

Council Agenda Packet

Tuesday, November 18th, 2025 | 7:00 p.m. | Council Chambers

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Next Meeting: December 16th, 2025



Council Meeting

Tuesday, November 18th, 2025

Location: City Hall in 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: October 28th, 2025
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Oregon 811: Dig Safely | *Karl Frink*
 - B. Bi-annual TMDL Report
 - C. Pioneer Park Playground | *Park Board Recommendation*
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administrator
 - D. Planning
 - E. Library
 - F. Office
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Ordinance 809:** Public Streetlight Application (*Second Reading*)

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



- B. **Ordinance 810:** Public Street Closure Application (*Second Reading*)
- C. **Resolution 2025.18:** Planning Fee Schedule Revision

10) ACTION ITEMS:

- A. Playground Repair | *Park Board Recommendation*
- B. Inflatables Policy | *Park Board Recommendation*
- C. Planning Commission Member Appointment

11) DISCUSSION ITEMS:

- A. RV Parking | *Brownsville Municipal Code 10.05.150 F.*
- B. October Financials

12) COUNCIL QUESTIONS & COMMENTS

13) ADJOURN

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



October 28th, 2025

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

ABSENT: Public Works Superintendent Karl Frink was excused.

PUBLIC: Sherri Lemhouse (*Librarian*), Don Lyon, Wendy Toshitune, Jack Alsman, Chris Majdecki, Sravya Tadepalli (*The Brownsville Times*), Penny Rosenberg (*Democrat Herald*), and Richard Fries.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell reported that there are several handouts on the dais tonight. Agenda deletions include removing 6) B. Brownsville Art Association Annual Report and 10) A. Action Item – Award City Hall Paint Project, replacing this item with Resolution 2025.17 officially awarding the City Hall painting contract. Additions also include Resolution 2025.16 honoring Gary Compton for his many years of service to the City.

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

MINUTES: Councilor Solberg made a motion to approve the September 23rd, 2025 meeting minutes as presented. Councilor Hansen seconded the motion, and the motion passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Thin Line Chaplaincy (TLC) | Nick Droback** | Mr. Droback shared the mission of TLC with Council describing the services provided to individuals that includes counseling First Responders with critical stress management, providing support to community members in times of loss and trauma, and handling sensitive details during times of unimaginable circumstances, to name a few. Droback also reported that he worked with the Chinese Coalition who was interested in providing an Emergency Preparedness disaster Conex box. The Brownsville Rural Fire District was successful in receiving a box. The box is equipped with enough supplies to support up to 200 families for two weeks. Deployment is at the sole discretion of the Fire District. The unit is climate controlled and offers water, MRE's, generators, and propane. To learn more about TLC's non-profit services, please visit <https://www.thinlinechaplain.com/>. Mayor Craven thanked him for his work for the community.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes**. Sergeant Frambes shared that Mr. Droback's services are greatly appreciated by law enforcement. Droback has accompanied him on death notifications which is one of the hardest things an officer must do. At the scene of accidents, Droback can help the family with the emotional response to the accident while the officer is able to handle the scene of the accident. Frambes said he wished more resources could be dedicated to TLC's efforts. Frambes reported that activity in September was very calm. There was no significant incident(s) to report on. Councilor Hansen asked about the law enforcement levy on the upcoming ballot. Frambes asked people to review the facts of what the levy provides and decide for themselves. Frambes is not allowed to comment or forecast on the levy.
2. **Public Works (PW).** Superintendent Frink is out this evening.



3. **Administration.** Administrator Scott McDowell reported on several legislative bills that will impact the City from the latest session of the State Legislative Assembly. Governor Kotek was very successful getting her Housing agenda passed along with a Statewide Shelter Funding and Homelessness Response. The State continues to ignore the ruling the United States Supreme Court made in 2024 on the homelessness issue. The State did not fix the Recreational Immunity issue for public entities. The City will closely monitor any developments as the implications are massive for all public entities including the State of Oregon. The State is now studying Measure 5 and 50 that limit government's ability to levy property taxes. This is a major concern in terms of incoming revenue depending on what changes could be made. The Feds have also been talking about certain property taxes being eliminated which will impact public schools, fire districts, cities and counties.

McDowell reported that our audit team, SingerLewak, was in-house on October 6th and 7th. The audit team would like to get the audit finished and back to the City by Thanksgiving. McDowell reported that the team was excellent this year.

McDowell reported that the REAL intern started this month. The City will be the general overseer of the intern. Members are making direct appointments with her. Nate Conroy and team continue to work on the marketing plan.

McDowell reported that Alyrica installed basic internet to the Rec Center and the Water Treatment Plant. McDowell also noted that the marijuana funds are receipted into the general fund per Council directive several years ago.

McDowell gave an update on the playground update. So far, it appears costs are close to \$400,000. Park Board will consider the project at their next meeting and bring a recommendation for Council.

McDowell gave brief updates on planned computer installations at the Library, and concerns with the vendor handling the creation of the new City website.

Councilor Winklepleck shared details about Council's goal to honor hometown heroes. Council worked with the American Legion to identify local veterans to begin a banner program honoring their service. The first ten banners are posthumously honoring veterans and will be hung through November. Council and the American Legion will continue the program to show the communities appreciation for those who served in our armed forces.

4. **Planning.** Administrative Assistant Elizabeth Coleman shared details about the Federal Emergency Management Agency's (FEMA) revisions to the National Flood Insurance Program (NFIP) Floodplain Management Standards. Coleman reviewed the four paths being pushed on communities for compliance. Last year the City was forced to pick from a list of options due to FEMA's Pre-Implementation Compliance Measures (PICM). Coleman has attended several webinars to learn more about the government's plans on this critical issue. Coleman shared a picture of the floodplain explaining the impact these rules will have on Brownsville. She said three floodplain functions of primary concern include flood storage, water quality, and vegetation. Coleman reported on the details of tree planting as one example of the regulations. Coleman shared what FEMA defines as activity in the floodplain and the definition is expansive. Currently, the City has decided to handle each case on a case-by-case basis, which is what a lot of communities are doing due to the heavy-handed approach being implemented by the State to impose these regulations that will make development even more difficult and costly for landowners. Coleman reported she is closely monitoring new regulations by the Department of Land Conservation & Development (DLCD) including Accessory Dwelling Units (ADU's) and middle housing concepts. Coleman said the City has allowed these things for years.
5. **Library.** Librarian Sherri Lemhouse talked about programming and service provided by the Brownsville Community Library. Lemhouse shared that the Library offers a way to safely dispose of any unused or unwanted medicine through the Med-project. Don Lyon has been sharing his travels



through the World Cultures program. The upcoming event will explore the France La Provence on November 20th at 7:00 p.m. Story time happens each Thursday starting at 10:00 a.m. and includes a craft. The Page Turners Book Club meets the third Wednesday of each month. The Stitchery Group, the Thread Wizards, meets on Wednesdays from 1:00 p.m. - 3:00 p.m. Everything stitchery from crochet, to quilting, to embroidery is done. Come by and say, "Hi!" There will be rock painting on Thursday, December 18th from 5:00 p.m. - 7:00 p.m. The Annual Book Sale is from December 4th through the 13th during normal Library hours.

