

Council Agenda Packet

Tuesday, December 16th, 2025 | 7:00 p.m. | Council Chambers

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Next Meeting: January 27th, 2026



Council Meeting

Tuesday, December 16th, 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: November 18th, 2025
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Central Linn Community Foundation | *Chenoweth Robertson*
 - B. Brownsville Art Association | *Dr. Lori Garcy*
 - C. Annual Audit Review | *FY 2024.2025*
 - D. Cybersecurity | *Bi-annual Review*
- 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 on
 - ★ the public record.



9) LEGISLATIVE:

- A. **Resolution 2025.19:** Acknowledging Oregon State Treasury Fund Transfers
- B. **Resolution 2025.20:** Audit's Division FY 2024.2025
- C. **Resolution 2025.21:** Authorize Geider Building Permit & SDC Refund

10) ACTION ITEMS:

- A. Canal Company Agreement | *Authorize Letter*
- B. Schedule Annual Goals Review
- C. Authorize Funding Sponsorship | *Central Linn School District*

11) DISCUSSION ITEMS:

- A. Fourth of July | *Fireworks Display Assist*
- B. November Financials

12) COUNCIL QUESTIONS & COMMENTS

13) ADJOURN

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



November 18th, 2025

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

ABSENT: None.

PUBLIC: Dan Murphy, Ryan Geider, and Sravya Tadeballi (*The Brownsville Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell reported that there are several handouts on the dais tonight. Agenda additions include: 10. D.) Library Advisory Board recommendation, and E.) Road Closure Request.

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 Winklepleck made a motion to approve the October 28th, 2025 meeting minutes as presented. Councilor Chambers seconded the motion, and the motion passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Oregon 811: Dig Safely | Karl Frink.** Mr. Frink gave a comprehensive overview of the program. Frink highlighted that the City only marks City utilities to the water meter or the sewer cleanout. The City does not mark private water or sewer lines. Other utilities mark to their meters which are typically located on or near the house. If residents would like their private lines marked, they do have the option of hiring a private location service. Frink said the importance of calling 811 before you dig is one of personal safety – you could be seriously injured or even killed if you encounter a utility that you did not know about while you're digging.

Councilor Hansen thanked Public Works for how nice the park is looking. Council and Staff very much appreciate all the hard work you do for the City.

2. **Bi-Annual Total Maximum Daily Load (TMDL) Report | Scott McDowell.** Mr. McDowell gave the bi-annual TMDL report giving a full overview of the origins of the TMDL program through the Clean Water Act and the United States Environmental Protection Agency (EPA). The Department of Environmental Quality (DEQ) administers the TMDL program and focuses on public education around water runoff into streams and rivers. In 2007, the program was voluntary. The program was never designed to be implemented on cities as small as Brownsville. Clearly, the program is no longer voluntary, and there are no limits to the overreach of the program and agencies implementing TMDL. The State wants to ensure that everyone knows that all drains lead to the river. Please pick up after your pets. Please do not dump substances in public drains or in your toilets. Please report any such illegal activity to the City. The TMDL program focuses on monitoring and managing temperature, mercury, and bacteria levels due to their effects on water quality. The State made the City a Designated Management Agency (DMA) in March 2021 which means the State has full authority to fine and penalize the City for any plan violations. The costs associated with this program are extreme and never-ending. The State revealed plans to reach their goals in the year 2120. Part of that plan is for the City to perform a shade study on the trees in the riparian area in Pioneer Park which may be required as soon as 2028. This study alone is likely to cost the City thousands of dollars. This study is just one tiny piece of compliance the State is forcing upon the cities and the taxpayers. Councilor Winklepleck asked if there were any updates from Small Municipalities



Advocacy Coalition (SMAC) working on the City's behalf. Mayor Craven also reminded Council that they have passed an ordinance regarding how the City will deal with unfunded mandates.

3. **Pioneer Park Playground | Park Board Recommendation.** McDowell reported that he has recently been in contact with Buell Recreation regarding playground equipment for the park. New playground equipment costs are ridiculously high, \$682,585 for a new structure with turf, and \$417,938 for a new structure with engineered wood chips (similar to the current configuration.) Lawsuits and Federal regulations have led to strict playground standards the City must adhere to which drive up the cost. Buell Recreation did offer an alternate plan of replacing the broken slide with a new slide unit; cost would be approximately \$8,000. Park Board recommends replacing the slide on the existing structure and continue to put funds back for a future playground structure.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Report | Sergeant Steve Frambes.** Sergeant Frambes said there was a robbery at the Brownsville Veterinary Clinic relaying that there are two suspects and detectives have been brought in to solve the case. Someone used starter fluid to jump their car which started a fire. Deputies on scene were able to extinguish the fire. The LCSO has been clearing RVs parked on the right-of-way around Brownsville. The Sheriff's Office has made a concerted effort in all contract cities in Linn County. So far in Brownsville twenty owners have been notified with only one vehicle being towed. Frambes relayed that 2025 has been the year of traffic fatalities. He urged everyone to be careful while driving, taking note of weather conditions and putting away your cell phone.
2. **Public Works (PW).** Frink reported that Pioneer Park was closed on October 31st for the season. Public Works have started cleaning up leaves in Pioneer Park as time allows. Due to heavy rains, Public Works were unable to mow the cemetery prior to Veteran's Day.
3. **Administration.** Administrator Scott McDowell reported that CivicPlus created a new website for the City. The final product is nowhere near acceptable compared to the current website. The reservations module was not included in the website proposed cost, which is a deal breaker for the City. Drupal (current website provider) is phasing out service at the end of this year. McDowell is looking at dissolving the agreement and pursuing other options for a new website.

Administrator Scott McDowell reported the City will be receiving the FY 2024.2025 audit very soon. McDowell is finalizing the financial statements currently.

The Central Linn Recreation Association has decided to wait on any changes to the agreement with the Central Linn School District and the City for facility use due to current transitional leadership.

The City will be installing security cameras at the Library and the Rec Center. This equipment is essential for monitoring operational concerns and for safety reasons.

McDowell reported that there has been no conversation with the Canal Company since the City forwarded a partnership agreement to them in May 2025. McDowell will be placing an agenda item for Council on steps moving forward soon.

Things are progressing nicely with the Rural Economic Alliance (REAL) with the help of Nate Conroy and intern Elise McConnell, who have been hired for the implementation of REAL's strategic plan. Most recently Nate Conroy has been at OSU promoting Rain and REAL; things are happening in a very exciting way for this program.

McDowell reported that Staff recently received the required secrecy clause for anyone who handles marijuana funds. All City employees hate this clause, concerned it is making them complicit in violating Federal law.



4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Council Comments.** Councilor Winklepleck commented that the ten new banners honoring our hometown heroes, our veterans, look amazing. He thanked Mayor Craven and Councilor Solberg for working on this committee with him. They will continue to work with the American Legion to add more veteran banners in the future.

Mayor Craven reported that Council will be holding the first annual *Council Christmas Celebration* on Friday, December 12th, 2025 at 6:30 p.m., which will feature a Christmas Tree in front of the Art Center and a parade. Mayor Craven said Connect Linn County is working on parade permits with Linn County. The parade will include apparatus from the Brownsville Rural Fire District, the Halsey-Shedd Fire District, local farmers and other specialty vehicles. This event is funded entirely by Council and private donations; no City funds are being used. Mayor Craven thanked Council for already putting efforts into this event.

8. **Citizen Comments.** Ryan Geider expressed frustration about getting a refund on building permit fees and SDC's. Geider suggested Council adopt a policy on this matter. McDowell explained that this is the first time a cancellation has ever happened. McDowell is gathering documentation from the Linn County Planning & Building Department (LCPBD) about Geider's permit withdrawal. LCPBD must have the refund approved by the Linn County Board of Commissioners which should happen in the next two weeks or so. Once the City receives the County's documentation, McDowell will draft a resolution for Council to consider at the next Council meeting. The City must document the refund through resolution for auditing purposes. It is important to note that the City is not trying to hold him up, or stand in his way. The City needs official documentation that the building permit has been withdrawn.

LEGISLATIVE:

1. Ordinance 809 | Public Street Light Application (Second Reading).

Councilor Winklepleck made a motion to read O 809 by title only. Councilor Hansen seconded the motion, and it passed unanimously.

Councilor Eversull asked for clarification. This is the process to apply for a streetlight. The objective is to clean up the process, and improve clarity.

Councilor Hansen made a motion to approve O 809 as presented. Councilor Chambers seconded the motion, and it passed unanimously.

2. Ordinance 810 | Public Street Closure Application (Second Reading)

Councilor Winklepleck made a motion to read O 810 by title only. Councilor Hansen seconded the motion, and it passed unanimously.

McDowell again stated that the objective is to clean up the public street closure process, and improve clarity.

Councilor Solberg made a motion to approve O 810 as presented. Councilor Eversull seconded the motion, and it passed unanimously.



3. **Resolution 2025.18 | Planning Fee Revision.** Mayor Craven stated that this resolution incorporates the 2 new ordinances just approved by Council.

Councilor Winklepleck made a motion to approve R 2025.18 as presented. Councilor LaCoste seconded the motion, and it passed unanimously.

ACTION ITEMS:

1. **Pioneer Park Playground Equipment.** Mr. McDowell reiterated the early conversation regarding playground equipment. Councilor Winklepleck commented that it is because of bureaucratic regulations, and this is a prime example of an expenditure that should cost \$500, instead costing \$8,000, totally ridiculous. McDowell further commented that recreational immunity has been challenged several times over the past few years. Without this protection in place, vast changes to our park system will need to be implemented. BOLI rates impact the cost of new amenities drastically, most times doubling the cost of projects. For small communities like Brownsville, it is a huge financial burden. McDowell commented that the Calapooia River bank project is a classic example of 5 different State and Federal agencies being involved, and it has made the project unaffordable due to regulations.

Councilor Hansen made a motion to accepted two Park Board recommendations: 1) to purchase a new slide for the small unit at Pioneer Park and install as soon as possible in the Spring, and 2) to delay the installation of a new playground due to the costs for one year. Councilor Winklepleck seconded the motion, and it passed unanimously.

2. **Inflatables Policy.** Mr. McDowell reported that this policy is basically just an articulation of current policy. Staff continue to get inquiries about folks using inflatables on public property. McDowell queried with recreational immunity unclear at this time, why would the City put our treasury at unnecessary risk? Linn County Pioneer Association employs inflatables each year at their event. The inflatables are erected by a professional third party. This policy would clarify information for public inquiries, and it could be put on the City's website as well. Park Board passed this recommendation for Council at their last meeting.

Councilor Eversull moved to accept the proposed inflatables policy as presented. Councilor LaCoste seconded the motion, and it was approved unanimously.

3. **Planning Commission Appointment.** McDowell reported that this vacancy has had one application, from Daniel Murphy. Mr. Murphy has desired qualifications to fill the position, and is willing to serve in that capacity.

