



# CITY OF SWEET HOME CITY COUNCIL AGENDA

February 13, 2024, 6:30 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.

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 276 473 769 028

This video stream and call-in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

### I. Call to Order and Pledge of Allegiance

### II. Roll Call

### III. Consent Agenda

- a) [Request for Council Action - Police Department Interior Painting & Flooring](#)
- b) [Request for Council Action - Board & Committee Appointments & Reappointment](#)
- c) Request for Council Action - Memorandum of Understanding with Sweet Home School District for Librarian Services
- d) Approval of Minutes:
  - i) [2023-12-12 City Council Meeting Minutes](#)
  - ii) [2024-01-23 City Council Meeting Minutes](#)

### IV. Recognition of Visitors and Hearing of Petitions

- a) Police Department Commendations
- b) Chamber of Commerce Report
- c) Sankey Park Funding Request - Grant Support
- d) [Small Municipalities Advocacy Coalition \(SMAC\)](#)

### V. Old Business

- a) [Public Hearing & Request for Council Action - Applications for Publicly Owned Facilities - Pocket Parks](#)

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*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.*

**VI. New Business**

- a) [Request for Council Action - Code Compliance Abatement Liens](#)
- b) [Request for Council Action - Code Compliance Assistance Grant Program](#)
- c) Request for Council Action - Easement Agreement with Alyrica Networks, Inc.
- d) [Information Only - DEQ 2023-2028 TMDL 5-Year Implementation Plan](#)

**VII. Ordinance Bills**

- a) Second Reading of Ordinance Bills
  - i) [Second Reading of Ordinance Bill No. 2 for 2024 - Ordinance No. 1325 - Zone Map Amendment ZMA23-04](#)
- b) Third Reading of Ordinance Bills (Roll Call Vote Required)
  - i) [Third Reading of Ordinance Bill No. 1 for 2024 - Ordinance No. 1324 - Codifying the Community Health Committee](#)

**VIII. Reports of Committees**

**IX. Reports of City Officials**

City Manager's Report

Mayor's Report

**X. Department Director Reports**

Library Services Director

- i) [Library Director's Report - January 2024](#)

Community and Economic Development Director

- i) [Community & Economic Development Director's Report - January 2024](#)

Public Works Director

Police Chief

- i) [Police Chief's Report - January 2024](#)

**XI. Council Business for Good of the Order**

**XII. Adjournment**



# REQUEST FOR COUNCIL ACTION

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**Title:** Police department interior painting quote and purchase

**Preferred Agenda:** February 13, 2024

**Submitted By:** Jason Ogden, Chief of Police

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:**

**Towards Council Goal:** Goal 2: BE AN EFFECTIVE AND EFFICIENT GOVERNMENT

1. Update and streamline processes.
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability and training.
4. Develop transparency in all communication.
5. Continue to implement financial “best” practices.
6. Employ sound technology to maximize efficiency.

**Attachments:** Fitzpatrick Painting Quote

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**Purpose of this RCA:**

Council decision and approval of Fitzpatrick Painting quote.

**Background/Context:**

The Sweet Home Police Department has been operating from its current building since May 2001. Over the past two decades, the interior of the building has not been painted. Regular maintenance, including painting, is essential to maintain a professional and welcoming environment for both the staff and the public.

**The Challenge/Problem:**

The challenge lies in selecting a painting company that offers quality service, flexibility, and competitive pricing. We have received quotes from these companies:

Fitzpatrick Painting - \$76,950

Equilibrium Painting - \$77,337

Bullfrog also provided a range of \$50k-\$100k, but later declined to bid.

We respectfully request the council's approval to engage Fitzpatrick Painting for this project. Fitzpatrick Painting is known for their quality work, flexibility with large projects, and offers free touch-up work within the first year. This choice not only ensures a high-quality result but also aligns with our commitment to maintaining our facilities as part of the city manager's goals.

**Stakeholders:**

- Community – A well-maintained police department reflects the city's commitment to its citizens.
- Police Department Staff – A fresh coat of paint can improve the working environment.
- Council – Council's approval is required for the expenditure.

**Issues and Financial Impacts:**

The cost to paint the interior of the police department would be \$76,950. This cost will cover the entire scope of work and high-grade products. *Importantly, this cost has been budgeted for and the department has the necessary funds to complete the project.*

**Elements of a Stable Solution:**

A stable solution includes hiring a reputable painting company that offers quality service, uses high-grade products, and provides after-service support.

**Options:**

1. *Approve police department staff to hire Fitzpatrick Painting for the project.*
2. *Deny the request.*
3. *Direct staff to research other ways to accomplish the same goal.*

**Recommendation:**

Staff recommends option #1 – Approve staff to hire Fitzpatrick Painting to complete the project.



# REQUEST FOR COUNCIL ACTION

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**Title:** Police department interior flooring quote and purchase

**Preferred Agenda:** February 13, 2024

**Submitted By:** Jason Ogden, Chief of Police

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:**

**Towards Council Goal:** Goal 2: BE AN EFFECTIVE AND EFFICIENT GOVERNMENT

1. Update and streamline processes.
2. Develop continuity in planning and permitting processes.
3. Invest in long-term staff stability and training.
4. Develop transparency in all communication.
5. Continue to implement financial “best” practices.
6. Employ sound technology to maximize efficiency.

**Attachments:** Fitzpatrick Flooring Quote

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**Purpose of this RCA:**

Council decision and approval of Fitzpatrick Painting and Flooring quote.

**Background/Context:**

The Sweet Home Police Department has been operating from its current building since May 2001. Over the past two decades, the interior of the building has been subjected to wear and tear. The existing carpet is old, stained, and worn out, reflecting the need for renovation. This renovation aligns with the city manager’s goals for necessary maintenance of the police department building.

**The Challenge/Problem:**

The challenge is to replace the worn-out carpet with a durable, easy-to-maintain flooring solution that offers quality service, uses superior products, provides a comprehensive warranty, and offers competitive pricing. We have received quotes from three companies:

Fitzpatrick Painting and Flooring - \$66,500

Iconic Flooring - \$62,600

Garage Works - \$35,348 (does not include prevailing wage and did not update the quote when asked for it. Therefore, I would not use this quote.)

We respectfully request the council's approval to engage Fitzpatrick Painting and Flooring for this project. Despite being slightly more expensive than Iconic Flooring, Fitzpatrick Painting and Flooring uses Polyaspartic, a superior and more flexible product than epoxy, minimizing the possibility of cracking or floor failure. They also offer a 10-year warranty on delamination or failure, and can complete the project in phases, minimizing downtime.

**Stakeholders:**

- Community – A well-maintained police department reflects the city's commitment to its citizens.
- Police Department Staff – A new floor can improve the working environment.
- Council – Council's approval is required for the expenditure.

**Issues and Financial Impacts:**

The cost to renovate the flooring of the police department would be \$66,500. This cost includes all aspects of the project, from removal of the old flooring to installation of the new one and is covered by the department's budget. While Fitzpatrick Painting and Flooring's quote is slightly higher than Iconic Flooring's by \$3,900, the superior product they use, their comprehensive warranty, and their ability to minimize downtime provide a better value for the investment. *Importantly, this cost has been budgeted for and the department has the necessary funds to complete the project.*

**Elements of a Stable Solution:**

A stable solution includes removing the old, worn-out carpet and installing a new, durable, and easy-to-maintain floor. The chosen flooring company should offer quality service, use superior products, and provide a comprehensive warranty.

**Options:**

1. Approve police department staff to hire Fitzpatrick Painting and Flooring for the project.
2. Deny the request.
3. Direct staff to research other ways to accomplish the same goal.

**Recommendation:**

Staff recommends option #1 – Approve staff to hire Fitzpatrick Painting and Flooring for the project. Their use of superior products, comprehensive warranty, and ability to minimize downtime make them the most advantageous choice as well as a better value for this project.

# About Your Estimator



## Mike Green Business Development/Project Consultant

Mike Green joined Fitzpatrick Painting & Construction in 2018 originally as the Recruiter then transitioned into a sales role in late 2018. A former collegiate student athlete, Mike brings the same passion he had on the basketball court to the Fitzpatrick team. Mike holds a bachelor's degree in Business Administration from Chaminade University of Honolulu, Hawaii and a master's degree in Higher Education Administration from Oregon State University. He brings twelve years of sales, business development and recruitment experience working in both the private and public sector. Mike and his wife, Alison, are lifelong residents of the Mid-Valley. When he's not spending time with their two young children you can still find Mike on the local hardwood, playing on rec-league teams and coaching youth teams. Whether you're interested in purchasing services from Fitzpatrick Painting & Construction, or improving your jump shot, come see Mike.



Mike Green  
Business Development/Project Consultant  
541-990-1916  
mike@fitzpatrickpainting.com

# Proposal

Fitzpatrick Painting & Construction  
37949 Century Dr. NE  
Albany, OR 97322  
541-967-8900  
CCB# 169134

CONTACT

JOB ADDRESS

PROPOSAL ID

DATE

Jason Ogden  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
Jogden@sweethomeor.gov  
541-405-5727

10257

01/23/2024

**EXPIRES**

02/29/2024

## Proposal

### Item

#### Notes:

- Exact colors and sheens are unknown at this time unless clearly stated below.
- Includes painting all walls, ceiling and trim in the jail building. Walls to be painted with Sherwin Williams ProMar 200 Satin, Ceilings to be painted with Sherwin Williams ProMar 400 Flat (or similar product) and trim to be painted with Sherwin Williams Emerald Urethane.
- Trim includes all doors (painted & unpainted), door trim/jambes & window trim (painted & unpainted).
- All metal doors to be painted with Sherwin Williams Pro Industrial.
- All areas in booking area/jail and bathrooms to be painted in ONE color only.
  - COLOR ONE - All ceilings
  - COLOR TWO - Walls
  - COLOR THREE - Trim
  - COLOR FOUR - Upper wall accent color in back hallway. Customer to confirm exact locations.
- Ceiling acoustic tiles to be primed with ProBlock primer and top coated with Rodda Master Painter Ultra Flat.
- Customer is responsible for removing items from walls, unplugging electronics and having areas ready for paint. Project to be done in multiple phases.
- **INCLUDES PREVAILING WAGE RATES. Does not include working overtime hours due to project being prevailing wage.**
- All labor, materials and equipment are included. All discounts have been applied. Price is good for work completed between February-April.
- Any drywall/crack repair over 1" in diameter will be billed as Time & Material at a rate of \$75 per man, per hour plus the cost of materials.
- **ONE HOUR OF TOUCH-UP SERVICE IS INCLUDED WITH THIS JOB.**
  - The touch up service must be requested within one year of the completion date of the job.
  - The owner is responsible for providing the necessary touch up paint for any required touch up work. (We will leave a touch up kit for all paints used).
  - We do not guarantee against flashing.

#### Interior Exclusions:

- Any surfaces or areas not specifically listed above.
- Cell Block.



- Cabinets, shelving and baseboards.

**Included in our standard Interior procedures:**

- Cover all surfaces not to be painted as needed to protect them from dust, primer and paint.
- Repairing all wall board defects 1" in diameter or less in all areas receiving finish.
- Replace failed caulking on window and door trim as well as the wall to trim joints.
- Apply primer to all bare wood surfaces, repaired surfaces and any areas where adhesion may be a concern.
- Paint all wall board with two coats of a premium grade acrylic paint. Additional coats will mean an additional charge.
- Paint all trim with an oil or acrylic enamel.
- A total of FOUR colors are included in this bid.
- After completion of painting, all masking and painting debris will be removed and disposed of properly.
- Price quote includes a touch up kit with clearly labeled containers for all paints used.
- A thorough walk through will be done at the completion of the job by the crew lead with the customer. Payment will be collected by the crew lead.

**Payment Terms**

- We propose to furnish material and labor – complete and in accordance with the above specifications for the sum stated below. *Individual tasks*, if selected, may require additional pricing. Price is valid for 30 days, unless otherwise noted.
- Final balance is due upon the completion of the job.
- Projects worked over a month end or jobs over \$10,000 may be subject to progress billing.
- All credit card payments will be assessed a 2.5% fee to the total amount paid.
- A .54% Corporate Activity Tax will be added to your final invoice.
- A .2% disposal/environmental fee will be added to your final invoice.

**Deposit Information**

**Due upon approval of proposal (50%): \$38,475**

Payable by credit card or check.

*\*Deposit must be paid in order to hold your place in our schedule.*

**PAINTING**

**\$76,950.00**

**Dispatch**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Interview Room A**

Walls, Ceilings, Doors, Door Trim/Jamb

**Hallway Office 9**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 8**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 7**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 6**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 5**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 4**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 3**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 2**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Hallway Office 1**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Storage**

Walls, Ceilings, Doors, Door Trim/Jamb

**Middle Hallways Offices**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim, Closet

**Back Room**

Walls, Ceilings, Doors, Door Trim/Jamb

**Break Room**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Evidence**

Walls, Ceilings, Doors, Door Trim/Jamb

**Laundry**

Walls, Ceilings, Doors, Door Trim/Jamb

**Hallway**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim, Accent Walls

**Locker Room Female**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Locker Room Male**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Interview Room**

Walls, Ceilings, Doors, Door Trim/Jamb

**Municipal Court**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Cell Board**

Walls, Ceilings, Doors, Door Trim/Jamb

**Training Room**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Lobby**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Entry**

Walls, Ceilings, Doors, Door Trim/Jamb, Window Trim

**Bathroom 2**

Walls, Ceilings, Door, Door Trim/Jamb

**Bathroom 1**

Walls, Ceilings, Door, Door Trim/Jamb, Window Trim

Total **\$76,950.00**

## Options

These items are optional additions and are not included in the total.

### Item

<b>Booking/Jail - 4 cells, hallway, bathroom &amp; office</b> Walls, Ceilings, Doors, Door Trim/Jamb	<b>\$4,614.00</b>
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### Additional Sessions

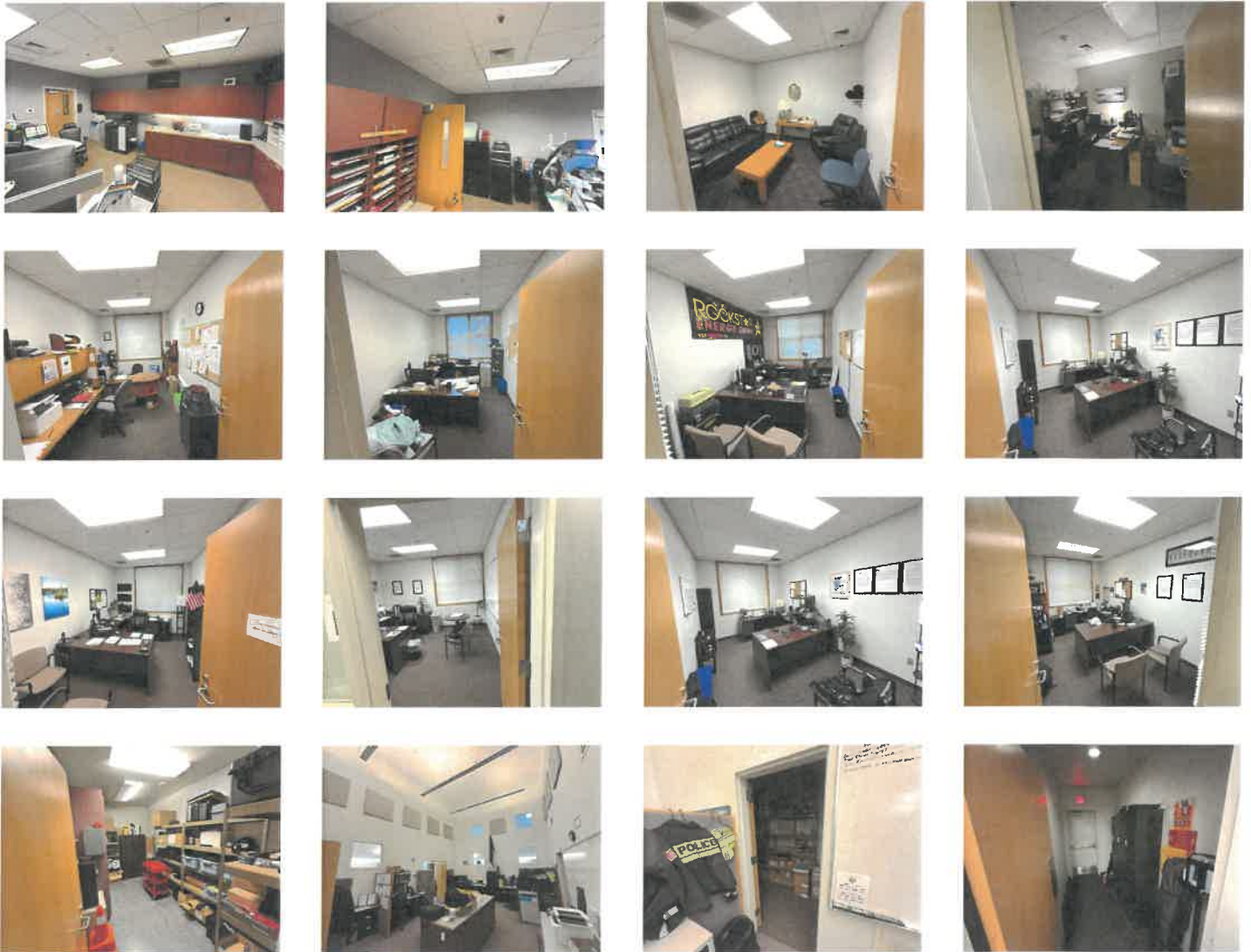
- This project will likely take multiple sessions to complete. Estimated sessions to be 3. Additional \$450 per session will be added to the final bill to account for setting back up and clean up.