6. **Office.** No comments.
7. **Council Comments.** Mayor Craven shared that the City had sent in a letter of support to the Roundhouse Foundation in regard to support for grant funding for the *Brownsville Times*.
8. **Citizen Comments.** Calapooia Food Alliance (CFA) President Don Lyon thanked Council for their support through the years and shared concerns that may arise due to the partnership not being renewed.

Richard Fries shared concerns about the bus stop at the intersection of Depot Avenue and Linn Way. Mayor Craven explained that Linn County is responsible for determining any improvements to the intersection and Staff will review the matter.

LEGISLATIVE:

1. **Resolution 2025.15 | Utility Accounts Write Offs.** Mr. McDowell stated that these write-offs are quite old, and Staff is trying to get the general ledger right.
Councilor Winklepleck made a motion to approve R 2025.15 as presented. Councilor Chambers seconded the motion, and it passed unanimously.
2. **Ordinance 809: Public Streetlight Application (First Reading).**
Mayor Craven read the resolution into the record. This is a first reading of this Ordinance.
3. **Ordinance 810: Public Street Closure Application (First Reading).**
Mayor Craven read the resolution into the record. This is a first reading of this Ordinance.
4. **Resolution 2025.16 | Honoring Gary Compton Service.** Mayor Craven read the resolution into the record.
Councilor LaCoste made a motion to approve R 2025.16 as presented. Councilor Eversull seconded the motion, and it passed unanimously.
5. **Resolution 2025.17 | Authorizing City Hall Painting Project.** Mr. McDowell reported that Great Paint & Renovate was the lowest out of three bids received and recommends awarding the project to this bidder. The contract amount is \$30,989.00. The project is expected to begin next summer, with the exact date to be determined.
Councilor Winklepleck made a motion to approve R 2025.17 as presented. Councilor Chambers seconded the motion, and it passed unanimously.

ACTION ITEMS:

1. **Appointed Officials | Openings & Reappointments.**
Councilor Winklepleck made a motion to re-appoint Dayna Hansen & Matt Shoemaker to the Budget Committee and authorized Staff to advertise for a Planning Commission opening.



Councilor Solberg seconded the motion, and it passed unanimously with Councilor Hansen abstaining for personal reasons on the re-appointment of Budget Committee members.

2. **November Council Meeting Date Change.**

Councilor Eversull made a motion to change the November Council meeting to the third week of the month in order due to the Thanksgiving holiday. Councilor Chambers seconded the motion, and it passed unanimously. Council agreed that this change will happen each year from now on.

3. **Approve Council Meeting Schedule | 2026.** Mr. McDowell referred to the proposed Council meeting schedule provided in the agenda packet. Dates of note: Budget Committee will meet on April 30th, 2026, May Council meeting will be pushed to Thursday May 28th, 2026 due to the holiday week, and November Council meeting will be pushed forward a week due to a holiday week.

Councilor LaCoste made a motion to approve the schedule as presented. Councilor Solberg seconded the motion, and it passed unanimously.

DISCUSSION ITEMS:

1. **Pacific Power.** McDowell shared information provided by Pacific Power's Regional Manager, Scott Salazar, about power outages. Councilor Winklepleck has been concerned about outages over the last year. McDowell reported that Pacific Power has installed very sensitive monitoring equipment on their power lines stemming from lawsuits levied against them during the fires over the last few years. Pacific Power can no longer clear an alarm without sending out personnel during fire season which leads to longer outages. The sensitivity of the monitoring equipment is also leading to the short power blips that are happening more often. Salazar explained that when the power gets reset because of a tripped monitor, that it can cause a very brief power blip. McDowell also reminded everyone the Pacific Power has been warning the public on this issue for nearly two years. They have a program that assists in the purchasing of generators to lessen the impacts of future outages. Salazar said that typical outages will be at least four hours during fire season due to these new requirements.

2. **Franchise Agreements | Lumen and Sweet Home Sanitation.** Council will be updating these two franchise agreements over the coming months.

3. **September Financials.** No comments.

COUNCIL COMMENTS. Councilor Solberg remarked that Planning Commissioner Chairman Gary Compton will be greatly missed here in Brownsville. McDowell commented that Gary always presented a calm demeanor, always took time for everyone, and was literally a fixture on the Planning Commission. McDowell was grateful for his excellent leadership over the course of many, many years. Councilor Winklepleck wished everyone a Happy Halloween and encouraged folks to be respectful of speed limits with kids running around. Mayor Craven thanked Council for their hard work and efficiency working for the town. Councilor Chambers thanked Mayor Craven for his leadership.

ADJOURNMENT: Councilor Winklepleck moved to adjourn at 8:38 p.m. Councilor LaCoste seconded the motion, and it passed unanimously.

City Administrator S. Scott McDowell

Mayor Adam Craven



City Administrator Report

7

November 18th, 2025

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.

“Gratitude is riches. Complaint is poverty.”
~ Alfred Adler, Psychiatrist

“The only normal people are the ones you don’t
know very well.”
~ Alfred Adler, Psychiatrist

“Accidentally used my wife’s fabric scissors to
cut wrapping paper and now the cops are here.”
~ Weavers Wisdom



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS

A. **Oregon 811: Dig Safely | Karl Frink** | Public Works Superintendent Karl Frink will provide a thorough review of the Oregon 811 program.



B. **Bi-annual TMDL Report** | McDowell will provide a thorough review of the State’s Total Maximum Daily Load effort as required by the City’s adopted TMDL plan.

C. **Pioneer Park Playground | Park Board Recommendation**
– McDowell will review the recent recommendations made by the Park Board on the playground.