Councilor Hansen moved to appoint Daniel Murphy to the Planning Commission, effective immediately. Councilor Chambers seconded the motion, and it passed unanimously.

4. **Library Advisory Board (LAB) Recommendation | Library Card Fee Increase.** McDowell reported that the LAB has recommended a \$5 annual library card increase, from \$30 to \$35, for residents outside City limits.

Councilor Solberg made a motion to accept the LAB recommendation of increasing annual library card fees from \$30 to \$35. Councilor LaCoste seconded the motion, and it passed unanimously.

5. Mayor Craven reported that Linn County Connect, new local non-profit, will be making arrangements for a holiday parade associated with the first Council's Christmas Celebration. They will oversee obtaining permits from Linn County for the parade. The parade route will be the same as the annual Pioneer Picnic parade. It is Council's intention to light the Christmas Tree after the parade on the evening of December 12th, 2025.



Councilor Eversull moved to approve the road closure as requested. Councilor LaCoste seconded the motion, and it passed unanimously.

DISCUSSION ITEMS:

1. **Recreational Vehicles (RV) Parking | Brownsville Municipal Code 10.05.150 F.** Mr. McDowell stated the Linn County Sheriff's Office has been enforcing this ordinance that does not allow RV parking on City streets as mentioned by Sergeant Frambes earlier. LCSO is enforcing this ordinance in all county contract cities. It has been great to see the right-of-ways get cleaned up, and a big thanks goes to LCSO for making it happen.
2. **October Financials.** No comments.

COUNCIL COMMENTS. Councilor Winklepleck inquired about the LCSO quarterly meetings. McDowell reported that they are going well. Sheriff Duncan related the costs of hiring a deputy, start to finish. McDowell will ask for her to report that information out to Council next time she comes to Council meeting.

Councilor Eversull expressed appreciation for Mayor Craven and Council for starting the new Christmas tradition, hoping it will turn into a long-standing tradition for the City. Details were discussed.

Councilor Hansen clarified that the Chamber of Commerce's holiday events are scheduled for Friday, December 5th, 2025, one week before the Council's Christmas Celebration.

Councilor Solberg asked if the Veteran Banners could be stretched out a little. They appear a little wrinkled up on the light poles. Mr. Frink responded that the brackets are not adjustable. The banners were fashioned after the Christmas banners and the Linn County Pioneer Picnic banners. Public Works hangs all the banners for the City.

Councilor Chambers wished everyone a *Happy Thanksgiving*.

ADJOURNMENT: *Councilor Winklepleck moved to adjourn at 8:57 p.m. Councilor Hansen seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Adam Craven



City Administrator Report

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December 16th, 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.

“Whatever you chase will run away from you.
You attract the right things when you know who
you are. Seek wholeness. Less force. More flow.”
~ *Unkown*

“Our life is what our thoughts make it.”
~ *Marcus Aurelius*

“Silence > Arguments – Not every opinion
needs a reply.”
~ *Anonymous*



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS

- A. **Central Linn Community Foundation** | *Chenoweth Robertson* | Central Linn Community Foundation’s (CLCF) Chenoweth Robertson will be asking for the City’s continued support of the Foundation’s community grant program. Council has partnered with CLCF for several years with the function of using CLCF as a resource when groups request funding from the City. Robertson’s information is in the agenda packet for your review.



What is Council being asked to do?
Consider the Foundation’s proposal.

- B. **Brownsville Art Association** | *Dr. Lori Garcy* | Dr. Garcy will provide Council with the Association’s annual report and plans for the upcoming year.
- C. **Annual Audit Review** | *FY 2024.2025* | Staff will present the numbers from City Auditor SingerLewak for FY 2024.2025. Staff recently filed the audit with the required external organizations, developed the necessary resolution for the State, and entered the adjusting journal entries. SingerLewak and Harris Computers are working to fix a calculation problem with the general ledger that cropped up at the beginning of the current FY.





- D. **Cybersecurity** – The City is required by CIS policy to review cybersecurity issues twice a year. McDowell will give a brief overview of cyber issues.

9) LEGISLATIVE:

- A. **Resolution 2025.19: Acknowledging Oregon State Treasury Fund Transfers** | Staff is simply making Council aware of three account clean-ups pertaining to accounts with the Oregon State Treasury. The City uses holding accounts for special projects. These accounts mainly function to segregate escrow payments on projects as required by contract documents.

What is Council being asked to do?

Ask any questions. Pass this resolution.

- B. **Resolution 2025.20: Audit's Division FY 2024.2025** | SingerLewak noted items in the audit that must be addressed by Council and filed with the Secretary of State.

What is Council being asked to do?

Pass the resolution.

- C. **Resolution 2025.21: Authorize Geider Building Permit & SDC Refund** | Ryan & Karly Geider applied for a building permit refund on their property at 199 N. Main Street through Linn County Planning & Building Department as reported at last Council meeting. The Linn County Commissioners have approved the refund. The resolution is accompanied by several exhibits showing the refund in detail. By adopting this resolution, Council provides the necessary documentation for auditing purposes.

What is Council being asked to do?

Authorize the refund as provided for in the resolution.



10) ACTION ITEMS:

- A. **Canal Company Agreement | Authorize Letter** | Council may recall that the Canal Company rejected the mutually agreed to plan both sides had developed over the last decade on April 10th, 2025. In response to this turn of events, Council developed a maintenance agreement for the Canal Company's appurtenances necessary for operation. The Canal Company has never responded to this new agreement. Staff have written a letter requesting the Company act on the agreement so the City may execute the appropriate next steps.

What is Council being asked to do?

Approve and authorize the letter to be sent to Canal Company leadership.

- B. **Schedule Retreat** | It is time for Council's annual goals review. Council will review goals and priorities for the remainder of the year including the





City Administrator Report

committee assignments that remain. Staff would like to schedule this in January. Please bring your calendars. We need to schedule a time when everyone can attend.

- C. **Authorize Funding Sponsorship** | Authorize the City to function as a sponsor for any applicable grant funding for the Central Linn School District.

What is Council being asked to do?

Consider providing sponsorship, when applicable, for the Central School District's continuing education building project.



11) DISCUSSION ITEMS:

- A. **Fourth of July | Fireworks Display Assist** – Staff have offered space in the synopsis for the Brownsville Rural Fire Department's upcoming 250th celebration of America.
- B. **November 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	November	7	13	201.5
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



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	<i>Subtotal</i>	281	336	3794
Total Average		15.61	18.67	210.78
	<i>Cites</i>		<i>Warnings</i>	<i>Hours</i>

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

Annual Audit Report | You will find the FY 2024.2025 Audit Report with your Council packet. Included in the packet is the letter from SingerLewak explaining the process and defining their role.

EPC Annual Report | Emergency Preparedness Committee President Norman Simms has filed the annual report as required by Council. Simms and the Committee still recommend Council members consider taking NIMS 700 to familiarize themselves with the required terminology and process in case of a major disaster.



2026 Council Schedule | Included in your agenda packet is the official Council schedule for your use.

Camera Installations | Staff installed exterior cameras at the Library and at the Rec Center. Professional Security Alarm did a great job getting everything integrated. The technology comes with the ability to see the cameras remotely.

Computer Installations | All four computers were installed in the Library. Two new public computers, one for the “Card Catalogue”, and one for Staff. The new computers are Windows based units replacing two units that were Linux based. The Linux computers were great and we didn’t want to replace them, but had no choice due to the cost to continue after the first of the year. The move to a Windows based system will require more attention from the Librarian.



Canal Company | Staff included a letter for Council review and possible approval. The Company has never responded to the amended agreement Council approved at the April 2025 Council meeting. The letter issues a date for response so the City can determine what needs to happen with the electrical service at that location. Since there was no response from the Canal Company after the April 10th, 2025 meeting, Council issued an agreement model that would protect the City while continue operational and maintenance support for the Mill Race.

American Legion | Banners Report | The committee is planning on reconvening with the American Legion after the first of the year to create the next wave of banner.

From 11.18.2025: 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.



REAL Meeting ☑ | Nate Conroy provided a update on the marketing plan implementation efforts. Ellie McConnell continues her work based on community need toward the strategic plan. Conroy and McConnell will work together on a few items this upcoming year. REAL members have been invoted to a tour of Linn Benton Community College. Any Councilor who may be interested, please let me know.



From 11.18.2025: 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 – Staff completed the necessary reviews and evaluations. Staff submitted reimbursements to partners for expenses related to the Conroy & LBCC contracts.

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 | Staff are working on coordination with Buell Equipment.

From 11.18.2025: Council approved moving forward with the replacement of the slide on the smaller unit on the main playground in Pioneer Park.

From 10.28.2025: Staff have reached out to an Oregon playground equipment company for a 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.

Completed: Computer Upgrades | See above. *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.



City Administrator Report

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 | No new information to share on this matter.

From 11.18.2025: 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.



City Administrator Report

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.

TMDL | Shade Study | *From 11.18.2025:* McDowell provided a deep dive on all things TMDL.

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).

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,

A handwritten signature in blue ink, appearing to be "SM", representing S. Scott McDowell.

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

December 2025

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

• Mechanical	Replace Gas Furnace	304 E Blakely Ave.
• Structural	Foundation Repair	221 Galbraith St.
• Construction	Covered Porch	809 Stonebrook St.
• Fence		217 W Blakely Ave.
• Construction	Chicken Coop	906 N Main St.

OTHER:

LCDC: December 4th: the Land Conservation & Development Commission adopted rules to implement the OHNA (Oregon Housing Needs Analysis). These rules impact local governments' abilities to plan for the future of their communities (housing capacity & production, urban growth boundary planning, etc.) There have been a number of concerns related to the implementation of these rules. Unfortunately, the "what works and what does not" concept will determine future changes. Stay tuned. The adopted rules will be available January 2026.

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,





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:

NOVEMBER

TRAFFIC CITATIONS: -----	7
TRAFFIC WARNINGS: -----	13
TRAFFIC CRASHES: -----	1
ARRESTS MADE: -----	5
COMPLAINTS/INCIDENTS INVESTIGATED:-----	96

TOTAL HOURS SPENT:

BROWNSVILLE

201.5 Hours

CONTRACT HOURS = 200 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sgt. Steven Frambes



Library Advisory Board

Librarian's Report

November 2025

Here are a few facts about our Library for the month of November 2025. We have received 37 new books for the library. Volunteers donated 97.5 hours to our library. There were 993 materials checked out. 296 adult fiction books; 100 adult non-fiction books; 69 audio books; 274 children's books; 129 junior books; 36 junior reference books and 89 large print books.

There was a total of 314 electronic materials checked out. 222 adult fiction books; 58 adult non-fiction books; and 34 junior books. Of these 75 were eBooks and 239 were eAudiobooks.