# Media

## Booking/Jail - 4 cells, hallway, bathroom & office



## PAINTING







Please read this proposal carefully and make sure that it contains all the aspects of the job that you want and no additional aspects. Anything not included in this proposal is excluded. We want to be as clear as possible to make this project easier for you. Please let us know of any way we can help.

## **Colors and Samples**

- If you need assistance with color, we offer Color Consultations and custom color mixing. Additional costs do apply.
- Due to the conceptual nature of our first meeting and not having a color scheme finalized, additional pricing may be required on multiple colors, color placement or deep based colors.

## **Insurance**

- Liability and Workers Compensation Insurance certificates are available upon request. These types of insurances are there for your protection as well as the protection of Fitzpatrick Painting and Construction employees.

## **Warranty**

### **ONE (1) Year Limited Warranty – Labor**

- **Fitzpatrick Painting & Construction warrants labor for a period of 1 year. If paint failure appears, we will supply labor to correct the condition without cost. See warranty documents for more details on limitations. Available upon request. These warranties are in lieu of all other warranties, expressed or implied.**

## **Payment**

- A 50% deposit is required to reserve your project. We will schedule your work once we receive a copy of this agreement and the requested deposit. Please make checks payable to Fitzpatrick Painting Inc.
- Final balance is due upon the completion of the job.
- Projects worked over a month end or jobs over \$10,000 may be subject to progress billing.

## **Customer Responsibility**

- Please take specific note of job description.
- Colors must be chosen one (1) week prior to start date. An additional cost will be charged for color changes made after commencement of work.
- Alarms and automatic sprinkler systems must be turned off while work is in progress.

## **Notes About the Job**

- Amount above assumes that the existing paint is lead free. Amount subject to change if lead is found in any of the existing paint.

- At the completion of the painting work, our trained foreman will carefully inspect all surfaces to insure our quality standards have been met. This way, the customer will see only a high quality finished result.
- This contract is based on a regular workweek of Monday through Friday, standard business hours. If your project requires a different time schedule, this will need to be discussed for additional charges.
- We understand that the scope of work calls for a certain number of coats per surface to ensure proper coverage. In certain situations of color/finish selection or type of surface being painted, the allowed amounts of coats may not cover per the estimated scope of work. If this situation occurs, the customer will be notified and informed that additional coats will be required to ensure proper coverage and a professional looking paint job.
- Complete cleanup will be strictly observed at the end of each working day. All paint materials and tools will be moved or stored in a location as directed by the customer at the end of each day to minimize interruption of our customer's personal life style.
- This contract is for completing the job as described above and is based on visually observed conditions. Should any unforeseen conditions arise that could not be determined at the time of the estimate but does occur at any time for the duration of the project, the customer will be notified, and a firm price will be given at that time.
- Customer will be refunded the entire deposit, less a \$250.00 processing fee so long as the project is cancelled no less than 3 business days prior to the scheduled start date.
- All additional color changes will incur a charge of \$250 per color.

## Additional Work Orders

- If after you agree to this work, you desire any changes of additional work, please contact us as the cost of all revisions must be agreed upon in writing. Workers are instructed not to undertake additional work without authorization.
- It is essential that the work area be available to us, **free from other trades**. As a result of trade interference, Fitzpatrick Painting, Inc. may leave the job and additional charges may be incurred.
- All work is to be performed according to standard painting sequencing and work flow. If interruptions occur, additional charges may be incurred.

## Schedule

- **ESTIMATED TIMELINE TO BEGIN PROJECT: March-April**
- **ESTIMATED PROJECT LENGTH: 3 Weeks**

## Terms and Conditions and Attachments

The Terms and Conditions following, and all Attachments are expressly incorporated into this Agreement. This Agreement constitutes the entire understanding of the parties and no other understanding or representations, oral or otherwise shall be recognized as part of this agreement.

## Acceptance

(NOTE: This contract will expire if not accepted **within 30 days** of the date signed by Contractor.)

You're hereby authorized to perform the work specified in this Proposal & Agreement, for which I/we agree to pay the contract price; according to the terms. Any alteration or deviation from the above specifications, including but not limited to any such alteration or deviation involving additional material and/or labor costs, will

be executed only upon written order for same, signed by Owner and Contract. If any payment is not made when due, Contractor may suspend work on the job until such time as all payments have been made. A failure to make payment for a period in excess of 3 days from the due date of the payment shall be deemed a material breach.

By signing this contract, I/we have read and agree to the provisions of this Proposal and Agreement and acknowledge receipt of the following: (1) Notice to Owner and Warranty, (2) Exterior Scope of Work, (3) Notice of Cancellation (listed below)

**Notice of Cancellation**

You the buyer (Owner), may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction, without forfeiting your deposit. Or, if this is a contract for the repair of damages resulting from an earthquake, flood, fire, hurricane, riot.



**ESTIMATOR SIGNATURE**

**DATE**

**CUSTOMER SIGNATURE**

**DATE**

Proposal #10257 for Jason Ogden  
Total value: \$76,950.00





## About Your Estimator



### Mike Green

#### Business Development/Project Consultant

Mike Green joined Fitzpatrick Painting & Construction in 2018 originally as the Recruiter then transitioned into a sales role in late 2018. A former collegiate student athlete, Mike brings the same passion he had on the basketball court to the Fitzpatrick team. Mike holds a bachelor's degree in Business Administration from Chaminade University of Honolulu, Hawaii and a master's degree in Higher Education Administration from Oregon State University. He brings twelve years of sales, business development and recruitment experience working in both the private and public sector. Mike and his wife, Alison, are lifelong residents of the Mid-Valley. When he's not spending time with their two young children you can still find Mike on the local hardwood, playing on rec-league teams and coaching youth teams. Whether you're interested in purchasing services from Fitzpatrick Painting & Construction, or improving your jump shot, come see Mike.



Mike Green  
Business Development/Project Consultant  
541-990-1916  
mike@fitzpatrickpainting.com

## Proposal

Fitzpatrick Painting & Construction  
37949 Century Dr. NE  
Albany, OR 97322  
541-967-8900  
CCB# 169134

CONTACT

JOB ADDRESS

PROPOSAL ID

DATE

**Jason Ogden**  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
Jogden@sweethomeor.gov  
541-405-5727

10255

12/07/2023

**EXPIRES**

01/31/2024

## Proposal

### Item

#### **CONCRETE FLOOR COATING**

**\$57,500.00**

- Exact colors are unknown at this time unless clearly stated below.
- Project includes Flake style floor coating of approximately 5000 square feet in color/chip option of customer choosing.
- Includes diamond grinding and filling cracks in the surface with mender product. HEPA industrial vacuum will used to collect dirt, dust & debris during grinding.
- Includes 100% chip broadcast of customer choosing followed by a Polyaspartic clear top coat. Traction additive to be added to the clear coat upon customer request.
- After completion of coating, all masking and debris will be removed and disposed of properly.
- A thorough walk through will be done at the completion of the job by the crew lead with the customer. Payment will be collected by the crew lead.
- **NOTE - THIS PROJECT WILL BE DONE IN 3 PHASES. ADDITIONAL \$450 WILL BE ADDED TO EACH PHASE FOR RESETTING UP AND CLEANUP BETWEEN PHASES.**
- Price includes prevailing wage rates. Overtime is not allowed on this project due to prevailing wage rates.

#### **CARPENTRY - DEMO**

**\$8,500.00**

- Includes removing all existing carpet & rubber base in entry, lobby, all offices and hallways. ALL AREAS TO GET COATED TO HAVE FLOORING & BASE REMOVED.
- All debris to be disposed of after removal. **DOES NOT INCLUDE CELL BLOCK, LOCKER ROOMS, BATHROOMS OR JANITORIAL/STORAGE AREA.**

#### **CONCRETE FLOOR COATING ROOMS**

**Dispatch, Hallway Offices 1-9, Interview Room A, Middle Hallway Offices, Back Room, Break Room, Evidence, Laundry, Interview Room, Municipal Court, Training Room, Lobby, Entry**

#### **Exclusions:**

- All other surfaces not specifically mentioned above.
- Grinding foundation or vertical surfaces.
- Filling expansion joints.
- Bathrooms, Cell Board, Jail/Booking Area, Locker Rooms

**Deposit Information**

**Due upon approval of proposal (50%): \$33,000**

Payable by credit card or check.

*\*Deposit must be paid in order to hold your place in our schedule.*

**Payment Terms**

- We propose to furnish material and labor – complete and in accordance with the above specifications for the sum stated below. *Individual tasks*, if selected, may require additional pricing. Price is valid for 30 days, unless otherwise noted.
- Final balance is due upon the completion of the job.
- Projects worked over a month end or jobs over \$10,000 may be subject to progress billing.
- All credit card payments will be assessed a 2.5% fee to the total amount paid.
- A .54% Corporate Activity Tax will be added to your final invoice.
- A .2% disposal/environmental fee will be added to your final invoice.

**Total      \$66,000.00**

**Options**

These items are optional additions and are not included in the total.

**Item**

**CARPENTRY - SANITATION MOLD/RUBBER BASE \$9,400.00**

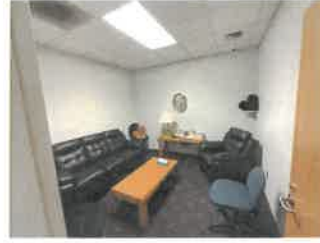
- Includes installing 4" inch sanitation (rubber case) around areas where new floor has been installed. Approximately 1600 linear feet to be installed.
- All labor & materials are included.

**SAMPLE FLOORS \$950.00**

- Includes doing samples of 3-4 chip different chip options on 4x4 sections of floor to help customer make a selection.

# Media

## CONCRETE FLOOR COATING ROOMS





- **Liability & Workers Compensation Insurance** certificates are available upon request. These types of insurances are there for your protection as well as the protection of Fitzpatrick Painting & Construction employees.

**Warranty**

**Eight (8) Year Limited Warranty – Labor**

- Fitzy’s Concrete Coatings delamination for 8 years.

**SCHEDULE**

**ESTIMATED TIMELINE TO BEGIN PROJECT: March**

**ESTIMATED PROJECT LENGTH: 2-3 Weeks**

**Customer Responsibility**

- Please take specific note of job description.
- Colors must be chosen one (2) weeks prior to start date. An additional cost will be charged for color changes made after commencement of work.
- Continuous access to the space for the duration of the installation.
- Alarms and automatic sprinkler systems must be turned off while work is in progress.
- It is essential that the work area is free from other trades. Additional charges may be incurred if other trades impact production.
- Customer to be available to do a final walk on last day of project.
- Space needs to be completely cleared of all debris.
- Access to 220 single phase (dryer plug) as well as 110 outlet.
- Customer will be refunded the entire deposit, less a \$250.00 processing fee so long as the project is cancelled no less than 3 business days prior to the scheduled start date.



ESTIMATOR SIGNATURE

DATE

CUSTOMER SIGNATURE

DATE

Proposal #10255 for Jason Ogden

Total value: \$66,000.00



# REQUEST FOR COUNCIL ACTION

---

**Title:** Request for Council Action – Appointments and Reappointment to Boards & Committees

**Preferred Agenda:** February 13, 2024

**Submitted By:** Cecily Hope Pretty, Administrative Services Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_ Motion  X  Roll Call \_\_\_ Other \_\_\_

**Relevant Code/Policy:** SHMC Chapter 2.10

**Towards Council Goal:** Infrastructure, be an effective and efficient government, rejuvenate essential services, economic strength, image building

**Attachments:** N/A

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**Purpose of this RCA:**

To make appointments to the Library Board, Community Health Committee, and Public & Traffic Safety Committee; and to make a reappointment to the Park & Tree Committee.

**Background/Context:**

There are several vacancies across multiple boards and committees, including the newly codified Community Health Committee. The Administration, Finance & Property Committee met on February 7, 2024 to review applicants and make appointment recommendations. The following appointments are recommended by same:

Library Board (for the remainder of unexpired terms)

- James Corley
- Caryn Wise

Community Health Committee (for terms to be determined in accordance with SHMC Chapter 2.10)

- Bob Dalton
- Michael Grenz
- Dr. Larry Horton
- Dick Knowles
- Shirley Schumacher
- Nick Tyler
- Kelsey Ann Wray



Traffic & Public Safety Committee (for the remainder of unexpired terms)

- Erin Barstad
- Joe Graybill
- Mykal Hildebrand (alternate)

Additionally, Debra Northern serves on the Park & Tree Committee whose term expired on December 31, 2023 and she has been operating in holdover status. She is recommended by staff for reappointment for a term to expire December 31, 2027.

**The Challenge/Problem:**

The boards and committees of the City of Sweet Home serve an important role in reviewing information and concerns relevant to their charges and making recommendations to the City Council. Allowing vacancies to stand leads to inefficiencies in this recommendation process and does not allow engaged citizens the opportunity to serve in this advisory capacity for the benefit of the community.

**Stakeholders:**

- Staff – Staff benefits from full committees that provide recommendations consistent with law.
- Council – Sweet Home City Council will receive informed recommendations from relevant committees to guide their decision-making process.
- Residents – Residents and taxpayers benefit from efficient and informed committee processes and have an additional forum for input outside of City Council meetings.

**Issues and Financial Impacts:**

There are no additional issues or financial impacts identified as a result of these appointments.

**Elements of a Stable Solution:**

C

**Options:**

1. Option #1 – Do Nothing. The vacancies will remain and board and committee operations will be impacted.
2. Option #2 – Direct staff to solicit additional applicants.
3. Option #3 – Make a Motion to appoint and reappoint the recommended individuals to the Library Board, Community Health Committee, Public & Traffic Safety Committee, and Park & Tree Committee.
4. Option #4 – Make a Motion to approve only a portion of the recommended applicants.

**Recommendation:**

1. Option #3 – Make a Motion to appoint and reappoint the recommended individuals to the Library Board, Community Health Committee, Public & Traffic Safety Committee, and Park & Tree Committee.



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Memorandum of Understanding with Sweet Home School District for Librarian Services

**Preferred Agenda:** February 13, 2024

**Submitted By:** Cecily Hope Pretty, Administrative Services Director

**Reviewed By:** Robert Snyder, City Attorney

**Type of Action:** Resolution \_\_\_\_ Motion  X  Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** N/A

**Towards Council Goal:** Be an effective and efficient government, image building

**Attachments:** Draft Memorandum of Understanding

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**Purpose of this RCA:**

To approve a Memorandum of Understanding (MOU) with the Sweet Home School District #55 to share costs associated with the employment of a Librarian benefiting both the School District and the City.

**Background/Context:**

The City of Sweet Home currently employs a full-time Librarian who has the capacity to provide valuable programming for both the Sweet Home Public Library and the City of Sweet Home. The City has precedent for cost-sharing a position with the School District for its School Resource Officer via a Memorandum of Understanding.

**The Challenge/Problem:**

The City of Sweet Home Librarian has already been dedicating time to assisting the School District with its library-related needs. The proposed Memorandum of Understanding will formalize the relationship and provide a mechanism for the City to recoup a portion of the Librarian’s salary each year.

**Stakeholders:**

- City of Sweet Home Citizens – Citizens of Sweet Home, particularly children, will experienced enhanced services at the local School District at a reduced cost to taxpayers.
- City of Sweet Home Staff – Staff will coordinate with the Sweet Home School District to manage workload and services provided.

**Issues and Financial Impacts:**

The City of Sweet Home will realize cost savings as a result of the MOU.

**Elements of a Stable Solution:**

A cost-effective agreement that provides benefits to multiple constituent groups.

**Options:**

1. Do Nothing – Do not approve the MOU.
2. Approve the MOU as proposed. – Adoption of the MOU will formalize the relationship between the Sweet Home Public Library and the Sweet Home School District
3. Direct staff to amend the MOU. – Propose alternative terms and/or request that staff negotiate with the School District.

