

# Council Agenda Packet

Thursday, May 23<sup>rd</sup>, 2024 | 7:00 p.m. | Council Chambers | In-Person



## Table of Contents

1	Agenda
3	<i>Minutes:</i> April 23 <sup>rd</sup> , 2024 April 25 <sup>th</sup> , 2024   <i>Budget Committee (pp. 7-12)</i>
15	Administrator
TBD	Public Works
24	Planning
25	Sheriff
26	Library
-	Office
27	<b>Resolution 2024.08:</b> Election to Receive State Shared Revenues
28	<b>Proclamation:</b> Military Appreciation   <i>Vietnamese American</i>
29	Cascade West Council of Governments Annual Report
31	Tax Rolls   <i>Delinquent Account</i>
32	<i>Hands on History</i> Information
35	<i>Stand by Me</i> Day Information
-	System Development Charges Agreement ( <i>Online</i> )
38	Winklepleck/McDowell EM   <i>Proposed Ordinance</i>
39	City of Bend   <i>Chronic Nuisance Ordinance</i>
43	Policy FYI   <i>Sidewalks, Nuisances &amp; Grievances</i>
45	Moustache Event EM (FYI)   <i>Janky Bird</i>
47	KeyBank   <i>Smishing Press Release</i>
49	Cascade West Council of Governments   EM
50	Linn County Commissioner's Office   <i>CAFO Input</i>
52	School Supply Drive Notice
53	Regional Solutions   <i>Appointment Opportunity</i>   <i>Deadline May 24<sup>th</sup>, 2024</i>
55	2023.2024 Council Goals & Values + Reports
62	Financials
★	<i>Please visit:</i> <a href="https://www.ci.brownsville.or.us/citycouncil">https://www.ci.brownsville.or.us/citycouncil</a> for additional preparation documents including the SDC Agreement and more.



## Council Meeting

Thursday, May 23<sup>rd</sup>, 2024  
**Location:** Council Chambers

### AGENDA

#### Regular Session

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES:   April 23<sup>rd</sup>, 2024  
                  April 25<sup>th</sup>, 2024 | *Budget Committee*
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A.   Proposed Use of State Revenue Sharing | *FY 2024.2025*
  - B.   Budget Public Hearing | *FY 2024.2025*
  - C.   Cascade West Council of Governments Annual Report | *Ryan Vogt*
- 7) DEPARTMENT REPORTS:
  - A.   Sheriff
  - B.   Public Works
  - C.   Administrator
  - D.   Planning | *Elizabeth Coleman*
  - E.   Library | *Sherri Lemhouse*
  - F.   Office | *Jannea Deaver*
  - 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 2024.08:** Election to Receive State Shared Revenues
  - B.   **Proclamation:** Military Appreciation | *Vietnamese American*



#### 10) ACTION ITEMS:

- A. Linn County Museum | Hands on History Request (*Annual*)
- B. Linn County Museum | *Stand by Me* Day Request (*Annual*)
- C. System Development Charges Agreement

#### 11) DISCUSSION ITEMS:

- A. Central Linn School District | *IGA*
- B. Nuisance Abatement Process Modification
- C. Policy FYI | *Sidewalks, Nuisances & Grievances*
- D. CIS Insurance Renewals
- E. April 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) EXECUTIVE SESSION

- Council will be discussing a real property transaction.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- No final decision will be made after this Session.

#### 15) ADJOURN

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



# Council Minutes

April 23<sup>rd</sup>, 2024

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

**ABSENT:** None.

**PUBLIC:** Patrick & Laura O'Donnell, Dick Knowles (*Linn County Mental Health Advisory Board*), Kira Hughes, Dan Murphy, Lily Giannone, Rod Souza, Tia Parrish (*The Times*), Sergeant Steve Frambes & Guests (*Linn County Sheriff's Office*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** None.

**MINUTES:** Councilor Solberg made a motion to approve the March 26<sup>th</sup>, 2024, meeting minutes as presented. Councilor Chambers seconded the motion and the motion passed unanimously. Councilor Humphreys commented that he appreciated Staff's attention to detail and accuracy in recording the minutes.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Deputy Steve Frambes & Guests | Linn County Sheriff's Office.** Frambes briefly reviewed the numbers from March. He said LCSO continues to follow-up on dog issues on Kirk Avenue. Frambes indicated that the County does have a dog pound, but it is full, also laws have changed about the custody and disposition of holding dogs. Linn County belongs to an interagency task force that focuses on illegal drugs in Linn County and throughout Oregon. Operations were briefly highlighted with the number one focus being public safety and keeping cartels accountable to the laws of the State of Oregon and Linn County. Cartels have taken full advantage of Oregon's lax marijuana laws to bolster their operations and profits. Fentanyl continues to be the worst illegal drug to stop for a variety of reasons. One main reason is the profitability of producing the drug. It is cheap to make and has a tremendous street value.
2. **Semi-Annual Total Maximum Daily Load (TMDL) Report.** Mr. McDowell shared the new requirements of the City's mandated TMDL Designated Management Agency (DMA) Plan. Frink and McDowell will make sure that the parameters of the current plan are met. McDowell pointed out the problems and benefits of this programmatic effort. The State is preparing to levy fines and penalties against any city in the State that does not exactly follow the prescribed regulations for TMDL. McDowell also briefly reported on the Stormwater Fee calculator, and costs associated with that looming program. The City of Brownsville does not have this utility. DEQ is holding a rulemaking hearing on May 1<sup>st</sup>, so more information will be available then. The City is trying to hold the line while advocating for our position, and it can be a razor thin line to walk.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report.** See report during presentation.
2. **Public Works.** Public Works Superintendent Karl Frink reported that he is finishing up wastewater discharging April 30<sup>th</sup>. Obtaining sulfur dioxide, the main chemical needed for de-



chlorination of the wastewater effluent to meet NPDES permit requirements, continues to cause problems. New hardware and software will be installed this week at the Water Treatment Plant. The GR12 waterline project is waiting for the delivery of the generator. Public Works improved the floor and lighting in the Community Arts Building in advance of the Park season to better serve all who use the facility. Mowing is in full swing.

3. **Administration.** Administrator Scott McDowell is preparing for a software upgrade that runs the City website. Mr. McDowell reminded Council that the Budget Committee will meet Thursday, April 25<sup>th</sup>, 2024, at 7:00 p.m. in the Community Room. The committee has expressed interest in completing the Budget Committee meeting in one night, so Staff will try that setup this year.

The City will be moving funds from the General Fund to the Cemetery Trust Fund to reflect the requirements of the Brownsville Municipal Code. Several years ago, the City Auditor required Council to move the funds, however this was in direct conflict with local law. Staff will perform an Adjusting Journal Entry (AJE) before fiscal year end to move the funds appropriately and timely.

McDowell touched on the final items needing attention by the contractor at the Rec Center. Once these critical details have been finalized, the Rec Center will open for public rental, hopefully mid-May. Landscaping may overlap budget years due to construction delays. McDowell thanked Norman Simms, Marilee Frazier and the American Legion for the new flag hung in the Rec Center gym.

McDowell reported that Woodblock Architecture will be receiving an award for the Rec Center project design. He invited all Councilors to attend the award ceremony, if interested, in Portland, on June 6<sup>th</sup>, 2024. Mayor Craven and McDowell plan to attend the event.

McDowell informed Council that ODOT has stated that they will not tolerate election signs located in the highway right of ways for this upcoming election year. The City will not enforce any political signs on State right-of-way, it is theirs to do. McDowell wanted to get the information out to folks. McDowell also cautioned folks that if they are running their campaign on Facebook or social media platforms, new rules state that if disparaging comments are made on any post, they are not to be taken down as that can be considered abridging folks' First Amendment rights.

McDowell reported that all Council and the Planning Commission had finished the SEI from OGEC before the deadline.

Weed and nuisance abatement season officially starts June 1<sup>st</sup>. Due to spring rains and moderate temperatures, starting early doesn't look possible.

McDowell reported that he and Council President Chambers attended a very productive Canal Company meeting. TMDL implications were discussed, and the agreement is now under review. McDowell referred to the proposed schedule that was included in the agenda packet.

McDowell noted that Governor Kotek has officially signed SB 1576, which reinstates recreational immunity, but the bill only lasts for one year. It will be discussed more during the next long Legislative Session. McDowell also stated that the Supreme Court discussed the *Grants Pass v. Johnson* case. Unfortunately, it seemed that their discussion was aligning along political lines. The Supreme Court is scheduled to render a decision by the end of June.

McDowell showed slides and a video concerning Recycling Modernization Act (RMA). The State is trying to lean on and require cities to sign on and promote this program. The RMA is one more unfunded mandate from the State although the State portrays it as being funded by producers of garbage. More information to come.

4. **Planning.** No comments.



5. **Library.** No comments.
6. **Office.** No comments.
7. **Court.** No comments.
8. **Council Comments.** No comments.
9. **Citizen Comments.** Patrick O'Donnell shared concerns about dogs on Kirk Avenue. The O'Donnell family had to install a fence and their daughter was bit by a neighbor's dog that continues to wander through the neighborhood. Councilor Chambers mentioned that the Sheriff's Office is actively investigating these two dogs and this issue. Councilor Winklepleck suggested that Council consider adopting an ordinance that would hold property owner's responsible for tenants who cause a host of problems, like these problems. Councilor Winklepleck contends that the City is using resources in these situations disproportionately due to continued irresponsible behaviors.

Councilor Chambers asked McDowell to discuss some of the recent changes regarding dogs and the court. McDowell obliged reviewing barking dogs, noise complaints and other nuisance complaints. Discussion ensued.

Councilor Winklepleck would like to investigate the opportunity of holding the property owner accountable in certain situations and bring it back to Council at the May meeting. More discussion ensued. *Councilor Chambers made a motion to authorize Mr. McDowell to contact the City Attorney regarding the issues discussed above. Councilor Hansen seconded the motion. The motion passed with Councilor Winklepleck, Councilor Solberg, Councilor Hansen, and Councilor LaCoste voting in favor. Councilor Chambers and Councilor Humphreys voted in opposition. Mayor Craven did not vote on the issue.*

## **LEGISLATIVE:**

1. **Resolution 2024.06: State Shared Revenues and Services Verification.** *Councilor Chambers made a motion to approve R 2024.06. Councilor LaCoste seconded the motion and it passed unanimously.*
2. **Resolution 2024.07: Accept River's Edge Subdivision Utilities.** *Councilor Winklepleck made a motion to approve R 2024.07. Councilor Humphreys seconded the motion and it passed unanimously. Mr. McDowell stated that Staff will send this resolution to the Homeowner's Association leadership.*
3. **Proclamation: Linn County Pioneer Association's Picnic.** Mayor Craven read the proclamation into the record.
4. **Proclamation: Mental Health Month.** Mayor Craven read the proclamation into the record.
5. **Proclamation: Military Appreciation Month.** Mayor Craven read the proclamation into the record.
6. **Proclamation: Older Americans Month.** McDowell read the proclamation into the record.

## **ACTION ITEMS:**

1. **Linn County Pioneer Association (LCPA)| Road Closure Request (Annual).** *Councilor Hansen moved to approve the LCPA logistics letter as written. Councilor Chambers seconded the motion and it passed unanimously.*



2. **Canal Company Insurance Verification (Annual)**. Councilor Hansen moved to authorize Mr. McDowell to go forth. Councilor Winklepleck seconded the motion and it passed unanimously.
3. **May Council Meeting Reschedule | May 23<sup>rd</sup>, 2024**. Councilor Winklepleck moved to approve the May Council Meeting reschedule to May 23<sup>rd</sup>, 2024. Councilor Humphreys seconded the motion and it passed unanimously.

## **DISCUSSION ITEMS:**

1. **Recycling Management Agency (RMA) | Department of Environmental Quality (DEQ)**. McDowell shared slides around this issue. He stated that he has had considerable conversations with Sweet Home Sanitation, and most recommendations should be handled through them at the time. It is however, very concerning for the City going forward as we know how the State is a moving target and always requires cities to implement their policies.
2. **OLCC | New Liquor Permitting Process**. McDowell reported that OLCC has a new liquor permitting process; documents are found in the packet. The City is now expected to report quarterly, not annually; more paperwork is required, and the process is more confusing for applicants. The City is to judge things such as licensee alcohol or drug use, poor moral character, unlawful drug sales, and local traffic increases, which may be subjective for the City to determine. Councilor Humphreys suggested that OLCC should be doing these things before the license is issued, not after.
3. **Nuisance Abatement Process Modification**. LCSO is requesting some modifications to the nuisance abatement process. Changes to the Brownsville Municipal Code may be needed. More information to follow.
4. **CIS Insurance Renewals**. Mr. McDowell reported that annually he and Mr. Frink review the renewals for accuracy. The City does carry additional earthquake and excessive crime policies.
5. **March Financials**. No comments.

