



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE AGENDA

February 02, 2021, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Meeting Information

An Administration, Finance and Property Committee Meeting will be held at City Hall, 3225 Main Street. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option.

To view the meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Phone Conference ID: 760 390 618#

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor and Chairperson of the meeting.

Call to Order

Roll Call

Councilor Dave Trask
Councilor Susan Coleman
Councilor Diane Gerson

New Business

- a) [Interviews for Library Board](#)
- b) [Interviews for Planning Commission](#)

Adjournment

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

Library Advisory Board Interview Questions

Date:_____Time Started:_____Time Ended:_____

Candidate:_____

Interviewed by:_____

1. Tell us a little bit about yourself.
2. What role do you feel the Library plays in our community?
3. Please tell us why you would like to serve on the City's Library Advisory Board?
4. Are you a willing to serve a four year term?
5. What do you see as the greatest challenge facing the Sweet Home Public Library?
6. What do you see as the greatest opportunity for the Sweet Home Public Library?
7. Can you commit to the Library Advisory Board meeting schedule?
8. Do you have any questions for the City Council or staff, about the Library Advisory Board?

Comments:

Recommendation for Appointment: Yes_____No_____



CITY MANAGER'S OFFICE

1140 12th Avenue
Sweet Home, OR 97386
541-367-8969 541-367-5113 FAX
Jfisher@ci.sweet-home.or.us

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Bonnie J. Neal

Permanent Address: 41998 Marks Ridge Rd

Mailing Address: P.O. Box 766 Sweet Home, OR 97386

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact: ☐ Mail ☒ Phone ☐ Email

Occupation: Truck Driver Employer: K & E Express

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☐ Planning Commission ☒ Library Board
- ☐ Traffic Safety Committee ☐ Parks Board ☐ Tree Commission
- ☐ Board of Appeals ☐ All Hazard Mitigation Committee

Are you applying for reappointment: ☐ Yes ☒ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 4 Year(s) 3 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. Was active in Library in High School, still a heavy reader, support the Library any way I can. Reading is the best brain activity any human can do.

3. List current involvement in other community groups and/or activities. Volunteer on Beautification Committee (median work). Attend as many City Council meetings as am able too.

4. What special contribution do you feel you can make to the group/position you are applying for? Because I live outside of the City Limits I am limited to what I am allowed to be involved in directly for the city.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, _____, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

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My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Bonnie J. Neal
Signature

09/16/2020
Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Jamie Frick

Permanent Address: 1430 Evergreen Ln, Sweet Home, OR 97386

Mailing Address: Same as above.

Contact Phone Number: [REDACTED]

E-Mail Address: [REDACTED]

Preferred method of contact: ☐ Mail ☐ Phone ☒ Email

Occupation: Assistant Manager, Undergraduate Programs Employer: Oregon State University, Office of International Admissions

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☐ Planning Commission ☒ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment? ☐ Yes ☒ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 10 Year(s) 3 Month(s)
2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
In my employment, and as a former student, I have extensive experience completing research in city and academic libraries and archives. In my personal life I'm an avid reader, and I view the library as an essential part of the community. I believe the library is an important place for recreation, community activities, and a resource for expanding perspectives.
3. List current involvement in other community groups and/or activities.
I served as a youth member of the Parks and Recreation Committee in the city of Harrisburg in 2005. As part of my current role at OSU, I currently volunteer for NAFSA, an organization for international higher education. I'm interested in this position as a way to become more involved in serving the local Sweet Home community.
4. What special contribution do you feel you can make to the group/position you are applying for?
I'm currently pursuing a career in librarianship and I'm enrolled in an online graduate program working toward a Master's in Library and Information Science, and I would bring my passion for this field to this position. (cont. below)

I would sincerely appreciate the opportunity to contribute to the community as I learn more about the operations of a city library from experienced local librarians.