In November, we held 3 children's programs with 55 participants. There were 6 programs for adults with 37 participants.

November was a month of holidays. We celebrated Veteran's Day and Thanksgiving weekend. The Story Time Children strung cereal on yarn and made pinecone ornaments with peanut butter and bird seed. Our Library Roomba was very happy cleaning up the extras that fell on the floor. In December it is looking forward to adding glitter to the mix! I made 20 feet of garland using greenery from around the Library landscape. This is hung streetside at the entryway to the Library. We bought four computers for the Library. Due to the updates to Linux software, we lost access to our public computer software provider. I was sorely disappointed. Three of these new computers will be set up for the public to utilize. They are not secure like the previous system. Patrons will be able to search the internet, check email, print, scan and make screenshots.

Our long time Saturday Assistant Librarian Nettie Reed turned in her notice. This is a sad day for our Library. Mrs. Reed has been volunteering and working at the Library for over 37 years. She will be missed. The Saturday position became paid in 1998. It was difficult finding consistent Saturday volunteers.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION NO. 2025.19

**A RESOLUTION ACKNOWLEDGING TRANSFERS WITHIN THE OREGON
STATE TREASURY ACCOUNTS & FUNDS FOR FISCAL YEAR 2025-2026**

WHEREAS, the City maintains holding accounts under the City’s Oregon State Treasury main account;
and,

WHEREAS, three accounts are holding funds that must be returned to the main account and accounted
for accurately in the general ledger; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
BROWNSVILLE**, a Municipal Corporation of the State of Oregon, that the following funds be
transferred into the following accounts:

<u>Transfer From:</u>	<u>Transfer To:</u>	
<u>Oregon State Treasury</u>		
Account #: ***1 (GR12 Project)	Account #: ***6	\$112,710.62
Account #: ***6 (CLRC Renovation Project)	Account #: ***6	\$630.87
Account #: ***9 (ARPA)	Account #: ***6	\$39.65
Total		\$113,381.14

Total Amount of Transfers \$113,381.14

PASSED AND ADOPTED by the City Council of Brownsville, Oregon this 16th day of December 2025.

APPROVED:

ATTEST:

S. Scott McDowell, City Administrator

Adam R. Craven, Mayor



RESOLUTION NO. 2025.20

**A RESOLUTION PLANNING CORRECTIVE MEASURES FOR THE
FY 2024-2025 AUDIT FOR THE SECRETARY OF STATE AUDITS DIVISION**

WHEREAS, Oregon Revised Statutes (ORS) 297.466 requires cities to provide a plan for taking corrective measures for any deficiencies noted by the accounting firm during a municipal audit; and,

WHEREAS, the City is proactively notifying the Office of the Secretary of State for comments contained in the FY 2024-2025 audit soon to be filed by the City; and,

NOW, THEREFORE, BE IT RESOLVED, Council shall take the following measures to remedy the concerns as follows:

Budgets legally required (ORS Chapter 294)

- The 2024-25 budget document required by ORS 294.358 contained errors in the historical information for 2021-22 and 2022-23 presented in the budget document did not agree with amount reported in the audited financial statements as follows:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<u>2022-2023</u>			
General Fund:			
Resources	\$ 3,122,343	\$ 4,675,708	\$ 1,553,365
Street Fund:			
Resources	417,128	418,928	1,800
<u>2023-2024</u>			
General Fund:			
Resources	\$ 3,521,975	\$ 4,537,166	\$ 1,015,191

- The City's published financial summary, Form LB-1 did not agree with amounts on the detailed budget sheets as required by ORS 294.438.

<u>Fund / Appropriation Category</u>	<u>LB-1</u>	<u>Budget</u>	<u>Variance</u>
2023-2024 Actual			
Resources	\$ 10,457,835	\$ 9,617,160	\$ 840,675
2024-2025 Adopted			
Resources	\$ 8,881,072	\$ 8,588,322	\$ 292,750
Requirements	8,916,072	8,266,940	649,132
2025-2026 Approved			
Resources	\$ 9,012,020	\$ 9,024,020	\$ 12,000

- The City's 2024-25 proposed budget for the General Fund included a transfer out to the Debt Service fund of \$60,000 without the Debt Service Fund budgeting the transfer in.



- The Street Fund 2024-25 budget included a transfer out to Bikeway Footpath Fund for \$1,800 as a negative resource.

City Response: Staff have met with the City Auditor to discuss strategies to ensure that these items are corrected in the upcoming FY 2026.2027 budget cycle. The audit team shared an area where the number for prior taxes was not being calculated.

- ★ The other two transfers were corrected prior to passage of the budget for FY 2025.2026, but the LB1 had already been published

PASSED AND ADOPTED by the Council of the City of Brownsville on this 16th day of December, 2025.

Attest:

Approved:

S. Scott McDowell
City Administrator/Recorder

Adam R. Craven
Mayor



RESOLUTION NO. 2025.21

A RESOLUTION AUTHORIZING GEIDER BUILDING PERMIT & SDC REFUND

WHEREAS, Karly & Ryan Geider began developing property known as 199 North Avenue in early 2024; and,

WHEREAS, Geider's requested a building permit refund from Linn County Planning & Building Department on or around November 6th, 2025; and,

WHEREAS, Linn County Commissioner's voted to approve the refund on November 25th, 2025; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, authorizes these reimbursements in the amount of \$11,753.46.

Section 1. Refund Detail

System Development Charges equal \$10,971.00.

Building Permit Number 523-24-003003-DWL equals \$614.31.

Building Permit Number 523-24-003004-STR equals \$168.15

Section 2. Professional Services

Any associated costs for professional services will not be refunded.

Section 3. Unresolved Issues

The City will have to enforce concerns over fencing and gates that have been installed on the property to ensure compliance with the Brownsville Municipal Code

Section 4. Unique Challenges

The City has had many inquiries over the last fifteen years regarding this property. Staff have always given interested buyers the same information and requirements. Drainage and access will always be two major development issues. The City must grant special permission to allow access and utilities to the property because the property owned by the City is not dedicated right-of-way.

Section 5. Execution & Allowances

Staff went above and beyond to resolve the issues for the development of this property. Staff met with Geider's attorney on site and had many meetings with Geider's attempting each time to meet the challenges posed by the development of this property.

Section 6. Documentation

All related documents are attached as exhibits to this resolution.

PASSED AND ADOPTED by the City Council of the City of Brownsville on this 16th day of December 2025.

ATTEST:

APPROVED:

S, Scott McDowell
City Administrator

Adam R. Craven
Mayor



REQUEST FOR REFUND OVER \$1,000

A refund for **1,000 or more** must have the signature of the **Linn County Board of Commissioners**.

DATE 11/13/2025

DEPARTMENT _____ Planning and Building

REQUESTED BY Ryan & Karly Geider

31548 Coburg Bottom LP _____ Eugene, OR 97408

PLEASE RETURN REFUND CHECK TO DEPARTMENT FOR MAILING: YES X NO

REFUND AMOUNT \$ 2672.97

ACCOUNT NO. 2410 - 3138

EXPLANATION OF REFUND _____ New single-family dwelling and detached garage. Due to the circumstances with the City of Brownsville, I would like a refund of my permits. They have made it unbearable to work with. Refunding 75% of permit fees not including tech fee or plan review. City of Brownsville was paid 25% of the building fees.

VERIFIED & AUTHORIZED BY _____

Department Official

LINN COUNTY TREASURER'S INITIALS HMA REQUIRED FOR REFUND _____ Dated

this 20 day of November , 2025 .

LINN COUNTY BOARD OF COMMISSIONERS

 Piper Tyquist
Chairman

 [Signature]
Commissioner

 [Signature]
Commissioner



Withdrawn/Retained

Linn County Building Department **24 of 74**

PO Box 100
300 SW 4th Avenue, Room 114
Albany, OR 97321
541-967-3816
Fax: 541-926-2060
planoffice1@co.linn.or.us
Website:
<https://www.linncountyor.gov/planningbuilding>

Building Permit

Residential 1 & 2 Fam Dwelling (New Only)

Permit Number: 523-24-003003-DWL

Exhibit A

Permit Issued: December 11, 2024

Application Date: October 17, 2024

TYPE OF WORK

Residential Specialty Code Edition: 2023

Category of Construction: Single Family Dwelling

Type of Work: New

Submitted Job Value: \$260,000.00

Description of Work: New Single Family Dwelling

JOB SITE INFORMATION

Worksite Address

199 North AVE
Brownsville OR 97327

Parcel

13S02W31BD05200

Owner:

GEIDER RYAN & KARLY

Address:

31548 COBURG BOTTOM LP
EUGENE, OR 97408

LICENSED PROFESSIONAL INFORMATION

None Specified

SCHEDULING INSPECTIONS

Various inspections are minimally required on each project and often dependent on the scope of work. Contact the issuing jurisdiction indicated on the permit to determine required inspections for this project.

Ways to Schedule Inspections

Oregon ePermitting App

Search the iOS or Android app store for 'epermitting' or by scanning the QR code below to get instant inspection results.



Oregon ePermitting Website

Schedule or track inspections online at BuildingPermits.Oregon.gov.



Easy Scheduling Website

Start by visiting BuildingPermits.Oregon.gov
> click on Schedule > click on Easy Inspection
Scheduling or by scanning the QR code below.



For agencies that offer same-day inspection scheduling, the cut off is 7:00 AM.

Permits expire if work is not started within 180 Days of issuance or if work is suspended for 180 Days or longer depending on the issuing agency's policy.

Per R105.7 and R 106.3.1, a copy of the building permit and one set of approved construction documents shall be available for review at the work site.

All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the Center at (503) 232-1987.

All persons or entities performing work under this permit are required to be licensed unless exempted by ORS 701.010 (Structural/Mechanical), ORS 479.540 (Electrical), and ORS 693.010-020 (Plumbing).

P E I T E E S

Fee Description	Quantity	Fee Amount
Local Technology Fee - Linn County		\$92.32
Air conditioner	1	\$17.60
Clothes dryer exhaust	1	\$16.05
Heat pump	1	\$21.60
Range hood/other kitchen equipment	1	\$21.60
Ventilation fan connected to single duct	2	\$32.10
Water heater	1	\$16.05
Kitchens	1	\$0.00
Sanitary sewer - (New Res) Total linear feet	100	\$0.00
Single Family Residence - Baths	2	\$431.15
Storm sewer - (New Res) Total linear feet	100	\$0.00
Water service - (New Res) Total linear feet	100	\$0.00
Structural building permit fee		\$1,901.10
Structural plan review fee		\$1,235.72
State of Oregon Surcharge - Bldg (12% of applicable fees)		\$228.13
State of Oregon Surcharge - Plumb (12% of applicable fees)		\$51.74
State of Oregon Surcharge - Mech (12% of applicable fees)		\$15.00
Total Fees:		\$4,080.16

Note: This may not include all the fees required for this project.