**Recommendation:**

Option 2 is the recommended option: Approve the MOU as proposed.

# Memorandum of Understanding

## Librarian

### Sweet Home School District #55 - Sweet Home Public Library

#### Introduction

The Sweet Home Public Library will provide a Librarian to work in and around the schools and will foster a positive working relationship between the Sweet Home Public School District #55 (The District) and the Sweet Home Public Library (The Department). The Department is dedicated to the promotion of literacy and learning through library services. The introduction of a Librarian into our schools to promote the benefits of reading and literacy will enhance the Department's ability to create a better learning environment. The Department's and the District's goal is to improve overall literacy rates, usage of library facilities and their associated program benefits, and public education.

#### 1. Agreement

- 1.1 The Department shall select and assign a Librarian to serve as a Librarian in the District for 10 hours per week during the school year. The Department and the District shall coordinate to specify duty assignments.
- 1.2 During District breaks, such as Winter, Spring, and Summer vacations, the Librarian shall be assigned as a regular Librarian and work at the discretion of the Department.
- 1.3 The District shall provide access to the Integrated Library System (ILS), a District email address, and building access.
- 1.4 The District shall contribute an amount not to exceed \$30,000 annually towards the cost of the position, with the Department providing benefits coverage. The Department shall invoice the District quarterly.

#### 2. Supervision and Evaluation of the Librarian

- 2.1 The Department shall provide supervision and evaluation of the assigned Librarian. The District's Director of Teaching and Learning and the Director of the Department shall coordinate to ensure clear reporting and responsibilities. The Librarian shall report to each when at their respective work location.

- 2.2 No later than February 15<sup>th</sup> of each year, the Department and the District shall jointly meet to evaluate the overall performance of the program. Both the Department and the District shall make all possible good faith efforts to continue funding the program.

### **3. Employment Conditions**

This Agreement does not provide for the transfer of personnel between the parties. It is the intention of both parties to preserve the working relationship between the parties and their employees. It is expressly understood that the Librarian remains an employee of the Department, subject to all rights, privileges, and duties of Librarians employed by the Department.

### **4. Coordination**

Either party may call periodic meetings for the purpose of program coordination, problem solving, or other important needs. A regular and frequent exchange of information between the Department and the District is encouraged.

### **5. Librarian Role in Schools**

- 5.1 The Librarian shall serve as a resource to the District staff and students for topics relating to library use and literacy.
- 5.2 The Librarian shall provide a communication link between the Sweet Home Public Library and the schools.
- 5.3 The Librarian shall attend Professional Learning Community meetings with District staff and provide input.
- 5.4 The Librarian shall assist with library-related special projects as identified by District Media Assistants.
- 5.5 The Librarian shall assist in the identification of physical changes in the environment that may improve the delivery of library services within schools and provide a more conducive learning environment for students and staff alike.
- 5.6 The Librarian may attend meetings with school staff for the purpose of exchanging information; receiving requests and discussing improving overall library services and district literacy.
- 5.7 The Librarian shall assist with the preparation and submission of grant applications to improve or enhance library services for the District.
- 5.8 The Librarian shall review and clarify policy and procedures with the District Media Assistants and assist in developing school policy that will address library operation and use.

5.9 The Librarian shall teach student lessons on digital citizenship in accordance with Chapter 581, Division 22 of the Oregon Administrative Rules.

5.10 The Librarian shall comply with the District's student nondiscrimination policies.

## 6. Indemnification

To the extent legally possible, the District and the City shall indemnify and hold the other, its officers, agents, and employees harmless from and against any and all claims, actions, liabilities, and costs, including costs of defense, arising out of or in any way related to any act or failure to act by the other party and its employees, agents, officers and contractors in connection with this Agreement.

## 7. Termination

This Agreement can be terminated by either party with 30 days written notice to the other party.

## 8. Signatures

City of Sweet Home Public Library

Sweet Home School District #55

\_\_\_\_\_  
Megan Dazey, Library Services Director

\_\_\_\_\_  
Terry Martin, Superintendent

Date \_\_\_\_\_

Date \_\_\_\_\_



# CITY OF SWEET HOME CITY COUNCIL MINUTES

December 12, 2023, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## **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.

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## **Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:30 PM.

## **Roll Call**

### **PRESENT**

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask

### **ABSENT**

Councilor Lisa Gourley  
Councilor Dylan Richards

### **STAFF**

Blair Larsen, Community & Economic Development Director  
Megan Dazey, Library Services Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Cecily Hope Pretty, Administrative Services Director  
Robert Snyder, City Attorney  
Greg Springman, Public Works Director

### **MEDIA**

Ethan Hoagland, The New Era

### **GUESTS**

Michael DeOlus, 1993 29<sup>th</sup> Avenue, Sweet Home, OR 97386  
Laura LaRoque of Udell Engineering and Land Surveying, LLC, 63 E. Ash Street, Lebanon, OR 97355  
Allen Majors, 3107 Long Street, Sweet Home, OR 97386  
Pegge McGuire, Executive Director, Community Services Consortium, 250 Broadalbin Street SW, Albany, OR 97321  
Wally Shreves, Park and Tree Committee Chair, 42220 Marks Ridge Drive, Sweet Home, OR 97386

Mayor Coleman stated that Councilors Gourley and Richards notified her of their planned absences due to illness. President Pro Tem Mahler moved to excuse their absences. Councilor Sanchez seconded the motion. The motion carried unanimously by those present.

**Consent Agenda:**

Approval of Minutes:

- a) 2023-11-28 City Council Minutes
- b) 2023-12-06 City Council Executive Session Minutes

President Pro Tem Mahler moved to approve the Consent Agenda. Councilor Trask seconded the motion. The motion carried unanimously by those present.

**Recognition of Visitors and Hearing of Petitions:**

**Harvest Festival Chili Cook-Off Proceeds Award**

This item was not heard.

**Old Business:**

There was no old business to be heard.

**New Business:**

- a) Request for Council Action – Approving an Agreement for Personal Services with Markowitz Herbold PC

Director Larsen stated that details of the agreement were available in the agenda packet and that City staff has already completed their review.

Councilor Sanchez moved to approve the item. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

- b) Request for Council Action - Applications for Naming Publicly Owned Facilities - Pocket Parks

Director Larsen stated that the Park and Tree Committee selected and submitted potential names in accordance with City process for unnamed pocket parks located at 10<sup>th</sup> Avenue and Elm, and 12<sup>th</sup> Avenue and Nandina.

Park and Tree Committee Chair, Wally Shreves, stated that the committee had engaged in the naming process for over three years, including public comment opportunities and multiple rounds of name selections. He noted that the pocket park at 10<sup>th</sup> and Elm was proposed to be named Walkabout Park and the pocket park at 12<sup>th</sup> and Nandina was proposed to be named Half Way Park. He suggested potential improvements for the sites, including benches, trashcans, and signage.

Director Larsen stated that if City Council approved the item, staff would move forward with a public hearing prior to the renaming of the pocket parks.

Councilor Trask moved to proceed with the process to rename the pocket parks. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

- c) Request for Council Action – Approving Resolution No. 35 for 2023 in Support of Establishing a Continuum of Care

Pegge McGuire, Executive Director of the Community Services Consortium, presented a proposal for the City of Sweet Home to enter a Tri-County Continuum of Care (CoC) with Linn County, Benton County, and Lincoln County. She noted that Sweet Home was currently within a CoC comprised of 26 rural counties in Oregon. She stated that the transition to the new tri-county CoC would enable Sweet Home and the surrounding area to be more competitive for grant funds supporting the houseless population. She noted that resolutions of support from local governments were required to seek future funding as a new CoC.

Councilor Sanchez asked of future grant requests and how funding awards would be shared across the new CoC. Ms. McGuire replied that requests and awards would depend upon the nature of future funding opportunities and availability.



Councilor Sanchez moved to approve the item. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

- d) Request for Council Action - Ordinance Bill No. 18 for 2023, Zone Map Amendment ZMA23-03

Director Larsen presented the history and details of the proposed Zone Map Amendment ZMA23-03 for approximately 2.2 acres in the vicinity of 29<sup>th</sup> Avenue and Long Street. He noted that the request was to amend the zoning map from low-density residential zone R-1 to high-density residential zone R-3 in conformity with the City of Sweet Home Comprehensive Plan. He stated that the Planning Commission held a public hearing on November 16, 2023, regarding the proposal and recommended the application for approval by the City Council. He noted that the Comprehensive Plan and Sweet Home Municipal Code provided explicit guidelines for review and approval or denial of rezoning applications, including the criteria by which applications must be reviewed and approved. He reviewed the staff report stating that the application was consistent with the Comprehensive Plan and Municipal Code. He stated that staff had not received any proposals for development or permit requests for specific developments on the site and that a variety of residential housing types may be permitted following an approval for rezoning. He highlighted that City Council's recommendation for approval or denial must conform to the criteria specified in the Municipal Code.

Mayor Coleman asked of conflicts of interest for those Councilors present. None were declared.

Mayor Coleman opened the Public Hearing regarding Zone Map Amendment ZMA23-03 at 7:05 PM.

Laura LaRoque of Udell Engineering and Land Surveying, LLC, 63 E. Ash Street, stated she was present as the applicant's representative and noted the alignment of the zone map amendment application with the Comprehensive Plan. She reviewed the approval criteria and how the application satisfied each criterion from the perspective of the applicant.

Councilor Trask asked of storm water management on the property. Ms. LaRoque replied that those details would be identified later in the planning and design process once a concept was selected.

Councilor Mahler expressed concern regarding additional traffic depending on the density of housing that may be constructed. Ms. LaRoque replied that a transportation impact analysis may be required for future development depending on the proposal.

Councilor Sanchez noted concerns that the addition of housing may require some students to change schools.

Michael DeOlus, 1993 29<sup>th</sup> Avenue, stated he was in opposition to the rezoning due to concerns with traffic access and insufficient infrastructure.

Allen Majors, 3107 Long Street, expressed concern with pedestrian safety due to increased traffic from future development. He noted that additional schools may be required if population growth continues.

Mayor Coleman closed the public hearing at 7:32 PM.

Mayor Coleman asked of updates to the Sweet Home Transportation System Plan. Director Larsen replied that it was in the process of being updated. He added that the City recently completed a Housing Needs Analysis which resulted in amendments to the housing portion of the Comprehensive Plan in support of greater density. Mayor Coleman asked if the Municipal Code would address the concerns raised during the public hearing. Director Larsen replied that the Code and existing plans would govern the safe development of the site. He added that any development would require installation of sidewalks, which would enhance pedestrian safety. Mayor Coleman asked of public input opportunities once zone map changes are approved. Director Larsen replied that there were no public input requirements for the development and approval of site plans. Mayor Coleman asked of legal ramifications if the zone map change was denied. Director Larsen replied that the decision was subject to appeal if it was made based on criteria outside the code or based on inaccurate data.

Councilor Trask asked of the capacity of the water treatment and wastewater treatment plants. Director Springman replied that there was sufficient capacity at the water treatment plant and there were plans in place to upgrade the wastewater treatment plant within the next few years.

Councilor Sanchez asked of City Council's ability to influence what is built on the site. Director Larsen replied that the Municipal Code governed what was allowable.

Councilor Trask moved to approve Zone Map Amendment ZMA23-03. The motion failed due to lack of second.

No further action was taken at this time.

### **Ordinance Bills**

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action – Ordinance Bill No. 17 for 2023, Ordinance 1323, Granting Franchise Renewal to Comcast for Cable Service

The third reading of Ordinance Bill No. 17 for 2023 by title only was conducted.

President Pro Tem Mahler moved to approve Ordinance Bill No. 17 for 2023. Councilor Sanchez seconded the motion. The motion carried unanimously by those present.

### **Reports of Committees:**

Councilor Sanchez stated that she attended a meeting of the Transportation System Plan Advisory Committee and expressed support for their focus on Pleasant Valley Road and Highway 20.

### **Reports of City Officials:**

City Manager's Report

- a) Notice of Meeting Cancellations

Director Larsen stated staff's intent to cancel the next two City Council meetings and to reconvene on January 23, 2024.

Councilor Sanchez moved to approve the cancellation of the regular City Council meetings of December 26, 2023, and January 9, 2024. Councilor Trask seconded the motion. The motion carried unanimously by those present.

### **Mayor's Report**

Mayor Coleman thanked participants of the Parade of Lights and highlighted upcoming winter holiday activities.

### **Department Director's Reports**

Library Services Director

- a) Library Director Report - December 2023

Director Dazey highlighted upcoming events at the Sweet Home Public Library. She noted that the library received a new television and Nintendo Switch funded by the Friends of the Library.

Public Works Director

- a) Public Works Director Report - December 2023

Director Springman noted equipment upgrades at the wastewater and water treatment plants.

Community and Economic Development Director

- a) Community & Economic Development Department Report for November 2023

No verbal report was given.

Police Chief

- a) Police Chief Report - December 2023

Chief Ogden highlighted the success of the annual Shop with a Cop event.

### **Council Business for Good of the Order**

There was no business to be heard.

**Adjournment**

There being no further discussion, the meeting was adjourned at 8:09 PM.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME CITY COUNCIL MINUTES

January 23, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WiFi Passcode: guestwifi

## 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.

---

## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM.

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Dylan Richards  
Councilor Angelita Sanchez  
Councilor Dave Trask

### ABSENT

Councilor Josh Thorstad

### STAFF

Kelcey Young, City Manager  
Blair Larsen, Community & Economic Development Director  
Megan Dazey, Library Services Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Robert Snyder, City Attorney  
Greg Springman, Public Works Director

Mayor Coleman noted that Councilor Thorstad may join the meeting virtually later in the evening but requested a motion to excuse his absence. President Pro Tem moved to excuse the absence of Councilor Thorstad. Councilor Richards seconded the motion. The motion carried unanimously by those present.

## Consent Agenda:

President Pro Tem Mahler moved to approve the consent agenda. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- a) Request for Council Action - Community Services Consortium Personal Services Agreement

## Approval of Minutes:

- a) 2023-12-12 City Council Executive Session Minutes

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*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.*

## **Recognition of Visitors and Hearing of Petitions:**

- a) Small Municipalities Advocacy Coalition (SMAC)

Mayor Coleman stated that a representative of the Small Municipalities Advocacy Coalition (SMAC) would be present at the next regular City Council meeting and requested that City Council review the presentation in their packet.

No action was required for this item.

## **Old Business:**

- a) Public Hearing & Request for Council Action - Applications for Publicly Owned Facilities - Pocket Parks

Director Larsen stated that public hearing noticing requirements for the naming of publicly owned facilities required the item to be postponed until the next regular City Council meeting. The public hearing was moved to the agenda of the February 13, 2024 City Council meeting.

- b) Zone Map Amendment Application ZMA23-03

Director Larsen reviewed the history of the Zone Map Amendment which included a public hearing at the December 9, 2023 City Council meeting. He noted that state law required a formal response from City Council within 120 days of the application. He stated that in response to questions from City Council, staff determined that Hawthorne Elementary had sufficient capacity for new students even if the property was built for maximum density under the new zoning designation and that a traffic study would be required for any new development. He noted that applicants are not required to provide site plans when applying for rezoning and that a minimum of 630 new housing units were needed according to the City's most recent housing needs analysis. He reviewed the criteria under which a zone map amendment shall be evaluated.

Mayor Coleman asked if developers were aware of the Comprehensive Plan when purchasing properties. Director Larsen replied that developers were encouraged to do their due diligence, which included review of the Comprehensive Plan.

Mayor Coleman asked of any conflicts of interest, ex parte information, and personal bias. None were declared.

Councilor Trask asked of legal consequences of denial of the application. Director Larsen stated that the applicant could choose to appeal the decision and loss of the appeal would result in financial penalties to the City.

Councilor Gourley expressed support for additional housing adjacent to the school with improved walkability.

President Pro Tem Mahler moved to approve and conduct the first reading of Ordinance Bill No. 2 for 2024, Zone Map Amendment Application ZMA23-03. Councilor Gourley seconded the motion. The motion carried by the following vote:

AYE: Coleman, Mahler, Gourley, Sanchez, Trask

NAY: Richards

ABSENT: Thorstad

Director Larsen stated that the first reading would be conducted during the Ordinance Bill portion of the agenda.

## **New Business:**

- a) Resolution No. 1 for 2024 - Adopting a Public Art Policy

City Manager Young stated that the Ad Hoc Committee on Arts & Culture was dedicated to providing benefits to the community through arts programming. She noted that establishment of a Public Art Policy would govern acquisition, retention, and disposition of public art resources and the policy as written was supported by the committee.

Councilor Gourley moved to approve the City Public Art Program Policies & Guidelines. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

## **Ordinance Bills**

The first reading of Ordinance Bill No. 2 for 2024 was conducted.