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I, Jamie Frick, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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Signature 

9/30/2020
Date of Signature

**City of Sweet Home
Planning Commission Selection Process**

Applicant: _____

Interview Date: _____

Time: _____

Interview Format and Protocol:

- A. Welcome candidate and introduce the Committee members
- B. This is an interview for the position on the Sweet Home Planning Commission.
- C. Questions will be asked in a round robin style. At the end of the interview there will be time for you to ask questions of us. When the interviews are complete, this committee will make a recommendation to the City Council. Council is expected to appoint during their next regular meeting on April 23.
- D. Ask if any questions before proceeding?

Questions as follows:

- 1. What one thing would you feel you would like to accomplish as a Planning Commissioner?
- 2. If you were in a Public Hearing on an applicant's request, and you found you did not like the City ordinance as it was written, how would you proceed in your decision making process?
- 3. If you had a request for a land use action in front of you and you personally did not like the proposal but it met all the City criteria to be approved, what would you do?
- 4. How would you propose to handle differences of opinion and conflicts with fellow Commissioners?
- 5. How would you handle inquiries and or discussions made by citizens outside of a Planning Commission Public Hearing?
- 6. How would you respond if you were to encounter an action and/or decision that involved City Ordinances that you were not familiar with?

7. How do you propose to prepare yourself regarding your duties as a Planning Commissioner if you were to be chosen to fill the position?
8. Is there anything in the Community that you do not like that the Planning Commission should address?
9. Do you have any questions of the interview panel?



CITY MANAGER'S OFFICE

3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
Jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly)

Name: Jamie Melcher
Permanent Address: 743 Birch Street, Sweet Home
Mailing Address: _____
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact ☐ Mail ☐ Phone ☒ Email
Occupation: Realtor Employer: HomeSmart Realty Group

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☒ Planning Commission ☐ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment ☐ Yes ☐ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 20 Year(s) _____ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
Economic & Community Development assistant for the City of Lebanon from Dec 1999 to Feb 2014, including support staff to Lebanon Planning Commission, development code & other code updates committees.
- List current involvement in other community groups and/or activities.
Volunteer and financial support of Boys & Girls Club of Greater Santiam, Sunshine Industries, Sweet Home Alumni Foundation, SH Booster Club, SH SAFE
- What special contribution do you feel you can make to the group/position you are applying for?
Experience with the application of city codes and criteria to land uses

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Jamie Melcher, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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Signature

12/01/2020
Date of Signature



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3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: DAVID LOWMAN
Permanent Address: 2230 MAIN STREET, UNIT #1 SWEET HOME, OR 97386
Mailing Address: SAME - AS - ABOVE
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact ☒ Mail ☒ Phone ☒ Email
Occupation: N/A Employer: N/A

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☒ Planning Commission ☐ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment ☐ Yes ☒ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 2 Year(s) 4 Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position. OVER THIRTY YEARS OF MANAGEMENT EXPERIENCE.
- List current involvement in other community groups and/or activities.
2020 BUDGET COMMITTEE, 2020 CHARTER REVIEW COMMITTEE
- What special contribution do you feel you can make to the group/position you are applying for?
I WOULD ADD VALUE TO THE PLANNING COMMISSION I WOULD WORK TIRELESSLY ON ALL PROJECTS FOR THE BEST INTEREST OF THE CITY. I HAVE LOTS OF FREE TIME TO GIVE BACK.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, DAVID LOWMAN, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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David Lowman
Signature

11/30/2020
Date of Signature



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Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: William (Bill) Matthews
Permanent Address: 922 Pinetop St., Sweet Home Or 97386
Mailing Address: Same
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact: ☐ Mail ☐ Phone ☒ Email
Occupation: Small Business Owner Employer: Self

Please mark the Board, Commission or Committee in which you are interested in serving:

- | | | |
|---|--|--|
| ☐ Budget Committee | ☒ Planning Commission | ☐ Library Board |
| ☐ Board of Appeals | ☐ Park and Tree Committee | |
| ☐ Charter Review Committee | ☐ All Hazard Mitigation Committee | |