**CITIZEN QUESTIONS & COMMENTS**. Rod Souza, Gap Road, complimented Council for the work they are doing for the community.

## **COUNCIL COMMENTS**

Councilor Chambers reminded Council of two upcoming events, 1) the Tree Dedication at the Moyer House on Friday at 12:00 p.m., and 2) the Central Linn Community Foundation Awards Gala on May 8<sup>th</sup>, 2024, in the Community Room at 7:00 p.m. She stated that she will be attending, and encouraged everyone to go.

**ADJOURNMENT**: Councilor Humphreys moved to adjourn at 9:00 p.m. Councilor LaCoste seconded the motion and it passed unanimously.

---

City Administrator S. Scott McDowell

---

Mayor Adam Craven



## Budget Committee Minutes

April 25<sup>th</sup>, 2024

Members of the Budget Committee met this day for a regular session at 7:04 p.m.

**Present:** Council President Lynda Chambers, Councilor Trapper Solberg, Councilor Mike Winklepleck, Councilor Sean LaCoste, Councilor Michael Humphreys, Councilor Dave Hansen, Rick Dominguez, Don Andrews, Dayna Hansen, Wendy Toshitsune, Felipe Eversull, Matt Shoemaker, Administrative Assistant Elizabeth Coleman, Administrative Assistant Tammi Morrow, and Budget Officer S. Scott McDowell.

**Absent:** Mayor Adam Craven & Kaye Fox.

**Public:** No one present.

**Presiding:** Councilor Chambers & Felipe Eversull.

The meeting was called to order at 7:00 p.m. by Councilor Chambers. Councilor Chambers opened the floor to nominations. Lynda Chambers moved for Dave Hansen to serve as Budget Committee Chair. Dave Hansen nominated Felipe Eversull. Chambers removed her nomination from the floor, and seconded Mr. Hansen's motion to appoint Mr. Eversull. Nominations were closed. The vote to appoint Mr. Eversull passed unanimously. Lynda Chambers recognized Mr. Eversull as Budget Committee Chair.

Councilor Chambers/Chair Eversull asked Mr. McDowell to recognize Budget Committee Membership. McDowell explained that the seven (7) members of Council are required to count toward attendance/quorum regardless of if they are present or not according to State law. If a municipality is incapable of filling the same number, seven (7), of public participants, the Committee membership is based on that total number of members. This year the City recognizes a fourteen (14) member Committee. Quorum will be eight (8) members for business to be conducted. McDowell recognized the veteran committee and thanked everyone for their service to the City.

Chair Eversull then turned the meeting over to McDowell for the delivery of the Budget Message. McDowell thanked all the members of the Committee for their time and effort in helping with this important annual task. McDowell and Administrative Assistant Tammi Morrow began the visual budget presentation.

McDowell indicated that all documents are available for the public in two places, in a binder downstairs and on the City website. McDowell shared the City website where many documents are stored for ease of access and further research as desired by each individual member or the general public. McDowell indicated that if any of the members wish to review any additional reports that were mentioned in the Budget Message, they are welcome to review those reports or any other documents upon request.





## Budget Committee Minutes

Highlights from the presentation included a discussion about tax rates and the Linn County SAL report. Morrow reviewed all State law requirements of the City and Committee. McDowell explained how general obligation bonds were not counted toward the permanent tax rate. Voter approved general obligation debt is counted separately or cities would have no way of affording major capital improvements such as water and sewer treatment plants and the like. McDowell explained several other State requirements for taxation including the uncollectable tax percentage and shared the Linn County breakdown showing where tax dollars flow. Morrow reminded everyone that the budget includes estimates of revenues and expenditures. McDowell explained the fact that the proposed budget is built in March, after 75% of the current fiscal year is completed.

McDowell discussed the refinancing of the water and sewer debt. The City recently received an upgraded, AA - rating from Standard & Poor's in September 2022. McDowell said that there are varying amounts of taxes collected from year to year because more revenue is received on certain items such as the sewer debt fee. McDowell reviewed uncollectable taxes. McDowell shared that the tax rate will fluctuate year to year depending on these factors. The City will be assessing the water bond portion of the bonded debt this year. The City has not had to do this over the last three years due to fund accumulation due to interest, low estimates, and higher tax yields.

Don Andrews asked McDowell a question from the annual prospectus concerning salaries. Andrews asked what employees thought about only receiving cost-of-living-adjustments over the last several years. McDowell explained that the City has had high COLA adjustments that made giving raises impractical. The health care costs continue to rise as well. McDowell said that everyone would like to make more money, and if the opportunity comes available to provide an increase the City will do so. The other major factor in the raises is that many of the City's employees have been here so long that they are already above the top end of the pay scale.

McDowell shared a slide showing tax statements and pointed out that the entire tax bill does not go to the City. There are many taxing districts who receive revenue from taxes. McDowell explained that many folks have been upset because they believe the entire amount is coming to the City. McDowell explained the permanent rate with the bond rate and total tax calculation.

Morrow showed a slide that compared utility rates with other communities in the mid-valley showing Brownsville was the second lowest. Morrow shared that the City's costs to operate the utility system have increased significantly. Other communities have had to complete major utility capital improvements projects that have led to the higher rates. The City's rates will have to go up once capital improvements are completed. Hopefully, not substantially.

General obligation bonds are not counted toward the full permanent rate of \$6.9597 because general obligations bonds are voter approved and, thereby, exempt by State law. Council successfully refinanced all general obligation bonds in September 2016. Council also refinanced the OECD loan through Government Capital that saved the taxpayers over \$20,000 over the remaining life of that instrument in February 2021. The City received an initial A- rating from Standard & Poor's in 2016 which made this refinancing possible. The City's rating was improved from A+ to AA- in August 2019 and maintained at AA- this past September. The City is reviewed



## Budget Committee Minutes

every three years by S & P. Dayna Hansen asked when the City’s next Standard & Poor’s review was due. McDowell thought the next review would be at the end of FY 2025.

Mike Winklepleck pointed out that the United States governments bond rating is currently D+ due to the massive spending and out of control inflation.

Significant changes were made in calculating the bonded debt several years ago due to the refinancing. The bonded debt was combined. I used a factor to determine which portion of the debt should be paid from water and which portion should be paid from sewer. The ratio is 0.1419305 for water and 0.8580695 for sewer. These figures were based on the previous percentages and calculations used by the City.

McDowell discussed the adjustments used in developing this year’s budget. He said that he always uses a zero-based budgeting approach and bases many calculations on line-item performance from previous years, however this year was difficult to predict due to the continuing national inflation discussed earlier by Mr. Winklepleck.

McDowell reviewed the City’s capital assets, current goals, and reviewed future needs. The City has about \$22,000,000 in deferred maintenance on capital assets with a total amount of assets at over \$56,000,000. The City has been committed to self-funding improvements, but the costs are so high it is impossible for the City to keep pace without raising rates to an unaffordable level for taxpayers and rate payers. Council and the Committee have agreed that certain items such as the new water reservoir will have to wait until a bond comes around. McDowell explained some legacy decisions that have made future financing of certain infrastructure even more difficult.

Mr. McDowell indicated that the following projects are included:

### GENERAL FUND

- ✓ Park Rock | *p. 4* \$ 10,000
- ✓ Rec Center Landscaping | *p. 4* \$ 30,000
- ✓ Playground Relocation | *p. 4* \$ 100,000
- ✓ Library E-Books & Circulation Software | *p. 6* \$ 7,500
- ✓ Library Improvements Schedule | *p. 6* \$ 64,000
- ✓ Land Use Inventory | *p. 8* \$ 45,000

### BUILDINGS & EQUIPMENT FUND

- ✓ Grader & Vactor | *p. 23* \$ 165,000

### DEBT SERVICE

- ✓ RCRP Gap Financing | *p. 20* \$ 60,000
  - ▶ Moved from General Fund

### COMMUNITY PROJECTS

- ✓ Replenish Past Expenditures | *p. 35* \$ 30,000
  - ▶ Moved from General Fund



## Budget Committee Minutes

### CEMETERY TRUST FUND

- ✓ Auditor Correction | *p. 31* \$ 85,322

### WATER FUND

- ✓ GR 12 Engineering | *p. 11* \$ 20,000
- ✓ GR 12 Waterline Construction | *p. 12* \$ 50,000
- ✓ Water Management & Conservation  
Plan Implementation | *p. 12* \$ 55,000

### SEWER FUND

- ✓ New SWWTP Lagoon Engineering | *p. 15* \$ 60,000
- ✓ New TMDL DMA Requirements | *p. 15* \$ 20,000
- ✓ Sewer System Repairs | *p. 16* \$ 75,000

### SEWER SDC FUND

- ✓ Reserved Sewer | *p. 27* \$ 500,000  
[*New Lagoon & Chemical Change*]

### STREET FUND

- ✓ Street Improvements | *p. 19* \$ 15,000
- ✓ Street Sweeping Contract | *p. 19* \$ 12,500
- ✓ Street Painting | *p. 19* \$ 22,500
- ✓ Street Signs | *p. 19* \$ 7,500
- ✓ Sidewalks | *p. 19* \$ 5,000
- ✓ Mill Race Pump Replacements | *p. 19* \$ 40,000

### STORMWATER SDC

- ✓ New Stormwater Improvements | *p. 28* \$ 250,000

### COMMUNITY PROJECTS

- ✓ City Hall Improvements | *p. 35* \$ 15,000
  - ▶ Security | *p. 35*
  - ▶ Other Improvements | *p. 35*
- ✓ Beautification [Code Enforcement] | *p. 35* \$ 20,000
- ✓ Tree City Requirement | *p. 35* \$ 12,000
- ✓ Partnerships [Partial] | *p. 35* \$ 10,000

McDowell suggested a ten (10) minute recess. Eversull said the meeting would reconvene at 8:10 p.m.

Following the recess, Mr. Eversull reconvened the meeting at 8:10 p.m. All members remained present; no public joined the meeting. Mr. Eversull asked McDowell to proceed to the Budget pages. Members went through the entire budget page by page.



## Budget Committee Minutes

McDowell reviewed each page pointing out changes and asking for questions, comments, and input. Below are highlights from the applicable pages:

### Page 1 | Tax Calculation

- ★ McDowell showed the totals for each fund and explained the permanent tax levy and how bonds were calculated.

### Page 2 | General Fund Resources

- ★ McDowell explained budget practices for estimating revenue.

### Page 3 | Administration

- ★ McDowell said there are several pages with zeroes across the page, but McDowell did not remove them this year due to time constraints. The line-item level of detail is at the discretion of the City. The State is interested in Personnel, Materials & Services and Capital Outlay as the broader categories for budgetary purposes.

### Page 4 | Park & Cemetery

- ★ Line 20 shows the \$130,000 reserved for the Rec Center landscaping and the new playground in Pioneer Park.

### Page 6 | Library

- ★ The City offers E-books now and money has been included for the continuation of this new program.

### Page 7 | Law

- ★ Police line item is a placeholder that will reflect that actual increase experienced by the LCSO. McDowell explained that Council has made the decision to transition the Court to Linn County Justice Court.

### Page 8 | Operations

- ★ McDowell talked about Dave Kinney's consultation fees for the Land Inventory project that Administrative Assistant Elizabeth Coleman and the Planning Commission have been working on for several years.

### Page 12 & 13 | Water Administration & Operations

- ★ McDowell explained the need for some carryover funding for the GR 12 Waterline.

McDowell talked about State requirements for the Water Management & Conservation Plan (WMCP) and the Department of Environmental Quality (DEQ) requirements for the



## Budget Committee Minutes

City being deemed a Designated Management Agency (DMA) caused increases so the City can comply with these requirements.

### Page 15 & 16 | Sewer Administration & Operations

- ★ McDowell explained the practice of borrowing between certain funds that some cities employ. Fortunately, the City allows funds to be used for whatever the need is without keeping track internally of debt service.