President Pro Tem Mahler moved to conduct the second reading of Ordinance Bill No. 2 for 2024, Zone Map Amendment Application ZMA23-03, at the next regular City Council meeting. Councilor Trask seconded the motion. The motion carried unanimously by those present.

Request for Council Action and First Reading of Ordinance Bills

a) Ordinance No. 1 for 2024 - Codifying the Community Health Committee

City Manager Young highlighted the accomplishments of the Ad Hoc Committee on Community Health and stated that the intent of the ordinance was to codify the committee. She noted that this would enshrine the historical support of \$1,000 for the annual community health fair and it would establish a formal committee structure moving forward.

President Pro Tem Mahler moved to approve and conduct the first reading of Ordinance Bill No. 1 for 2024, Codifying the Community Health Committee. Councilor Gourley seconded the motion. The motion carried unanimously by those present.

The first reading of Ordinance Bill No. 1 for 2024 was conducted.

Councilor Richards moved to conduct the second reading of Ordinance Bill No. 1 for 2024. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

The second reading of Ordinance Bill No. 1 for 2024 by title only was conducted.

President Pro Tem Mahler moved to conduct the third reading of Ordinance Bill No. 1 for 2024 at the next regular City Council meeting. Councilor Richards seconded the motion. The motion carried unanimously by those present.

## **Reports of Committees**

There were no items to be heard.

## **Reports of City Officials**

### **City Manager's Report**

City Manager Young thanked City council and staff for their support during her absence. She highlighted the Police Department and Public Works Department for their efforts during the recent ice storm. She noted that staff was able to open an emergency shelter at the Jim Riggs Community Shelter and staff would look for additional community support resources for future crises. She noted the contributions of many community partners for current and future emergency management resources.

City Manager Young stated that staff was preparing a Request for Proposals for emergency housing. She noted that budget development was underway and requested that City Council prepare their top five projects for proposal at a future Goal Setting Session.

### **Mayor's Report**

Mayor Coleman highlighted the strong sense of community in Sweet Home during severe weather events. She thanked all staff and community partners for their contributions.

## **Department Director Reports**

### **Library Services Director**

a) Report of the Library Director

Mayor Coleman asked of movie events held at the library. Director Dazey stated that staff had consistent attendance at movie nights and a new teen movie series was beginning soon.

## Community and Economic Development Director

- a) Community & Economic Development Department Report for December 2023

Mayor Coleman asked of a future design for a park at City Hall. Director Larsen replied that a design was previously completed and was being updated by staff. Mayor Coleman asked of the timeline for an RFP for Quarry Park. City Manager Young replied that staff planned to release a Request for Interest (RFI) for the site, including a potential resort.

## Public Works Director

Director Springman expressed his gratitude for the Public Works Department during the ice storm and highlighted abatement activities. He noted progress on interim upgrades at the wastewater treatment plant and on funding opportunities for the new proposed plant.

## Police Chief

- a) Police Chief Report for December 2023

Chief Ogden stated that the Police Department was fully staffed with new officers awaiting the training academy. He noted that Officer Tyler Robinson recently started as the new School Resource Officer in the Sweet Home School District and would be assisting with traffic enforcement.

## Council Business for Good of the Order

Councilor Richards noted concerns with graffiti in Ashbrook Park and asked of installing cameras. Director Springman replied that there was currently no power available at the park but staff would look at options and work with the Police Department on the potential of additional patrols.

Councilor Gourley suggested the implementation of a community watch group to deter crime. Mayor Coleman expressed agreement.

President Pro Tem Mahler asked of the status of the LED streetlight installation. Director Larsen replied that the project was almost complete except one light.

Councilor Gourley asked of the acquisition of additional generators for City facilities. Director Springman replied that staff were seeking funding from various sources with a priority at the water treatment plant. City Manager Young added that the City would be seeking congressional funds for a generator at the plant and was working with Linn County to acquire a portable generator.

## Adjournment

There being no further discussion, the meeting was adjourned at 7:26 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



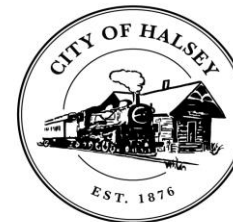
# Small Municipalities Advocacy Coalition

Giving Voice Back to Rural Oregon Communities

## FLIPPING THE MODEL.

SMAC-Oregon's approach of education and support puts Rural issue advocacy back in the hands of those who understand best - community leaders and citizens with direct knowledge and experience.

A PATH TO CHANGE





An aerial photograph of a rural landscape during autumn. The scene features rolling hills covered in trees with vibrant orange, yellow, and red foliage. In the middle ground, a green golf course is visible, and a small white house with a dark roof sits on a grassy patch. The sky is filled with soft, golden light, suggesting a sunrise or sunset. A semi-transparent orange-bordered box is positioned in the upper left quadrant, containing the text 'SMALL TOWN PROBLEMS...'.

## SMALL TOWN PROBLEMS...

### ...SAME AS THE BIG TOWNS

Rural communities suffer the same problems and challenges related to infrastructure, housing, developable land and revenues

### RURAL UNDERSTANDING

Few policymakers outside rural districts understand our rural economy and communities. We need to be seen as more than “quaint” towns to visit.

### LITTLE GRACE FOR DIFFERENCES

Fewer resources to act on unfunded mandates, and the same heavy-handed enforcement tactics with no understanding of our capacity to process change.

### INEFFECTIVE ADVOCACY MODEL

Oregon’s larger Cities and their Representatives drive policy -rural community needs are left out of larger policy packages and discussions.

SMAC-Oregon is a growing partnership of Rural communities who WORK TOGETHER to identify policy concerns and bring their needs directly - and effectively - to state policymakers.

### SMAC Provides:



- Policymakers
- Policymaking and Agency procedures
- Effective policymaker communication
- Policy priority and mission development
- Engagement protocols and procedures



- Policy analysis and review
- Engagement planning and support
- Communications and collateral development support
- Strategic planning
- Regular group connections
- Policy development



- Legislation tracking and reporting
- Logistics support for Councils and LATs
- Management support for Administration
- Messaging and Testimony support
- Regular communication with Councils

# Your Issues, Your Passion, Our Help.

## INTERGOVERNMENTAL AGREEMENTS BIND COALITION

- Common mission, common circumstances, common need.
- Informal association
- NOT for fundraising and PAC activity
- Agreeing to work together with principles

## WORK CLOSELY WITH TATE PUBLIC AFFAIRS TEAM

- All training and support
- Group and local priorities
- Legislative Action Teams
- Communications and collateral
- Strategic planning sessions
- Consistent engagement at City level

# ROI: Future Returns Rely on Current Engagement.

## OUR SUCCESS LOOKS LIKE...

- **All Member-Municipalities actively engaging in Salem**
- **Strategic, focused policy work that sets the future stage**
- **SMAC – Oregon visibility and branding**
- **Well informed and well aligned Advocacy Partners**
- **Strategic relationship development = priority 1**
- **Policymakers recognizing the resource**

## FOR MORE INFORMATION:

### Sean Tate

Tate Public Affairs – 541-510-6309  
sean@tatepublicaffairs.com

### Scott McDowell

City of Brownsville – 541-466-5880  
admin@ci.Brownsville.or.us



# REQUEST FOR COUNCIL ACTION

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**Title:** Applications for Naming Publicly Owned Facilities – Pocket Parks

**Preferred Agenda:** February 13, 2024

**Submitted By:** Angela Clegg, Tourism & Econ Development Coordinator

**Reviewed By:** Blair Larsen, CEDD Director

**Type of Action:** Resolution \_\_\_ Motion X Roll Call \_\_\_ Other \_\_\_

**Relevant Code/Policy:** Resolution No. 32 for 2016 Naming Publicly Owned Properties

**Towards Council Goal:** N/A

**Attachments:** Application for Pocket Park at 10<sup>th</sup> Avenue & Elm Street  
Application for Pocket Park at 12<sup>th</sup> Avenue & Nandina Street  
Resolution No. 32 for 2016

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## **Purpose of this RCA:**

The purpose of this RCA is to seek Council approval to name the pocket park located at the corner of 10<sup>th</sup> Avenue and Elm Street and the pocket park located at the corner of 12<sup>th</sup> Avenue and Nandina Street.

## **Background/Context:**

The Park and Tree Committee met to discuss names for two pocket parks located within Sweet Home. The Committee is proposing to name the pocket park located at the corner of 10<sup>th</sup> Avenue and Elm Street ‘Walk About Park’ and the pocket park located at 12<sup>th</sup> Avenue and Nandina Street ‘Half Way Park.’

The Park and Tree Committee voted to recommend the above names to the City Council at the October 18, 2023 Committee meeting.

A public hearing was initially scheduled for the City Council meeting on January 23, 2023; however, the City’s policy requires a 30-day notice to be published in the newspaper so the public hearing was continued to the February 13, 2024 meeting.

## **The Challenge/Problem:**

Should the parks be named, or should the City Council propose alternate names?

## **Stakeholders:**

- Sweet Home Residents – Increased community awareness of pocket parks and access to recreational green space in Sweet Home.
- Sweet Home Staff – Increased visibility for future funding.

**Issues and Financial Impacts:**

Staff have found no issues or financial impacts.

**Elements of a Stable Solution:**

A stable solution includes naming of the parks and adding the names to the City park maps.

**Options:**

1. *Option 1 – Do Nothing.*
2. *Option 2 – Move to approve the park names as recommended.*
3. *Option 3 – Seek more naming options before deciding.*

**Recommendation:**

Staff recommends *Option 2 – Move to approve the park names as recommended.*



## City of Sweet Home

### Application for Naming Publicly Owned Facilities

*The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form. Return the completed form and the appropriate fees to City Hall for consideration.*

Publicly Owned Facilities or Property Considered for Naming: Pocket Park corner of 10th and Elm	
Current Name: None	Proposed Name: Walk About Park

Applicants Name:	Wally Shreves			
Organization:	Park and Tree Committee			
Contact Info:	Address: 422220 Marks Ridge Dr	City: Sweet Home	State: OR	Zip: 97386
	Email: lamopar@icloud.com		Phone: 541-570-5963	

*Please provide an explanation of why the City should take this action:*  
 The committee gathered for a meeting to develop names for two pocket parks. This park is in an area where many members of the community head out for a walk. This is a great place for a bench to take a break from the walk. Our plan going into the parks master plan is to include this park in the parks walk route.

For Official Use Only			
Date: <i>10.11.23</i>	Received By: <i>AC</i>	Fee Paid: <i>N/A</i>	Receipt #: <i>—</i>

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
<input checked="" type="checkbox"/> Park & Tree Committee	<i>10-18-23</i>	<i>recommend to City Council</i>
<input type="checkbox"/> City Council		
<input type="checkbox"/>		





## City of Sweet Home

### Application for Naming Publicly Owned Facilities

*The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form. Return the completed form and the appropriate fees to City Hall for consideration.*

Publicly Owned Facilities or Property Considered for Naming: Pocket Park corner of 12th and Nandina	
Current Name: None	Proposed Name: Half Way Park

Applicants Name:	Wally Shreves		
Organization:	Park and Tree Committee		
Contact Info:	Address: 422220 Marks Ridge Dr		
	City: Sweet Home	State: OR	Zip: 97386
	Email: lamopar@icloud.com		Phone: 541-570-5963

*Please provide and explanation of why the City should take this action:*  
 The committee gathered for a meeting to develop names for two pocket parks. This park is halfway between the majority of housing near Northside park and our two grocery stores in town. Many people stop here for a break when walking to and from. It is also about halfway between Northside and Sankey and Northside and Strawberry.

<b>For Official Use Only</b>			
Date: 10.11.23	Received By: AC	Fee Paid: N/A	Receipt #: —

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
<input checked="" type="checkbox"/> Park & Tree Committee	10.18.23	recommend to City Council
<input type="checkbox"/> City Council		
<input type="checkbox"/>		

**RESOLUTION 32 for 2016**

**A RESOLUTION OF THE SWEET HOME CITY COUNCIL ESTABLISHING A POLICY FOR NAMING PUBLICLY OWNED PROPERTIES OR FACILITIES**

**WHEREAS**, the City Council of the City of Sweet Home recognizes the need to establish a policy for naming parks, buildings and other city owned properties or facilities; and

**WHEREAS**, the City Council recognizes that there are City-owned properties and facilities which already have names commonly known throughout the community; and

**WHEREAS**, the City Council wishes to establish a procedure for recognizing and honoring persons by naming publically owned facilities after them; and

**NOW THEREFORE, THE SWEET HOME CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The City of Sweet Home adopts the following Public Facility Naming Policy:

- I. PURPOSE: To establish a uniform policy which will provide direction regarding naming or renaming city owned land, facilities, parks, and buildings, which are compatible with the community interest and which will enhance the values and heritage of the City of Sweet Home.
  
- II. GENERAL:
  - a. This policy establishes the guidelines, criteria and process for naming or renaming of city-owned property.
  - b. The City Council shall have the final authority to name and rename any or all City-owned property or portion thereof. This shall include the authority to revoke the name of a City-owned property. Names which would be detrimental to the mission or image of the City of Sweet Home will not be used to identify City-owned property.
  - c. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property shall not constitute an obligation or establish a right to name any land or facilities granted to the City.

- d. It is the intent of the City Council to keep the name of any existing park, City-owned facility or other City-owned property unless there are compelling reasons to consider a name change.
- e. Official street names and addresses shall be established by the City of Sweet Home in accordance with the policies and procedures already outlined in City policy and Ordinance; the naming of streets and creation of addresses do not fall under this policy.
- f. All costs including staff time, labor and materials associated with the installation of plaques, monuments, and signs will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERA:

- a. The size, wording and materials of any memorial or sign associated with the name of a City-owned property shall be reviewed by City staff for compliance with the City's Sign Code. Content of such shall be reviewed by staff and approved by the City Council prior to production.
- b. Whenever possible, naming shall begin early in the development and/or acquisition of City-owned property.
- c. Names shall be appropriate to the park, building or other City-owned facility and are encouraged to reflect the following:
  - i. history, flora, fauna, geographic area, or natural geologic features related to the City of Sweet Home;
  - ii. significant historical events, cultural attributes, local landmarks, or a historical figure; or
  - iii. City's ethnic and cultural diversity.
- d. Signs shall be written using the English alphabet.
- e. The City Council may consider the following when making a determination regarding names which honor individuals or families:
  - i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
  - ii. Have they made significant contribution to the betterment of a specific City-owned property; or
  - iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or

- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
  - v. Have they had a positive impact on the lives of Sweet Home residents; or
  - vi. Have they volunteered or worked for the city for ten (10) years or more; or
  - vii. Have they distinguished themselves through military service; or
  - viii. Are they a current or past resident of Sweet Home who has distinguished themselves?
- f. The City Council may name city-owned property after an individual who has served as a city official or was an employee of the City of Sweet Home provided that:
- i. They no longer work for the city: and,
  - ii. They made a contribution over and above the normal duties required by their position; or
  - iii. They had a positive impact on the past and future development of programs, projects or facilities within the City of Sweet Home; or
  - iv. They have made significant volunteer contributions to the community outside the scope of their job; or
  - v. They have had exceptionally long tenure with the City of Sweet Home (at least ten (10) years); or
  - vi. There is significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. PROCEDURE:

- a. A request to name or rename City-owned property shall be made on an application specifically designed for this purpose (Exhibit A).
- b. Fees associated with administrative and hard costs may be assessed and are the responsibility of the applicant. The administrative and processing fees shall be established by the Sweet Home City Council and shall be reflected on the City's fee schedule.

The fees shown below are intended as a guideline to the applicant. Fees will be assessed on actual costs and will be due throughout the process at the time when expenditures are to be made or prior to staff review. An

applicant may choose to submit fees in a lump sum at the beginning of the process; any unused fees will be returned at the completion of the project.

The City Council has to right to adjust fees at their discretion upon application and consideration at a regularly scheduled City Council meeting.

Action	Fee
Notification of Public Hearing – legal notice includes staff time to process	\$ 400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in this policy (See Naming Criteria).
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration without regard to the source of the nomination. Upon a motion by the Council, the application may be sent to committee for further review.
- e. The City Council may return the application to the applicant for further clarification if they so desire.
- f. After City Council review of the application a notice of intent to name a City-owned property shall be posted in public places and published at least once in the City’s paper of record for a thirty (30) day review process prior to City Council decision.
- g. After the thirty (30) day review period is completed a public hearing shall be placed on the agenda of the next regular meeting of the City Council.
- h. City Council will make a decision regarding the proposed name at the same City Council meeting.

If the City Council rejects an application the applicant must wait a minimum of six (6) months before resubmitting the name for consideration.

