and affordable housing. [Executive Order 23-02](#) declares a state of emergency in seven of the eight [Continuums of Care \(CoCs\) in Oregon](#), citing an increase in unsheltered homelessness of 50% or greater as reported in the point-in-time count since 2017. The order does not declare a state of emergency for the balance of state/Rural Oregon Continuum of Care due to a decrease in reported point-in-time count rates of unsheltered homelessness. Executive Order 23-02 also activates the Oregon Department of Emergency Management (OEM) and the state's Emergency Operations Plan in the emergency areas to coordinate with local jurisdictions to determine unmet needs, provide additional support and capacity to local jurisdictions, coordinate an inventory of vacant and surplus lands owned by state agencies for use in responding to the emergency, and provide technical assistance support to establish multiagency coordination (MAC) teams in the emergency areas. The order also establishes a MAC team in the tri-county Metro region, led by Governor Kotek or her designee, and repurposes up to \$40 million of existing 2021-23 funds at Oregon Housing and Community Services (OHCS) to respond to the emergency.

In addition, [Executive Order 23-03](#) directs state agencies to prioritize reducing sheltered and unsheltered homelessness in all areas of the state using their existing statutory authorities. Finally, [Executive Order 23-04](#) establishes a statewide housing production goal of 36,000 additional homes each year and creates a Governor's Housing Production Advisory Council to develop an action plan to meet that target.

At a [news conference](#) announcing her three executive orders, Governor Kotek was specifically asked how these orders relate to the recent [proposal](#) from the Oregon Mayors Association's (OMA) Homeless Taskforce. She responded that her executive orders are complimentary to the OMA proposal, and she looks forward to meeting with the LOC and OMA to discuss the proposal and how she will partner with cities.

Previously, Governor Kotek had announced a \$130 million budget proposal to: support at least another 1,200 Oregonians experiencing unsheltered homelessness to move off the streets within a year; expand shelter capacity by 600 beds; and prevent homelessness for more than 8,000 households. In her inaugural address this week, she urged the Legislature to start the 2023 legislative session by taking up this investment package as quickly as possible, and to build upon it with a comprehensive housing and homelessness package by the end of the session. The full Governor's Recommended Budget is expected to be published on Feb. 1.

Contact: Ariel Nelson, Lobbyist – anelson@orcities.org

Last Updated 1/13/23

S. Scott McDowell

From: Verizon <info@public.solution.verizon.com>
Sent: Friday, February 17, 2023 7:14 AM
To: ADMIN@CI.BROWNSVILLE.OR.US
Subject: Important information. Changes to your Verizon Wireless bill.



[View online](#)

Vendor Collected Administrative Fee (VCAF) under State of Oregon Verizon Wireless NASPO PA #1662

Dear Customer:

We are writing to notify you of an upcoming invoice change. Beginning with your next billing cycle, you will see an additional line item on your Verizon Wireless invoices for a Vendor Collected Administrative Fee (VCAF) that we are required to pay to the State of Oregon. The VCAF is two percent (2.0%) of the gross total sale, less any credits, taxes, fees, and shipping.

Please feel free to contact your Verizon Account Representative should you have any questions or concerns regarding this notice.

Sincerely,

Clifton Miller, Jr.
Director - Contract Management

10170 Junction Drive, Floor 02
Annapolis Junction, MD 20701

© 2023 Verizon

This email was sent to ADMIN@CI.BROWNSVILLE.OR.US. We respect your privacy. Please review our [Privacy Policy](#). You may [unsubscribe](#) from Verizon promotional emails at any time.

Verizon, One Verizon Way, Mail Code: 180WVB, Basking Ridge, NJ 07920

S. Scott McDowell

From: Oregon Secretary of State <Oregon.SOS@public.govdelivery.com>
Sent: Thursday, January 26, 2023 10:01 AM
To: admin@ci.brownsville.or.us
Subject: Secretary Fagan and the Oregon Audits Division Release Water Security Advisory Report

P R E S S R E L E A S E



Secretary of State SHEMIA FAGAN The State of Oregon

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

Secretary Fagan and the Oregon Audits Division Release Water Security Advisory Report

[Download the advisory report.](#)

SALEM, OR — The Oregon Legislature and Governor's Office must take decisive action to address gaps in statewide water governance that contribute to water insecurity for Oregon communities, according to an advisory report released today by the Secretary of State. The findings are outlined in the report entitled: *State Leadership Must Take Action to Protect Water Security for all Oregonians*.

"Water is life. And the findings in this advisory report are shocking," said Secretary of State Shemia Fagan. "Not only are many families in Oregon dealing with water insecurity today, many more are at high-risk of becoming water insecure in the very near future. What's shocking about this report is it shows that we don't have a plan to address the problem. So today, I am offering the Oregon Legislature and Governor Kotek a road map to create a statewide plan to address water security in Oregon. We must take urgent action to address this crisis."

Communities across Oregon are grappling with water insecurity, unable to reliably and routinely access adequate, safe, and clean water to meet their needs. Many factors can increase the risk of water insecurity, such as climate change, drought, overallocation of surface and groundwater, and the presence of contaminants which degrade water quality and endanger public health. Oregon is not well-prepared to systematically address these risks under its current governance model. Oregon's institutional framework around water is fragmented and there are persistent and concerning governance gaps that undermine the state's efforts to address water insecurity.

Oregon has made efforts to address some of these gaps in the past, to limited effect. There are notable ongoing efforts on the part of some state agencies and stakeholders, particularly around water planning and data. Yet agencies with key water responsibilities lack the appropriate resources

and guidance needed to make real, sustained headway. Existing policies and political pressure may also act as a barrier to addressing these gaps and protecting water security for communities across the state.