9) LEGISLATIVE:

A. **Ordinance 809: Public Streetlight Application (Second Reading)** | Council will give this ordinance a final reading this evening.

From 09.23.2025: Staff are recommending a more streamlined process for streetlight requests. Past practice has run new, non-emergency ordinances through the discussion process before a first reading.



What is Council being asked to do?

Provide a final reading and consider adoption.

- B. Ordinance 810: Public Street Closure Application (Second Reading)** | Council will give this ordinance a final reading this evening.

From 09.23.2025: Staff are recommending formalizing the street closure process. Past practice has run new, non-emergency ordinances through the discussion process before a first reading.



What is Council being asked to do?

Provide a final reading and consider adoption.

- C. Resolution 2025.18: Update Planning Fee Schedule** | If the ordinances are passed above, the Resolution will authorize charges for permit applications.

What is Council being asked to do?

Consider passing this resolution to authorize charges for the above referenced ordinances.

10) ACTION ITEMS:

- A. Playground Repair | Park Board Recommendation** | The Board received a quote from Buell Equipment to replace the slide on the small playground unit. The Board voted unanimously to execute a quote for the repair.

What is Council being asked to do?

Consider accepting the Board's recommendation and authorizing Staff to execute contracts for the installation as needed.

- B. Inflatables Policy | Park Board Recommendation** | Staff briefly discussed with Council in September that conflicts surrounding inflatables being used on publicly owned property would need to be addressed. Staff prepared an inflatables policy for Park Board review. The Board unanimously recommends adopting this policy that reflects current practices.



What is Council being asked to do?

Consider accepting the Board's recommendation.

- C. Planning Commission Member Appointment** ☐ | Staff placed an advertisement for the Planning Commission opening in the synopsis as directed by Council. I will place any applications on the dais for the meeting on Tuesday. I will also forward applications first thing on Tuesday morning, so you have time to review them

What is Council being asked to do?

Appoint a new Planning Commission member.

11) DISCUSSION ITEMS:

- A. RV Parking | Brownsville Municipal Code 10.05.150 F.** – Staff will briefly discuss enforcement efforts.



B. October Financials

UPDATES, INFORMATION & HAPPENINGS

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

LCSO Month-to-Month Comparison (18 months)

Year	Month	Traffic Citations	Traffic Warnings	Hours
2025	October	3	10	203.75
2025	September	5	3	200
2025	August	12	12	202.75
2025	July	22	5	231.5
2025	June	1	11	185
2025	May	6	12	217
2025	April	16	16	229
2025	March	16	13	204.75
2025	February	46	32	208.5
2025	January	30	45	203.25
2024	December	7	17	201.75
2024	November	13	23	200
2024	October	17	16	204.75
2024	September	15	17	202
2024	August	17	17	201.75
2024	July	15	23	296.75
2024	June	33	51	200
2024	May	36	32	200
<i>Subtotal</i>		310	355	3792.5
Total Average		17.22	19.72	210.7
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

LCSO Quarterly Meeting ☑ | The next meeting is schedule for December 18th, 2025.

American Legion | Banners Report | The new banners were hung by Public Works. The Council Committee will need to re-engage with the American Legion to discuss the next phase of the program. The response to the banners has been very positive.

From 10.28.2025: Staff has worked on completing the design for the Hometown Heroes banner with ArtPlus in Albany. The City has ordered ten (10) banners to be hung in time for Veteran's Day. The American Legion and a Council subcommittee worked together to honor community veterans.





TMDL | Shade Study ☑ | *From 10.28.2025:* Staff will have more on the implications of the requirements being added to the City's TMDL Plan next month as it is the required TMDL talk. Council continues to spend an inordinate amount of time on this one issue due to the financial implications of this program.

From 09.23.2025: Dyer Partnership's Ryan Quigley projects a ball park figure of \$14,500 to complete the shade study recently order by the Department of Environmental Quality (DEQ).

REAL Meeting ☑ | Members have been utilizing LBCC intern Ellie McConnell to work toward community goals around economic & community development. Members agreed to cost sharing formulas for both contracts. Staff meet with Amy Burbee of LBCC to review McConnell's job functions. Nate Conroy's team has been busy working on the marketing plan. Philomath's Chris Workman is working with McDowell on contract oversight for the Conroy team.

From 10.28.2025: McDowell has been busy working with partners in REAL and activating new LBCC intern Elise McConnell. McDowell and McConnell have attended meetings in Sweet Home and Harrisburg recently. McDowell met with Philomath's City Manager, Chris Workman, to discuss details for the contract with Nate Conroy. A lot of progress is being made!



Rural Economic Alliance Intern – *From 09.23.2025:* Staff would like authorization to serve as the fiduciary agent for the Linn-Benton Community College intern for the Fall and Spring terms. The other communities in REAL will reimburse the City for their portion of the related expenses. McDowell will also serve as Intern Administrator with LBCC.

ACTIVE, PENDING, STALLED & COMPLETED

Active: Pioneer Park Playground Project ☑ | *From 10.28.2025:* Staff have reached out to an Oregon playground equipment company for a possible design for the new playground slated for Spring 2026. Once Staff can gather a proposal, Parks & Open Space Advisory Board will review plans for a Council recommendation. Staff hope to be able to provide this for Council by the November Council meeting.

From 09.23.2025: The Park Board and Staff will work on an RFP this Fall. Staff will proceed with the project as planned with the Park Board coming to Council as needed.

Pending: Computer Upgrades | *From 10.28.2025:* Staff will soon be replacing the two public computers at the Library and installing two new computers for the Volunteer Staff.

From 09.23.2025: Staff installed new computers for the City Administrator, Library and the Circulation station. Staff also repaired the backup system with the help of Harris Computers. Librarian Lemhouse replaced several old printers at the Library as well. The City will look to replace the public computers early 2026.

Pending: Communications Committee | *From 09.23.2025:* The Committee met September 8th, 2025 to review several items. Council process and interaction information will be provided at the Retreat immediately following the meeting Tuesday. The Committee has not formalized any official policy concepts for Council's consideration to date.



Stalled: James Land Lease Agreement | Staff met with Joe James on October 6th, 2025 with no decisions being made.

From 10.28.2025: Fencing has been installed. Staff will be reaching out to Joe James to finalize the work and the agreement for the lease of this land from the City.

From 09.23.2025: Staff is working with Cozetta James to complete the agreement and reinstall the fencing.