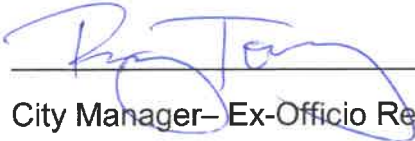
**Section 2.** This policy shall take effect on the date of its adoption by the Sweet Home City Council.

ADOPTED this 13th day of December 2016, by the City Council of the City of Sweet Home.

APPROVED BY:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Manager- Ex-Officio Recorder

## City of Sweet Home Application for Naming Publicly Owned Facilities



*The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form and return completed form and the appropriate fees to City Hall for consideration.*

Publicly Owned Facilities or Property Considered for Naming:	
Current Name:	Proposed Name:

Applicants Name:			
Organization:			
Contact Info:	Address:		
	City	State:	Zip:
	Email:	Phone:	

Please provide an explanation of why the City should take this action:

For Official Use Only			
Date:	Received By:	Fee Pd:	Receipt #:

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
( ) Library Board	_____	_____
( ) Park Board	_____	_____
( ) Traffic Safety	_____	_____
( ) Tree Commission	_____	_____
( ) City Council	_____	_____
( ) _____	_____	_____



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Code Compliance Abatement Liens

**Preferred Agenda:** February 13, 2024

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SHMC Chapter 8.04-II Abatement Procedure

**Towards Council Goal:** N/A

**Attachments:**

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**Purpose of this RCA:**

The purpose of this request for Council action is to follow the procedure outlined in SHMC Chapter 8.04-II for the assessment of liens after City abatements.

**Background/Context:**

Chapter 8.04 of the Sweet Home Municipal Code outlines a number of nuisances that property owners must either clean up, or face fines or abatement of the nuisance. Abatements require the City to hire a private company to clean up the property, after which the City will invoice the property owner for the work done, plus an administrative fee. SHMC Chapter 8.04-II outlines the procedure for abating code violations.

When a property owner not only fails to maintain or clean up their property, but also fails to repay the City for the work needed to bring their property into compliance, the only way the City has to ensure it is made whole is to assess a lien on the property. With a lien in place, the City can ensure that it is either repaid when the property is later sold or pursue repayment through the foreclosure process.

The following properties have outstanding invoices that Staff recommend be converted to liens. All of the property owners have been notified that their properties will be discussed at the February 13<sup>th</sup> Council meeting for potential liens, and that they will be given an opportunity to object, if they wish.

**Address:** 4143 Osage Street

**Owner:** James E. Gillette (Deceased)

**Violations:** Nuisance Building, Noxious Vegetation, Open Storage.

**Abatement Costs:** \$6,400 plus 30% administrative costs, for a total of \$8,320.

1. Neighborhood notified CC (Code Compliance) of a rundown building



- overgrown with vegetation and junk, being used as a squatter house.
2. Attempted contact with a responsible party. The owner is deceased.
  3. CC facilitated an abatement to clean the property and board up the dangerous building.

**Address:** 1435 22<sup>nd</sup> Ave

**Owner:** Eric Shipp

**Violations:** Unlawfully Occupied RV, Open Storage, Abandoned Vehicles, Occupancy Violations, Nuisance Animals, Trash Burning, Trash stored outside.

**Abatement Costs:** \$4,000 plus 30% administrative costs, for a total of \$5,200.

1. CC was notified by the neighborhood of several violations at 1435 22<sup>nd</sup> Ave.
2. CC contacted the responsible parties and has cited them into municipal court for various violations.
3. Private parties are still attempting private abatements of the violations, but conditions are only worsening.
4. CC did have to abate an unlawfully occupied hazardous RV.
5. Pending resolution from final court date, CC is prepping an additional abatement to resolve the worsening conditions on the property.

**Address:** 1333 13<sup>th</sup> Ave

**Owner:** Judith Anne Moulton

**Violations:** Dangerous Building, Noxious Vegetation, Open Storage, Abandoned Vehicle.

**Abatement Costs:** \$30,625.08 plus 30% administrative costs, for a total of \$39,812.60. In addition, this property already has a lien on the City lien docket amounting to \$69,770. The additional lien on this property would bring the total liens to \$109,582.60.

1. CC was contacted by Adult Protective Services (APS) to assist with an elderly individual in need of a higher level of care, who was residing inside a dangerous building.
2. CC assisted multiple other agencies in contacting and identifying hazards and violations at 1333 13<sup>th</sup> Ave.
3. The owner was incapable of privately resolving any of the violations and hazards.
4. APS rehoused the vulnerable party into a care facility.
5. CC facilitated an abatement to bring the property into a safe and sanitary condition.

**Address:** 1188 55<sup>th</sup> Ave

**Owner:** Eldred & Eugenia Ames (Deceased)

**Violations:** Dangerous Building, Burning and Burying Trash, Raw Sewage leaking from a structure, Junked Vehicles, Open Storage, Trash/garbage stored outside, Unlawfully Occupied RVs, General Nuisances.

**Abatement Costs:** \$29,410.46 plus 30% administrative costs, for a total of \$38,223.60.

1. CC was notified by the neighborhood of burning trash and raw sewage leaking from a property.
2. CC identified multiple additional violations of worse degree and severity.
3. CC attempted contact with any responsible party for 1188 55<sup>th</sup> Ave, none were found.
4. CC served an Administrative Search Warrant to identify all the violations in their entirety and the condition of the buildings themselves.

5. CC facilitated an abatement to abate 2 dangerous structures, board up a third, and clear the property of all the violations to the Municipal Code.
6. This included tremendous amounts of burnt and buried trash and garbage, a pool of raw sewage, and a large amount of general junk and debris.

**The Challenge/Problem:**

How does the City ensure that it is repaid for abatements conducted on violating properties?

**Stakeholders:**

- Sweet Home Residents – Residents deserve to live, work and shop in, on and around clean, well-maintained properties.
- Sweet Home Property Owners – Property owners are responsible for maintaining their properties.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for ensuring members of the public are heard, especially when it has long term effects on their property.
- Sweet Home City Staff – Staff are tasked with enforcing City Code and using public funds responsibly.

**Issues and Financial Impacts:**

The costs associated with these properties amount to \$70,435.54. not including staff time and existing liens. If no additional liens are placed on the affected properties, the City is unlikely to be repaid, and this funding would be lost. If liens are placed, and the money is repaid, then the City will have additional funding brought into the General Fund that can be budgeted for future City services.

**Elements of a Stable Solution:**

An ideal outcome would be to follow the Sweet Home Municipal Code, hear from affected property owners, and place an appropriate lien on the affected properties.

**Options:**

1. Do Nothing – Assess no liens on the affected properties. This would cause the City to lose the funding it has expended to bring these properties into compliance.
2. Direct the City Recorder to enter the following charges in the City lien docket as a lien upon the following lots or parcels of land:
  - a. 4143 Osage Street: \$6,400 in abatement costs, plus 30% administrative costs, for a total of \$8,320.
  - b. 1435 22<sup>nd</sup> Avenue: \$4,000 in abatement costs, plus 30% administrative costs, for a total of \$5,200.
  - c. 1333 13<sup>th</sup> Avenue: \$30,625.08 in abatement costs, plus 30% administrative costs, for a total of \$39,812.60. In addition, this property already has a lien on the City lien docket amounting to \$69,770. The additional lien on this property would bring the total liens to \$109,582.60.
  - d. 1188 55<sup>th</sup> Avenue: \$29,410.46 in abatement costs, plus 30% administrative costs, for a total of \$38,223.60.
3. Assess liens on specified properties in specified amounts.

**Recommendation:**

Staff recommends option 2: Direct the City Recorder to enter the following charges in the City lien docket as a lien upon the following lots or parcels of land:

- a. 4143 Osage Street: \$6,400 in abatement costs, plus 30% administrative costs, for a total of \$8,320.
- b. 1435 22<sup>nd</sup> Avenue: \$4,000 in abatement costs, plus 30% administrative costs, for a total of \$5,200.

- c. 1333 13<sup>th</sup> Avenue: \$30,625.08 in abatement costs, plus 30% administrative costs, for a total of \$39,812.60. In addition, this property already has a lien on the City lien docket amounting to \$69,770. The additional lien on this property would bring the total liens to \$109,582.60.
- d. 1188 55<sup>th</sup> Avenue: \$29,410.46 in abatement costs, plus 30% administrative costs, for a total of \$38,223.60.



# REQUEST FOR COUNCIL ACTION

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**Title:** Code Compliance Assistance Grant Program

**Preferred Agenda:** February 13, 2024

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SHMC Title 8

**Towards Council Goal:** N/A

**Attachments:** Policy and Rules for the Proposed Sweet Home Code Compliance Assistance Grant Program  
Proposed Sweet Home Code Compliance Assistance Grant Application Form

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**Purpose of this RCA:**

The purpose of this request for Council action is to obtain approval for a proposed Code Compliance Assistance Grant Program.

**Background/Context:**

During previous discussions between the City Council and Staff, Councilors have expressed interested in providing assistance to homeowners in their efforts to bring their properties into compliance with the Sweet Home Municipal Code.

Based on these conversations, Staff have developed the attached Policy and Rules document and application form for a proposed Sweet Home Code Compliance Assistance Grant Program.

The intent of the program is to provide help for low-income households with common code violations, such as open storage, accumulated trash and junk, tall grass and weeds, and junk vehicles. The grant is structured to be a reimbursement grant—that is, no payment will be issued until the violations are resolved, and the City receives proof of payment to a business or contractor for the work needed to resolve the violations. The grant program pays 50% of eligible costs, but awards are capped at \$500.

To be eligible, property owners must show proof of their low-income status and the violations present on their property. Applicants cannot be renting their property, and the grant cannot pay for demolition, modifications or repairs to structures, or removal and disposal of recreational vehicles or travel trailers. In addition, repeat grant awards are not permitted, and the violations must be stable—that is, the applicant cannot be causing or allowing the problem to grow larger.

**The Challenge/Problem:**

How does the City assist property owners with bringing their properties into compliance with the Sweet Home Municipal Code, and which property owners should it assist?

**Stakeholders:**

- Sweet Home Residents – Residents deserve to live, work and shop in, on and around clean, well-maintained properties.
- Sweet Home Property Owners – Property owners are responsible for maintaining their properties.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for ensuring members of the public are heard, especially when it has long term effects on their property.
- Sweet Home City Staff – Staff are tasked with enforcing City Code and using public funds responsibly.

**Issues and Financial Impacts:**

Financial impact is difficult to measure, as it is unclear how many property owners will apply. In addition, some property owners may not have the ability to wait for reimbursement of their costs. Funding is limited to what is available in the Code Abatement budget, which has been exhausted for this fiscal year.

**Elements of a Stable Solution:**

An ideal outcome would be set a City policy regarding how much help the City can give, and to which property owners, in order to bring more properties into compliance with the Sweet Home Municipal Code.

**Options:**

1. Do Nothing – Create no grant program, and provide no assistance for code compliance beyond the punitive measures already in place.
2. Approve the Sweet Home Code Compliance Assistance Grant Program as Proposed, and direct Staff to begin administering the program, as permitted by the Adopted Budget.
3. Approve the Sweet Home Code Compliance Assistance Grant Program with Specified Changes, and direct Staff to begin administering the program, as permitted by the Adopted Budget.

**Recommendation:**

Staff recommends option 2: Approve the Sweet Home Code Compliance Assistance Grant Program as Proposed, and direct Staff to begin administering the program, as permitted by the Adopted Budget.



## Community and Economic Development Department

**City of Sweet Home**  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8113  
Fax 541-367-5007  
www.sweethomeor.gov

### **Sweet Home Code Compliance Assistance Grant Program Policy and Rules**

#### 1.0 PURPOSE AND INTENT

- 1.1 The purpose and intent of the Code Compliance Assistance Grant Program is to provide low-income households with assistance in their efforts to bring their property into compliance with the Sweet Home Municipal Code.
- 1.2 This program is intended to help resolve all code violations on subject properties, and ensure that additional violations, or the expansion of existing violations, do not occur.

#### 2.0 APPLICATION PROCESS

- 2.1 Applications are available at Sweet Home City Hall, and on the City's website under the Community and Economic Development Department. Completed applications include the application form and supplemental material; including: a copy of the courtesy notification or notice of violation from the code compliance officer detailing the violations on the property, cost estimates from businesses or contractors for the resolution of the violation(s), and evidence of the applicant's low-income status, such as a copy of their tax returns, HUD voucher, or other documentation.

#### 3.0 ELIGIBILITY

- 3.1 Eligible Applicants are defined as those that comply with the following:
  - 3.1.1 Applicants must reside within the City of Sweet Home's city limits.
  - 3.1.2 Applicants must be property owners—tenants renting a property must work with their property owner to resolve any violations.
  - 3.1.3 Applicants may not own multiple properties.
  - 3.1.4 Applicants qualify as low income using the HUD Linn County Low Income Requirements. ([Click here to view 2023 HUD income limits.](#))
- 3.2 Eligible Code Violations include tall grass and weeds, open storage, accumulations of junk and trash, and junk vehicles. This program is not intended and will not pay for modifications or repairs to any structure, demolition of any structure, or removal and/or disposal of recreational vehicles or travel trailers.
- 3.3 Any code violations must be stable—that is, actions of the applicant, or persons that the applicant is allowing onto the property, are not causing the problems to grow worse.
- 3.4 If both eligible and ineligible violations are both present on the subject property, grants may still be awarded for the eligible violations, however the City will not issue any reimbursement until all code violations on the property are resolved.
- 3.5 Applicants are limited to one grant award—no repeat awards will be issued.

#### 4.0 GRANT AWARDS

- 4.1 Awards are limited to 50% of the cost of resolving the violation(s), with a maximum award of \$500.



4.2 Awards are only disbursed after all violations on the subject property are resolved.

## 5.0 GRANT REVIEW AND APPROVAL PROCESS

- 5.1 City Staff in the Community & Economic Development Department shall review applications for completeness and verify authenticity of the supplemental materials.
- 5.2 The City Manager, or designee, shall have the authority to approve the applications and grant awards through this program.
- 5.3 After application review and approval, City Staff shall issue an award letter to the applicant, detailing the amount of the potential award, and instructing them to proceed with the work required to resolve the violations.

## 6.0 DISBURSEMENT OF FUNDS

- 6.1 This program issues reimbursement grants only—that is, funds will only be disbursed to the recipient after the applicable violations are resolved.
- 6.2 After violations are resolved, the grant recipient shall contact the Code Compliance Officer to notify the City that the required work is done. The officer shall then verify that the applicable violation has been resolved. The grant recipient shall also provide proof of payment to any service companies or contractors that participated in eliminating the violation(s).
- 6.3 After receiving verification from the Code Compliance Officer that the violation has been resolved and verifying the proof of payment submitted by the grant recipient, City Staff shall process a reimbursement payment in compliance with the grant award.



## Code Compliance Assistance Grant Application Form

Submittal Date: \_\_\_\_\_

**Applicant Information:**

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Affidavit**

- Applicant lives at the residence listed on the application and qualifies as low income using the HUD Linn County low-income requirements. ([Click here to view 2023 HUD income limits.](#))
- Applicant owns the subject property listed above and is requesting a Code Compliance Assistance Grant to help pay for the resolution of existing violations of City Code on the property.
- Applicant understands that any award would be a reimbursement grant that is paid only after all code violations on the property are resolved.
- If approved, the grant will be limited to 50% of the costs to resolve the violation(s), with a maximum award of \$500.
- One grant award per applicant is permitted. No repeat awards will be issued.
- Applicant hereby acknowledges that they have received, read, and understand the attached Sweet Home Code Compliance Assistance Grant Program Policy and Rules.
- Applicant understands and acknowledges that applying does not in any way guarantee that they will be granted the requested assistance.
- Applicant affirms that the information set forth in this Code Compliance Assistance Grant Application Form is true and accurate.

**Applicant must attach:**

1. **A copy of the courtesy notification, notice of violation, or citation issued by the Code Compliance Officer detailing the violations present on the property.**
2. **Cost estimates from businesses or contractors for the resolution of the violations.**
3. **A copy of tax returns, HUD voucher, or other documentation to verify their household's low-income status.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For City of Sweet Home Use Only:**

Date Received: \_\_\_\_\_ Applicant Notified (Date): \_\_\_\_\_

Approved/Denied: \_\_\_\_\_ Utility Billing Clerk Initials: \_\_\_\_\_





# REQUEST FOR COUNCIL ACTION

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**Title:** Easement Agreement with Alyrica Networks, Inc.

**Preferred Agenda:** February 7, 2024

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion  Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:**

**Towards Council Goal:** Aspiration IV: Viable and Sustainable Essential Services

**Attachments:** Proposed Easement Agreement with Alyrica  
Potential Easement Aerial Map  
Potential Easement Example Site Map

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## **Purpose of this RCA:**

The purpose of this RCA is to present a proposed telecommunications easement agreement with Alyrica Networks, Inc., to allow them to install equipment in a 20' by 20' area of the old City Hall site.