VALUATION INFORMATION

Construction Type	Occupancy Type	Unit Amount	Unit	Unit Cost	Job Value
VB	R-3 1 & 2 family	1,140.00	Sq Ft	\$165.67	\$188,863.80
VB	U Utility, misc. - half rate	256.00	Sq Ft	\$32.09	\$8,215.04
Total Job Value:					\$197,078.84

ADDITIONAL INFORMATION/CONDITIONS OF A VALUATION

Date Applied: 10/30/2024

Comments: City to complete onsite setback verification prior to foundation pour. Contact Elizabeth at 541.466.5880 to schedule. Monday through Thursday 8:30 - 4:30.



Withdrawn / Refunded

Exhibit A

26 of 74

Linn County Building Department

PO Box 100
300 SW 4th Avenue, Room 114

Albany, OR 97321

541-967-3816

Fax: 541-926-2060

planoffice1@co.linn.or.us

Website:

<https://www.linncountyor.gov/planningbuilding>

Building Permit

Residential Structural

Permit Number: 523-24-003004-STR

Permit Issued: December 11, 2024

Application Date: October 17, 2024

TYPE OF WORK

Residential Specialty Code Edition: 2023

Category of Construction: Detached Accessory
Structure

Type of Work: New

Submitted Job Value: \$50,000.00

Description of Work: Detached garage

JOB SITE INFORMATION

Worksite Address

199 North AVE

Brownsville Oregon 97327

Parcel

13S02W31BD05200

Owner:

GEIDER RYAN & KARLY

Address:

31548 COBURG BOTTOM LP
EUGENE, OR 97408

LICENSED PROFESSIONAL INFORMATION

None Specified

PENDING INSPECTIONS

Inspection

1999 Final Building

Inspection Group

Struct Res

Inspection Status

Pending

SCHEDULING INSPECTIONS

Various inspections are minimally required on each project and often dependent on the scope of work. Contact the issuing jurisdiction indicated on the permit to determine required inspections for this project.

Permits expire if work is not started within 180 Days of issuance or if work is suspended for 180 Days or longer depending on the issuing agency's policy.

Per R105.7 and R 106.3.1, a copy of the building permit and one set of approved construction documents shall be available for review at the work site.

All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the Center at (503) 232-1987.

All persons or entities performing work under this permit are required to be licensed unless exempted by ORS 701.010 (Structural/Mechanical), ORS 479.540 (Electrical), and ORS 693.010-020 (Plumbing).

Ways to Schedule Inspections

Oregon ePermitting App

Search the IOS or Android app store for 'epermitting' or by scanning the QR code below to get instant inspection results.



Oregon ePermitting Website

Schedule or track inspections online at BuildingPermits.Oregon.gov.



Easy Scheduling Website

Start by visiting BuildingPermits.Oregon.gov > click on Schedule > click on Easy Inspection Scheduling or by scanning the QR code below.



For agencies that offer same-day inspection scheduling, the cut off is 7:00 AM.

PERMIT FEES

Fee Description	Quantity	Fee Amount
Local Technology Fee - Linn County		\$27.74
Structural building permit fee		\$672.60
Structural plan review fee		\$437.19
State of Oregon Surcharge - Bldg (12% of applicable fees)		\$80.71
Total Fees:		\$1,218.24

Note: This may not include all the fees required for this project.

VALUATION INFORMATION

Construction Type	Occupancy Type	Unit Amount	Unit	Unit Cost	Job Value
VB	U Utility, misc.	576.00	Sq Ft	\$64.19	\$36,973.44
Total Job Value:					\$36,973.44

ADDITIONAL INFORMATION/CONDITIONS OF APPROVAL FOR PLANNING

Date Applied: 10/30/2024

Comments: City must complete onsite setback verification prior to foundation pour. Contact Elizabeth Coleman at 541.466.5880 to schedule. Monday through Thursday 8:30 - 4:30.

On Account

January 10, 2025

City of Brownsville
PO Box 188
Brownsville, OR 97327

Terms: PAY TO CITY

.....

Building Permits

DATE	PERMIT NUMBER	CITY 25% TOTAL	PLAN REVIEW	STATE SURCHARGE	TOTAL AMOUNT DUE
December 2024					
	523-24-003003-DWL	614.31		294.87	614.31
	523-24-003004-STR	168.15		80.71	168.15

A-1182/1183 T-488/6/46808/46803/48816

RECEIPT DATE 12-2-24 No. 974521

RECEIVED FROM Michelle Kirkman \$ 50

Twenty 1/100 DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT VOID ☒ CASH
PAYMENT VOID ☐ CHECK
BAL. DUE VOID ☐ MONEY ORDER
☐ CREDIT CARD

FROM VOID TO VOID
BY VOID

3-11

RECEIPT DATE 12/1/24 No. 974522

RECEIVED FROM Library \$ 9.00

Nine & 10/100 DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT VOID ☒ CASH
PAYMENT VOID ☐ CHECK
BAL. DUE VOID ☐ MONEY ORDER
☐ CREDIT CARD

FROM VOID TO VOID
BY VOID

3-11

SDCs
10,971 -
Site plan
300 -
UNVOID
conditions
met
per EEC

RECEIPT DATE 12/6/24 No. 974523

RECEIVED FROM Karly Geider \$ 11,271

Eleven thousand two hundred seventy one DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT VOID ☒ CASH
PAYMENT VOID ☐ CHECK
BAL. DUE VOID ☐ MONEY ORDER
☐ CREDIT CARD

FROM VOID TO VOID
BY VOID

3-11

RECEIPT DATE 12/8/24 No. 974524

RECEIVED FROM Jessica Labrum \$ 15

Fifteen and 00/100 DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT VOID ☒ CASH
PAYMENT VOID ☐ CHECK
BAL. DUE VOID ☐ MONEY ORDER
☐ CREDIT CARD

FROM VOID TO VOID
BY VOID

3-11

Elizabeth Coleman

From: Elizabeth Coleman <assistant@brownsvilleor.org>
Sent: Thursday, December 12, 2024 8:33 AM
To: 'Karly Geider'; 'Ryan Geider'
Cc: 'admin@brownsvilleor.org'; 'Karl Frink'
Subject: December 11th Meeting

Good Morning Karly & Ryan,

Below is a summary of the main components of our meeting yesterday at 10am. Please let me know if you have any questions.

Staff completed the payment information for Linn County Building Permit Numbers 523-24-003003-DWL & 523-24-003004-STR (SFD & Detached Garage).

Staff explained the process for onsite verification of setbacks: Geiders to schedule with Mrs. Coleman prior to foundation pour. All property pins are to be exposed and string lines attached where applicable. Setbacks can be verified as long as the forms are up, it is important to schedule well ahead of time in case Staff is unavailable when concrete companies are ready to pour.

Staff asked the Geider's if they had any questions about the letter emailed in early December regarding the development of the property. The Geider's said no.

Staff explained the requirement for a utility easement through the City property (TL 501) for development. The Geider's agreed an amendment to the current TL 501 Access Easement submitted by Cole Surveying would be acceptable.

Staff asked again if there were any questions about the content of the letter; easements for 906 N Main Street, etc. It was at this time the Geider's indicated they had not read the letter emailed December 5th, 2024. I explained to the Geider's that the letter was a primary reason for the meeting, and the issuance of the building permits for 199 North Avenue. The Geider's expressed surprise that the City would require an easement for access through the Geider property for 906 North Main Street. Staff explained that this was part of the conversation at the last meeting with the Geider's. It was the Geider's understanding that the access was going to be for Fire Access only. Staff explained this was not the case; yes, emergency vehicles could only access 906 N Main through TLs 501 & 5200 due to the topography of the land, however, the access was intended for road purposes to get to 906 N Main.

The Geider's stated that their understanding was that Mrs. Banuelos (owner of 906 N Main) was supposed to take measures to file for a prescriptive easement to allow access through their property. Since that was not done, their attorney has sent a cease and desist letter to Mrs. Banuelos prohibiting access through their property last week.

Mr. Geider indicated he would not sign anything giving 906 N Main access through their property.

Staff indicated that as the letter has not been read, the conversation should probably come to a halt. Staff directed the Geider's to please read the letter in its entirety and get back to the City with questions. Mrs. Geider found the letter and sent it to her attorney while in the office. Staff stated at that time that if attorney's were going to be involved, staff may need to cease communication, yet, it would be nice if there was a way to work this situation out without an attorney, and find a solution that works for all parties.

Mr. Geider left the building.

Mrs. Geider mentioned some concerns about potential liability issues and other concerns related to the properties. Staff reiterated that the City is not trying to keep the Geider's from protecting their property.

Mrs. Geider indicated that they do not see any reason that 906 North Main should have access through their property and they are willing to go all the way.

After additional conversation related to surrounding properties, the meeting was ended.

Thank you,



Elizabeth E. Coleman

www.ci.brownsville.or.us

PO Box 188 | 255 N Main St.

Brownsville, OR 97327

P:541.466.5880 | F:541.466.5118



CENTRAL LINN COMMUNITY FOUNDATION



P.O. Box 4
Brownsville, OR 97327

December 1, 2025

Mayor Adam Craven and
Brownsville City Council Members
P.O. Box 188
Brownsville, OR 97327

Dear Mayor and Councilors,

It's that time of year again when the Central Linn Community Foundation asks you for a donation so that we can continue giving grants to community organizations in the Central Linn area to promote the well being of this area. We very much appreciated your donation last year of \$1,500. This year's grants were awarded in May and totaled \$10,000. Grantees included the following:

- Cobra Booster Club for technical equipment for the Junior High/Senior High track program
- Central Linn Recreation Center for new equipment
- Sharing Hands for food
- Calapooia Food Alliance for the community garden and their outreach/education events

We would appreciate any support your can donate. Funds will go toward the 2026 grants.

Thanks for your assistance.

Regards,

Chenoweth Robertson, Secretary



December 10th, 2025

To: Mayor & Council

From: EPC Committee

Re: Annual Report 2025

EMERGENCY PREPAREDNESS COMMITTEE

Summary: EPC completed regular, annual preparedness tasks in accordance with Brownsville Municipal Code, Title 2, Chapter 2.15.

Main Goal: Increase Public Awareness and Participation

The EPC's focus continues to be education by creating a place to share resources with citizens for their personal use. The Committee strives to promote personal readiness by providing practice guides and examples for citizens to be ready for any type of wide-scale emergency.