McDowell reported that the City was able to put back money for the future new sewer lagoon. McDowell explained that the City is experiencing growth related challenges requiring another sewer lagoon to deal with additional capacity along with chemical delivery challenges.

### Page 20 | Debt Service

- ★ McDowell said that this fund was activated to accommodate the payment for the gap financing the City received to complete the Rec Center Renovation project. Money will be transferred annually for this obligation.

### Page 21 | Water Bond

- ★ McDowell explained the City will levy a bond amount this year. It has been three years since monies were levied for this obligation. The City saved over \$20,000 for the next ten years by refinancing. In 2016, the major refinancing led to a \$2,200,000 savings our tax and rate payers over the life of those obligations.

### Page 22 | Sewer Bond

- ★ McDowell explained the amount levied.

### Page 23 | Buildings & Equipment

- ★ McDowell talked about monies reserved for a used grader and vector truck. Public Works Superintendent Karl Frink is shopping for those two pieces of equipment.

### Page 26 | Water SDC

- ★ No money was appropriated for this FY.

### Page 27 | Sewer SDC

- ★ Money has been appropriated for new sewer construction.

### Page 28 | Stormwater SDC



## Budget Committee Minutes

- ★ Money has been appropriated for new storm sewer construction. The City has been exploring Ash Street due to excess surface water in the area. The project has slid down the priority agenda due to other, more pressing needs.

### Page 31 | Cemetery Trust

- ★ The City Auditor required funds to be moved from the Cemetery Trust Fund to the General Fund in 2019. Staff worked with the auditor to move the funds back to the Cemetery Trust Fund as required by the Brownsville Municipal Code. Staff will make an Adjusting Journal Entry in the amount of \$85,322 to the General Fund at the end of this FY so the money can be made available for this Fund and correct the previous error.

### Page 32 | Transient Room Tax

- ★ Council repealed this ordinance making this fund irrelevant. McDowell explained that the page will stay in the budget until it is zeroed out in a couple of years.

### Page 35 | Community Projects

- ★ McDowell reviewed the nuisances, junk and weeds program, the Tree City program, and programming through Cascade West Council of Governments as examples to explain the types of expenditures that are made from this Fund. Money was transferred into this Fund from General Fund this year due to expenditure needs.

No one was present from the public to speak or comment on the State Revenue Sharing. Acting Chair Chambers noted that no members of the public were present for the public comment period.

POSSIBLE & PROPOSED USES OF STATE REVENUE SHARING. McDowell indicated that the City has historically used State Revenue Sharing funds to help pay for streetlights for public safety. The money can be used for any general purpose.

BUDGET DISCUSSION, OVERVIEW & QUESTIONS. Chair Eversull then turned the meeting over to McDowell for any questions. McDowell also said that there is some padding in the salary accounts to help with beginning cash balance at end of the fiscal year. He also said that it is wise to have money appropriated in the event of an unforeseen emergency. The City does not want to have to go through some nonsensical bureaucratic supplemental budgetary process to access funds in the event of an unforeseen emergency.

McDowell indicated that the next steps will be publishing the LB1 in the local newspaper. Council will hold a public hearing at their special May 23<sup>rd</sup>, 2024, Council meeting. Council will adopt the budget at their June 25<sup>th</sup>, 2024, regular Council meeting. No one had any further questions or comments.

APPROVE THE 2024.2025 BUDGET & RECOMMEND TO COUNCIL.



## Budget Committee Minutes

1. *Lynda Chambers moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Matt Schoemaker and was approved unanimously.*
2. *Don Andrews moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$183,225. The motion was seconded by Matt Schoemaker and was approved unanimously.*
3. *Don Andrews moved to approve the levy amount needed for the Water Bond Debt in the amount of \$36,645. The motion was seconded by Sean LaCoste and was approved unanimously.*
4. *Don Andrews moved to approve a 3% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Lynda Chambers and was passed unanimously.*
5. *Dave Hansen moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Mike Winklepleck and was approved unanimously.*
6. *Matt Schoemaker moved to approve and recommend the continued use of all designated funds and line items contained in this FY 2024.2025 budget document. The motion was seconded by Mike Winklepleck and was approved unanimously.*
7. *Dave Hansen moved to approve the 2024.2025 Budget as presented and to recommend the same to Council. The motion was seconded by Mike Winklepleck and was approved unanimously.*

In closing, McDowell thanked everyone again for taking their time to review and approve the City budget. McDowell thanked Felipe Eversull and Lynda Chambers for serving as Chair.

ADJOURN. *The committee adjourned by consensus at 9:03 p.m.*

**ATTEST:**

\_\_\_\_\_  
S. Scott McDowell  
Budget Officer

**APPROVED:**

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



May 23<sup>rd</sup>, 2024

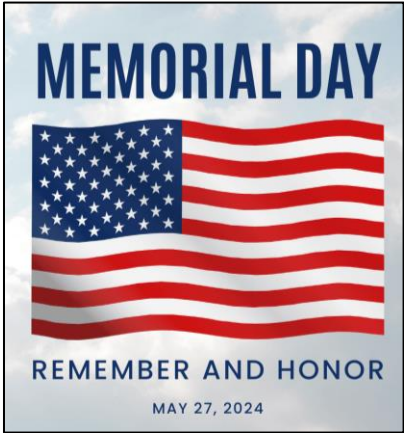
**From:** S. Scott McDowell  
**To:** Mayor & Council  
**Re:** General Business

**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.

“Rank does not confer privilege or give power.  
It imposes responsibility.”  
~ Peter Drucker, Management Consultant

“The meaning I picked, the one that changed my life:  
Overcome fear, behold wonder.”  
~ Richard Bach, Record Producer

“Almost everything will work again if you unplug it,  
including you.”  
~ Anne Lammott, Novelist



## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

A. **Proposed Use of State Revenue Sharing | FY 2024.2025** – Mayor Craven will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing funds. The Budget Committee recommended using the funds for public safety (*street lighting*) as has been the City’s past practice. Anyone from the public can speak to any part of the budget they choose for Council’s consideration.

**What is Council being asked to do?**  
Take public comment, if any.

B. **Budget Public Hearing | FY 2024.2025** – Mayor Craven will leave the floor open for anyone from the public wishing to speak about the budget as proposed by the Budget Committee. Next month, the public will have another opportunity to comment on the budget prior to appropriation and official adoption.



Items included by the Budget Committee in this FY 2024.2025 budget are below:

- ★ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ★ Approve the levy amount needed for the Wastewater Bond Debt – \$183,225.
- ★ Approve the levy amount needed for the Water Bond Debt – \$36,645.





- ★ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ★ Approve Historic Use of State Revenue Sharing (*Street Lights*).
- ★ Approve and recommend the continued use of all designated funds and line items contained in this FY 2024.2025 budget document.

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

Take public comment, if any. Next month Council will officially adopt the budget.

- C. **Cascade West Council of Governments Annual Report** | Executive Director Ryan Vogt will give Council an overview of the services provided by the COG, highlight programmatic efforts and be available for any questions. Information provided by Mr. Vogt can be found on the City website at <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.



## 9) LEGISLATIVE:

- A. **Resolution 2024.08: Election Receive State Revenue Sharing (Annual)** – Council passes this resolution to receive State Revenue Sharing annually. The City has historically used this money to help cover the cost of streetlights.

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

Pass the resolution to secure funding.

- B. **Proclamation: Military Appreciation | Vietnamese American** – Mayor Craven will be recognizing Vietnamese Americans contributions to the Vietnam War.

## 10) ACTION ITEMS:

- A. **Hands on History Request** – The Linn County Museum is planning to host the event this year on Saturday, August 24<sup>th</sup>, 2024 from 10:00 a.m. to 4:00 p.m. Connie Bull and the Museum staff have secured the required signatures from neighboring property owners for the closure of Park Avenue between Main Street and Averill Street pending Council’s decision, and have provided the required insurance certificate naming the City additionally insured. The Museum is requesting use of Library Park and the closure of Park Avenue. Staff will be using the same agreement as has been used in previous years.



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

Allow the use of Library Park, close Park Avenue and authorize Staff to manage City-related logistics for the event.

- B. **Stand by Me Day Request** – The Linn County Museum is hosting the event on Tuesday, July 23<sup>rd</sup>. Linda McCormick and Joni Nelson will be securing the required signatures from neighboring property owners for the closure of Park Avenue between Main Street and Averill Street pending Council’s decision. They will provide the necessary insurance certificate for this event as well. The Museum is requesting the closure of Park Avenue.

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



Allow the closure of Park Avenue and authorize Staff to manage City-related logistics for the event.

- C. **System Development Charges Agreement** – Brownsville Municipal Code allows the City Administrator to enter into agreements for the payment of System Development Charges (SDC). Council sets the interest rate for the agreement. The agreement will run with the property in the event the property is sold or transferred. Also, there is no penalty for paying the agreement in full at any time. The City offers the agreement as a convenience to builders/owners. Staff recommends a 6% interest rate for this agreement. Personal loan rates currently range between 8% and 12%, however this agreement is anticipated to be paid off in one year or less.

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

Set the interest rate for the agreement.

## 11) DISCUSSION ITEMS:

- A. **Central Linn School District IGA** | Staff is currently working with Dr. Candace Pelt to craft an agreement that includes the Central Linn Recreation Association in using District owned property for youth sports & programming. For many years, the District and the City have allowed use of public space for a variety of purposes. The time has come to memorialize this in agreement form to ensure that everyone knows what to expect and to better cooperate regarding the use of public facilities.



- B. **Nuisance Abatement Process Modification** ☒ – I hope to have an oral update.

*From 04.23.2024:* Staff has been dealing with nuisances for the last several months. Some of which are being properly handled by the Sheriff's Office. Staff has made decisions on two cases where neighbors are at odds with each other and are attempting to use the City to attack their neighbor. The City does not engage in this behavior.

*From 03.26.2024:* The LCSO will be assisting with administrative rules for certain portions of this process as it pertains to abandoned vehicles.

*From 02.27.2024:* A recent nuisance abatement brought up procedural and process concerns. Staff would like the opportunity to review this process and possibly bring back an ordinance modification.

- C. **Policy FYI | Sidewalks, Nuisances & Grievances** – I will review a few details as contained in this month's FYI to ensure everyone stays on the same page.

- D. **CIS Renewals** – Staff has completed the review of all insurance coverages for the upcoming policy year. The City continues to carry additional earthquake insurance. Property, General Liability, Auto and Flood continue to rise.

*From 04.23.2024:* Annually, Staff reviews all coverages & schedules carried by the City on all forms of insurance. The City's insurance agent is Darrin Godfrey with HUB International out of Corvallis. All renewals are due by the end of May.

- E. **April Financials**



## UPDATES, INFORMATION & HAPPENINGS



**Linn County 9-1-1 Service Provider Committee** –The Committee reviews the Emergency Telephone Agency (ETA) 9-1-1 budget annually for recommendation to the Linn County Budget Committee. The County presented a \$3,439,657 total budget for the upcoming fiscal year. The budget includes much needed capital improvements throughout the County and provides funding to cover six County dispatchers. I have

been a part of this Committee for many years.

**Chamber Events | CWGS** – The City-wide Garage Sale will return this year to Kirk’s Ferry park. Ms. Harrison is managing the event for the Chamber of Commerce; this popular event is scheduled for the third Saturday in July, July 20<sup>th</sup>.

**Events Portable Toilets** – The City shares the cost of placing additional portable toilets in Pioneer Park with the Chamber of Commerce for the Antique Fair, the Fourth of July, and Rally on the River. Generally the units are added at the very end of June.

**June’s Library Maintenance Hours** – Annually, the Library closes for a week. This year the closure is scheduled for June 25<sup>th</sup> through June 29<sup>th</sup>.

**Park Caretakers Update** ☒ – Caretakers made it to Brownsville on May 14<sup>th</sup>. They reported to work on May 20<sup>th</sup>. Public Works Superintendent Frink along with Staff reviewed procedures, the known schedule to date, and the foreseeable challenges to operations for the season. The Shepherd’s are returning from last year.

**Canal Company Agreement Update** ☒ – Councilor Chambers and I met with the Canal Company Board on May 16<sup>th</sup>. The general agreement has been reviewed, and terms have been agreed upon. I have sent the agreement to City Attorney Ross Williamson for review. The tentative plan is for Council to review the agreement as early as the June meeting.