Stalled: 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.

Stalled: Canal Company Agreement Update | *From 07.22.2025:* Staff provided the maps at the request of President Mike Nehrer for the Canal Company meeting. No City Staff attended the meeting. After Staff members were attacked by people at the meeting who had no facts, the Company showed how much they valued the City's partnership. Several past members of the Board contacted McDowell to discuss next steps and what the future looks like with the agreement currently on the table.

From 05.28.2025: Staff forwarded the operations agreement to the Canal Company but has not heard anything from their leadership.

From 04.29.2025: Brownsville Canal Company President Mike Neher conducted a board meeting on April 10th, 2025. Shortly after opening the meeting, several people took control of the meeting who were not interested in any agreement between the Canal Company and the City. The Board collected membership dues from those wanting to join the Company. The membership voted not to enter into the proposed agreement between the Canal Company and the City. According to Neher a few days after the meeting, certain people were upset about a provision in the agreement regarding assessments. I explained to Neher that paragraph was in the agreement because it is part of the Company's bylaws.



Ultimately, the City has spent too much time and money on this effort through the years. The City does not have a partnership agreement with the Brownsville Canal Company. The City has spent tens of thousands of dollars since 2007 attempting to resolve the long-standing historical battle between the Company and certain people – to no avail. The Brownsville Canal Company plans to send out another mailing and hold a meeting soon.

I am recommending Council authorize the new operations agreement found in the agenda packet. The new agreement will require the Company to bore the costs associated with operating the Company's pumps. The City has paid for the electricity costs for nearly twenty years with no reimbursement. The City has allowed Public Works to operate and maintain the pumps and electrical service at no cost to the Canal Company. Last year, the City paid \$400 to cover the cost of the annual insurance premium. It is long overdue for the Company to pay its own bills.

Stalled: Central Linn School District & Central Linn Recreation Association IGA | Staff recently met with the Central Linn Recreation Association President & Vice-President. The Association



thought it best to wait on making any modification to the agreement until after the leadership transition.

From 10.28.2025: Central Linn School District Superintendent Rob Hess recently stopped by to discuss the agreement modification. Staff need to review the requests with the Central Linn Recreation Association leadership before reintroducing the changes to Dr. Hess.



From 09.23.2025: Staff met with new interim Superintendent Rob Hess. The two have agreed to modify the agreement this Fall.

Pending: Alyrica Equipment Report | *From 10.28.2025:* Staff are in the process of having internet services installed at the Rec Center and the Water Treatment Plant. [Projects have been completed.]

From 07.22.2025: Pending equipment install.

From 06.30.2025: Alyrica has been working on relocating equipment from the City Hall storage room and upgrading their equipment on the roof of the building.

Small Municipalities Advocacy Coalition (SMAC)

Small Municipalities Advocacy Coalition (SMAC) ☐ | *From 10.28.2025:* Staff was asked to provide reformation documents for this effort. Several cities have met to review these documents. Next step includes bringing in elected officials to begin moving the project forward. SMAC's grant bill looks like it could be moving through the short-session of the State Legislature.



Respectfully Submitted,

S. Scott McDowell
City Administrator

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

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

PLANNING AT A GLANCE

November 2025

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

• Mechanical	Install Minisplit	522 N Main St.
• Structural	Prescriptive Solor Installation	234 Holloway Hts.
• Mechanical	H/P Installation	1049 Pine St.
• Construction	Accessory Structure	715 Kirk Ave.
• Construction	Accessory Structure	824 River Ave.
• Fence		373 Kirk Ave.

OTHER:

DLCD: A “Small” list of State Requirements that staff is actively reviewing & researching:

ADU's
Detached Duplexes
Model Code for Small & Medium Cities
HB2138 & 2258

FEMA

No Current Updates:

10.06.2025: Staff submitted comments to FEMA regarding the draft EIS.

09.11.2025: Staff scheduled to attend a virtual public meeting related to this issue. Staff will also likely attend a virtual public meeting on 9.30.2025. Opportunities to provide comment on this issue will be available until October 6th, 2025. Draft EIS & Updated Draft Implementation Plan can be found on the Oregonians for Floodplain Development website.

Oregonians for Floodplain Protection Update: Lawsuit Stayed

Joint court filing of Plaintiffs' & Defendants' until July 29th, 2025 for an opportunity to negotiate.

5.22.2025: No current changes to speak of.

4.29.2025: Oregonians for Floodplain Protection Update: Per Oregonians for Floodplain Protection site, Oregon US District Judge Michael Simon has scheduled a hearing on the preliminary injunction for May 29th, 2025.

Thank you,

Elizabeth E. Coleman



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

2025

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

FOR THE MONTH OF:

OCTOBER

TRAFFIC CITATIONS: -----	3
TRAFFIC WARNINGS: -----	10
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	3
COMPLAINTS/INCIDENTS INVESTIGATED:-----	99

TOTAL HOURS SPENT:

BROWNSVILLE

203.75 Hours

CONTRACT HOURS = 200 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sgt. Steven Frambes



Library Advisory Board

Librarian's Report

October 2025

Here are a few facts about our Library for the month of October 2025. We have received 48 new books and 8 new Playaways for the Library. Playaways are preloaded MP3 players that the Library children LOVE! These were purchased by the Brownsville Women's Study Club. Volunteers donated 280.5 hours to our library. Mrs. Carol Humphreys and Mrs. Sarah Glenn led the way in putting together over 110 gift books for the Annual Book Sale. This sale begins Thursday, December 4, 2025 at 1 PM. There were 1,449 materials checked out. 470 adult fiction books; 114 adult non-fiction books; 88 audio books; 466 children's books; 213 junior books; 61 junior reference books and 100 large print books.

There was a total of 248 electronic materials checked out. 174 adult fiction books; 50 adult non-fiction books; and 24 junior books. Of these 171 were eBooks and 77 were eAudiobooks.

In October, we held 5 children's programs with 70 participants. There were 7 programs for adults with 28 participants. In November, we are looking forward to hosting a special story time to help make decorations for the Feed the Birds Tree for the December Festival of Trees. Oh, and we ended Halloween with 464 people in the Library. I handed out 6 fruit boxes of mini pumpkins and scrambled to find other goodies to end the evening. Downtown Trick or Treat was another hit this year!