Accomplishments included:

- ▶ Issued the EPC's bi-annual newsletters in January 2025 & August 2025. Included several preparedness communications in the City's Council Synopsis and bi-annual newsletters in March and September which are sent by USPS direct mailing to everyone in the 97327 Zip Code. EPC's stand-alone bi-annual communications also reach everyone in Halsey (97348) & Shedd (97377).
- ▶ The Committee continued information dissemination at a variety of events including Field Day at the Central Linn Elementary School.
- ▶ The Committee continued to maintain website content.
- ▶ 2026 Meeting Schedule:
 - Meetings are held quarterly at locations to be announced starting at 10:30 a.m.
 - ★ February 12th, 2026
 - ★ May 14th, 2026
 - ★ August 13th, 2026
 - ★ November 12th, 2026

- ▶ Norman Simms and Marilee Frazier regularly attend the Linn County Emergency Preparedness meeting and are both involved in CERT. Simms has been asked to serve as a trainer for CERT. Simms would like to see a class held in either Halsey or Brownsville this upcoming year.

The Committee will issue newsletters two times per year with the next one planned for January 2026. We also plan on continual updates and promotion of the website, holding events to demonstrate preparedness methods, and will continue working with participating community partners to increase awareness of this important effort.

Sincerely,



Norman Simms

December 18th, 2025

Brownsville Canal Company

President Mike Neher

Re: Mill Race Operation Agreement

Dear Mike,

The City forwarded a new operations agreement to the Company on May 1st, 2025 and has never heard any decision from the Company regarding this proposal.

The City carried the electric expenses through the summer of 2025.

The City would like to have this issue resolved by Friday, January 30th, 2026. If the City does not officially hear from the Canal Company by that date, the City will initiate arrangements with Pacific Power to dissolve this site from the City's account.

Please find a copy of the agreement enclosed. Please advise.

Sincerely,

S. Scott McDowell
Administrator

cc: File



November 20, 2025

Honorable Mayor and Members of the City Council
 City of Brownsville
 PO Box 188
 Brownsville, OR 97327

Enclosed are the following:

- Annual Financial Report (12 copies) for the year ended June 30, 2025, which includes copies for Council Members.
- Communication with Those Charged with Governance at the Conclusion of the Audit

We have:

- Submitted the Summary of Revenues and Expenditures to the State of Oregon, Secretary of State, Audits Division, and an email confirmation should have been sent to your email address.
- Electronically filed the Annual Financial Report with the State of Oregon, Secretary of State, Audits Division.

You should:

- Provide a copy of the Annual Financial Report to the Mayor and each member of the City Council.
- Remit payment of \$350.00 for the required filing fee to the State of Oregon, Secretary of State, Audits Division by going to: <https://secure.sos.state.or.us/emuni/preparePayment.action>.

If you have any questions, please contact us.

Very truly yours,

Enclosures



November 20, 2025

To the Members of the City Council
City of Brownsville
Brownsville, Oregon

This letter is to inform the City Council of the City of Brownsville (the City) about significant matters related to the conduct of our audit as of and for the year ended June 30, 2025, so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Our Responsibilities With Regard to the Financial Statement Audit

Our responsibility under auditing standards generally accepted in the United States of America has been described to you in our engagement letter dated June 3, 2025. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication dated June 3, 2025 regarding the planned scope and timing of our audit and identified significant risks.

Significant Accounting Practices, Including Policies, Estimates and Disclosures

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. For the year ended June 30, 2025, there were no significant estimates noted related to your modified cash basis financial statements.

Audit Adjustments and Uncorrected Misstatements

Management corrected the material misstatements in the attached schedule that were identified as a result of our audit procedures.

Members of the City Council
City of Brownsville, Oregon
November 20, 2025
Page 2

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Departure From the Auditor's Standard Report – Expected Emphasis-of-Matter Paragraph

The financial statements were prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. In light of this matter, we will include an emphasis-of-matter paragraph in the auditor's report. Below is a draft of the paragraph to be included in the auditor's report:

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Consultation With Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed With Management

No significant issues arising from the audit were discussed or were the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Other Matters

We have issued a separate compliance report required by Oregon State regulations, included in the financial statements. Within this report we have noted certain findings identified during our audit.

Shared Responsibilities: AICPA Independence

The American Institute of Certified Public Accountants (AICPA) regularly emphasizes that auditor independence is a **joint responsibility** and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with AICPA independence rules. For SingerLewak to fulfill its professional responsibility to maintain and monitor independence, management, the City Council, and SingerLewak each play an important role.

Members of the City Council
 City of Brownsville, Oregon
 November 20, 2025
 Page 3

Our Responsibilities

- AICPA rules require independence both of mind and in appearance when providing audit and other attestation services. SingerLewak is to ensure that the AICPA's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

The City's Responsibilities

- Timely inform SingerLewak, before the effective date of transactions or other business changes, of the following:
 - New component units, city councilmembers, or officers.
- Provide necessary component unit information such as new or updated investment structure charts, as well as financial information required to perform materiality calculations needed for making component unit determinations.
- Understand and conclude on the permissibility, prior to the City and its component units, city councilmembers, or persons in a decision-making capacity, engaging in business relationships with SingerLewak.
- Not entering into relationships resulting in close family members of SingerLewak covered persons, temporarily or permanently acting as a city councilmember, or person in an accounting or financial reporting oversight role at the City.

Management Representations

Attached is a copy of the management representation letter.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the City.

This report is intended solely for the information and use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

SingerLewak LLP

City of Brownsville
Year End: June 30, 2025
Journal Entries: Adjusting
Date: 7/1/2024 To 6/30/2025

8010

Prepared by	In-Chrg Review	Manager Review
Partner Review	EQR Review	Other Review
BB 11/12/2025		MK 11/5/2025

Number	Date	Name	Account No	Reference	Debit	Credit	Misstatement
AJE-1	6/30/2025	CASH - CHECKING	100.000.110.000.00.00 GF01	6901	88,075		
AJE-1	6/30/2025	UNRESTRICTED FUND BALANCE	100.000.310.000.00.00 GF01	6901		88,075	
AJE-1	6/30/2025	MISCELLANEOUS	100.000.456.000.00.00 GF01	6901		406	
AJE-1	6/30/2025	TFX IN FROM CEMETERY TRUST FUND	100.000.489.000.00.00 GF01	6901	406		
AJE-1	6/30/2025	CASH - CHECKING	850.000.110.000.00.00 PF01	6901		88,493	
AJE-1	6/30/2025	TRANSFER TO GEN FUND [BCS AUDIT 2018]	850.000.903.000.00.00 PF01	6901	88,493		
To reverse transfer of funds recorded from Cemetery to General Fund.							
AJE-2	6/30/2025	CASH - CHECKING	100.000.110.000.00.00 GF01	7011		217,693	
AJE-2	6/30/2025	CURRENT TAXES	100.000.412.000.00.00 GF01	7011	213,232		
AJE-2	6/30/2025	PRIOR TAXES	100.000.413.000.00.00 GF01	7011	4,461		
AJE-2	6/30/2025	CASH - CHECKING	460.000.110.000.00.00 ENT02B	7011	217,693		
AJE-2	6/30/2025	CURRENT TAXES	460.000.412.000.00.00 ENT02B	7011		213,232	
AJE-2	6/30/2025	PRIOR TAXES	460.000.413.000.00.00 ENT02B	7011		4,461	
To allocate taxes to proprietary funds for FY25							
AJE-3	6/30/2025	RCRP BOND (Principle)	400.000.898.000.00.00 DSF01	6001	206		
AJE-3	6/30/2025	RCRP BOND (Interest)	400.000.899.000.00.00 DSF01	6001		206	
AJE-3	6/30/2025	CDBG LOAN #3 PRINCIPAL	460.000.898.003.00.00 ENT02B	6001		462	
AJE-3	6/30/2025	GCC SERIES '21	460.000.899.003.00.00 ENT02B	6001	462		
To adjust debt payments to agree to the debt schedule for financial presentation purposes							
AJE-4	6/30/2025	CASH - CHECKING	100.000.110.000.00.00 GF01	MS 453		60,000	
AJE-4	6/30/2025	TRANSFER TO DEBT SERVICE	100.000.902.000.00.00 GF01	MS 453	60,000		
AJE-4	6/30/2025	CASH - CHECKING	400.000.110.000.00.00 DSF01	MS 453	60,000		
AJE-4	6/30/2025	Transfer In from General Fund	400.000.489.000.00.00 DSF01	MS 453		60,000	
To record transfer from general fund to debt service fund							
					733,028	733,028	
Net Income (Loss)			663,553				



www.ci.brownsville.or.us

City Hall

255 N. Main Street • P.O. Box 188
Brownsville, OR 97327 • 541.466.5666
Fax 541.466.5118 • TT/TDD 800.735.2900

November 20th, 2025

SingerLewak LLP

1255 Lee St SE Suite 210
Salem, OR 97302

This representation letter is provided in connection with your audit of the governmental activities, business-type activities, each major fund and the remaining fund information of the City of Brownsville (the City), as of and for the year ended June 30, 2025, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis of accounting described in Note 2 to the financial statements.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, that as of November 20th, 2025:

Financial Statements

1. The financial statements referred to above are prepared on the modified cash basis of accounting, as described in Note 2 to the financial statements (hereafter, modified cash basis of accounting), which is a basis of accounting other than accounting principles generally accepted in the United States of America.
2. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 3, 2025, for the preparation and fair presentation of the financial statements referred to above in accordance with the modified cash basis of accounting.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.
5. Related-party relationships and transactions have been appropriately accounted for in accordance with the requirements of the cash basis of accounting and disclosed adequately to achieve fair presentation.
6. All events subsequent to the date of the financial statements, and for which disclosure is necessary for fair presentation, have been disclosed.
7. The effects of all known actual or possible litigation and claims have been accounted for in accordance with the cash basis of accounting and disclosed adequately to achieve fair presentation.

8. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
9. The City is following either its established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or is following paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes.
10. Management has followed applicable laws and regulations in adopting, approving and amending budgets.
11. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
12. The government has properly separated information in debt disclosures related to direct borrowings and direct placements of debt from other debt and disclosed any unused lines of credit, collateral pledged to secure debt, terms in the debt agreements related to significant default or termination events with finance-related consequences and significant subjective acceleration clauses in accordance with GASB Statement No. 88.
13. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
14. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
15. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
16. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
17. The City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and appropriately disclosed and that net position is properly recognized under the policy.

18. Investments with the State of Oregon Local Government Investment Pool (LGIP) are properly valued.
19. With respect to the preparation of the financial statements and preparation of proposed journal entries services performed in the course of the audit:
 - a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;
 - c. We evaluated the adequacy of the services performed, and made an informed judgement on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.
20. We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, or to special assessment bond holders, that is not disclosed in the financial statements.
21. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance. In connections therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
22. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

23. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.