**League of Oregon Cities Region IV Meeting** – Brownsville co-hosted the most recent edition of the quarterly League meeting held in Scio. Jim McCauley, Legislative Director, gave a brief rundown on the legislative “wins” the League achieved last short-session. The five issues the League counts among wins included, 1) Measure 110 fixes; includes working with county sheriff’s offices to set up treatment programming, 2) Recreational Immunity temporary fix, 3) Housing Infrastructure; provided \$65 M to 34 communities for shovel ready projects that will spur housing development, 4) Urban Growth Boundaries; denies appeals from the public, and 5) Photo Radar; allows cities to employ technology to issue speeding violations.

McCauley indicated that there was more bi-partisan support on many issues this session. He also stated that there were no walkouts which made the session run as smooth as possible. Advocacy never stops. The League is preparing for the long-session and is busy monitoring dozens of work group committees who are drafting and considering future legislation. It truly is a year round endeavor. McCauley could not stress the importance for local elected officials to be involved. It truly is the magic bullet in getting things done in favor of cities.





State legislators largely do not know how these legislative issues impact cities without us telling and showing them.

## **Emergency Preparedness Committee (EPC) Quarterly Meeting** – President Norman Simms



led a fully attended meeting on May 9<sup>th</sup> at the American Legion. The group discussed preparations for this year's events and made plans for the semi-annual newsletter. Halsey Fire Chief Travis Hewitt reported they had received money from the State for Community Wildfire Protection Plan (CWPP) and is devising ways to use the money by the end of this fiscal year. Hewitt plans on attending the June Council meeting.

## **REAL Meeting** ☑ – I plan to have an oral update for Council.

*From 04.23.2024:* On April 10<sup>th</sup> REAL members met to discuss general business. Time was spent clarifying the survey associated with the Strategic Plan with JayRay who has been hired as part of the new ROI grant. The next meeting is scheduled for May 23<sup>rd</sup>, 2024 to complete the survey as work continues on executing the strategic goals of the group. REAL is continuing their partnership with RAIN. Contracts are being completed. RAIN has received more State funding for entrepreneurship.

## **Budget Meeting** ☑ – Everything has been posted to the Budget webpage.

*From 04.23.2024:* The Budget Committee will meet this Thursday, April 25<sup>th</sup>, 2024 in the Community Room. This year the Committee will attempt to complete the entire task in one meeting instead of two meetings. Typically, the second meeting was held to follow-up questions, to hold a public comment portion for the possible uses of State Revenue Sharing, and to pass the required motions to recommend the budget to Council; this meeting generally lasted only fifteen minutes. Last year members urged Staff to consider doing it all in one meeting. Council approved trying the one meeting model earlier this year.

Several new items are for review this year. In 2019, the City Auditor required the City to transfer money from the Cemetery Trust Fund to the General Fund. After discussing the transfer at length with the Auditor and consulting the Brownsville Municipal Code, Staff will move the money back into the Cemetery Trust Fund with the support and understanding of the City Auditor in the adjusted amount of \$85,322. The City will also be activating the Debt Service Fund to accommodate the loan received for the Rec Center Renovation project.

## **GR12 Waterline** ☑ – The contractor continues work.

*From 04.23.2024:* The waterline is still tracking along the same schedule as last month.

*From 02.27.2024:* Jesse Rodriguez LLC has made considerable progress installing the new raw water line to the Water Treatment Plant. The contractor is waiting on the availability of an important subcontractor that will assist with boring the line through Kirk's Ferry Park, underneath Main Street, and connecting the bored water line to the traditional water line in between the Moyer House and the Fire Station. Staff is working with Linn County to ensure that two important dates for the Moyer House including a tree dedication in late April and *Carriage Me Back* the first weekend in May are uninterrupted.

**Woodblock Architecture | Rec Center Renovation Project** ☑ – Ken Shields, J.E. John, personally came down from Vancouver to finish a few of the punch list items over the last two weeks. The City is still awaiting information from the flooring manufacturer.



*From 04.23.2024:* Woodblock is up for an architectural renovation award for their work on the Rec Center Renovation Project. The City has been invited to be apart of the award ceremony in Portland on June 6<sup>th</sup>, 2024. Staff has been continuously working on punch list items to finish up the Rec Center and open the facility to the public. We have experienced a few on-going setbacks we are desperately trying to remedy. The damaged scoreboard has been replaced with a new one, one window has been replaced, and Public Works continues to install needed items. Lights in the Women’s Restroom and Janitorial Closet have been fixed while others have been incorrectly adjusted. The fire suppression system has been causing trouble with unnecessary alarms and we are working on an issue with the gym floor. I will provide more information Tuesday evening.



**Canal Company** – The City verified through HUB International that coverage is in place for the Mill Race. Public Works Superintendent Karl Frink has started operations.

*From 04.23.2024:* Councilor Chambers and I met with the newly elected Canal Company Board on Monday, April 8<sup>th</sup>, 2024, here at City Hall to review and discuss the proposed agreement, possible timelines and options should the agreement move forward. Overall, it was a very positive, productive meeting.

*From 03.26.2024:* The Company met in City Hall as announced in the February Synopsis. The Company appointed a new Board and is interested in reviewing the agreement the City worked on with their old Board members over the last six years.

**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)**

<i>Year</i>	<i>Month</i>	<i>Citations</i>	<i>Warnings</i>	<i>Hours</i>
2024	April	10	22	201.25
2024	March	17	28	209.25
2024	February	19	66	212.75
2024	January	13	34	204
2023	December	11	20	218.25
2023	November	11	25	221
2023	October	26	33	210
2023	September	15	19	203
2023	August	17	12	210.5
2023	July	10	20	208.25
2023	June	7	11	202
2023	May	6	12	224.5
2023	April	6	19	200
2023	March	7	15	208.65
2023	February	13	16	204.25
2023	January	13	34	202



# City Administrator Report

2022	December	12	18	209
2022	November	16	13	202
	<i>Subtotal</i>	229	417	3750.65
	<b>Total Average</b>	12.39	22.50	209.41

**LCSO Quarterly Meeting** – The next quarterly meeting is scheduled for June 6<sup>th</sup>, 2024 in Millersburg.

*From 04.23.2024:* LCSO’s Brian Hardy has reached out with some information about nuisances and towing. I will be following up with the SO on this matter.

*From 03.26.2024:* Councilor Winklepleck, Councilor Chambers and I attended the latest quarterly meeting with the Sheriff on March 14<sup>th</sup>. Councilor Winklepleck will provide an oral report Tuesday evening.

**Officials Handbook Update** – *From 04.23.2024:* Staff will soon send out the handbook and acknowledgement forms now that SEI filing is completed.

*From 12.19.2023:* Staff will send out the Officials Handbook after the first of the year to elected & appointed officials who can review the document and acknowledge receipt.

*From 11.28.2023:* Council authorized the addition of a social media policy and modifications to the Council agenda process at the last meeting at the recommendations of the Legislative Advocacy & Policy Committee (LAPC). The two policies have been added to the Officials Handbook under Section VI. Agenda, and Section XVI. Social Media. I have placed the Handbook on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents for your review.



## Small Municipalities Advocacy Coalition (SMAC)

**Small Municipalities Advocacy Coalition (SMAC)** ☒ – Planning meetings will be happening over the summer months in preparation for the long-session of the State Assembly.

*From 03.26.2024:* Soon the group will debrief from the short-session and begin planning for the upcoming long-session of the State Legislative Assembly.

## ACTIVE, PENDING, STALLED & COMPLETED

**Pending: TMDL Report** – *From 04.23.2024:* The City received approval for the required DMA Plan just before last Council meeting. Karl Frink and I will give an overview Tuesday evening. The email notification is in the agenda packet for your review.

*From 12.19.2023:* The Department of Environmental Quality’s (DEQ) Priscilla Woolverton has contacted the City about the most recent edition of the TMDL. We are awaiting further information.

*From 11.28.2023:* Twice a year the City is required to report on TMDL. The requirements stem from the Clean Water Act passed by the United States Congress. In Oregon, the Department of Environmental Quality (DEQ) administers the program. The basic premise of TMDL contends that



stormwater runoff is negatively impacting fish habitat and making fish unsafe to eat in copious quantities by humans. In March of 2021, the City was deemed a Designated Management Agency (DMA) by the DEQ which required the City to complete a new, more rigorous TMDL plan. DEQ approved the City's plan earlier this year.

**TMDL Five-Year Review:** The City is required to file a five-year report to the Department of Environmental Quality (DEQ) on the TMDL plan. I have placed the questionnaire on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents. [...]

**Active: Central Linn Recreation Center Meeting** ☒ – *From 04.23.2024:* President Kallai and I talked briefly prior to their meeting last Wednesday.

*From 02.27.2024:* I will provide an oral report.

*From 01.23.2024:* Councilor Humphreys and I attended the January meeting to review building use, new rules, punchlist items, planning to move back into the Rec Center, and to provide a quick tour.

**Active: Water Management Conservation Plan** – Money has been budgeted for the upcoming fiscal year to begin to address the requirements of this plan.

*From 04.23.2024:* Public Works Superintendent Karl Frink and I have budgeted funds for the implementation of this plan. The City has a required timeline for implementation.

*From 01.23.2024:* Public Works Superintendent Karl Frink is working on valve replacements and meter replacements at key points before doing system-wide leak detection project.

*From 10.24.2023:* Staff will begin implementing items as identified by Staff and approved by Council. Items include the adoption of a water conservation ordinance, auditing the water distribution system, and the creation of water filling station.

*From 09.26.2023:* The City finally received the final requirements from the Oregon Water Resources Department for the City's newly adopted Water Management & Conservation Plan (WMCP). Public Works Superintendent Karl Frink and I have reviewed the document and developed an implementation plan for Council's consideration as promised at the July Council meeting. The plan can be found in its entirety on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.

This is an unfunded mandate. [...]

**Active: Linn County Housing Rehabilitation Program (LCHRP)** – *From 10.24.2023:* The City collaborates with the communities in Linn County to help low-income homeowners to make improvements to their houses using Federal money (HUD). The City has been a member of this organization for over forty years. Cities take turns being the lead recipient and DevNW manages the funds received. Brownsville had its turn a few years ago. Currently, the City of Lebanon is taking the lead on the current funding request.

**Natural Hazard Mitigation Plan (NHMP)** ☒ – *From 04.23.2024:* Council decided to not participate in this program because it is another unfunded mandate that could have massive associated future costs.



*From 03.26.2024:* Council had requested Staff attend NHMP meetings and report back to Council. I will provide more information at the Council meeting. Basically, the programmatic effort being carried out obligates the City to future planning and expenditures.

**Active: Climate Change Initiatives & IGA | Department of Land Conservation & Development (DLCD)** – Every week there is something happening at various State agencies on this topic.

*From 12.19.2023:* The planning for the Natural Hazards Mitigation Plan continues with the DLCD. Meetings will begin in early 2024.



- 
- ★ Linn County Sheriff's Office reviewed illegal drug tactics and logistics.
  - ★ Staff presented new TMDL DMA requirements.
  - ★ Council passed R 2024.06 as required for State Revenue Sharing.
  - ★ Public Works completed wastewater discharge.
  - ★ Budget Committee completed the budget review and business in one meeting as planned.
  - ★ Moyer House Tree Dedication & Carriage Me Back events.

Respectfully Submitted,

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

S. Scott McDowell  
City Administrator

---

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

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



# PLANNING AT A GLANCE

## May 2024

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

- |                |                                      |                   |
|----------------|--------------------------------------|-------------------|
| • Mechanical   | Replace AC                           | 110 Fields Ct     |
| • Mechanical   | Install Gas Furnace & AC             | 616 Robe St       |
| • Structural   | Stand Alone Patio Cover (400+ sq ft) | 714 Kirk Ave      |
| • Structural   | Solar Installation                   | 864 Maple St      |
| • Plumbing     | Install utility sink                 | 405 Kay Ave       |
| • Fence        |                                      | 190 N Main        |
| • Construction | 20x20x11 Patio Cover                 | 714 Kirk Ave      |
| • Fence        |                                      | 601 Calapooia Ave |
| • Fence        |                                      | 307 Spaulding Ave |
| • Construction | Accessory Structure 8x10             | 307 Spaulding Ave |
| • Fence        |                                      | 500 Loucks Way 15 |
| • Fence        |                                      | 803 River Ave     |
| •              |                                      |                   |

### **Updates**

**River’s Edge:** Staff has received copies of the final recorded plat. Lennar Homes has purchased Phase 3 and has submitted 16 sets of building plans for review. Staff is working on reviewing the plans for compliance with city requirements. Upon completion of city review, staff will send approved plans to Linn County for full building plan review and permit issuance.