Are you applying for reappointment? ☐ Yes ☒ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 6 Year(s) _____ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
40 years in the building industry on many different levels. Past general Contractor in Washington and Arizona. Knowledge of Sweet Home government and the interactions of various departments.
- List current involvement in other community groups and/or activities.
Past President of Sweet Home Chamber of Commerce. Current President of the Sweet Home Rotary Club.
- What special contribution do you feel you can make to the group/position you are applying for?
Knowledge of the building industry. Wisdom and the ability to arrive at reasonable and fair conclusions

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, William Matthews, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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Signature



Date of Signature

11/30/2020



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3225 Main Street
Sweet Home, OR 97386
541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: James D Gable
Permanent Address: 4462 Live oak st
Mailing Address: -
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact ☐ Mail ☒ Phone ☐ Email
Occupation: Contractor Employer: self emp.

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☒ Planning Commission ☐ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment ☐ Yes ☐ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: 38 Year(s) _____ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position. I WAS ON planning committee From 5/28/13 to 4/2016
- List current involvement in other community groups and/or activities.
currently on city council for the last 4.5 yrs.
- What special contribution do you feel you can make to the group/position you are applying for?
I Feel I could continue to help the committee move forward as they already are

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, James Goble, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

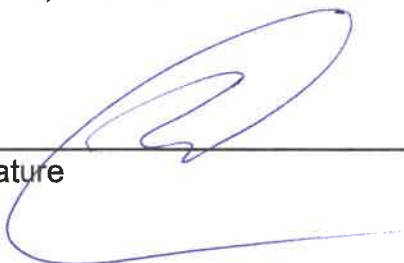
CRIMINAL HISTORY BACKGROUND CHECK (CCH):

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Signature

11/19/20

Date of Signature



CITY MANAGER'S OFFICE

3225 Main Street
 Sweet Home, OR 97386
 541-367-8969 541-367-1215 FAX
jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Rachel Maynard
 Permanent Address: 1216 43rd Ave, sweet home, or 97386
 Mailing Address: _____
 Contact Phone Number: [REDACTED]
 E-Mail Address: [REDACTED]
 Preferred method of contact ☐ Mail ☒ Phone ☐ Email
 Occupation: Real estate broker Employer: Heritage NW Real Estate

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☒ Planning Commission ☐ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment ☐ Yes ☒ No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

- How long have you lived in the area: ¹⁰ _____ Year(s) _____ Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I'm a local real estate agent, the planning department has a big effect on how our town gets developed, sold, and our businesses.

- List current involvement in other community groups and/or activities.

Lin county parks and recreation
board of commissions

- What special contribution do you feel you can make to the group/position you are applying for?

I'm a younger small business woman, loves my community and want to see it thrive.

Application for City Boards, Commissions & Committees
Page 2 of 2

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, Rachel Maynard, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

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11/19/2020

Date of Signature



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jfisher@sweethomeor.gov

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Eva Journey
Permanent Address: 27907 Meridian Heights Loop Sweet Home, OR 97386
Mailing Address: same
Contact Phone Number: [REDACTED]
E-Mail Address: [REDACTED]
Preferred method of contact ☐ Mail ☐ Phone ☒ Email
Occupation: retired Employer: _____

Please mark the Board, Commission or Committee in which you are interested in serving:

- ☐ Budget Committee ☒ Planning Commission ☐ Library Board
☐ Board of Appeals ☐ Park and Tree Committee
☐ Charter Review Committee ☐ All Hazard Mitigation Committee

Are you applying for reappointment ☒ Yes ☐ No

If yes, how long have you served in this capacity: 8 Year(s) several Month(s)

1. How long have you lived in the area: 9 Year(s) 8 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

38 yr. career as nurse manager, educator, nurse practitioner.
Very organized, pay attention to details, likes "doing homework"

3. List current involvement in other community groups and/or activities.

Sweet Home Library Board member
P.E.O. Chapter FA - Treasurer

4. What special contribution do you feel you can make to the group/position you are applying for?

I have been an active member on this board. I would like
to be appointed for another term because I would like to

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Ela Allen Jurney
Signature

Dec 22, 2020
Date of Signature

(over) participate in the completion of the code/zoning revisions. This process has gone on for many years and seeing it through to completion would be a worthy goal.