- c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the City Council, or summaries of actions of recent meetings for which minutes have not yet been prepared.
24. All transactions have been recorded in the accounting records and are reflected in the financial statements.
25. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
26. We have no knowledge of allegations of fraud or suspected fraud affecting the City's financial statements involving:
- a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements received in communications from employees, former employees, analysts, regulators, short sellers or others.
28. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
29. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
30. We have disclosed to you the identity of all of the City's related parties and all the related-party relationships and transactions of which we are aware.
31. We are aware of no deficiencies in internal control over financial reporting, including significant deficiencies or material weaknesses, in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize and report financial data.
32. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Supplementary Information

33. With respect to supplementary information presented in relation to the financial statements as a whole:
- a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with the cash basis of accounting.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
 - d. The significant assumptions or interpretations underlying the measurement or presentation of the combining statements and individual fund schedules and the basis for our assumptions and interpretations are reasonable and appropriate in the circumstances.
 - e. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

City of Brownsville



Scott McDowell, City Administrator

11.20.2025

Date

Council Meetings 2026



46 of 74

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

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22	23	24	25	26	27	28

March

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29	30	31				

April

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

May

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					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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July

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August

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23	24	25	26	27	28	29
30	31					

September

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27	28	29	30			

October

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

November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Yellow are Regularly Schedule Council Meetings
 January, April, July & October are Council Retreats
Green is the Budget Committee Meeting

S. Scott McDowell

From: Lumen <hello@info.lumen.com>
Sent: Tuesday, October 28, 2025 9:24 AM
To: admin@ci.brownsville.or.us
Subject: Cyber Strong, Future Ready: See What's Possible with Lumen



AI Changes the Game. Defend Your Data with Future-Focused Thinking

October is Cybersecurity Awareness Month, and Lumen is celebrating with real customer stories, expert insights, and powerful innovations. As artificial intelligence reshapes the digital landscape, we're here to help you stay ahead of evolving threats with smart, scalable security solutions.



The Space Needle **Secures the Future** with Lumen

When legacy infrastructure couldn't keep up with sky-high innovation, the Space Needle turned to Lumen and Check Point Software Technologies to build a secure, scalable ecosystem – one that's as future-forward as the view from the top.

[Read story](#)

[Watch testimonial](#)



Lumen Internet On-Demand: **Now Virtually Everywhere**

Lumen® Internet On-Demand is expanding to reach over 10 million new U.S. locations, giving businesses instant, flexible connectivity wherever they operate.

[Learn more](#)



50+ AI-Powered Security Services Deployed in 30 Days

In one month, the Space Needle deployed over 50 AI-driven security services – creating a digital backbone that fuels creativity while keeping cyber threats grounded. From scalable threat detection to seamless



See How On-Demand Protection Is Reshaping Network Security

Before Cybersecurity Awareness Month ends, catch the replay of **Defend & Connect: Built-in Security with NaaS**, part of our *Connected by Design* webinar series. Learn how Lumen delivers built-in security choices – without

integration with Check Point Software, this collaboration shows how Lumen empowers landmark institutions to thrive securely in the AI era.

[Read blog](#)

added complexity – through automated protection integrated into our Network-as-a-Service platform.

[Watch webinar](#)

See More Threats. Stop More Attacks with Black Lotus Labs

From AI-enhanced threat detection to analyst-as-a-service offerings, learn how Black Lotus Labs is shaping the future of cybersecurity. Watch now to explore how Lumen protects what matters most.

[Watch video](#)

Building a Cyber Strong America.

Whether you've built a secure network infrastructure with us or you're exploring new possibilities with Lumen, we invite you to join us in creating a **security-first** culture. Let's stay informed, think critically, and act with vigilance.

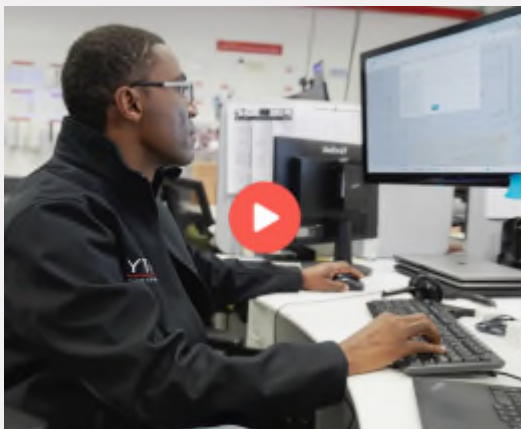
S. Scott McDowell

From: Lumen <hello@info.lumen.com>
Sent: Tuesday, December 2, 2025 9:11 AM
To: admin@ci.brownsville.or.us
Subject: The Next Era of IT: Are You Ready?



Your Blueprint for **The Future of IT**

As 2025 wraps up, IT leaders are focused on **network modernization, advanced security, and collaboration tools** to drive business outcomes. Explore our latest innovations, offers, and customer success stories.



Connectivity is King: CITY Furniture

See how CITY Furniture powered 5x growth capacity with fast, reliable networking across multiple locations.

[Read blog](#)

[Watch video](#)

[Read customer story](#)

The Power of Partnership: Lumen Connected Ecosystem

Discover how the Connected Ecosystem brings together proven architectures and trusted partners to drive innovation and help accelerate digital transformation.

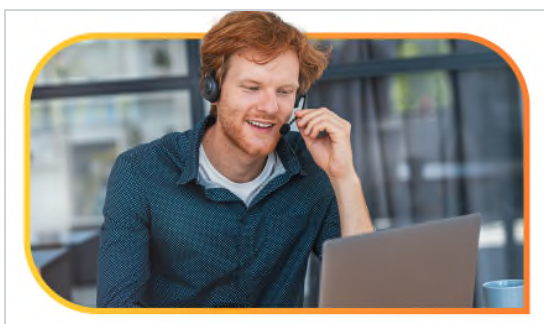
[Explore ecosystem](#)



A New Era: Lumen DefenderSM AMDR with Microsoft Sentinel

Discover how Lumen DefenderSM Advanced Managed Detection & Response (AMDR) with Microsoft Sentinel empowers organizations to counter advanced cyber threats.

[Explore solution](#)



Say Goodbye to Legacy Systems. Discover the Cloud Advantage

Whether you simply need phone services or a complete upgrade, one solution does it all. Discover how cloud communications overcome the challenges legacy systems can't.

[Explore the Cloud Advantage](#)

Ready to Elevate Your Business Communications?

Adapt to every shift and demand with Lumen® Cloud Voice. Enjoy special discounts on Essential, Plus, and Premium plans—**lock in savings for up to 5 years.***

[Claim savings](#)

The **New Era of IT** Starts Here

From secure connectivity to advanced threat detection and cloud-based collaboration, Lumen delivers the tools and expertise to help keep you ahead of what's next. **Let's build the future together.**

[Learn more](#)

*Promotional rates available through March 31, 2026, to qualifying business customers purchasing new service in an eligible U.S. location and require a 12-month term agreement. Early termination fees will apply as set forth in customer's agreement. Rates exclude taxes, fees, a one-time non-recurring charge per license, applicable monthly usage and optional add-ons. Lumen may change, cancel, or substitute offers and services, or vary them by service area at its sole discretion without notice. Credit approval and deposit may be required. Customer must remain in good standing and monthly rate may terminate if customer changes account in any manner including, but not limited to, their service location. Additional restrictions, terms and conditions apply.

S. Scott McDowell

From: Smart Cities Dive <newsletter@divenewsletter.com>
Sent: Tuesday, December 2, 2025 9:17 AM
To: S. Scott McDowell
Subject: Dec. 2 - Traffic congestion grows nationwide — but not in NYC | Climate accelerator launches in Central Texas

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



DAILY DIVE

Dec. 2, 2025 | Today's news and insights for smart city leaders

Traffic congestion grew this year in U.S. cities, but NYC saw no increase

Baltimore and Philadelphia saw the largest increases in traffic delays. Congestion pricing may have helped keep New York City traffic in check.

Accelerator aims to strengthen resilience in Austin-San Antonio region

Local governments across Texas' fastest-growing corridor will build a shared road map to tackle flooding, extreme heat, wildfire and winter storms as population growth amplifies risk.

UPDATED

The Municipal Cost Index

After a delay the U.S. Bureau of Labor Statistics attributed to the federal government shutdown, the data required for the September update has been released.

TRENDLINE

How U.S. cities leverage AI and emerging tech

Explore how a new AI tool helps cities respond to shrinking urban canopy and learn how Los Angeles is preparing their IT infrastructure for the olympics in [this Trendline](#).

Adaptive reuse projects accelerate, driven by schools, offices

Chicago is leading the nation in conversions, as the pipeline for these projects has increased 19% across the U.S, according to RentCafe.

FROM OUR LIBRARY

WEBINAR - ON DEMAND

The New Facilities ROI: Navigating the Risk of Inaction

Custom content for Gordian

TRENDLINE

The latest data & technology powering smart cities

Supported by Salesforce

WHAT WE'RE READING

 THE NEW YORK TIMES

San Francisco Will Sue Ultraprocessed Food Companies

 E&E NEWS BY POLITICO

Trump admin releases \$3.7B of delayed household energy aid

 FAST COMPANY

Malibu's new high school is built to withstand wildfires

Suggest a story we should read

College of Urban and Public Affairs
 Population Research Center
 Mail Code PRC (tel) 503-725-3922
 P.O. Box 751 popest@pdx.edu
 Portland, Oregon 97207 www.pdx.edu/prc



November 15, 2025

RECEIVED
 City of Brownsville
 NOV 20 2025

– IMPORTANT NOTICE –

Attn: City Official
 City of Brownsville
 PO Box 188
 Brownsville, OR 97327

Clerk _____

Preliminary 2025 Population Estimate

Listed below are the preliminary population estimates for your jurisdiction as of July 1, 2025, and revised estimates for years since the most recent census. Please review the information below, and in case of questions or comments, please contact the Population Research Center. The preliminary estimate is subject to revision before certification on **December 15, 2025**.

The basis of the population estimates is the 2020 U.S. Census enumeration of the total resident population, net of approved adjustments to the census results, as of April 1, 2020. For each year since the most recent census, population estimates are made based on net housing unit and group quarters (GQ) population changes, average household size, and occupancy rate, accounting for natural increase (births less deaths) and net migration (domestic and international). Changes in housing units and GQ populations are based on responses obtained from your jurisdiction through participation in the Annual Housing Units and Population Survey (AHUPS).