Respectfully submitted,

Sherri Lemhouse
Librarian

**ORDINANCE NO. 809****AN ORDINANCE ADDING SECTION 12.10.45, APPLICATION FOR PUBLIC STREETLIGHT INSTALLATION TO THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON**

WHEREAS, Title 12 of the Brownsville Municipal Code (BMC) defines Streets & Sidewalks, and;

WHEREAS, Council wishes to add language to direct requests for the addition of public streetlights; and,

NOW THEREFORE, the City of Brownsville ordains as follows:

Section 1. The following Section 12.10.045 is added as follows:

12.10.045 Application for Public Streetlight Installation.

Any citizen can apply for the installation of a public streetlight. The applicant will be responsible for all fees related to the installation and operation of the streetlight, if approved. The Public Works Superintendent and the City Administrator will evaluate the application to ensure it meets the Public Works Standards and assess the need for the streetlight. The Council will set and periodically review all fees associated with the streetlight installation by resolution.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR,
this ____th day of November 2025.

Attest:

Approved:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor



Streetlight Installation Application

Name: _____ Date: _____

Address: _____

Proposed Location of Streetlight: _____

Please identify the utility pole number: _____

Describe the Public Safety need or state reasons for the installation:

Applicants will be responsible for all permits, fees, and installation costs associated with the installation of a new streetlight including the first year of service. Pacific Power sets the charges and rates for streetlights. The City will pass on direct costs plus a 20% administrative fee for processing the request.

Signature: _____

**ORDINANCE NO. 810****AN ORDINANCE ADDING SECTION 12.10.46, APPLICATION FOR PUBLIC STREET CLOSURE TO THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON**

WHEREAS, Title 12 of the Brownsville Municipal Code (BMC) defines Streets & Sidewalks, and;

WHEREAS, Council wishes to add language to direct requests for the closure of a public street; and,

NOW THEREFORE, the City of Brownsville ordains as follows:

Section 1. The following Section 12.10.046 is added as follows:

12.10.046 Application for Public Street Closure.

Any citizen can apply for the closure of a public street. The applicant will be responsible for any related fees related to the closure including providing an application, providing an insurance certificate naming the City additionally insured at the prescribed coverage amounts required and shall collect signatures from effected neighbors notifying them of the details of the proposed closure. The Council may set and periodically review all fees associated with street closure requests by resolution.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR,
this ____th day of November 2025.

Attest:

Approved:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor

NOTE: Applicants for private event closure will be subject to a \$200.00 street closure fee.



Street Closure Application

Today's Date: _____

Organization: _____

Full Address: _____

Purpose of Closure: _____

Contact Person: _____ Phone: _____ Email: _____

Street(s) to be closed: _____

Date(s) to be closed: _____

For all street closures, 1) it is your responsibility to contact all residents and business owners in the immediate area to determine if they have any special concerns; please use the format provided below, 2) attach a map of the immediate area with the residences/businesses marked that were contacted, 3) attach a map showing how you propose to reroute traffic or use traffic control that may be needed, 4) include an insurance certificate naming the City of Brownsville as additionally insured in the amounts as required by the City, and 5) make arrangement with City Staff for Street Closure Signs and any related devices.

All applications must be received sixty (60) in advance of the event.

Email completed forms and additional documents to admin@ci.brownsville.or.us.

Business/Residence	Address	Contacted		Concerns	Email to send permit
		Yes	No		

OFFICIAL USE ONLY

☐ **Approved** ☐ **Not Approved** Date: _____ Permit #: _____

If not approved, reason: _____

**RESOLUTION NO. 2025.18**

A RESOLUTION MODIFYING FEES IN CONNECTION WITH LAND USE PERMITS AND APPLICATIONS; ESTABLISHING POLICIES RELATING TO SAID FEES; REPEALING ANY OTHER RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, costs associated with processing land use actions within the City of Brownsville have increased substantially and the fees charged shall be monitored by Council from time to time,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, as follows:

Section 1: The City of Brownsville establishes the following schedule of fees and procedures which are imposed outright for administrative, planning, engineering and publication costs associated with processing land use permits and applications. Additional engineering and professional consulting fees may be required depending on the complexity of the project.

Administrative Review

Sign Permit N/C

NOTE: Signage requested along Highway 228 is subject to Oregon Department of Transportation Regulations.

RV Permit N/C

Garage Sale Permit N/C

Sidewalk Permit N/C

Public Streetlight Installation (Single) Permit*	\$	100.00
Public Street Closure Permit**	\$	200.00

Change of Occupancy or Use** N/C

OTC Change of Use \$ 250.00

Manufactured Home Placement Permit N/C

Old Town Commercial (OTC) Exterior Alteration N/C

**RESOLUTION NO. 2025.18**

Drainage Ditch Improvement Permit & Review***		N/C
Special Development Zone (SDZ) Forestry Permit**	\$	250.00

Site Plan Review

New Construction Permit* [Primary]	\$	30.00
Accessory Structure Permit	\$	30.00
Fence Permit	\$	30.00
Floodplain Development Fill Permit	\$	30.00
Special Flood Development Review	\$	200.00
Residential Site Plan Review [Non-Subdivision]	\$	200.00
Commercial Site Plan Review	\$	700.00
Industrial Site Plan Review	\$	700.00
Special Development Site Plan Review**	\$	300.00
Property Line Adjustment	\$	300.00
Manufactured Home Park	\$	1,200.00
Pre-Application Review Request [Development]	\$	N/C

(Note: City Engineer review fees will be billed to the applicant.)

* Not charged when civil engineering site plan review is required.

** Indicates that these can be referred to the Planning Commission and additional costs may apply.

*** Engineer will estimate applicable charges.

★ Permit holder will be charged for the cost of installation at rates set by Pacific Power plus 10% and be responsible for the first year of service for the light.

★★ Permit is subject to an additional \$200.00 deposit for use of City signage.