### **Linn County Planning & Building Contract Cities Meeting**

At the last meeting, the Linn County Planning & Building Department discussed a new code enforcement process. LCPB staff has been working diligently over the years to bring properties into compliance (nuisances, unpermitted structures, hazard properties, etc.). Properties that have an unresolved code enforcement case may be placed on “hold”. A hold prohibits that property from applying for a new permit (i.e. replace gas furnace & AC) until the case has been resolved. This method has proven successful. “As-built” construction that isn’t properly permitted in a timely manner can potentially carry much higher fees. If a code enforcement hold is placed on a property in the Contract Cities’ jurisdiction, LCPB will make that city aware.

### **Variance Application**

Staff received an application for a Variance. Once the application is deemed complete, a Planning Commission hearing be scheduled.

### **Fences & Accessory Structures**

While there are more property owners who obtain permits as required, staff seems to be sending out an increasing number of letters to property owners regarding the installation/replacement of fences & construction/placement of accessory structures without a permit from the city. Hopefully, this will not become a trend.



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322  
Albany, OR. 97322  
Phone: 541-967-3950  
www.linnsheriff.org

## 2024

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

**FOR THE MONTH OF:**

**APRIL**

<b>TRAFFIC CITATIONS: -----</b>	<b>10</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>22</b>
<b>TRAFFIC CRASHES: -----</b>	<b>0</b>
<b>ARRESTS MADE: -----</b>	<b>4</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>128</b>

**TOTAL HOURS SPENT:**

**BROWNSVILLE**  
**201.25 hours**

**CONTRACT HOURS = 200 HOURS**

**Michelle Duncan,**  
**Sheriff, Linn County**

**By: Sgt. Steven Frambes**



## Library Advisory Board

*Librarian's Report*

April 2024

Here are a few facts about our Library for the month of April 2024. We have received 61 new books for the library. Volunteers donated 140 hours to our library. There were 1,236 materials checked out. 337 adult fiction books; 112 adult non-fiction books; 53 audio books; 404 children's books; 223 junior books; 36 junior reference books and 71 large print books.

There was a total of 186 electronic materials checked out. 136 adult fiction books; 26 adult non-fiction books; and 24 junior books. Of these 86 were eBooks and 100 were eAudiobooks.

In April, we held 7 children's programs with 46 participants. There were 6 programs for adults with 29 participants. We had 34 children make the passive activities. These independent crafts include a craft and a lift-the-flap Q & A Stem portion. Crafts this month featured chickens and celebrated Earth Day. Mid-Valley STEM CTE Hub presented a Printmaking Class in April. This was lots of fun and enjoyed by multiple generations. Our Final STEM program with Mid-Valley STEM CTE Hub is scheduled for Friday, May 17. At this event, participants will be learning about Solar Energy and making a solar powered bug.

The Estate Planning: Wills program was well attended with 26 members from our community and beyond. In May, the Library will be hosting Estate Planning: Advance Directive with Samaritan Chaplain Wes Sedlacek on Thursday, May 16 beginning at 7 PM.

Respectfully submitted,

Librarian Sherri Lemhouse



**RESOLUTION NO. 2024.08**

**A RESOLUTION DECLARING THE CITY'S  
ELECTION TO RECEIVE STATE REVENUES**

The City of Brownsville ordains as follows:

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2024-2025.

**Passed** by Council this 23<sup>rd</sup> day of May, 2024.

**Approved** by the Mayor this 23<sup>rd</sup> day of May, 2024.

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

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

I certify that a public hearing before the Budget Committee was held on April 25<sup>th</sup> and a public hearing before the City Council was held on May 23<sup>rd</sup>, 2023, giving citizens an opportunity to comment on use of State Revenue Sharing at two separate public meetings.

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



## **PROCLAMATION**

**May 2024**

**“National Military Appreciation Month”**

**Vietnamese-American Remembrance Day**

**WHEREAS**, Vietnamese refugees have proudly resided in the United States since the conclusion of the Vietnam War on April 30, 1975, and

**WHEREAS**, Vietnamese-Americans have put forth their full energy building communities where they live into a multitude of prominent areas rich in industry, economy, culture, education, and military service, and

**WHEREAS**, Vietnamese-Americans acknowledge the United States, the State of Oregon, and the City of Brownsville as being their second heart, mind, and family homeland, and

**WHEREAS**, Every year Vietnamese-Americans observe Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers, including the 810 soldiers from the State of Oregon, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from November 1st 1955 to April 30th 1975.

**NOW, THEREFORE**, I, Adam Craven, Mayor of Brownsville, Oregon do hereby recognize April 30th as,

Vietnamese-American Remembrance Day

and encourage all to join in the reverent recognition of this cultural heritage observance.

**SIGNED** this 13<sup>th</sup> day of May 2024.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Administrator Scott McDowell

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

RECEIVED  
City of Brownsville  
MAY 06 2024



Clerk \_\_\_\_\_



# Brownsville

## 2023 Annual Report

### Senior & Disability Services and Community Service Programs

#### CASE MANAGEMENT & ELIGIBILITY

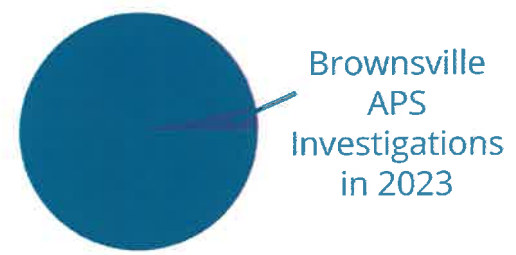
 **23**  
CASES  
MANAGED

In addition to the current Long-term Services and Supports case load, staff processed **18** new service requests from Brownsville residents.

**168**  
AVERAGE ACTIVE  
MEDICAL CASES  
IN BROWNSVILLE

#### ADULT PROTECTIVE SERVICES

**21** Adult Protective Services (APS) investigations took place in 2023. This accounted for 3.2% of Linn County investigations.



**1** OREGON PROJECT INDEPENDENCE CONSUMER

Oregon Project Independence is an alternative to Medicaid that supports daily living activities which can be provided by in-home care agencies or home care workers.

 **2**

#### ADULT FOSTER HOMES

Provided up to 10 residents housing

These unique homes provide individuals with necessary care in a home-like setting, allowing residents to function at the highest level of independence possible.

## MEALS ON WHEELS

The South Linn County Meals on Wheels location in Brownsville served **4,962** meals in 2023.

 **976**  
IN PERSON  
MEALS

 **3,986**  
HOME DELIVERED  
MEALS

 **174**  
SHELF-STABLE  
FOOD BOXES

## SENIOR HEALTH INSURANCE BENEFITS ASSISTANCE

**5** residents received one-on-one counseling on their Medicare benefits through the Senior Health Insurance Benefits Assistance (SHIBA) program.

**11** **MEDICARE 101 PRESENTATIONS**  
Benefited Linn County residents in 2023

Medicare 101 seminars are designed for anyone who is new to Medicare. They are also helpful for current beneficiaries who would like a better understanding of their Medicare benefits and options.

## Community & Economic Development



**CASCADES WEST RIDE LINE**  
Provided 1,056 rides to Brownsville residents

Cascades West Ride Line coordinates transportation services for eligible Oregon Health Plan (OHP) and Medicaid clients traveling to and from covered non-emergency medical services.



**RURAL COMMUNITY VISIT**  
With Cascades West Economic Development District

Cascades West Economic Development District (CWEDD) staff met with the city to hear about needs and prospect for grants.

**Promoting a thriving region  
through service, connectivity,  
and innovation.**

**City of Brownsville**  
**2024 Sewer Delinquent Accounts**

<b><u>Tax Account #</u></b>	<b><u>Name &amp; Address</u></b>	<b><u>Amount</u></b>
384434	Alicia Legore 30688 Park St. Lebanon, OR 97327	362.63
282075	Brandon & Tiara Higholt 212 Wilson Ave. Brownsville, OR 97327	633.21
284469	John Miller 30348 Walnut Dr. SW Albany, OR 97321	1,142.47
307088	Jean Shipp 424 Washburn Ave. Brownsville, OR 97327	430.66
394136	Meredith Allyn 8585 SW Canyon Ln. Apt 37 Portland, OR 97225-3972	784.70
	<b>TOTAL</b>	<b>\$3,353.67</b>

***Updated: May 14, 2024***



April 25, 2024

Re: Hands on History 2024  
Date of Event: August 24, 2024

Dear Scott,

Attached are the following documents and information relating to Hands on History 2024:

1. A Certificate of Liability Insurance naming the City of Brownsville as an additional insured.
2. The signature sheet which verifies we have spoken to the neighbors about the closure of Park Avenue.
3. Tom Marquette's vehicle information required for his permit to camp in Pioneer Park. At this time Tom does not know which of the following two vehicles he will be driving. I am providing information about both vehicles. We will confirm which vehicle he will be driving as we get closer to the date of the event.

2014 Toyota Tundra. License 593GZW

1987 Chevrolet 5 Ton Truck. Farm Plate 158334

Please let me know if you need clarification or additional information.

Thanks, Scott, for assisting with this event. We hope it's a huge success!

Respectfully,



Connie Bull  
Mandy Cole  
Kathy Otis  
HOH 2024 Organizers

Dear Resident of Park Avenue,

April 9, 2024

The Linn County Museum Friends will be hosting its living history event, Hands on History, Saturday, August 24, 2024, from 10 am to 4 pm in Library Park. Tom Marquette, who offers wagon rides pulled by Belgian Draft horses, will be picking up and unloading passengers in front of the museum on Park Avenue. We also will have other activities taking place along the sidewalk adjacent to Library Park.

On Saturday, August 24, 2024, we would like to have Park Avenue free of parked cars along the curbs and no through traffic for everyone's safety. We respect you and your ability to maneuver around this event. You will have access to the road as in the past, but it would be closed to other traffic.

We will be going to the Brownsville City Council to ask for the closure of Park Avenue, and your signature is required to get approval. Would you please sign this form?

Thank you. If you have any questions, please call Mandy Cole at 541-905-3916 or Connie Bull at 503-314-7944, Hands on History Coordinators.

**NOTIFICATION OF PROPERTY OWNERS**

Irene Corbett  
Floyd and Irene Corbett

04.12.24  
Date

Steve Anderson  
Steve LaCoste, Napa Auto Parts

4/15/24  
Date

Scott, Leisa Kenner notified Archer that the road would be closed since we were unable to make contact  
Clifton Archer  
Mandy Cole  
Linn County Historical Museum  
4/17/24  
Date  
after several attempts.  
MC



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Rhodes-Warden Insurance Inc.</b> PO Box 2660 Albany, OR 97321	CONTACT NAME: <b>Dana Walters</b>	FAX (A/C, No): <b>541-967-4169</b>	
	PHONE (A/C, No, Ext): <b>541-967-8062</b>	E-MAIL ADDRESS: <b>dwalters@rhodeswardenins.com</b>	
INSURED <b>Linn County Historical Museum Friends, Inc.</b> PO Box 607 Brownsville, OR 97327	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>The Hartford Casualty Insurance Company</b>		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES                                      CERTIFICATE NUMBER: 91025040-0                                      REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		52SBMBF5U6C	03/11/2024	03/11/2025	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**THE CITY OF BROWNSVILLE OREGON, KATHY OTIS, MANDY COLE, CONNIE BULL, AND BOARD OF DIRECTORS ARE NAMED AS ADDITIONAL INSURED WITH RESPECTS TO THE HANDS ON HISTORY EVENT**

<b>CERTIFICATE HOLDER</b>  <b>City of Brownsville</b> <b>225 N Main St</b> <b>Brownsville, OR 97327</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE   (DNW)

## Stand By Me Day Events

Blue balloons at each venue and bathrooms

Time: 11 - 5

Family Games 12 – 4 at Library Park

Fan Forum 1:00. On the stage in Rec Center. Need movie screen and projector. When to close building after Fan Forum etc. ends?

Blueberry Pie Eating Contest 3:00. Where should we put it? Randy's Deck!