Preliminary estimates (2025):

Date:	Total Population	Pct. Change	Population in Group quarters	Population in Housing Units	Vacancy Rate	Household size
4/1/2020	1,695	-	0	716	4.9%	2.49
7/1/2020	1,698	0.2%	0	718	4.9%	2.49
7/1/2021	1,698	0.0%	0	724	4.9%	2.47
7/1/2022	1,841	8.4%	0	787	5.0%	2.46
7/1/2023	1,841	0.0%	0	787	5.0%	2.46
7/1/2024	1,844	0.2%	0	789	5.1%	2.46
7/1/2025	1,852	0.4%	0	810	5.0%	2.41

The certified population estimates will be posted online by the end of the day on December 15, 2025 (www.pdx.edu/prc/population-estimate-reports). Jurisdictions may petition for changes to population estimates on the basis of information they provide that is related to the data herein. **Questions and comments should be directed, before December 15, 2025, to the Population Estimates program at popest@pdx.edu**

Best regards

Huda Alkitkat, Ph.D.
 Population Estimates Program Manager
 Population Research Center
 Portland State University

Population Estimates for Oregon Cities (Vintage 2025)

Incorporated City/Town	Estimates Base April 1, 2020	Revised Population Estimate July 1, 2020	Revised Population Estimate July 1, 2021	Revised Population Estimate July 1, 2022	Revised Population Estimate July 1, 2023	Revised Population Estimate July 1, 2024	Preliminary Estimate July 1, 2025
Adair Village	995	1,103	1,316	1,405	1,410	1,414	1,499
Adams	389	391	394	394	408	410	410
Adrian	157	157	157	157	156	157	157
Albany	56,511	56,528	56,727	56,896	57,492	57,881	57,897
Amity	1,759	1,765	1,825	1,826	1,837	1,840	1,845
Antelope	37	37	37	37	36	35	35
Arlington	633	638	646	664	672	678	694
Ashland	21,377	21,389	21,422	21,487	21,502	21,605	21,862
Astoria	10,262	10,276	10,250	10,229	10,235	10,246	10,247
Athena	1,210	1,210	1,217	1,221	1,221	1,227	1,238
Aumsville	4,234	4,236	4,239	4,239	4,279	4,276	4,279
Aurora	1,133	1,133	1,133	1,131	1,134	1,131	1,141
Baker City	10,104	10,108	10,116	10,121	10,137	10,145	10,156
Bandon	3,335	3,407	3,468	3,677	3,772	3,773	3,773
Banks	1,837	1,837	1,832	1,825	1,894	1,894	1,897
Barlow	133	133	133	141	144	144	141
Bay City	1,391	1,407	1,437	1,473	1,501	1,540	1,598
Beaverton	97,519	97,561	97,894	99,336	99,812	99,899	100,778
Bend	99,312	99,391	101,417	102,732	103,827	105,552	107,079
Boardman	4,588	4,640	4,847	4,934	5,126	5,748	5,796
Bonanza	405	405	405	405	422	422	424
Brookings	6,761	6,761	6,768	6,836	6,921	6,838	6,752
Brownsville	1,695	1,698	1,698	1,841	1,841	1,844	1,852
Burns	2,730	2,733	2,730	2,731	2,731	2,728	2,728
Butte Falls	443	443	447	443	441	443	448
Canby	18,176	18,189	18,380	18,568	18,874	19,166	19,326
Cannon Beach	1,501	1,501	1,509	1,517	1,526	1,533	1,541
Canyon City	660	664	668	668	670	675	681
Canyonville	1,644	1,649	1,649	1,652	1,656	1,637	1,643

S. Scott McDowell

From: Paul Egbert <pegbert@ocwcog.org>
Sent: Wednesday, November 19, 2025 10:55 AM
Cc: Ryan Vogt; Kayla Hatley; Karla Brouhard; Ashlyn Muzechenko; Celina Franklin; mwisth@lcog-or.gov; MOORE Brenda S (LCOG)
Subject: Oregon Cascades West Council of Governments update - New Director of Community and Economic Development

Good morning city managers, county administrators, and Cascades West Board Members,

I'm pleased to announce the hire of Matt Lehman as our new Director of Community and Economic Development (CED). For any that may not know Matt, he is currently the Transportation and Economic Development Planning Manager within CED.

Matt offers the region wonderful experience as a former Philomath City Councilor, CAMPO Policy Board Chair, and his substantial background in the private sector. His commitment to our region and vision for the department positions us well for the next stage of work with all of you and as a member of our leadership team.

Please join me in congratulating Matt in his new role.

Kind regards,

Paul Egbert (he/him)

Agency Director
 Oregon Cascades West Council of Governments
 1400 Queen Ave SE, Suite 201
 Albany, OR 97322
 Phone: 541-967-8630
www.ocwcog.org



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

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S. Scott McDowell

From: Oregon DEQ News <ordeq@public.govdelivery.com>
Sent: Tuesday, November 25, 2025 12:05 PM
To: admin@ci.brownsville.or.us
Subject: DEQ issues 10 enforcement actions in October for environmental violations



NEWS RELEASE

DEQ issues 10 enforcement actions in October for environmental violations

Date: Nov. 25, 2025

Statewide, Ore. – The Oregon Department of Environmental Quality issued 10 penalties totaling \$462,425 in October for various environmental violations. A detailed list of violations and resulting penalties is at ordeq.org/enforcement.

Fines ranged from \$3,450 to \$277,008. Alleged violations included a gas station company that failed to investigate suspected fuel releases and operate functional release detection equipment at two locations, a county public works department that failed to conduct methane emissions monitoring at a landfill and two wastewater treatment facilities that exceeded permitted discharge limits.

DEQ issued civil penalties to the following organizations:

- Black Butte Ranch, Sisters, \$3,450, wastewater
- Circle K Stores, Inc., Tangent, \$277,008, underground storage tanks
- City of Port Orford, Port Orford, \$6,300, wastewater
- City of St. Helens, St. Helens, \$33,090, stormwater
- Douglas County Public Works Department, Roseburg, \$35,270, air quality
- Erickson Incorporated, Central Point, \$8,507, stormwater
- Hubert Willer, Lone, \$6,300, water quality
- Northwest Natural Gas Company, Mist, \$68,200, air quality permitting
- Petrocard, Inc., Salem, \$16,500, underground storage tanks
- Seaport Midstream Partners, LLC, Portland, \$7,800, wastewater

Recipients of DEQ civil penalties must either pay the fines to the state treasury or file an appeal within 20 days of receiving notice of the penalty. They may be able to

offset a portion of a penalty by funding a supplemental environmental project that improves Oregon's environment. Learn more about these projects at ordeq.org/sep.

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

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

Media contact: Michael Loch, public affairs specialist,
michael.loch@deq.oregon.gov, 503-737-9435.

S. Scott McDowell

From: NWYC <research@nwy.com>
Sent: Wednesday, November 19, 2025 7:31 AM
To: Scott McDowell
Subject: Mandatory 12 Weeks of Paid Family Leave

National *Write* Your Congressman**ACTION ALERT**

Provided by Adam Craven

Mr Scott McDowell

The Family and Medical Insurance Leave Act (H.R.5390)

“...comprehensive program that never makes Americans choose between their health or their family, and their paycheck.”

Rep. Rosa DeLauro (D-CT) and Sen. Kirsten Gillibrand (D-NY) reintroduced the Family and Medical Insurance Leave (FAMILY) Act. The FAMILY Act would guarantee up to 12 weeks of partial income for workers who have to take leave for serious medical and family events. They argue that paid medical and family leave is especially helpful for new parents and older Americans, who are more likely to have health issues or caregiving obligations for older relatives.

Should Congress provide paid family and medical leave benefits to certain individuals?

Changes to Government Ethics Law!

During the 2025 legislative session, House Bill 2930 passed. This bill changes the definition of the Conflict of Interest provisions in Oregon Government Ethics Law to add public officials' household members.

Change becomes law on January 1, 2026. Here's what to know:

Starting on January 1st, the Conflict of Interest provisions will apply to public officials, their relatives, and members of their household, and any business that a public official, or their relative, or a member of their household is associated with.

In Oregon Government Ethics Law, a member of the household is anyone who lives in a public official's home. Members of the household share an address with the public official.

How does this affect you as a public official?

Public officials are required to make proper disclosures of their conflicts of interest.

HB 2930 means that next year, a public official will be met with a conflict of interest when that public official is taking an official action (a vote, decision, or recommendation)

And

- The action would or could have a private financial impact
- The financial impact can be a benefit (gain) or a detriment (loss)
- The impact is on the public official, or their relative, or a member of their household, or any businesses that any of them are associated with.

The requirements for declaring conflicts of interest have not changed. They are different for employees than for elected public officials, members of boards, councils, and commissions. See OGE's [Reference Guide on Conflicts of Interest](#) for more details about requirements.

Sign Up For Updates

View Enrolled Bill

Oregon Government Ethics Commission

3218 Pringle Road SE, Suite 220
Salem, OR 97302

[\(503\) 378-5105](tel:5033785105) | mail@ogec.oregon.gov | www.oregon.gov/OGEC

S. Scott McDowell

From: NWYC <research@nwy.com>
Sent: Wednesday, December 3, 2025 7:31 AM
To: Scott McDowell
Subject: Return Power to Landowners by Reforming the Endangered Species Act and

National *Write Your Congressman***ACTION ALERT**

Provided by Adam Craven

Mr Scott McDowell

Endangered Species Act Reform

“...restore commonsense to the species management...”

“For the sake of both the environment and the economy, Congress must advance common-sense Endangered Species Act (ESA) reforms that **return power to private landowners while simultaneously protecting endangered species** in a responsible way. Weaponization of the ESA and its morass of red tape are impeding our ability to move forward on vital land management practices and even building important and necessary infrastructure, all in the name of environmental activism that’s actually doing more environmental harm than good. That is why I was proud to introduce the Endangered Species Act Amendments Act of 2025,” said Rep. Bruce Westerman (R-AR).

H.R.1897 would amend the Endangered Species Act to optimize conservation through resource prioritization, incentivize wildlife conservation on private lands, provide greater incentives to recover listed species, increase transparency and accountability in recovering listed species, streamline the permitting process, eliminate barriers to conservation, and restore congressional intent.

S. Scott McDowell

From: NWYC <research@nwy.com>
Sent: Wednesday, December 10, 2025 7:31 AM
To: Scott McDowell
Subject: Updated Definition of "Waters of the United States"



Updated Definition of "Waters of the United States"

Revises the regulations defining the scope of waters federally covered under the Clean Water Act...

Provided by Adam Craven

Mr Scott McDowell,

Comments must be received on or before January 5, 2026.

The EPA published a proposed rule for [public comment](#) that revises the regulations defining the scope of waters federally covered under the Federal Water Pollution Control Act, as amended, also known as the Clean Water Act, in light of the U.S. Supreme Court's 2023 decision in *Sackett v. Environmental Protection Agency*.

With this proposed rule, the agencies intend to provide greater regulatory certainty and increase Clean Water Act program predictability and consistency by clarifying the definition of "waters of the United States." This proposed rule is also intended to implement the overall objective of the Clean Water Act to restore and maintain the quality of the Nation's waters while respecting State and Tribal authority over their own land and water resources.