## **Background/Context:**

Last October, the City Council voted to approve a Franchise Agreement with Alyrica Networks, Inc. for them to install a fiber-to-the-home Internet access network. Soon after, Alyrica began construction, and approached City Staff about obtaining an easement on City property where they could install a telecommunications cabinet that would house equipment and become the central node in their new network. Alyrica identified a 400 square foot area next to the old City Hall as their ideal location.

City Staff and the City Attorney have reviewed their proposal and have negotiated the attached agreement.

## **The Challenge/Problem:**

Should the City grant an easement on City property to Alyrica Networks, Inc.?

## **Stakeholders:**

- Sweet Home Residents and Businesses – Fast, reliable Internet access is increasingly a requirement for daily life, and current options are limited.
- Sweet Home City Council – The City Council is responsible for approving the purchase and sale of City Property, including the granting of easements.

- Alyrica Networks, Inc. – Alyrica cannot operate within the City without a location for their telecommunications equipment.

**Issues and Financial Impacts:**

This agreement does not cost the City any funding; however it does affect the use of the property in perpetuity. The value of commercial property, and especially easements is difficult to assess, however Staff estimate that this 400 square foot area is worth somewhere between \$3,500 and \$6,000. In consideration of the value of this easement, Alyrica has offered to provide Internet service to the City valued at approximately \$6,000, above and beyond what they have committed to in the franchise agreement.

**Elements of a Stable Solution:**

A stable solution is one that provides additional options for Internet access to the residents and organizations within the City of Sweet Home.

**Options:**

1. Do nothing – Make no agreement with Alyrica, which would force them to either find another location for their equipment or cancel their plans to extend Fiber Internet service to Sweet Home.
2. Approve the Easement Agreement as Proposed.
3. Approve the Easement Agreement with Changes (Specify).

**Recommendation:**

Staff recommends option 2: Approve the Easement Agreement as Proposed.

**After recording return to:**

Alyrica Networks, Inc.  
526 N 19th St.  
Philomath, OR 97370

**Grantor:**

City of Sweet Home  
3225 Main Street,  
Sweet Home OR 97386

**Grantee:**

Alyrica Networks, Inc.  
526 N 19th St.  
Philomath, OR 97370

**COMMUNICATION UTILITY EASEMENT**

THIS EASEMENT FOR COMUNICATION UTILITIES is entered into this day of February 13, 2024, by and among City of Sweet Home, an Oregon Municipal Corporation, 3225 Main Street, Sweet Home OR 97386, (“Grantor”), and Alyrica Networks, Inc. 526 N 19th St. Philomath, OR 97370 (“Grantee”).

**RECITALS**

- A. Grantor is the owner of the real property more particularly described as: Lot 3, of Block 1 of Sweet Home Proper, Linn County, Oregon. (the “Burdened Property”).
- B. Grantee is a communication service provider.
- C. Grantor desires to grant a perpetual exclusive utility easement to the Grantee for communication utilities to be located on a portion of the Burdened Property described on Exhibit A and depicted on Exhibit B (the “Utilities Easement”).

**NOW, THEREFORE**, in consideration of the agreements and grants of easement contained herein, the parties agree as follows:

- 1. **Utility Easement.** Grantor grants to Grantee a perpetual, appurtenant, exclusive easement for the installation, operation, maintenance, repair, and replacement of communication utility equipment of Grantee above, below, and across the Utilities Easement property.
- 2. **Consideration.** In consideration for the value of this Easement, Grantee agrees to provide 20 months of 1 Gbps Business Internet service at one location, or an equivalent value distributed across multiple locations above and beyond any commitments Grantee has made to Grantor in any other agreements. The value of such service currently being approximately \$6,000.

3. **Access for Operation, Repair and Maintenance of Utilities.** Grantee shall have the right of ingress and egress for the operation, maintenance, repair, and replacement of the utilities within the Utilities Easement by use of the same roadways used by Grantor to access said area adjacent to the Utilities Easement.
4. **Operation and Maintenance of Utilities Easement.** Grantee shall pay all costs of the maintenance, repair and replacement of the utilities constructed above, below and across the Utilities Easement, including, but not limited to, the replacement or restoration of any landscaping and other site improvements to substantially the same condition as they were in immediately prior to the maintenance, repair or replacement of the utilities within the Utilities Easement. All work shall be performed in a good and workmanlike manner and prosecuted diligently to completion. The Grantee shall keep the Utility Easement area, equipment shells, pavement surface, and fencing clean from debris and in good appearance and repair. No communication utility equipment shall be higher than the assigned run height for pole attachments unless approved by Grantor which approval shall not be unreasonably withheld.
5. **Indemnification.** Grantee shall indemnify and defend Grantor from any claim, loss, or liability, including any attorney fees and costs arising out of or related to any activity of Grantee, Grantee's agents, construction workers, servants, customers, tenants, subtenants and licensees on the Burdened Property or for any condition of the Burdened Property in any way related to Grantee's work on the Burdened Property, including, but not limited to, the Utilities Easement.
6. **Specific Performance.** In the event that either of the parties shall fail to perform and of the agreements herein, the other party, in addition to any other remedies available either in law or in equity, shall be entitled to specific performance.
7. **Attorneys Fee.** In the event suit or action is instituted by a party to this Agreement to enforce any of the terms and provisions of this Easement Agreement, the prevailing party shall be entitled to recover reasonable attorney fees, costs and expenses at trial and on appeal.
8. **Easement to Run With the Land.** The easement set forth above is intended to be a covenant which runs with the land. It shall be binding upon, and inure to the benefit of, Grantor and Grantee and their respective successors and assigns, and all future owners of an interest in the Burdened Property. Notwithstanding and other terms or provisions of this easement it shall automatically terminate with no further action by either party if and when Grantee or its successors or assigns has no valid franchise through Grantor whereupon Grantee, its successors or assigns, shall remove all equipment and other personal property, at Grantee's own expense, and leave the Burdened Property in the same condition as the surrounding property.
9. **Notices.** Any notice required or permitted under this Agreement shall be deemed to have been duly given when actually delivered or when deposited in the United States certified mail, postage prepaid, address to the party and/or its successors or assigns.
10. **Counterpart Signatures.** This Agreement may be signed in counterparts.

*SIGNATURES APPEAR ON THE FOLLOWING PAGE*

The parties hereto have executed this Agreement on the date first above written.

**Grantor:**

City of Sweet Home,  
an Oregon Municipal Corporation

**Grantee:**

Alyrica Networks, Inc.

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

State of Oregon                    )  
) ss.  
County of Linn)

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
2024 by \_\_\_\_\_, as \_\_\_\_\_ [title] of the City  
of Sweet Home, State of Oregon.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

State of Oregon                    )  
) ss.  
County of Linn                    )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
2024 by \_\_\_\_\_, as \_\_\_\_\_ [title] of Alyrica  
Networks, Inc.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

# Exhibit A

## Communications Easement – Legal Description

A portion of that property conveyed to the City of Sweet Home by Linn County Deed Vol. 234, Page 35 for the purpose of a telecommunications equipment easement located in Lot 5, Block 1, Sweet Home Proper, located in the Northeast 1/4 of Section 31, Township 13 South, Range 1 East, Willamette Meridian, City of Sweet Home, Linn County, Oregon, more particularly described as follows:

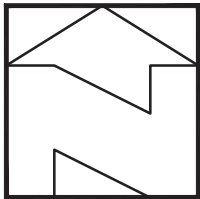
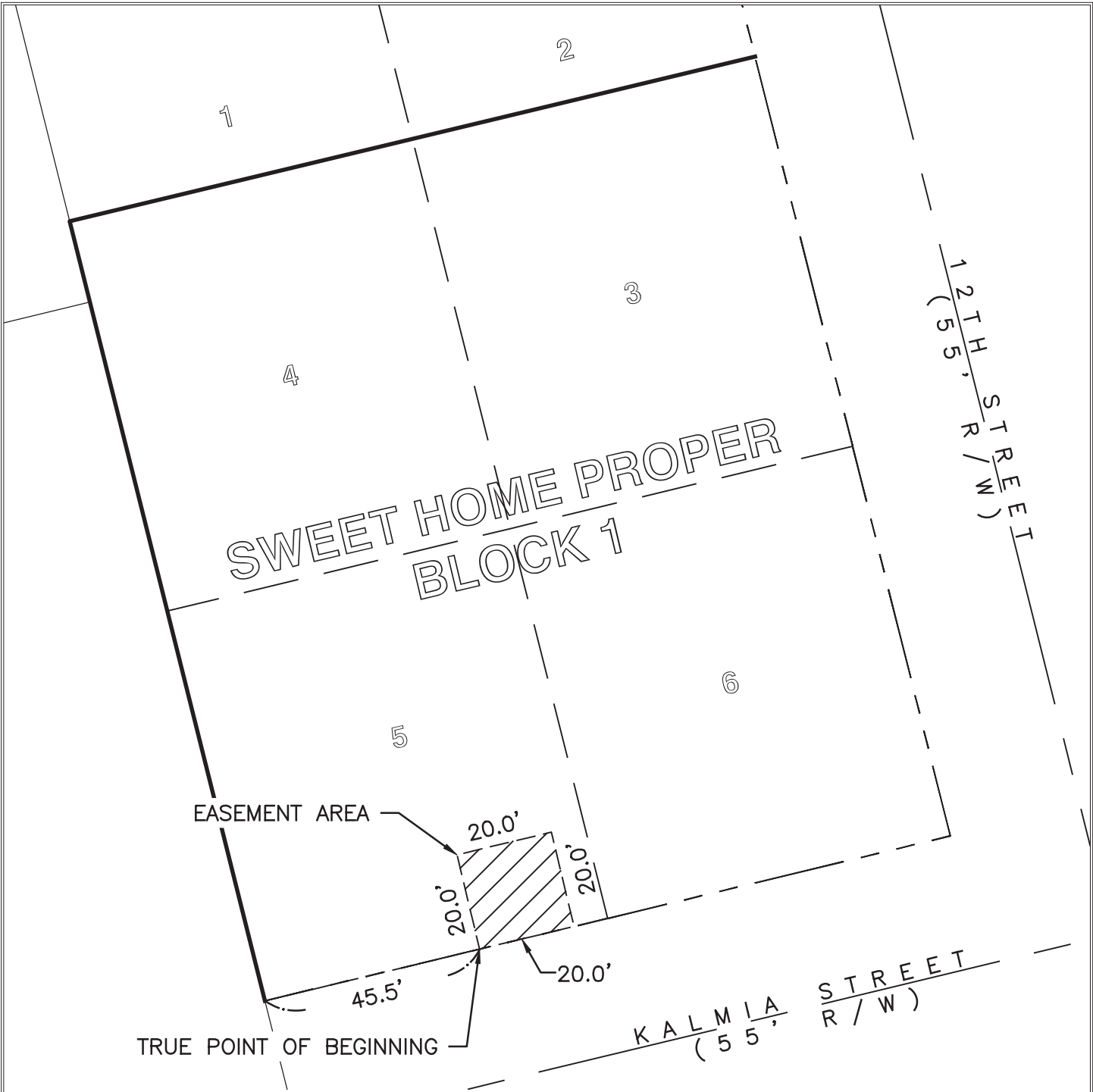
Beginning at the Southwest corner of Lot 5, Block 1, Sweet Home Proper, as platted in C.S. 1903-B; thence Easterly along the South line of said lot, 45.5 feet to the True Point of Beginning; thence continuing Easterly along the South line of said lot, 20.0 feet; thence Northerly, perpendicular to the South line of said lot, 20.0 feet; thence Westerly, parallel with the South line of said lot, 20.0 feet; thence Southerly, perpendicular to the West line of said lot, 20.0 feet to the True Point of Beginning.



**DIGITALLY SIGNED**



RENEWS: 06/30/2024









**REGISTERED  
PROFESSIONAL  
LAND SURVEYOR**

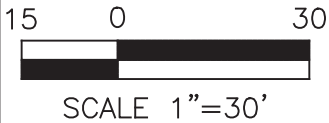
**DIGITALLY SIGNED**

OREGON  
MAY 26, 2015  
**PETER J. SEADERS**  
60183PLS

RENEWS: 06/30/24

LEGEND

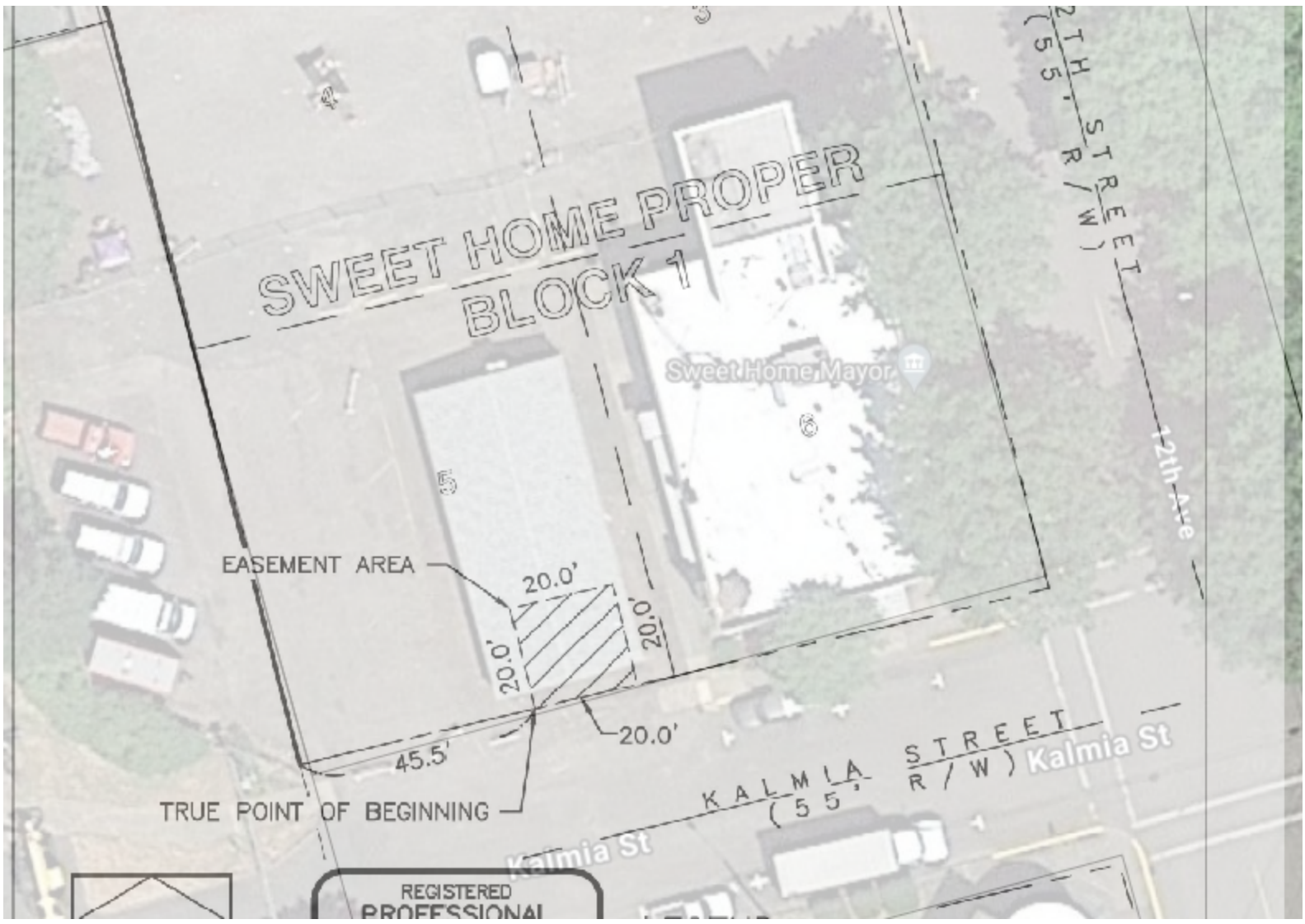
-  SUBJECT PROPERTY BOUNDARY
-  ADJACENT PROPERTY LINES
-  CENTERLINE
-  RIGHT OF WAY
-  EASEMENT LINES
-  LOT LINES