50/50 Raffle Four boys and Info Booth will sell them.

Guided Walking Tours Need 4 guides. Shiloh will be here. Sign up at Info Booth.

Stand By Me Singers Yes!!!

Benevolent Order of Antelope Will be at pie eating contest and around town! Nine members so far!

Blueberry Pie & Ice Cream Slices \$6 each slice-\$3 ice cream. Sell full pies one hour before closing.

Food Truck Red Food Trailer to sell Verno Burgers!. Cindy is compiling list of possible items to sell including cotton candy. Coffee vendor? and maybe Icies from Hex.

Old Cars Possibly Karmel Curtis. Brown truck and cop car?

Crossing Guards Ask Doug first (Maybe). Bring in one or two more.

Press Wall Hang next to red building on Park.

American Legion They will sell treats and offer a place to rest. Maybe show videos?

Art Center They plan to sell blueberry muffins and lemonade, and SBM art.

Park Avenue Layout To be determined. Cars at top, Double sized tent for Information, tour tickets and Raffle Tickets. Have table skirts around tables to stand out. Souvenir sales at Museum Courtyard. Large banner at Park and Main. Food trucks at east end near the grass area.

Start looking for volunteers that day? Set up/take down, booth management etc.

## Ideas from today's meeting

Jeff has friends who will do a documentary filming of the event and put on Youtube.

Jankybird will offer Flash Tattoos that day. They are SBM symbols and only sold that day. \$60-\$80 each. Maybe sell our temporary tattoos as well. Jeff may create a Barf Machine so fans can get a photo of them barfing. He also plans to hide the dead body and also have a scavenger hunt for a jar of pennies.

Maybe find a movie screen to show live feed of the pie eating contest so all can see!

Thinking about creating a Welcome to Castle Rock sign to hang near the bridge where the welcome to Brownsville sign is.

We have signed sponsor letters to get to potential sponsors. I have sent a message to the treasurer of the museum to see what guidelines he thinks we should follow as there is a limit to the amount the nonprofit can have or they need to file and go to the next financial level.

**Next meeting is on Thursday May 16 at 9:00am**



Cars – Average width is 6ft. Add 4ft between cars. We need 50ft from the corner to the end of NAPA.

Information Booth in the center with retail sales in Museum courtyard.

Pie slices sold on corner of Main & Averill. Bring over 3-4 tables with 12 chairs.

Food trucks at far end of street.

**S. Scott McDowell**

---

**From:** S. Scott McDowell <admin@ci.brownsville.or.us>  
**Sent:** Tuesday, May 7, 2024 10:26 AM  
**To:** 'Michael Winklepleck'  
**Subject:** RE: Nuisance Houses

Good Morning Michael,

Yes, Ross and I had a discussion last week about what options the City has around the concept of charging nuisance properties for taking so much time away from the normal scope of services. The only real, viable option is an ordinance like the Bend ordinance you provided me a few weeks ago. The trouble comes with enforcement of that ordinance. There are two primary problems associated with such a law, 1) preparing evidence that will be actionable by the local court, and 2) if a fine is produced, the ability to collect the fine.

One example I can give you from a “real world” happening is offending persons are allowed to pay whatever they say in Court. Sergeant Frambes just explained where there was a motorist who ran a stop sign and was allowed to pay \$10 per month for the next year and a half to satisfy the fine – that assumes that they will make the payments and not go defunct. Frambes said that payment plans happen often.

I have prepared the Bend ordinance for Council’s review at the next Council meeting on the 23<sup>rd</sup>.



**S. Scott McDowell**  
City Administrator  
255 N. Main Street  
Brownsville, Oregon 97327  
541.466.5880 | Ext. 103  
541.466.5118 | Fax  
[www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)



## Chronic Nuisance Property Ordinance

### 5.45.005 Chronic Nuisance Property.

For the purposes of this code section, the following definitions apply:

A. **Chronic nuisance property** means property upon which or within 200 feet of which any person associated with the property has three or more of the below listed offenses occur during any 30-day period as a result of three separate factual incidents that have been independently investigated by any law enforcement agency:

1. All felony drug offenses as enumerated in ORS [475.840](#) to [475.980](#).
2. Assault, strangulation or menacing as defined in ORS [163.160](#) through [163.190](#).
3. Harassment as defined in ORS [166.065\(1\)\(a\)](#).
4. Disorderly conduct as defined in ORS [166.025](#).
5. Alcohol violations as defined in ORS [471.410\(1\)](#), [\(2\)](#) and [\(3\)](#) and ORS [471.430\(1\)](#) and [\(2\)](#).
6. Intimidation as defined in ORS [166.155](#) through [166.165](#).
7. Public or private indecency as defined in ORS [163.465](#) and [163.467](#).
8. Any sexual offense as defined in ORS [163.305](#) through [163.445](#).
9. Theft as defined in ORS [164.015](#) through [164.140](#).
10. Prostitution or related offenses as defined in ORS [167.007](#), [167.012](#), and [167.017](#).
11. Any attempt to commit as defined in ORS [161.405](#), or conspiracy to commit, as defined in ORS [161.455](#), any of the above offenses.
12. Violation of BC Chapter [5.50](#), Noise.
13. Unlawful discharge of a weapon as defined in BC [5.40.040](#).

B. **Control** means the ability to regulate, restrain, dominate, counteract or govern conduct that occurs on that property.

C. **Owner** means any person, agent, firm or corporation having a legal or equitable interest in a property. Owner includes, but is not limited to:

1. A mortgagee in possession in whom is vested:
  - a. All or part of the legal title to the property; or





## Chronic Nuisance Property Ordinance

b. All or part of the beneficial ownership and a right to present use and enjoyment of the premises; or

c. An occupant who can control what occurs on that property.

D. **Permit** means to suffer, allow, consent to, acquiesce by failure to prevent, or expressly assent or agree to the doing of an act.

E. **Person** means any natural person, agent, association, firm, limited liability company, partnership, corporation, or other entity capable of owning or using property in the City of Bend.

F. **Property** means any real property including land and that which is affixed, incidental or appurtenant to land, including but not limited to any premises, room, house, building or structure or any separate part or portion thereof, whether permanent or not. [Ord. NS-2142, 2010]

### 5.45.015 Remedy.

A. In the event a court determines property to be chronic nuisance property, the court may order that the property be closed and secured against all use and occupancy for a period of not less than 30 but not more than 180 days, or the court may employ any other remedy deemed by it to be appropriate to abate the nuisance.

B. In addition to the remedies provided for in subsection (A) of this section, the court may impose upon the owner of the property a civil penalty in any amount up to \$100.00 a day, payable to the City, for each day the owner had actual knowledge that the property was chronic nuisance property and permitted the property to remain chronic nuisance property.

C. In determining what remedy or remedies to employ, the court may consider evidence of other conduct which has occurred on the property. [Ord. NS-2142, 2010]

### 5.45.020 Procedure.

When the Chief of Police believes in good faith that the property within the City of Bend has become chronic nuisance property, he/she shall:

A. Notify the owner(s) of record in writing that the property has been determined to be chronic nuisance property. The notice shall contain the following information:

1. The street address and a legal description sufficient for identification of the property.
2. A statement that the Chief of Police has found the property to be chronic nuisance property with a concise description of the conditions leading to his/her findings.



## Chronic Nuisance Property Ordinance

3. A statement that the owner shall have the opportunity to respond to the notice, within 15 days from the date of the notice, describing what steps the owner has taken or will take to remedy the chronic nuisance on the property.
4. If the owner's response to the notice is not satisfactory to the Chief of Police, or if the owner does not respond, then another copy of the notice shall be served on the owner and their agent, if known, at least 10 days prior to the commencement of any judicial action by the City. Service shall be mailed certified mail, return receipt requested, postage prepaid, addressed to such person at the address of the property believed to be a chronic public nuisance property, and to such other address as shown on the tax rolls of the County in which the property is located or such other place which is believed to give the owner actual notice of the determination by the Chief of Police.
5. A copy of the notice shall be served on the occupant of the property if that person is different than the owner and shall occur not less than 10 days prior to the commencement of any judicial proceedings and be made either personally or by mailing a copy of the notice by certified mail, return receipt requested, postage prepaid, to them at the property.
6. A copy of the notice shall be posted at the property prior to the commencement of any judicial proceedings.
7. The failure of any person or owner to receive actual notice of the determination by the Chief of Police shall not invalidate or otherwise affect the proceedings under this chapter. [Ord. NS-2142, 2010]

### 5.45.025 Commencement of Actions – Burdens of Proof – Defenses – Mitigation of Civil Penalty.

- A. In an action seeking the closure of a chronic nuisance property, the City shall have the initial burden of proof to show by a preponderance of the evidence that the property is chronic nuisance property.
- B. It is a defense to an action seeking the closure of chronic nuisance property that the owner of property at the time in question could not, in the exercise of reasonable care or diligence, determine that the property had become chronic nuisance property, or could not, in spite of the exercise of reasonable care and diligence, control the conduct leading to the finding that the property is chronic nuisance property.
- C. In an action seeking civil penalties pursuant to BC [5.45.015\(B\)](#) the City shall have the initial burden of proof to show by a preponderance of the evidence that the conditions of that subsection are satisfied.
- D. In establishing the amount of any civil penalty requested, the court may consider any of the following factors, as they may be appropriate, and shall cite those found applicable:



## **Chronic Nuisance Property Ordinance**

1. The actions taken by the owner(s) to mitigate or correct the problem at the property;
2. Whether the problem at the property was repeated or continuous;
3. The magnitude or gravity of the problem;
4. The cooperativeness of the owner(s) with the City;
5. The cost to the City of investigating and correcting or attempting to correct the condition;
6. Any other factor deemed by the court to be relevant. [Ord. NS-2142, 2010]



## **Sidewalks**

Sidewalks could be improved throughout town. Everyone knows they are ‘not great.’ Council has discussed this issue every year since 2007. Council has been reluctant to pursue an official sidewalk program due to the costs associated with such an endeavor.

Abutting property owners are responsible for sidewalks, not the City. If Council should create a sidewalk program, they would need to execute the following steps:

1. Create an improvements plan for sidewalks throughout Brownsville. *(Done)*
2. Implement the sidewalk improvement plan.
3. Budget the appropriate amount to cover the expenditure associated with the section of town being improved.
4. Notify property owners of deadlines associated with repairing their sidewalks and providing them with the option of obtaining their own contractor.
5. Bid for a sidewalk contractor.
6. Establish deadlines.
7. Begin the physical work of installing sidewalks in the designated area & scope.
8. Lien all properties who did not comply by the deadline or who decided to use the City’s contractor for the completion of the work.

Council may have to update ordinance language to ensure that sidewalks are installed fairly between property owners and account for topographical issues that may be present. Generally, sidewalks would be assessed per square foot and property owners would have ten (10) years to pay off the costs associated with the installation of their sidewalks including an interest rate that would be set by Council.

Council historically has been reluctant to execute such a program due to the large upfront cost to the City every year for the first six to eight years, and due to the costs associated with sidewalk installation. Council did not want to further burden property owners for sidewalks. With prices at a forty-year high, the City will more than likely not have the funds to start a program, but Council will discuss the issue every January.

## **Weeds & Nuisances**

### *Weeds*

The City does have a noxious vegetation ordinance. The ordinance is enforced from June 1<sup>st</sup> through September 30<sup>th</sup>. In or around the middle of May, Staff will inspect the entire town and then start making calls, sending notices, and posting properties. Weather dependent of course. Some years the City can start the inspection the second or third week of May and some years cannot start until the middle of June depending on rain fall. The ordinance allows weeds up to 12” and is primarily designed to be a fire prevention law.

Once we start the process of abating weeds, it can be a lengthy process due to the days required to allow for cutting the weeds and in some cases the amount of time our third-party mowing service can get to the weeds depending on how many properties are out of compliance. The City attempts to have weeds and grass mowed twice a year. However, if fire season starts early, then fire bans can curtail efforts to bring properties into compliance and/or execute phase two of the required mowing.

## *Nuisances*

Staff inspect town on a weekly basis from May through October annually. The general practice of Staff, under the direction of Council, has been to not pursue the nuisance program through the holidays and to start the process after the budget has been approved by the Budget Committee. Staff will pursue an issue during the off season if the situation is egregious.