Key proposed revisions include:

- Defining key terms like “relatively permanent,” “continuous surface connection,” and “tributary” to appropriately delineate the scope of WOTUS consistent with the Clean Water Act and Supreme Court precedent;
- Establishing that jurisdictional tributaries must connect to traditional navigable waters either directly or through other features that provide predictable and consistent flow;
- Reaffirming that wetlands must be indistinguishable from jurisdictional waters through a continuous surface connection, which means that they must touch a jurisdictional water and hold surface water for a requisite duration year after year;
- Strengthening state and tribal decision-making authority by providing clear regulatory guidelines while recognizing their expertise in local land and water resources;
- Preserving and clarifying exclusions for certain ditches, prior converted cropland, and waste treatment systems; Adding a new exclusion for groundwater; and
- Incorporating locally familiar terminology, such as “wet season,” to help determine whether a water body qualifies as WOTUS;
- In addition, the limitation to wetlands that have surface water at least during the wet season and abut a jurisdictional water will further limit the scope of permafrost wetlands that are considered to have a continuous surface connection under the proposed rule. These proposed changes are intended to provide clarity and consistency to the continuous surface connection definition.

Docket Number: EPA-HQ-OW-2025-0322-000

Comments must be received on or before January 5, 2026.

S. Scott McDowell

From: Patrick Snead <psnead@cabt.org>
Sent: Thursday, December 4, 2025 9:54 AM
To: admin@ci.brownsville.or.us
Subject: Season's Greetings from CABT

Dear Mr. McDowell,

I hope you had a great Thanksgiving and are gearing up for the holiday season. 2025 was CABT's 30th Anniversary, and with your continued support, we had a tremendous year – this was expected to be one of the most intense battles in Congress on our issue, and it certainly did not disappoint.

Luckily, working with you and our local government, law enforcement, and engineering professionals across the country, CABT can now say that we have been able to hold the line on truck size and weight increases at the federal level since 1995.

I want to thank all of you in the states that I cover for your conversations and willingness to send signed letters, make phone calls, send emails and submit op-eds talking about your personal perspective on why you oppose bigger trucks on our roads.

Our coalition is successful because of your belief in our mission and willingness to speak out to your members of Congress. With the government shutdown beginning in October having a big role, we did not see the expected markup on the highway re-authorization bill this year. However, we have been informed to expect these mark-ups early next year, maybe as soon as January. With that, we will need your continued support in making sure it does not include dangerous and expensive increases in truck size and weight.

Every day we confront some of the most powerful organizations, associations and well-funded lobbyists on Capitol Hill – their influence is impressive. But they do not have the most powerful voices on this issue. You do.

As we look towards 2026 and what will arguably be one of the most important votes on keeping our roads safe and protecting taxpayer investment in infrastructure, we know that with your continued support we will once again be able to hold the line on truck size and weight. I look forward to working with you again next year.

In the meantime, thank you again for all you do.

I hope you have a safe and enjoyable Holiday Season and Happy New Year.

Sincerely,
Patrick A. Snead
Regional Director (Western)
Coalition Against Bigger Trucks (CABT)
(330) 933-6980

Check us out at: www.cabt.org

S. Scott McDowell

From: Nate Scholz <nate.s@modusmi.com>
Sent: Tuesday, December 2, 2025 4:13 PM
To: admin@ci.brownsville.or.us
Subject: Supporting Oregon's statewide shelter efforts

Hi S. Scott McDowell,

I'm Nate Scholz, Chief Commercial Officer at Modus Mobile Infrastructure. We design and deliver fully customizable, code-compliant modular housing that supports emergency shelter needs, transitional communities, and long-term affordable housing.

Since I last reached out, Oregon has continued to expand its statewide response to homelessness. The governor extended the homelessness state of emergency, and the 2025–27 budget proposal includes major funding to stabilize the statewide shelter system and move people from unsheltered homelessness into housing. The legislature also approved a statewide shelter program to reduce unsheltered homelessness and support local providers across Oregon.

Meanwhile, we're seeing similar urgency in California, where Modus is currently delivering the state's largest modular housing community for unhoused residents in Sacramento, as well as projects in Soledad and Monterey County. These communities use flat-pack modular units engineered to meet or exceed all building, fire, and accessibility codes, configured for single adults, families, youth, offices, or shared service spaces.

Here's a short video showing one of our units in action:

<https://youtu.be/5NEHCptJl3s>

Given the direction Oregon is moving—toward a coordinated statewide shelter and housing system—I'd welcome the chance to learn more about what Brownsville is prioritizing and explore whether modular housing might be a useful tool in your local strategy. If a conversation would be helpful, I'm here anytime.

Best regards,

Nate Scholz | CCO
Modus - Mobile Infrastructure
1800 N. Field St. Suite 3011, Dallas, TX 75202
M: 310.869.7926 | F: 945.234.3431
nate.s@modusmi.com | www.modusmi.com | www.responsivedeployment.com

Dave
Blanchard
Editor-in-Chief



The Incredible Shrinking OSHA

Safety leaders suggest that OSHA should focus on updating standards, enhancing training programs, and applying regulations more broadly to improve workplace safety.

It was emblematic when David Keeling was finally confirmed as the next head of the Occupational Health and Safety Administration (OSHA) because his confirmation occurred while more than 70% of the federal agency's employees were on furlough due to the government shutdown. Keeling, whose official title is Assistant Secretary of Labor for Occupational Safety and Health, surely had to sense the irony in his appointment taking place during a work stoppage. Even for somebody like Keeling, whose safety career has been largely spent in logistics (at UPS and Amazon), the wheels of the federal government spin very slowly, when they spin at all.

At this writing, the shutdown is still very much unresolved, but in a larger sense, OSHA has been in something of a holding pattern almost the entire year, along with other federal agencies involved with workplace safety, such as the Environmental Protection Agency (EPA), Mine Safety and Health Administration (MSHA), and National Institute for Occupational Safety and Health (NIOSH). Funding for these agencies under the Trump 2.0 administration has been dramatically curtailed (repeating a pattern of cutbacks seen during the first Trump presidency), with the number of employees responsible for the health and safety of the country's workers decreasing significantly.

But in fact, OSHA has been shrinking for years, and actually, for decades. Founded in 1971, by 1980 the federal agency was employing just shy of 3,000 staff (2,951); today that number has dropped to 1,664, a decline of 44% from its peak. Of course, reducing the size of government bureaucracies is often seen by voters as a good thing, which helps explain why politicians frequently target federal agencies as a way to control spending (or more accurately, shift that spending to other government programs).

However, it's telling that as OSHA itself—and particularly, the number of inspectors it employs—has shrunk over the years, the number of workplaces (and workers) it is responsible for has steadily grown. According to an analysis of OSHA employment data conducted by the AFL-CIO, in 1980 there were nearly 15 OSHA inspectors per million

workers; today that number is closer to 6 per million workers, and that ratio is likely to get even smaller if current trends continue.

In the *EHS Today* **2025 National Safety and Salary Survey**, respondents had the chance to weigh in with their thoughts regarding federal (or state, if applicable) OSHA. Following is a sample of their comments:

WHAT'S ONE THING YOU'D MOST LIKE TO SEE OSHA DO MORE OF?

- » Focus more on updating outdated standards to reflect modern work environments, technologies and risks.
- » Enact the heat stress and ergonomics standards.
- » Focus on the bad actors and leave those of us who take safety seriously and have great safety programs alone.
- » Help small businesses grow their safety programs and not be the safety cops.
- » More resources/templates for compliance documents and training.
- » Apply regulations to owners and general contractors rather than just employer/employee relationships.
- » Audit more and increase fines for blatant unsafe conditions.

At his confirmation hearing before the Senate, David Keeling stated that his three main goals at OSHA are to: accelerate the adoption and use of technology and predictive analytics for regulatory oversight and rulemaking; expand cooperation and collaboration between professional groups, companies and unions, while modernizing Voluntary Protection Programs; and transform enforcement through the use of predictive analytics to prevent incidents before they occur.

We wish him well, and we hope that the promise of a more tech-savvy (though smaller) OSHA results in safer workplaces and healthier employees.

Send an e-mail with your thoughts to dblanchard@endeavorb2b.com.



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).*



2025-2026 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

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



2025-2026 Council Values

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

		NOVEMBER 2025		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 818,567.44	\$ 79,317.92	\$ 413,303.73	12.63%	\$ 2,859,201.27	1
2	WATER	\$ 44,677.33	\$ 26,173.68	\$ 178,661.35	16.67%	\$ 892,938.65	2
3	SEWER	\$ 44,238.51	\$ 19,461.20	\$ 134,105.13	10.30%	\$ 1,168,274.87	3
4	STREETS	\$ 19,909.14	\$ 13,741.22	\$ 83,121.08	18.40%	\$ 368,728.92	4
5	DEBT SERVICE (CLRC BOND)	\$ -	\$ -	\$ -	0.00%	\$ 58,000.00	
6	WATER BOND	\$ 100.79	\$ -	\$ 34,482.87	68.97%	\$ 15,517.13	5
7	SEWER BOND	\$ 1,345.80	\$ 20,089.39	\$ 229,831.52	57.14%	\$ 172,418.48	6
8	SEWER DEBT FEE	\$ 11,699.25	\$ -	\$ 62,440.15	43.06%	\$ -	7
9	BUILDING & EQUIPMENT	\$ 805.81	\$ -	\$ -	0.00%	\$ 207,200.00	8
10	WATER RESERVE	\$ 2,792.43	\$ -	\$ -	0.00%	\$ 241,500.00	9
11	HOUSING REHAB	\$ 1,015.53	\$ -	\$ -	0.00%	\$ 257,500.00	10
12	WATER SDC	\$ 352.78	\$ -	\$ -	0.00%	\$ 124,500.00	11
13	SEWER SDC	\$ 3,702.64	\$ -	\$ -	0.00%	\$ 940,000.00	12
14	STORMWATER SDC	\$ 1,365.92	\$ -	\$ -	0.00%	\$ 370,300.00	13
15	BIKEWAY/PATHS	\$ 416.33	\$ -	\$ -	0.00%	\$ 75,000.00	14
16	LIBRARY TRUST	\$ 37.53	\$ -	\$ -	0.00%	\$ 9,450.00	15
17	CEMETERY	\$ 406.40	\$ -	\$ -	0.00%	\$ 101,450.00	16
19	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
20	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
21	COMMUNITY PROJECTS	\$ 251.18	\$ 1,600.00	\$ 12,952.38	16.49%	\$ 65,597.62	20
		\$ 951,684.81	\$ 160,383.41	\$ 1,086,458.06		\$ 7,937,561.94	

Key Bank Account

General Checking \$ 91,702.40

Oregon State Treasury

General Account \$ 6,930,687.11

Community Improvements \$ 39.65

Project Escrow Holding \$ 112,710.62

CLRC Renovation Acct \$ 630.87

TOTAL OST / LGIP \$ 7,044,068.25

Annual Bond Payment

Water \$ 46,319.02

Wastewater \$ 280,030.98

Total \$ 326,350.00

2025-2026

Appropriated \$ 475,829.99 12.04%

YTD

% of Total

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 \$ 985.05