Planning Commission (Public Hearing)**Conditional Use Permits**

Aggregate Mineral Resource Development		Publishing Costs
Home Occupations	\$	250.00

**RESOLUTION NO. 2025.18**

Residential Conditional Use [<i>Owner Leased</i>]	\$	250.00
OTC New Construction	\$	700.00
OTC Secondary Residential	\$	250.00
Planned Unit Development	\$	1,200.00 + \$25.00 per lot

Listed Conditional Uses [<i>Excluding Home Occupation & OTC</i>]	\$	750.00
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Alteration or Expansion of Conditional Use

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

Alteration or Expansion of Non-Conforming Use

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

Variances – Public Hearing

Residential Lots	\$	400.00
Commercial Lots	\$	800.00
Partitioning Standards	\$	800.00
Subdivision Standards	\$	800.00

Partitioning or Subdividing of Land

Land Partition	\$	1,000.00
Major Land Partition	\$	1,600.00
Subdivision	\$	1,800.00 + \$35.00 per lot

Planning Commission & City Council (Two Hearings)

Zone Change & Zoning Map Amendment	\$	1,500.00
Zoning Ordinance & Text Amendment	\$	1,500.00

**RESOLUTION NO. 2025.18**

Comprehensive Plan Map Amendment	\$	1,500.00
Comprehensive Plan Text Amendment	\$	1,500.00
Urban Growth Boundary Amendment	\$	1,800.00

City Council

Street Vacation	\$	350.00 +
Alley/Easement Vacation	\$	350.00 +
Annexation	\$	1,000.00
Appeal	$\frac{3}{4}$ of the Original Fee	

SECTION 2. When more than one land-use action is requested, (such as a variance and a conditional use permit), a separate fee will be charged for each land-use action requested due to separate standards and/or criteria requirements.

SECTION 3. Refunds for fees accompanying an application may be made when the application is withdrawn prior to any substantial review of the application and prior to the publication and issuance of any public notice. Refunds shall be made upon authorization of the City Administrator.

SECTION 4. All fees shall be due and payable at the time of application submittal. An application shall be stamped as "Received" when City staff has determined the application is complete and all fees have been paid.

SECTION 5. That this Resolution be in force and effective immediately and repeals all previous resolutions pertaining to Planning Fees.

Passed and approved by the City Council this 18th day of November 2025.

Approved:

Attest:

S. Scott McDowell
City Administrator

Adam R. Craven
Mayor



INFLATABLES POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the use of inflatables, bounce houses, and other similar play equipment or apparatus (hereinafter “Inflatables”) on City owned property. Other high-risk play equipment such as climbing walls and mechanical rides are prohibited except by special permission by the City Administrator.

PERMIT REQUIRED

The City allows non-profit organizations to apply for the required permit for use of inflatables on City owned property. A Special Event Permit may also be required.

TYPE ALLOWED

The City shall only allow commercially rented inflatables if properly operated and insured and the event is operated by a non-profit organization.

LIABILITY INSURANCE

Inflatables must be rented, set up and removed by a Vendor that has appropriate insurance. The Vendor must provide a certificate of liability insurance (ACORD) in the amount of \$2,000,000 minimum per occurrence and or to meet the requirements of the City’s insurance requirements. The City of Brownsville **must** be listed as an “Additional Insured”. All documentation pertaining to proof of liability insurance must be submitted at least two weeks prior to the event for review and approval by the City Administrator.

SET UP

The City of Brownsville reserves the right to limit the number and the size of inflatables to be used. Inflatables must be free standing and weighted. Use of stakes, anchors, or any other object inserted into the ground, sidewalk or roadway is prohibited. Inflatables must not be tied or tethered to trees, tables, or other park amenities. Inflatables cannot prohibit or impede access to public restrooms, walkways, or trails. Inflatables are to be set up and removed by qualified representatives of the rental company in compliance with the manufacturer’s specifications. No vehicles are allowed on turf or on walkways. The Inflatable must be removed from the property by the ending time of the Facility Rental. Generators must be marked as “Quiet” and maintained as quietly as possible. The generator shall be placed a safe distance from the inflatable; electrical cords must be properly insulated, grounded and covered to prevent tripping hazards. Gas cans shall not be stored in close proximity to the generator.

SUPERVISION

Inflatables must be under supervision at all times by an adult who is at least 18 years old. Sponsors must provide adequate supervision so that the Sponsor is in compliance with manufacturer’s recommendations for safe operation.

**RESPONSIBILITY**

The Sponsor is responsible for any and all damages that may be caused by the inflatable to the park or facility. The City of Brownsville shall not be responsible for any damages to inflatables.

HOLD HARMLESS

Sponsor hereby shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of Sponsor's operation. Sponsor hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Sponsor or its officers, agents and employees.

I have read, understand, and agree to the terms and conditions of this Policy.

Name (printed): _____ Organization: _____

Signature: _____ Date: _____

**NAME OF VENDOR & DESCRIPTION OF INFLATABLE(S) AND/OR PLAY APPARATUS
REQUESTING TO BE USED:**

LOC to File Comments in Response to FCC Actions Impacting the Use of City Right of Way

The Federal Communications Commission (FCC) has issued a Notice of Inquiry (NOI) and a Notice of Proposed Rulemaking (NPRM) that would have the potential to negatively impact municipal permitting of telecom use in the public right of way. This effort is of particular importance as it allows all Oregon cities to maintain standing with the FCC in future challenges.

The [Notice of Inquiry](#) seeks to preempt revenue-based rights-of-way fees and impose time limits on reviewing permit applications related to wireline facilities. Central to the NOI is whether the fees, delays, and conditions imposed by local governments prohibit or have the effect of prohibiting the provision of wireline telecommunications services.

The [Notice of Proposed Rulemaking](#) looks to further limit local authority over the placement of wireless facilities. The NPRM seeks to clarify the following:

- The meaning of “concealment elements,” which are used by builders to minimize the visual impact of towers and other wireless infrastructure, and
- Whether the FCC should take further steps to ensure local permitting regulations do not prohibit or have the effect of prohibiting the deployment of wireless infrastructure.

Due to a recent U.S. Supreme Court [decision](#), there is a risk that individual cities who participate in this initial phase of FCC action may be barred from raising a claim in a future enforcement action. The LOC will be providing comments on behalf of Oregon cities detailing the impacts of the NOI and



NPRM. In doing so, the LOC is hoping to shield cities from being prohibited from raising issues during future litigation.

Contact: Greg Miller, Lobbyist – gmler@orcities.org

Last Updated 11/7/25



MEALS on WHEELS
LINN, BENTON, LINCOLN

"Because no senior should be hungry and alone"

2250
SENIORS

400
VOLUNTEERS

11
MEAL SITES

Meals on Wheels of Linn, Benton, and Lincoln Counties delivers hot, nutritional meals to seniors single day, offering not just food, but **dignity, comfort, and reassurance they are not alone.**

Last year, thanks to caring neighbors like you, this volunteer-fueled program served **over 280,000 meals** to seniors who might otherwise go without.