The process Staff must adhere to takes time to get results. Often, neighbors have already put up with an issue for weeks or even months before it is brought to the City's attention. Staff will attempt to remedy a situation that is brought to our attention as quickly as the law will allow. Staff does continue to use Request For Action (RFA) letters and other methods before going straight to posting properties. The City's aim is to correct the issue without confrontation or escalation.

## **Grievances (Proper Channels)**

The First Amendment of the United States Constitution allows citizens to petition the Government for a redress of grievances. Council allows this process to take place in several ways, 1) through written correspondence, 2) through oral public comment at public meetings, 3) through interactions with City Staff, and 4) through interactions with elected & appointed officials.

A few caveats are important to note, 1) is the issue a Staff issue, 2) is the issue a Council issue, or 3) does the issue involve the City? Many times, the State of Oregon or some other bureau may be responsible for a policy or law that is causing concern. Members of the public must be directed to the proper government to lodge their complaint or grievance.

As Council members, it is vitally important to know the facts of the given situation or complaint. The initial series of questions you must ask is, 1) has Staff been approached about the issue, 2) is the issue in the process of being addressed, 3) is the issue something the City handles, 4) is the issue a civil matter, and 5) other thoughts you may conclude or question upon considering the situation or complaint.

Staff often get caught between a Council member and a citizen because these questions are not asked. The City often gets entangled by Linn County on certain occasions too. A few years ago, a citizen contacted the Linn County Road Department making claims that were incorrect. Unfortunately, the Road Department answered the questions without consulting City Staff about our policies, causing a problem that lasted over six months.

Many times, Staff must give answers to questions that citizens do not want to hear, that's the job. But it is vitally important that Councilors understand why Staff have acted or ruled on the matter before inserting their input or asserting themselves as an authority.

Unfortunately, Staff has had to de-escalate many situations that should have never occurred due to improper actions by elected and appointed officials.

**S. Scott McDowell**

---

**From:** Janky Bird <info@jankybird.com>  
**Sent:** Wednesday, May 15, 2024 9:22 AM  
**To:** Janky Bird  
**Subject:** Possible Fundraising Opportunity

## Greetings Non-Profits!

Janky Bird Tattoo here, and we have a unique opportunity that could tickle your (philanthropic) mustache. We hatched a plan to celebrate Sam Elliott's 80th birthday with a small tattoo day, but things got a little... hairier than expected.

Here's the mane attraction: 4,000 mustache enthusiasts have expressed interest, transforming our humble idea into a potential street party with epic proportions!

We're thrilled by the response, but really aren't looking forward to being bothered that much. To ensure this event's success and maximize its community impact, we're seeking a fantastic non-profit to handle the big-league logistics.

We've already secured the essentials: Janky Bird will provide the soundtrack with 2 booked bands, and we'll team up with Dark Creatures tattoo for some killer mustache-themed ink. The city, chamber of commerce, and food vendors are prepped, and Spaulding Ave is ready for a street party. Crossing the "t" and dotting the "i"s will still need to happen.

But here's the twist: we specialize in tattoos, not large-scale events. So, with open arms, we confess: without a capable non-profit to take on the event, this epic party will have to shave itself clean.

However, this isn't just about a party; it's about celebrating a legend and potentially bringing a significant economic boost to our community.

Here's where your organization comes in! Taking on this event can generate valuable fundraising opportunities.

Think you're the non-profit rockstar with a passion for mustaches (or at least a good cause)? We'd love to collaborate and make this Sam Elliott tribute a mane event that benefits everyone. We just want to see some awesome tattoos, celebrate a cultural icon, and maybe enjoy some mustache-shaped treats – the giant party planning? We'd much rather leave that to the experts who can truly make a difference.

Let's turn this from "we need help" to "we threw the most epic mustache party for a great cause!"

If you're interested in taking this event on, we'd love to chat! We'd like to hear from you by Friday, May 24, if you are interested, otherwise we will officially cancel the event. Here is a link to the event for additional information: <https://www.facebook.com/events/1344495792875824>

Cheers,

Jeff

**S. Scott McDowell**

---

**From:** KeyBank <info@emails.key.com>  
**Sent:** Tuesday, April 30, 2024 11:18 AM  
**To:** ADMIN@CI.BROWNSVILLE.OR.US  
**Subject:** Would you fall victim to text message fraud?



[View in Browser.](#)



## **Smishing:**

**The highly deceptive art of text fraud.**

It's no secret that fraud is rampant. And in this digital age, cyber criminals are using different avenues and increasingly sophisticated tactics to dupe victims into divulging sensitive information, and ultimately, giving up their funds.

### **Enter text message (SMS) fraud – aka “smishing.”**

Are you sufficiently informed and vigilant to not fall for text message scams? Think again. Smishing is one of the most deceptive forms of fraud because it can appear incredibly authentic.

In fact, a 2023 CODASPY study showed that even informed individuals are quite likely to fall for smishing:

**In the first round, 16.92% of users clicked on the link in the message. When the conductors sent another text, 12.82% of participants made the same mistake again.<sup>1</sup>**



**Be certain you can protect yourself – and your business – from smishing.**

Our latest cybersecurity article, [Text Message Fraud: Defending Your Business Against Smishing](#) tells you everything you need to know about smishing plus provides actionable prevention strategies for you and your business.

[Go to Article](#)

At [key.com/cybersecurity](https://key.com/cybersecurity), we're committed to arming you with the latest information on cybercrime and payments fraud. To learn more about KeyBank's Core Fraud Solutions, [connect with your Payments Advisor or Relationship Manager](#).

**Connect with us:**



<sup>1</sup>Cvetnarevic, Dejan. (2023, May 30). 20 Smishing Statistics to Know in 2023. *Securityescape.com*.

©2024 KeyCorp. All Rights Reserved.

[Privacy & Security](#)

[Unsubscribe](#)

KeyBank | 127 Public Square | Cleveland, OH 44114

ECPCFM0424

**S. Scott McDowell**

---

**From:** Nick Meltzer  
**Sent:** Tuesday, May 14, 2024 8:44 AM  
**To:** Nick Meltzer; Justin Peterson  
**Cc:** Ashlyn Muzechenko  
**Subject:** CWACT Demographic Survey Request

CWACT Members,

As we heard about during our February Full Commission meeting, effective January 1, 2022, House Bill 2985, directs ODOT to diversify its advisory committees to reflect Oregon's population's racial, ethnic, and ability composition, as determined by the most recent American Community Survey. The bill explicitly calls out ODOT's statutory advisory committees; however, in alignment with ODOT's Strategic Action Plan and our value of embracing equity and fostering a culture of inclusion, the agency will include all advisory committees in this mandate. To remain in compliance ODOT is requiring the ACTs to provide members with an anonymous demographic survey to collect the necessary data needed to take action on diversifying our ACTs. All questions are optional and no personal data will be collected.

**Please fill out the following Survey before end of day on Thursday June 6, 2024: [CWACT Member Survey](#)**

Let me or Justin Peterson know if you have any questions.

Thanks!  
Nick

**Nick Meltzer (he/him)**  
Transportation Programs Manager  
Oregon Cascades West Council of Governments  
1400 Queen Ave SE, Suite 205  
Albany, Oregon 97322  
Direct: 541-758-1911



Promoting a thriving region  
through service, connectivity,  
and innovation.



## Commissioners to accept more CAFO input

ALBANY — After extensive discussion Tuesday morning, Linn County Commissioners Roger Nyquist, Sherrie Sprenger and Will Tucker agreed to reopen a code text amendment process which they defined at a December 2023 meeting. The issue concerns Confined Animal Feeding Operations for which the commissioners had approved a one-mile setback from neighboring properties that contained dwellings.

Since the approval in December, the commissioners have received input from members of the agricultural community who believe the setback is too stringent. The Planning Commission recommended a three-quarter mile setback and the original proposed text suggested a half-mile setback. The action came because a company wants to establish a large CAFO in the Scio area that would produce millions of chickens annually. Neighbors were concerned the facility, which would require several large buildings, could affect air and water quality for a local school and the nearby river.

Options on the table Tuesday ranged from adopting the text code amendment as is and instructing staff to begin an amendment process, to reopening the issue and trying to bring more stakeholders — such as cattle and swine breeders — to the table before final adoption is made. Planning Manager Alyssa Boles said the commissioners could hold another public hearing after posting a Legal Notice for 21 days and notifying people who had provided comments at the previous hearing.

At the Public Hearing, the commissioners would set the parameters for written public testimony to be received, likely seven days and then another seven days for responses. In all, the process will take about five to six weeks, Boles said. The commissioners agreed to follow this process.

In other business, the commissioners:

- Approved a four-year contract with Heath's Laundry in Albany to provide services for the Linn County Jail.
- Were informed by Planning and Building Director Steve Wills that there were 330 total permits issued in April. There were 50 land use permits issued. Wills said 20 code enforcement cases were closed and 13 were opened in April. Wills said Planning and Building staff members have developed a "History of Linn County" story map, which is now on the department's web page.
- Approved the closure of North River Drive near Sweet Home from 7 a.m. to 4 p.m. on June 8 and 7 a.m. to 2 p.m. on June 9 and Quartzville Road from 8 a.m. to 2 p.m. on June 9 to accommodate the annual Best of the West Triathlon at Foster Reservoir.
- Had the first reading of a proposed Linn County Electronically Amplified Sound Code.



Approved an intergovernmental agreement for the Linn County Transient Lodging Tax between the City of Albany and Linn County.

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

*Posted 5-14-2024*

# School Supply Drive!

RECEIVED  
City of Brownsville  
MAY 06 2024

Clerk \_\_\_\_\_

Hello friends and family,

I hope you all are doing well. It's been a minute since my last charity drive, so let's get one going again! Central Linn School District is in need of school supplies. Do you have extras lying around or could you donate a few bucks that I can take to buy supplies? They specifically said that the elementary school needs #2 pencils, crayons, colored pencils, Expo markers, and large erasers. The middle/high school needs #2 pencils, colored pencils, ink pens, and college-ruled paper.

Please drop off donations at my office in downtown Brownsville - 113 Spaulding Ave. Feel free to text or call me before to make sure I'm in, as I'm often in and out real estate-ing. 541-556-7521

You have all always been so generous. Thank you so much. I'm honored to live in a community that truly cares about its schools, non-profits, and community groups. It's a joy to be a part of it and to help out where I can.

Thanks again!  
Jenna

**S. Scott McDowell**

---

**From:** PIIPPO Zach \* GOV <Zach.PIIPPO@oregon.gov>  
**Sent:** Wednesday, April 24, 2024 10:03 AM  
**To:** Undisclosed recipients:  
**Subject:** Refreshing Regional Solutions & Advisory Committees on our 10th Anniversary

Dear Regional Solutions Partners and Friends,

It has been a pleasure to get to know so many of you and an honor to join you in supporting Oregon's communities since I became the Regional Solutions Director last year. In that time, we have established a new team of Regional Solutions Coordinators who serve every part of the state, engaged state agency staff in Regional Solutions Teams to support local needs, and listened to your ideas about how this program can best serve Oregon's communities going forward.

Now, on the 10<sup>th</sup> anniversary of Regional Solutions being signed into law, we're excited to share that Governor Kotek has issued a [proclamation](#) celebrating this milestone and recommitting to Oregon's long tradition of collaborative governance, local coordination, and creative problem-solving. And, as we work to deepen our community connections, we'll be relaunching our Advisory Committees in all 11 regions, again asking community leaders to participate in this key partnership between the state and local communities.

*"Regional Solutions is a uniquely Oregon approach to community and economic development that brings together the public, private, and civic sectors to advance projects, solve problems, and respond to emerging local needs," Governor Kotek said. "As we visited each county last year on my One Oregon Listening Tour, the value of partnership with local communities was abundantly clear.*

*"Over the past decade, communities across the state have benefited from Regional Solutions bringing people together to collaborate on durable solutions. The challenges facing our state require thoughtful collaboration, and I look forward to partnership with the advisory committees as we make progress on our shared priorities."*

Advisory committees are composed of representatives of the following roles: Convener, County (recommended by AOC), City (recommended by LOC), Business, Philanthropic, Tribal and Community Based Organizations. Committees will determine regional priorities for community and economic development, identify resources and funding, and utilize their local connections to advance regional

efforts. Committee members will also be asked to provide a strategic link between the Governor's Office and local communities throughout Oregon.