DATE	12-15-2023
SCALE	1" = 30'
DRAWN	BMH
FILE	23196

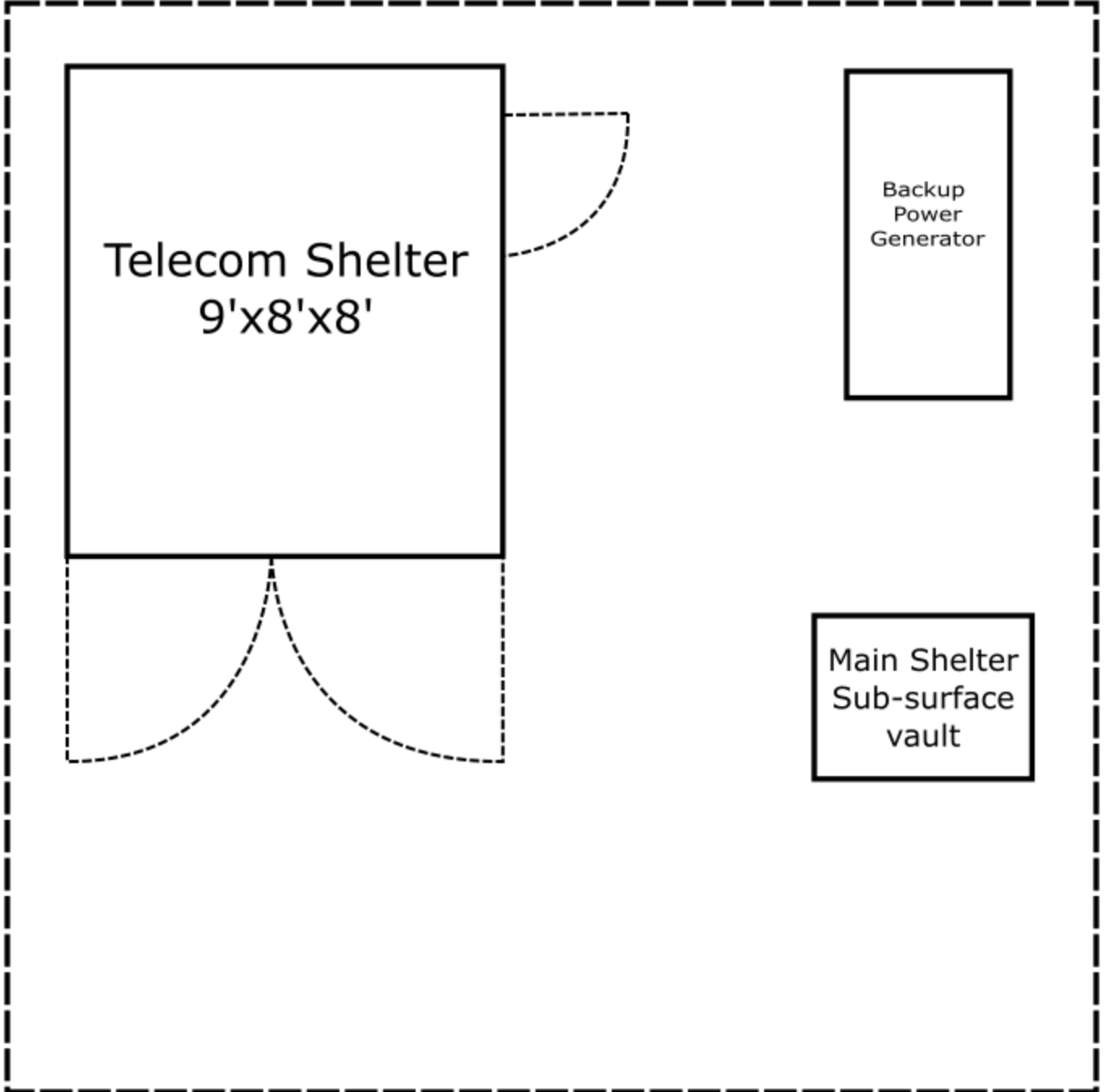
**EXHIBIT B  
TELECOM EQUIPMENT EASEMENT**

SHEET  
**1**  
OF 1 SHEETS





Fence Around Networking Site





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City of Sweet Home

**City of Sweet Home**  
3225 Main Street  
Sweet Home, OR 97386  
Phone: (541) 367-8969  
[www.sweethomeor.gov](http://www.sweethomeor.gov)

February 5, 2024

Heather Tugaw, Interim Western Region Watershed and Stormwater Manager  
221 W. Stewart Avenue, Suite 201  
Medford, Oregon 97501

Re: City of Sweet Home 2023-2028 TMDL Implementation Plan

Dear Ms. Tugaw:

I am pleased to submit the City of Sweet Home's final draft of the 2023-2028 TMDL Implementation Plan, which includes an update to meet requirements for the mercury TMDL.

Should you have any further questions or comments, please feel free to contact me at (541) 367-8969.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelcey Young".

Kelcey Young  
City Manager

Measure	Source	Management Strategy	Measurable Goal	Milestones	Annual Goal Tracking	Annual Status Update	Funding	Temperature	Bacteria	Mercury	Pesticides
1. Pollution Prevention and Good Housekeeping for Municipal Operations	Solar Radiation Input	Protect existing riparian vegetation on private properties.	1A	Track and document number of building permits, violations and variances in protected areas.	Document number of permits, violations and variances that occurred in riparian and protected areas.	Track annual amounts of permits, variances, and violations located in riparian and protected areas.	Community & Economic Development	X			
			1B	Track acres of protected area lost to approved variances.	Convene working group to determine scope of project and determine goals. Create GIS database to map protected areas in city limits. Conduct spatial analysis to determine loss of acreage and determine the threshold the city wishes to maintain.	GIS layer updated with variances in protected areas. Acres of vegetation lost in riparian and protected areas due to approved variances.	Variances are currently tracked. GIS layer is in development.	Community & Economic Development	X		
			2A	Identify and remove invasive species.	Conduct a survey of invasive species present in riparian area. Determine treatment schedule. Remove existing invasives utilizing trained staff and community volunteers.	Provide staff with invasive species identification training. Track labor hours to remove invasives and square feet/ acres treated.	In effect and ongoing.	Community & Economic Development and Parks Fund	X		
			2B	Replant native vegetation with input from South Santiam Watershed Council	Collaborate with SSWC and the Park and Tree Committee to determine priority native plants for replanting treated areas. Determine budget and costs for obtaining native seedlings/saplings. Determine funding sources. Host a community replanting event to install selected plants.	Contact SSWC for technical assistance. Allocate budget and determine funds for replanting. Track number of replanted species.	SSWC is shortstaffed but efforts will be continued to collaborate on replanting efforts.	Community & Economic Development and Parks Fund	X		
			2C	Develop a riparian maintenance plan.	Collaborate with SSWC, Park and Tree Committee, and Public Works to determine an annual maintenance plan to treat and remove returning invasives and to ensure success of new native plantings.	Development of an annual treatment and maintenance plan. Track staff hours and acres treated annually.	In effect and ongoing.	Community & Economic Development and Parks Fund	X		
			3	Install pet waste bag stations in City parks	Complete installation and document use of bags.	Number of stations installed and bags used	In effect and ongoing.	Parks and Stormwater Funds	X		
			4A	Maintain budget and schedule for street and catch basin cleaning.	Develop a schedule and maintenance plan for both street and catch basin cleaning.	Develop schedule and maintenance plan.	In effect and ongoing. Street sweeping target is once per month in residential neighborhoods and once per week in business core area.	Streets and Stormwater Funds	X	X	X
			4B	Perform catch basin and ditch cleaning.	Maintain targets and schedule.	Track number of catch basins and miles of ditch cleaned.	In effect and ongoing.	Streets and Stormwater Funds	X	X	X
			4C	Perform street sweeping.	Maintain targets and schedule.	Track miles of street swept.	In effect and ongoing.	Streets and Stormwater Funds	X	X	X
			5A	Continue highly successful community leaf pick-up program	In effect. Maintain call-in program.	Track annual loads/yards	Initiated 2018 - developed as a call for pickup program. In progress and conducted annually.	Streets, Parks, and Stormwater funds	X	X	X
			5B	Public education on program and proper placement of leaf piles for pickup.	Inform public of program and proper procedures for requesting pickup.	Social media campaign in the fall to educate residents of program and procedures to request pickup. Track social media interaction to determine engagement.	In effect and ongoing.	Streets, Parks, and Stormwater funds	X	X	X
			Municipal Operations	Maintain WWTP compliance with NPDES permit #101657	7A	Monitor effluent temperatures.	Conduct required testing and monitoring of effluent temperature per DEQ permit requirements.	Required documentation of monitoring and testing results sent to DEQ as required.	In effect and ongoing.	Wastewater Enterprise Fund	X
7B	Update wastewater treatment plant to handle increased load.	Apply for grant/loan funding to implement plant upgrades. Initiate design phase. Begin construction of wastewater plant upgrades.			Apply for grant/loan funding. Create engineering plan for plant upgrades. Track costs and labor hours.	Construction started on Interim Improvement Project - March 2023. Projected Start of Full Replacement Project - Spring 2024	Wastewater Enterprise Fund	X	X		
8	Ensure all City facilities that require a 1200-Z permit are permitted.	Confirm if any City facilities require a 1200-Z permit. Obtain any permits needed.			All City facilities that need a 1200-Z permit have one.	New Item	Public Works	X	X	X	
9	Present 5 Year and Annual TMDL Updates to City Council	Set up recurring Council agenda item to present TMDL plan/report annually.			Document Council minutes.	Initiated 2019 - Ongoing. 2023 delayed until 5-year plan update completes.	Administration and Public Works	X	X	X	
Unspecified	City Council Update of TMDL Program	10A	Create educational materials for property owners.	Determine best method to disseminate information about SSWC and upcoming/proposed projects.	Create at least one educational method to distribute to the community. Track views/number distributed to community.	Initiated. Stormmap with stormwater resources and SSWC information created 2023 and posted on social media	Community & Economic Development	X	X	X	

2. Public Education and Outreach	Property Owners	Promote voluntary actions for restoration and protection of riparian areas by providing property owners with South Santiam Watershed Council information and natural resources code development requirements.	108	Determine high priority projects for SSWC and property owner collaboration.	Scope out locations for potential projects.	Using GIS and known local conditions, determine the best locations for riparian restoration projects.	Several locations have been determined as potential areas for projects including Sankey Park and along Ames Creek. Additional scoping of areas is ongoing.	Community & Economic Development	X	X	X	X
		10C	Be involved with at least one riparian project by 2027	Determine funding and location for restoration project. Reach out to SSWC to determine potential project collaborator.	Create a matrix to track applicable grants and funding windows. Update as new grant become available. Track conversations with SSWC.	Ongoing. Grant matrix is currently in development. SSWC is currently understaffed and have no upcoming projects.	Community & Economic Development	X	X	X	X	
		11A	Determine best method to distribute stormwater education materials to the community.	Develop method to distribute information. Implement method.	Develop method to distribute information to community. Track brochures distributed or social media engagement.	Ongoing. New Communications Manager has been hired and will be creating a social media campaign regarding stormwater/TMDL implementation.	Community & Economic Development	X	X	X	X	
		11B	Create at least one educational brochure/post.	Identify high priority information for educational media. Determine most efficient method to distribute information.	Track social media post engagement. Track views on ArcGIS Storymap.	Complete. Storymap has been created and posted to social media. Additional educational materials are in development.	Community & Economic Development	X	X	X	X	
		11C	Redesign City website to improve ease of access and increase stormwater information available.	Redesign webpage. Create new educational materials to post on website.	Redesign webpage with new vendor. Include a section for stormwater and TMDL information.	Ongoing. New 2023 - Communications Manager has been hired and a new vendor has been identified for City's IT/Website management.	Community & Economic Development	X	X	X	X	
		11D	Conduct a qualitative assessment of at least one outreach/education effort on an annual basis	Review and discuss effectiveness of an outreach/education effort each year.	Document results of the qualitative assessments to the TMDL file.	New item.	Community & Economic Development; General Fund	X	X	X	X	
		12A	Identify City parks that would be ideal for community clean up events.	Collaborate with Planning/Public Works to identify parks that would benefit from cleanup events.	List Parks and actions that would benefit each (litter cleanup, invasive species removal, native species planting, etc.)	Implemented. Sankey Park has been identified. Additional parks are being identified in the Parks Master Plan update.	Parks and Stormwater Funds	X	X	X	X	
		12B	Hold community events to engage community.	Hold annual clean up events.	Track events and participation. Survey participants to see what they would like to see as part of the program.	Ongoing. Sankey Park has been identified and an annual clean up event is held annually every May. Additional parks will be identified in the Parks Master Plan Update	Parks and Stormwater Funds	X	X	X	X	
		13A	Publish educational materials in the local newspaper and City publications	Send bill insert with resident water bills. Publish materials in local newspaper.	Track bill inserts and educational materials distributed. Track engagement.	In progress.	Stormwater Fund	X	X	X	X	
		13B	Update website/social media with pertinent stormwater information. See also Strategy 10C	Update website stormwater page.	Update stormwater information page on City website	New IT vendor has been hired. Website changes/updates are in progress.	Stormwater Fund	X	X	X	X	
3. Public Involvement and Participation	Non Point Source/Local Stormwater discharges	Gauge public perception of stormwater issues and raise awareness of actions that individuals can take to minimize stormwater impacts.	13C	Invite public to share opinions of stormwater issues and concerns.	Post surveys on social media and hold community input meetings.	Complete survey and meeting results.	Stormwater Fund	X	X	X	X	
		13D	Use public opinion to strategize educational efforts.	Compile survey results and update educational materials as needed.	Track survey results and changes to educational materials.	Stormwater Fund	X	X	X	X		
		14A	Respond to call-in reports from citizens	Receive calls from public regarding spills at Public Works.	Track calls from citizens.	In effect and ongoing.	Stormwater Funds	X	X	X	X	
		14B	Inspect for illicit substances during catch basin inspections.	Investigate evidence of discharges during catch basin cleanings/inspections.	Track incidents and investigate discharges if practical.	In effect and ongoing. Report annual amounts on TMDL report.	Stormwater Funds	X	X	X	X	
		14C	Follow up on suspected violations with site visits and owner contact as needed.	Inform owners of SHWC Section 8 and 13. Educate owners on stormwater system and proper disposal methods.	Track owner contacts and violations.	In effect and ongoing via Public Works and Code Enforcement.	Stormwater Funds	X	X	X	X	
		14D	Train staff how to respond to spills and the proper procedures to notify DEQ. See also Strategy 7B.	Train public works staff on spill prevention and reporting procedures.	Track training dates and attendance.	In development.	Stormwater Funds	X	X	X	X	
		15A	Install markers on all catch basins in city limits.	Install markers on 450 remaining catch basins.	Track markers installed.	In progress. 450 were installed but many are missing or damaged.	Stormwater Funds	X	X	X	X	
		15B	Establish maintenance plan to replace missing/damaged markers.	Incorporate marker install/replacement into catch basin cleaning program.	Track markers installed during catch basin cleanings.	In effect but stormwater staff turnover has decreased the annual catch basin cleanings able to be completed.	Stormwater Funds	X	X	X	X	
		15C	Coordinate with local volunteer groups to install/replace markers.	Contact local volunteer groups.	Track communications with volunteer groups and determine if/an feasibility.	In progress. Many organizations have limited capacity for new projects.	Stormwater Funds	X	X	X	X	
		16	Amend stormwater ordinance 13.08.100 through 130 to include conditionally allowed non-stormwater discharges as defined in MSA PHH permit page 9. <a href="https://www.oregon.gov/deq/waq/Documents/mr5422permit%20implementation%20due%20by%20September%203%202025.pdf">https://www.oregon.gov/deq/waq/Documents/mr5422permit%20implementation%20due%20by%20September%203%202025.pdf</a>	Draft proposed ordinance language. City Council adoption of ordinance language. <b>Full implementation due by September 3, 2025.</b>	City Council adopts code changes.	New item	Stormwater Funds	X	X	X	X	
4. Illicit Discharges and Detection Elimination	Illicit Discharges	Install "This drain goes to the stream" catch basin stickers	15B	Establish maintenance plan to replace missing/damaged markers.	Incorporate marker install/replacement into catch basin cleaning program.	Track markers installed during catch basin cleanings.	Stormwater Funds	X	X	X	X	
		17A	Use GIS to publish a stormwater system map	Create a map of stormwater assets.	Updated GIS map of stormwater assets.	Stormwater Funds	X	X	X	X		
		17B	Update map as needed	Create an application to have maintenance crews update map as they come across inaccuracies/additions.	Application for updates to stormwater assets.	Ongoing. Application is in development.	Stormwater Funds	X	X	X		
Not Specified	Maintain up-to-date stormwater system map.	17A	Use GIS to publish a stormwater system map	Create a map of stormwater assets.	Updated GIS map of stormwater assets.	Stormwater Funds	X	X	X	X		
		17B	Update map as needed	Create an application to have maintenance crews update map as they come across inaccuracies/additions.	Application for updates to stormwater assets.	Stormwater Funds	X	X	X	X		