But we can only keep delivering with your help.



With your generosity, we also ensure that **seniors with pets no longer have to choose between feeding themselves or their companion** thanks to our *Paws & Claws* pet food service for Meals on Wheels recipients.

When you support Meals on Wheels you are directly supporting seniors in your community.

Every \$10 provides a warm, nutritious meal delivered with care to a senior in our community.



DONATE



I AM A WIDOW NO CHILDREN & LIVED HERE WITH MY
SISTER. SHE DID THE COOKING & SHE PASSED AWAY 5 YRS AGO.
I AM SO HAPPY TO HAVE A HOT MEAL.

Rose, Local Meals on Wheels recipient

Loving Meals on Wheels volunteers bring food and a smile to Rose and so many like her. Most days, our volunteers are the only people Rose sees and interacts with.

They know her personally. They know to knock on her door then go inside, because Rose can't get up fast enough to open the door. They know Rose will be sitting in her chair in the living room and they bring the food right to her. Rose's family lives far away, so our volunteers ensure Rose is safe, fed, and cared for.

This holiday season, it's vital to make sure she isn't alone or hungry when it matters most. Join us in filling plates and warming hearts by donating today!

For even greater impact beyond the holidays, become a **Monthly Meal Champion**. By giving each month, you can provide steady support that ensures seniors never have to wonder where their next meal will come from:

\$30/month = 3 meals every month for a neighbor

\$100/month = 10 meals for seniors counting on us

\$300/month = 30 meals delivered with love and care

No amount is too small to make an **IMPACT** on a senior in your community today.



All Donations are Tax Deductible

A program of Oregon Cascades West Council of Governments

📞 541-812-6015

📍 1400 Queen Ave SE Suite 201, Albany, OR 97322

✉️ MealsonWheels@ocwcog.org

S. Scott McDowell

From: Ryan Vogt <rvogt@ocwcog.org>
Sent: Tuesday, November 4, 2025 2:59 PM
To: CWCOG Members
Meals on Wheels SNAP Nov 2025.pdf; LBFS SNAP Message Oct 31.pdf

Good afternoon city managers, county administrators and Board Members for Cascades West and/or CSC,

As you already know, the disruption at the federal level has led to a pause in the distribution of SNAP benefits. In our Linn/Benton/Lincoln region, we have **32,728 households** receiving this food support, amounting to over **\$9.7 million per month** of economic impact. At Cascades West and CSC, we have programs to help. I have attached information about our Linn/Benton Food Share and Meals on Wheels programs. I would encourage you to please share this information on your website and social media. People in your community may need help, others may be wondering how they can help. The attached information should help your constituents get their answers.

If you have any comments/questions/concerns, please let me know.

Sincerely,

Ryan

Ryan Vogt
Executive Director
Community Services Consortium



S. Scott McDowell

From: SM Personal Email
Sent: Saturday, November 8, 2025 9:08 AM
To: admin@brownsvilleor.org
Subject: FW: Reduce energy use

From: Pacific Power <accounts@info.pacificpower.net>
Sent: Friday, August 22, 2025 3:17 PM
To: SM Personal Email
Subject: Reduce energy use



Extreme weather

Due to extreme weather in the region, Pacific Power requests that our customers take steps to reduce energy use now.

With very high demand for electricity across the region, Pacific Power is encouraging our customers to reduce electricity consumption to reduce the strain on the electrical grid.

Here are some things you can do to conserve energy:

- Shift energy use to off-peak hours (from 8 p.m. to 6 a.m.) whenever possible.
- Limit use of appliances that generate heat – including dishwashers, ovens and clothes dryers – to the evening or early morning.
- Turn off lights, computers, televisions and appliances when not in use.
- Use fans to keep air moving inside your home.

For more energy-saving tips, please visit
[PacificPower.net/SummerCooling](https://www.pacificpower.net/SummerCooling).

S. Scott McDowell

From: NWYC <research@nwy.com>
Sent: Monday, November 3, 2025 7:30 AM
To: Scott McDowell
Subject: Bill to End CEO Greed and Raise Workers' Wages



National *Write Your Congressman*
ACTION ALERT

Provided by Adam Craven

Mr Scott McDowell

CEO Accountability and Responsibility Act (H.R.5019)

“...[greedy] companies would be forced to pay millions in additional taxes.”

This bill increases the corporate income tax rate for publicly traded corporations that pay their chief executive officers or highest-paid employees more than 100 times the median compensation of all their U.S. employees, or that increase the number of contracted or foreign employees.

The bill also requires an executive agency, in evaluating bids or proposals for federal contracts, to give preference to a bidder that has a compensation ratio of highly paid to all employees of less than 50 to 1 in the previous calendar year.

*Should Congress pass the
CEO Accountability and
Responsibility Act?*

Voice your opinion!

S. Scott McDowell

From: Smart Cities Dive <newsletter@divenewsletter.com>
Sent: Thursday, November 6, 2025 9:27 AM
To: S. Scott McDowell
Subject: Nov. 6 - States sue FEMA over grant changes | Ballot box verdicts on transit, housing

[View online](#) | [Signup](#)



DAILY DIVE

Nov. 6, 2025 | Today's news and insights for smart city leaders

States sue FEMA over new grant rules

A 12-state coalition claims recent changes unlawfully tie funding to population data they can't access and shorten timelines so drastically that cities can't use the money.

Voters approve \$11.7B in local ballot measures to fund public transit

"Transit is winning," said an American Public Transportation Association executive, citing an 81% win rate among 16 measures in seven states.

How 8 housing-related proposals fared in November's elections

Ballot measures in Colorado, Montana, New York and Washington saw mixed results on Nov. 4.

Baltimore, eyeing a ‘renaissance,’ passes a slew of housing reforms

The city is reducing red tape for development by eliminating parking minimums and allowing single staircases in certain buildings.

FROM OUR LIBRARY

TRENDLINE

How cities are improving street safety

Supported by BlackBerry

PLAYBOOK

Smart Fleet Playbook: Winning Strategies for Maximizing Value

Custom content for Enterprise



Why Climate Mayors Feel Buoyed by US Elections



‘Ready to Freeze the Rent’: Housing Groups React to Mamdani’s Mayoral Win

S. Scott McDowell

From: Smart Cities Dive <newsletter@divenewsletter.com>
Sent: Friday, November 7, 2025 10:04 AM
To: S. Scott McDowell
Subject: Nov. 7 - States draw lines as AI police tools proliferate | Archer Aviation buys an airport



DAILY DIVE

Nov. 7, 2025 | Today's news and insights for smart city leaders

AI tools for law enforcement have proliferated. Now cities and states are setting guardrails for their use.