The following aspects of water governance also need attention:

- The state lacks broad, diverse, and appropriately representative community engagement in water decisions
- Oregon does not have an actionable statewide water plan, or a regional framework that could tie a statewide plan to regional planning and implementation
- Key water agencies and state leadership lack shared water security priorities, making coordination more difficult when agencies have distinct areas of focus
- Water data is disaggregated and not set up to support regional planning needs
- The state lacks a water funding strategy that ties planning to investments, sustained funding for meeting community planning and implementation needs, and state agencies lack funding and capacity to fully carry out their duties
- External pressures, such as litigation from stakeholders, can sometimes prevent agencies from using their regulatory discretion to public benefit
- Federally recognized Tribes are unable to ensure water security in their homelands due in part to certain ongoing agricultural and industrial practices

The state must develop a water governance model centered on meeting public needs and protecting water security. This model should build on past efforts and the ongoing work of state agencies, Tribes, communities, and stakeholder groups. There is no single existing template that will easily fit Oregon's unique needs; however, good water governance principles such as effectiveness, efficiency, and trust and engagement, as well as certain practices used in other states, can inform how Oregon develops a more robust water governance model.

In addition to developing a regional water planning framework, state leadership should pursue the following actions to better protect Oregonians from water insecurity now and in the future:

- Develop statewide priorities centered on water security shared by state leadership and agencies to guide holistic and inclusive water decisions
- Connect an actionable and comprehensive state water plan to a regional planning framework to guide water decisions and policy development
- Convene a formal planning and coordination body with diverse and balanced representation to guide the statewide plan and support regional planning needs
- Define the state's overall role and specific agency roles within a regional framework to support effective planning and implementation and avoid overlap and gaps in service
- Increase public engagement and incorporate more diverse and balanced community feedback and needs into statewide and regional water decisions
- Enhance public awareness and understanding of the state's water challenges
- Prioritize the human right to water and explore policy options to better protect community and ecosystem health
- Improve water data to support strategic decision making
- Adopt a strategic approach to water funding and establish a consistent funding base to support desired outcomes
- Clearly support state agencies tasked with carrying out regulatory responsibilities
- Integrate Oregon's federally recognized Tribes as full and equal partners into state and regional water decision-making

While today's report is not an audit under government auditing standards, it has undergone the same quality assurance process. Issuing an advisory report allowed the Audits Division to consider a fuller scope of water governance responsibilities beyond those of a single state agency.

Read the full [audit/report] on the Secretary of State website (<https://sos.oregon.gov/audits/Pages/default.aspx>).

MONTH END FINANCIAL RECAP

	JANUARY 2023		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 31,139.27	\$ 75,501.72	\$ 546,929.68	14.16%	\$ 3,315,726.32	1
2 WATER	\$ 41,379.28	\$ 31,765.89	\$ 225,884.54	22.95%	\$ 758,250.46	2
3 SEWER	\$ 44,528.46	\$ 31,646.18	\$ 171,542.67	20.81%	\$ 652,588.33	3
4 STREETS	\$ 18,599.85	\$ 14,154.82	\$ 111,398.97	30.10%	\$ 258,651.03	4
5 WATER BOND	\$ 575.36	\$ 13,544.41	\$ 46,394.00	43.00%	\$ 61,506.00	5
6 SEWER BOND	\$ 1,431.21	\$ 81,380.43	\$ 300,569.76	86.62%	\$ 46,430.24	6
7 SEWER DEBT FEE	\$ 13,405.88	\$ -	\$ 85,459.48	68.37%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 836.59	\$ -	\$ -	0.00%	\$ 222,300.00	8
9 WATER RESERVE	\$ 2,603.57	\$ -	\$ -	0.00%	\$ 150,760.00	9
10 HOUSING REHAB	\$ 835.11	\$ -	\$ -	0.00%	\$ 221,300.00	10
11 WATER SDC	\$ 2,304.24	\$ -	\$ -	0.00%	\$ 168,150.00	11
12 SEWER SDC	\$ 6,855.18	\$ -	\$ -	0.00%	\$ 606,400.00	12
13 STORMWATER SDC	\$ 2,407.29	\$ -	\$ -	0.00%	\$ 211,400.00	13
14 BIKEWAY/PATHS	\$ 318.45	\$ -	\$ -	0.00%	\$ 60,200.00	14
15 LIBRARY TRUST	\$ 28.80	\$ -	\$ -	0.00%	\$ 7,630.00	15
16 CEMETERY	\$ 31.60	\$ -	\$ -	0.00%	\$ 8,226.00	16
17 TRANSIENT ROOM TX	\$ 6.99	\$ -	\$ -	100.00%	\$ 2,110.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
20 COMMUNITY PROJECTS	\$ 545.96	\$ 1,250.00	\$ 6,250.00	6.15%	\$ 94,300.00	20
	\$ 167,833.09	\$ 249,243.45	\$ 1,408,969.62			

Key Bank Account

<i>General Checking</i>	\$ 227,809.78
Oregon State Treasury	\$ 6,834,285.89
<i>Community Improvements</i>	\$ 170.48
<i>Project Escrow Holding</i>	\$ 10.54
<i>Project Holding Acct #2</i>	\$ 104,474.86
TOTAL OST / LGIP	\$ 6,938,941.77

2022-2023	YTD	% of Total
Appropriated	\$ 8,265,883.00	17.05%

Total Bonded Debt (Principal Only)

\$ 172,298.00
\$ 5,520,000.00
\$ 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
(American Rescue Plan Act)	\$202,457.75	Received 08/24/2022
	\$404,915.50	Total Funds Received
	\$202,457.75	Funds Disbursed YTD