Through this appointment process, we will seek to identify committee members who can represent their sectors, and who together represent the geographic and cultural diversity that exists within each region. We hope for a strong combination of continuing committee members and new applicants with fresh perspectives who are all committed to helping move the program forward. In alignment with the best practices used by other Oregon boards and commissions, all committee members, whether returning or new, will need to submit an application to be considered for appointment or reappointment.

**Applications will be due on May 24<sup>th</sup>.**

We hope you will consider applying, and we hope you will share this opportunity with others in your community who might lend their energy and expertise to this effort. More information on the application process can be found [here](#).

Thank you for your wonderful partnership thus far. We're excited about what the future will bring and what we can build together!

Best regards,

A handwritten signature in blue ink, appearing to read 'Amelia Porterfield', with a stylized flourish at the end.

Amelia Porterfield

Regional Solutions Director

Office of Governor Tina Kotek



## **Goals 2023-2024**

*(Compilation Date: February 2023)*

### 1. Focus on the Fundamentals.

★ *Protect & manage Brownsville's treasury.*

- ▶ The City fielded a full Budget Committee with the addition of Felipe Eversull & Matt Schoemaker. Staff shared the audit findings from the previous fiscal year. Council executed gap financing for the completion of the Rec Center Renovation project. Government Capital Corporation was able to find a great rate given market conditions. Council passed a supplemental budget in February 2024 to appropriate the funds for expenditure. Council received a good price for the completion of the GR12 Waterline & Pump Station Improvements project. Council passed ordinances to push back against Salem for unfunded mandates that continue to take away local funding for local projects.

★ *Foster cooperative and productive relationships both internally & externally.*

- ▶ The City continues working closely with the State of Oregon's Department of Environmental Quality (DEQ), Oregon Water Resources Department (OWRD), the Linn County Commissioners Office and several other agencies. Regional efforts including Rural Economic Alliance (REAL), RAIN, the Sheriff's Office contract, the Planning & Building Department contract, and the development of SMAC. Connections have been maintained with the League of Oregon Cities, the Cascade West Council of Governments, and CIS. Local agreements have been extended with the Calapooia Food Alliance (CFA), Sweet Home Sanitation, the Chamber of Commerce, and the Central Linn Recreation Association.

### 2. Advocacy Plan.

★ *Create an advocacy committee charged with developing an advocacy strategy complete with written policy statements as an effort to participate in the State legislative process and in the Federal legislative process when appropriate.*

- ▶ Council created the Legislative Advocacy & Policy Committee (LAPC) through ordinance early in 2023. The Committee made several framework recommendations that were passed and implemented by Council. Position papers on key advocacy items were created for internal use and provided to the other members of SMAC and to Sean Tate.

★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions.*

- ▶ Council attended several meetings and continues to stay connected to key issues facing the City through the League of Oregon Cities and Sean Tate. Staff have communicated through partnerships the path for execution. Mayor Craven met with House Representative Jami Cate on several occasions and attended a luncheon with Governor Kotek to express the City's policy priorities and concerns.

★ *Monitor new laws, tort limits, and recreational immunity protections for local amenities.*





- ▶ Cities in Oregon received bad news in the case, *Fields v the City of Newport*. The City has been active in working toward a fix with CIS. SB 1576 is currently being voted on in the House for passage. If this loophole cannot be closed with this legislation, the impact on the City park system will be devastating. The State's raising of the tort limits is wreaking havoc with the insurance rates. Property & liability insurance has risen nearly 60% due to these limits being raised and the continued passage of terrible public policy that is dramatically impacting cities and counties across the State.

### 3. Capital Improvements Plan.

- ★ *Complete Rec Center Renovation project.*

- ▶ Open House was held in February. The City has successfully completed this important project. Staff continue detailed work to prepare the facility for public rentals.

- ★ *Complete the GR 12 Waterline extension.*

- ▶ The project is underway and progressing nicely overall. Staff hopes the project will be completed by the end of March 2024.

- ★ *Plan for new sewer lagoon along with operational improvements.*

- ▶ The City Engineer continues to work on the initial planning for a new sewer lagoon. The City is also looking into making a chemical change at the Treatment Plants. Any formal plans will have to be rolled into a bond with the improvements planned for the Water Treatment Plant. The City will have some high cost items that must be addressed per State Law and to continue providing critical services to the residents.

- ★ *Plan for construction of new pavilion and relocation of the playground.*

- ▶ Funding will delay these projects. Council will need to reassess during the upcoming Budget Season FY 2024.2025.

- ★ *Analyze new TMDL plan.*

- ▶ Department of Environmental Quality (DEQ) has not officially approved the City's new plan. Council approved submitting the edited report at the January 2024 Council meeting.

### 4. Community Development Plan.

- ★ *Refine Brownsville Municipal Code to better reflect actual practice.*

- ▶ Council passed several ordinances including parking, towing, curfew, camping, and administrative laws toward this effort. Council authorized Staff to review the nuisance abatement process for repeat offenders at the February Council meeting.

- ★ *Adopt building rules and standards to preserve and promote the historic aesthetic.*

- ★ *Continue the local & regional emergency preparedness efforts.*



- ▶ Council supported the EPC who has been sending stand alone newsletters twice a year to all residents in Brownsville, Halsey, and the corresponding fire districts. The City ordinance is centered around public education and individual preparedness efforts.

- ★ *Support youth activities with community partners.*

- ▶ Council spent over \$2M renovating the Rec Center, adopted a new agreement and helped with organizational development and custodial services. Staff continues to assist the Central Linn Recreation Association with operational issues.

## 5. Economic Development Plan.

- ★ *Participate in regional efforts and opportunities with partner cities.*

- ▶ Council finalized the financial agreement with Business Oregon for the partnership with REAL. Council entered into a new agreement with RAIN through the end of 2025.

- ★ *Support and implement the Rural Economic Alliance's 5-year strategic plan.*

- ▶ The group continues to prioritize items in the strategic plan. REAL is close to signing a deal with JayRay Marketing to survey regional businesses to get a better understanding of needs and priorities. This survey will be done in partnership with Business Oregon.

- ★ *Complete and implement the Land Use inventory.*

- ▶ Administrative Assistant Elizabeth Coleman, Planner Dave Kinney continue work with Linn County's GIS Department preparing for this process.

## 6. Water Rights.

- ★ *Explore possible additional water source options.*

- ★ *Continually work on monitoring and perfecting City water rights.*

- ★ *Implement the State required Water Management & Conservation Plan.*

- ▶ Staff are actively working on the implementation of the items identified in the Plan.

## 7. Organizational Development.

- ★ *Review Council rules and policies.*

- ▶ Council passed a new officials handbook.

- ★ *Focus on Council leadership development & training.*

- ▶ Council met several times throughout 2023 to work on group dynamics and interactions. Great progress was made in the overall cooperation of the Council. Council held a Staff appreciation dinner for Staff.



- ★ *Foster positive and effective working relations between Council and Staff.*
  - ▶ Council held a Staff appreciation dinner for Staff. Staff & Council held a volunteer appreciation party in September at the pavilion in Pioneer Park. Mayor Craven and Council have increased their efforts in working with Staff and are maintaining extremely effective relationships with Staff.
  
- ★ *Maximizing social media efforts to promote City projects and events.*
  - ▶ Council revisited this item. The City will not publish Council meetings in a television format. Council members are doing a great job monitoring social media conversations without creating more community drama and turmoil.
  
- ★ *Focus on recognizing volunteers, meeting training and procedures for all official boards & committees.*
  - ▶ Council held both a volunteer appreciation cookout & a Staff dinner this past year as mentioned above. Librarian Sherri Lemhouse also does a very good job recognizing Library volunteers with appreciation events during the year.



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

**Organizational Development**

- Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
- Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
- Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.
- Civil Rights Act of 1964.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in the community and from developing in the City's organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans and vulnerable populations.

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

**THE PROCESS OF PROGRESS**

1. Recognize & Identify
2. Accept & Agree
3. Strategize & Develop Action Steps



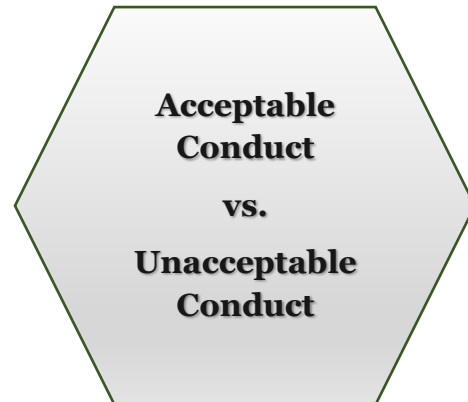
- 4. Implement & Execute
- 5. Review Outcomes

**LEXIPOL’S 10 FAMILIES OF RISK MODEL**

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

***How are expectations set in City Government?***

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



**Decision Making**

- 1. General Liability
- 2. Legal Implication
- 3. Legality
- 4. Precedence
- 5. Staff Capacity
- 6. Need or Want
- 7. Political Lift or Will
- 8. Support or Lack of
- 9. Resource Management
- 10. Community Implications

**MONTH END FINANCIAL RECAP**

		APRIL 2024					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 26,408.07	\$ 78,583.39	\$ 2,537,315.13	55.46%	\$ 2,037,691.87	1
2	WATER	\$ 43,426.30	\$ 177,102.15	\$ 804,829.40	56.85%	\$ 610,820.60	2
3	SEWER	\$ 42,408.85	\$ 45,075.89	\$ 285,635.66	29.83%	\$ 671,954.34	3
4	STREETS	\$ 20,252.48	\$ 14,458.23	\$ 168,546.10	48.28%	\$ 180,588.90	4
5	WATER BOND	\$ 429.94	\$ -	\$ 46,417.84	74.88%	\$ 15,572.16	5
6	SEWER BOND	\$ 901.93	\$ -	\$ 300,721.39	67.73%	\$ 143,278.61	6
7	SEWER DEBT FEE	\$ 12,402.76	\$ -	\$ 132,656.69	91.47%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 731.23	\$ -	\$ -	0.00%	\$ 188,800.00	8
9	WATER RESERVE	\$ 2,652.90	\$ -	\$ -	0.00%	\$ 175,300.00	9
10	HOUSING REHAB	\$ 887.35	\$ -	\$ -	0.00%	\$ 222,000.00	10
11	WATER SDC	\$ 2,992.25	\$ -	\$ -	0.00%	\$ 241,960.00	11
12	SEWER SDC	\$ 8,122.04	\$ -	\$ -	0.00%	\$ 758,500.00	12
13	STORMWATER SDC	\$ 3,061.68	\$ -	\$ -	0.00%	\$ 277,575.00	13
14	BIKEWAY/PATHS	\$ 366.24	\$ -	\$ -	0.00%	\$ 63,730.00	14
15	LIBRARY TRUST	\$ 30.60	\$ -	\$ -	0.00%	\$ 7,650.00	15
16	CEMETERY	\$ 33.32	\$ -	\$ -	0.00%	\$ 9,040.00	16
17	TRANSIENT ROOM TX	\$ -	\$ -	\$ -	0.00%	\$ -	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
20	COMMUNITY PROJECTS	\$ 344.51	\$ 1,500.00	\$ 16,728.00	22.23%	\$ 58,522.00	20
		\$ 165,452.45	\$ 316,719.66	\$ 4,160,193.52			

Key Bank Account			
General Checking	\$	53,794.10	
Oregon State Treasury	\$	5,028,785.25	
Community Improvements	\$	28,560.03	
Project Escrow Holding	\$	104,411.91	
Project Holding Acct #2	\$	-	CLRC Loan Payment
CLRC Renovation Acct	\$	625,077.71	[\$57,996.99]
<b>TOTAL OST / LGIP</b>	<b>\$</b>	<b>5,786,834.90</b>	

2023-2024	YTD	% of Total
Appropriated	\$ 5,672,968.48	42.31%
<b>Total Bonded Debt (Principal Only)</b>		
	\$ 6,142,195.00	
<b>Total Bonded Debt is \$8,691,081 (Principle &amp; Interest)</b>		

Annual Bond Payment		
Water	\$	45,167.05
Wastewater	\$	307,259.95
<b>Total</b>	<b>\$</b>	<b>352,427.00</b>

ARPA Funds   SLFRP	\$404,801.67	Total Funds Received
(American Rescue Plan Act)	\$404,801.67	Funds Disbursed

Previous Month Court Revenue **\$1,247.00**