From automated reporting to AI-powered 911 systems, AI is reshaping law enforcement faster than regulations can keep up. New state laws in California and Utah aim to set the first limits.

UPDATED

Air taxis and urban air mobility: The latest developments

Air taxi developer Archer Aviation is buying a Los Angeles-area airport as its base of operations for Southern California.

As ICE raids rage on, Chicago is faced with a question: Should evictions be paused?

Tenant advocates are asking the city for relief reminiscent of the pandemic era as "Operation Midway Blitz" upends daily life for many.



Goals 2025-2026

1. Focus on the Fundamentals.

- ★ *Carefully manage Brownsville's treasury.*
- ★ *Foster productive relationships both internally & externally.*
- ★ *Administer civic partnership agreements focusing on deliverables.*
- ★ *Focus on proactively dealing with State preemptions, unfunded mandates, and laws that force unwanted expenditures and requirements on citizens.*

2. Organizational Development.

- ★ *Modify Council Rules and meeting procedures.*
- ★ *Create a communications plan.*
- ★ *Implement social media strategies.*
- ★ *Build positive & effective Council and Staff relations.*
- ★ *Recognize City volunteers and continue developing elected and non-elected officials.*
- ★ *Recognize practical impacts of external relationships that cause harm to City operations.*

3. Capital Improvements Plan.

- ★ *Continue planning for new sewer lagoon and treatment improvements.*
- ★ *Plan for construction of a new playground.*
- ★ *Paint City Hall.*
- ★ *Plan for the Water Treatment Plant project that includes a new reservoir and the replacement of critical distribution lines.*
- ★ *Share with citizens the challenges related to projects such as Kirk Avenue, sidewalks, and riverbank restoration.*

4. Community Development Plan.

- ★ *Refine the Brownsville Municipal Code to reflect actual practice where needed.*
- ★ *Consider adopting rules for storage containers, election signs, and property identification.*
- ★ *Develop a plan to preserve & further the historic aesthetic of Brownsville.*
- ★ *Continue local & regional emergency preparedness efforts.*
- ★ *Support youth activities in partnership with the Central Linn Recreation Association.*



5. Economic Development Plan.

- ★ *Participate in regional efforts and opportunities with partner cities.*
- ★ *Support and implement the Rural Economic Alliance's (REAL) 5-year strategic plan.*
- ★ *Complete and implement the Land Use inventory project.*

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.*

7. Advocacy Plan.

- ★ *Develop the Legislative Advocacy Policy Committee (LAPC) to effectively participate in the State legislative process and in the Federal legislative process when appropriate.*
- ★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions and authority.*
- ★ *Monitor new laws, tort limits, system development charges, and recreational immunity protections for taxpayers, ratepayers, and to protect local amenities.*
- ★ *Market and promote the Small Municipalities Advocacy Coalition (SMAC).*



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

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

**Acceptable
Conduct**
vs.
**Unacceptable
Conduct**

MONTH END FINANCIAL RECAP

		OCTOBER 2025		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 19,538.41	\$ 51,877.46	\$ 333,985.81	10.21%	\$ 2,938,519.19	1
2	WATER	\$ 58,380.28	\$ 34,871.13	\$ 152,487.67	14.23%	\$ 919,112.33	2
3	SEWER	\$ 49,180.89	\$ 20,025.47	\$ 114,643.93	8.80%	\$ 1,187,736.07	3
4	STREETS	\$ 23,626.67	\$ 14,409.90	\$ 69,379.86	15.35%	\$ 382,470.14	4
5	DEBT SERVICE (CLRC BOND)	\$ -	\$ -	\$ -	0.00%	\$ 58,000.00	
6	WATER BOND	\$ 101.86	\$ -	\$ 34,482.87	68.97%	\$ 15,517.13	5
7	SEWER BOND	\$ 1,360.17	\$ -	\$ 209,742.13	52.14%	\$ 192,507.87	6
8	SEWER DEBT FEE	\$ 13,142.91	\$ -	\$ 50,740.90	34.99%	\$ -	7
9	BUILDING & EQUIPMENT	\$ 814.42	\$ -	\$ -	0.00%	\$ 207,200.00	8
10	WATER RESERVE	\$ 3,042.98	\$ -	\$ -	0.00%	\$ 241,500.00	9
11	HOUSING REHAB	\$ 1,026.38	\$ -	\$ -	0.00%	\$ 257,500.00	10
12	WATER SDC	\$ 356.55	\$ -	\$ -	0.00%	\$ 124,500.00	11
13	SEWER SDC	\$ 3,742.19	\$ -	\$ -	0.00%	\$ 940,000.00	12
14	STORMWATER SDC	\$ 1,380.51	\$ -	\$ -	0.00%	\$ 370,300.00	13
15	BIKEWAY/PATHS	\$ 437.10	\$ -	\$ -	0.00%	\$ 75,000.00	14
16	LIBRARY TRUST	\$ 37.93	\$ -	\$ -	0.00%	\$ 9,450.00	15
17	CEMETERY	\$ 410.74	\$ -	\$ -	0.00%	\$ 101,450.00	16
19	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
20	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
21	COMMUNITY PROJECTS	\$ 253.86	\$ 800.00	\$ 11,352.38	14.45%	\$ 67,197.62	20
		\$ 176,833.85	\$ 121,983.96	\$ 926,074.65		\$ 8,097,945.35	

Key Bank Account

General Checking \$ 126,423.55

Oregon State Treasury

General Account \$ 6,105,086.88

Community Improvements \$ 39.51

Project Escrow Holding \$ 112,301.98

CLRC Renovation Acct \$ 628.58

TOTAL OST / LGIP \$ 6,218,056.95

Annual Bond Payment

Water \$ 46,319.02

Wastewater \$ 280,030.98

Total \$ 326,350.00

2025-2026

YTD

% of Total

Appropriated \$ 475,829.99 10.26%

Total Bonded Debt

Rec Center Gap Debt Payment is \$57,996.99

Total Bonded Debt is \$5,958,952 (Principle Only)

Total Bonded Debt is \$8,343,239 (Principle & Interest)

Previous Month Court Revenue \$ 555.12