5. Construction Site Runoff Control	Development and Construction Runoff	Decrease sedimentation and erosion from construction and new/re-development	184	Work with Building Department and developers to ensure adequate erosion control measures are employed.	Implement inspections of construction and development sites.	Track inspections and results. Track erosion control plans/permits in property files. Follow up with developers with any violations.	Implemented and ongoing.	Community & Economic Development Department and Public Works.	X	X	X
			188	Provide erosion control handout with building permit package.	Create erosion control packet for building permit packages.	Erosion Control Informational Packet	Complete.	Community & Economic Development Department and Public Works.	X	X	X
			18C	Create municipal code that better addresses erosion control and enforcement.	Evaluate model code for local use. Update municipal code to better address erosion control. <b>Full implementation due by March 3, 2022.</b>	Code that address erosion control requirements. Track changes in code.	In Progress. SHMC 13.06 address erosion control requirements and enforcements. Code review and changes are in progress.	Community & Economic Development Department and Public Works.	X	X	X
			18D	Encourage developers to use low impact development / green stormwater infrastructure.	Create informational packet on benefits and costs of GSI.	Completed packet with information on GSI.	In progress.	Community & Economic Development Department and Public Works.	X	X	X
			18E	Require developers to provide confirmation of 1200-C permit prior to issuing development permits.	Require developers to provide 1200-C permit confirmation. Provide discount for developers who have a Storm Control Certificate.	Track developments requiring 1200-C permit.	In effect and ongoing.	Community & Economic Development Department and Public Works.	X	X	X
6. High-Risk Construction Site Runoff for New Development and Redevelopment	Development Runoff	Update development standards to protect water quality.	19A	Update/modernize stormwater detention standards.	Consider natural surface and pre-development runoff by utilizing onsite treatment/detention. Evaluate model code/model manual for local use. Formally adopt stormwater detention standards. <b>Full implementation due by March 3, 2022.</b>	City Council adopts standards.	In progress.	Community & Economic Development Department and Public Works.	X	X	X
			19B	Update municipal code to require developer maintenance of post-construction runoff treatment/storage	Evaluate model code for local use. Update code to ensure maintenance of facilities leading to increased lifespan and functionality. <b>Full implementation due by March 3, 2022.</b>	City Council adopts code changes.	In progress.	Community & Economic Development Department and Public Works.	X	X	X
			19C	Update City's Stormwater Master Plan	Modernize Stormwater Master Plan to protect water quality and highlight community priorities.	Stormwater Master plan is adopted and implemented.	In progress. Implemented in 2023.	Community & Economic Development Department and Public Works.	X	X	X
Position: Prevention and Program Support	TMDL reporting and adaptive management	Submit annual reports to DEQ on status of TMDL implementation every year	20A	Timely submittal of complete reports and plans	Timely submittal of complete reports and plans	Timely submittal of complete reports and plans	In effect, ongoing	Community & Economic Development Department and Public Works.	X	X	X



# REQUEST FOR COUNCIL ACTION

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**Title:** 2<sup>nd</sup> Reading for Zone Map Amendment ZMA23-04, Ordinance Bill No. 2 for 2024, Ordinance No. 1325

**Preferred Agenda:** December 12, 2023

**Submitted By:** Angela Clegg, Tourism & Economic Development Coordinator

**Reviewed By:** B. Larsen, CED Director

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SHMC 2.04.030 Powers of the City Council

**Towards Council Goal:** Vision Statement, Aspiration I: Desirable Community

**Attachments:** Ordinance No. 2 for 2024, with Exhibit A

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**Purpose of this RCA:**

The purpose of this RCA is to conduct the 2<sup>nd</sup> reading of Ordinance Bill No. 2 for 2024, Ordinance No. 1325 for Zone Map Amendment Application ZMA23-03.

**Background/Context:**

The applicant is proposing to change the Zoning Map in an area consisting of approximately 88,577 square feet (2.02 acres) located in Sweet Home, OR 97386 (13S01E32AC Tax Lot 4900). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation.

The Sweet Home Planning Commission held a public hearing on November 16, 2023 to review ZMA23-03 and receive testimony. At that meeting, the Planning Commission approved the application and recommended that the City Council approve it. The Sweet Home Municipal Code requires the City Council to hold a public hearing and decide on this application.

The City Council held a public hearing on December 12, 2023 to review ZMA23-03 and hear testimony. The Councilors did not make a motion at the December 12<sup>th</sup> meeting. The City Council held a second public hearing on January 23, 2024, approved the application, and performed the 1<sup>st</sup> reading of Ordinance Bill No. 2 for 2024.

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the

livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

The Sweet Home Municipal Code provides criteria for map amendments such as this:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and
- D. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals

**The Challenge/Problem:**

Should the zoning map be changed from the current Residential Low Density (R-1) designation to Residential High Density (R-3), in accordance with the Comprehensive Plan Map designation for the property? Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan?

**Stakeholders:**

- The Owner/Developer: Changing the zoning to conform with the Comprehensive Plan would allow the owner to benefit from the higher density permitted in the R-3 zone.
- Sweet Home Residents: Residents benefit from thoughtful development made in accordance with properly adopted planning documents.
- Sweet Home City Council: The Council is responsible for final approval of zone map amendments and ordinances.

**Issues and Financial Impacts:**

There are no issues or financial impacts currently identified.

**Elements of a Stable Solution:**

A stable solution is one in which a decision on the application is made that conforms with City Code and State Law.

**Options:**

- Conduct the second reading of Ordinance Bill No. 2 for 2024, Ordinance No. 1325.

ORDINANCE BILL NO. 2 FOR 2024

ORDINANCE NO. 1325

AN ORDINANCE AMENDING THE ZONING MAP

WHEREAS, the property owners 4L Ventures LLC and Evan Latimer, are proposing to change the Zoning Map for their property, consisting of approximately 88,577 square feet, located in Sweet Home, OR 97386; and

WHEREAS, the current Sweet Home Comprehensive Plan Map designation of the subject property is High Density Residential (R-3); and

WHEREAS, the current Zone Map designation of the subject property is Residential Low Density (R-1); and

WHEREAS, the Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to Residential High Density (R-3) Zone, which would bring it into conformity with the Comprehensive Plan Map; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on November 16, 2023 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their November 16, 2023, meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on December 12, 2023, with due notice of such public hearing, to provide opportunity for public comment and testimony. The City Council approved this application by motion at their January 23, 2024, meeting; and

WHEREAS, the proposed Residential High Density (R-3) zoning is requested to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zoning map amendment application ZMA23-03 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.06 as the Zoning Map including all subsequent amendments, for the areas consisting of approximately 88,577 square feet located in Sweet Home, OR 97386 included as Exhibit B. The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to Residential High Density (R-3) Zone.

Passed by the Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder



## Exhibit A

### Findings of Fact in Support of Zone Change Application ZMA23-03

#### **Exhibit A to Order of Approval for ZMA23-03**

The review and decision criteria for a zone change are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

Zone change proposals shall be approved if the applicant provides evidence substantiating the following:

**A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.**

Applicants Comments: See Pages 2 and 3 of the applicant's summary (Exhibit C).

Staff Findings: The subject property has a Comprehensive Plan designation of Residential High Density (R-3). The Sweet Home Zoning Map is proposed to change from the Residential Low Density (R-1) Zone to the Residential High Density (R-3) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation and is consistent with the description and policies of the R-3 Zone.

Based on the above information, staff finds that the application complies with this criterion.

**B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.**

Applicant's Comments: See Pages 3 and 4 of the applicant's summary (Exhibit C).

Staff Findings: The uses permitted in SHMC 17.14.020, 17.14.030, and 17.14.040 can be accommodated on the subject property without exceeding its physical capacity. The subject property is approximately 88,577 square feet ( $\pm 20.02$  acres). The R-3 zone density requirements for single family attached / detached homes and duplexes are no more than one residential structure per lot or parcel, other than an approved accessory dwelling unit; maximum of 12.0 dwelling units per net acre. The R-3 zone density requirements for multi-family is a maximum of 28 units per net acre.

Based on the above information, staff finds that the application complies with this criterion.

**C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Development Code.**

Applicant's Comments: See Pages 4 and 5 of the applicant's summary (Exhibit C).

Staff Findings: All development in the R-3 Zone shall comply with the applicable provisions of this Development Code. The following references additional development requirements: [SHMC 17.14.070].

- A. Off-street parking. All single-family homes and duplexes shall require a garage or carport; and in addition, provide two hard-surfaced parking spaces. Other uses identified in the zone shall comply with provisions in Chapter 17.44.
- B. Signs. Signs shall conform to the standards contained in Chapter 17.50.
- C. Fencing. Fences shall conform to provisions contained in Chapter 17.52.
- D. Landscaping. Landscaping improvements shall conform to provisions contained in Chapter 17.54.
- E. Yards and lots. Yards and lots shall conform to provisions contained in Chapter 17.56.

F. *Other.* A property owner is advised other regulations may apply for property in an identified natural resource area (Chapter 17.28); the flood hazard area (Chapter 17.30) and in or near an identified historical site (Chapter 17.32).

Based on the above information, staff finds that the application complies with this criterion.

**D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.**

Applicant's Comments: See Pages 5-7 of the applicant's summary (Exhibit C).

Staff Findings: The subject property is proposed to change from Residential Low Density (R-1) zone to the Residential High Density (R-3) zone. The zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation and is consistent with the Sweet Home Transportation System Plan (TSP). The Sweet Home infrastructure map and local wetland inventory map show a wetland/stormwater drainage identified as SSR-18C flowing through the northeast corner of the subject property and down the east property line. The Sweet Home infrastructure map shows a second stormwater drainage running from Long Street to 22<sup>nd</sup> Avenue (see Exhibit D). There Adequate public facilities, services and transportation networks are planned to be provided concurrently with the development of the property. No development has been proposed with this application.

**E. For residential zone changes, the criteria listed in the purpose statement for the proposed residential zone shall be met.**

Applicant's Comments: See Pages 7 and 8 of the applicant's summary (Exhibit C).

Staff Findings: The purpose of the R-3 zone is to provide areas suitable and desirable for high-density residential development, and particularly for apartments, but where other types of residential and related public service uses are appropriate. The R-3 zone is most appropriate in areas which have been developed for high-density residential use or which are suitable for such use due to proximity to downtown Sweet Home and to highway-related commercial areas inside The City. [SHMC 17.14.010]. The uses permitted in SHMC 17.14.020, 17.14.030, and 17.14.040 can be accommodated on the subject property without exceeding its physical capacity. No development has been proposed with this application.



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Ordinance No. 1 for 2024 – Codifying the Community Health Committee

**Preferred Agenda:** February 13, 2024

**Submitted By:** Cecily Hope Pretty, Administrative Services Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_ Motion  X  Roll Call \_\_\_\_\_ Other \_

**Relevant Code/Policy:** SHMC Chapter 2.10

**Towards Council Goal:** Be an effective and efficient government, rejuvenate essential services

**Attachments:** Ordinance Bill No. 1 for 2024

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**Purpose of this RCA:**

To codify the Community Health Committee for the City of Sweet Home.

**Background/Context:**

The City of Sweet Home wishes to codify its Community Health Committee. The committee would be an advisory board to the City Council and would make recommendations regarding community health challenges and resources in the City of Sweet Home, in addition to supporting community health events and providers.

The first and second reading of the ordinance were held during the City Council meeting of January 23, 2024. Since that meeting, additional feedback was received from the ad hoc committee related to the challenges of recruiting industry experts if the committee is held to the existing residency requirements under Sweet Home Municipal Code. The language of the ordinance has been updated to reflect a waiver of this requirement.

**The Challenge/Problem:**

The Community Health Committee has been meeting on an ad hoc basis without a formalized governance structure or codified advisory authority. The community health needs of the City of Sweet Home necessitate an ongoing commitment to assessing, supporting, and attracting community health resources.

**Stakeholders:**

- Staff– Staff will be able to route community health concerns and suggestions to the Community Health Committee for their review and recommendations.
- Council – The Community Health Committee will be an advisory board that can make recommendations to the City Council as well as review items Council requests of the committee.

- Citizens – Citizens can have input on community health by either attending committee meetings or joining the committee as board members. The committee will also provide a centralized inventory of community health resources that the community can access.

**Issues and Financial Impacts:**

The ad hoc committee has historically received \$1,000 annually to support the Sweet Home Community Health Fair. The Community Health Committee will receive this amount as a formal line item in the annual budget moving forward.

**Elements of a Stable Solution:**

Codification of the Community Health Committee to assess existing community health resources, make recommendations to City Council, support improved health in the community, and review all community health matters referred to it by the City Council in accordance with Sweet Home Municipal Code Section 2.10.

The Committee would review any requests regarding community health and make recommendations to the City Council.

**Options:**

1. Option #1 – Do Nothing. The Community Health Committee would not be codified, and items of concern would be considered by the City Council and staff.
2. Option #2 – Direct staff to amend Ordinance Bill No. 1 for 2024 again and bring it back to Council for consideration.
3. Option #3 – Make a Motion to approve Ordinance Bill No. 1 as amended for 2024.
4. Option #4 – Make a Motion to approve Ordinance Bill No. 1 as originally written.

**Recommendation:**

1. Option #3 – Make a Motion to approve Ordinance Bill No. 1 as amended for 2024.

ORDINANCE BILL NO. 1 FOR 2024

ORDINANCE NO. 1324

SWEET HOME ORDINANCE CODIFYING THE COMMUNITY HEALTH COMMITTEE

WHEREAS, the Community Health Committee has been meeting on an ad hoc basis for an extended period of time; and

WHEREAS, the community health needs of the City of Sweet Home necessitate ongoing and formal commitment to identifying existing and new health resources; and

WHEREAS, The Sweet Home City Council desires to codify the Community Health Committee;

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. SHMC 2.10.010 is amended by adding thereto subsection C. to read as follows:

C. Community Health Committee

Section 2. SHMC 2.10.050 is amended by adding thereto subsection C. to read as follows:

*C. Community Health Committee.* The membership of the Community Health Committee shall not be subject to the residency restrictions established in § 2.10.020. The duties and powers of the Community Health Committee shall be as follows:

1. To conduct an inventory of existing community health resources in Sweet Home and present a written report to the City Council of its findings.
2. To develop and recommend to the City Council, for its adoption, ordinances and policies related to improving community health resources in the City of Sweet Home.
3. To provide financial and planning support for the annual Sweet Home Community Health Fair.
4. To provide funding, volunteers, and/or support for any action improving community health resources directed by Council vote.
5. To meet a minimum of twice per year.
6. To review all community health matters that are referred to it by the City Council.

PASSED by the Council and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder

ORDINANCE BILL NO. 1 FOR 2024

ORDINANCE NO. \_\_\_\_\_

SWEET HOME ORDINANCE CODIFYING THE COMMUNITY HEALTH COMMITTEE

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*C. Community Health Committee.* The duties and powers of the Community Health Committee shall be as follows:

1. To conduct an inventory of existing community health resources in Sweet Home and present a written report to the City Council of its findings.
2. To develop and recommend to the City Council, for its adoption, ordinances and policies related to improving community health resources in the City of Sweet Home.
3. To provide financial and planning support for the annual Sweet Home Community Health Fair.
4. To provide funding, volunteers, and/or support for any action improving community health resources directed by Council vote.
5. To meet a minimum of twice per year.
6. To review all community health matters that are referred to it by the City Council.

PASSED by the Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_,  
2024.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder





**City of Sweet Home**  
 Sweet Home Public Library  
 1101 13<sup>th</sup> Avenue  
 Sweet Home, OR 97386  
 541-367-5007

## Sweet Home Public Library

### Statistics

January 2024	This month January 2024	Last month December 2023	Year to date 2024	Previous year total 2023
<b>Patron Activity</b>				
Door Count	3002	2599	3002	31,161
Program participants (all ages)	214	138	214	2127
Total programs(all ages)	21	17	21	148
<b>Circulation and Renewals</b>				
Checkouts & renewals	5512	5212	5512	62,060
E-audio & E-book checkouts	696	673	696	6971
Total items checked out	6208	5885	6208	69,031
<b>Public Computers</b>				
Logins	196	190	196	2597
<b>Resource Sharing Savings</b>				
Cost savings	4900.93	4155.56	4900.93	59,496.76
Items borrowed by consortium libraries	371	323	371	4266
Items borrowed from consortium libraries	463	309	463	3871
<b>Volunteer Hours</b>				
Hours worked by volunteers	42	33	42	671.75
<b>New Library Patrons</b>				
New patron cards issued	42	37	42	623

**Events this month:** We were closed for 2 full days and 1 partial day due to the ice storm. We also had 1 day with no power, but were able to stay open.

**Building updates:** We had several donations of items for our Children's area from the Friends of the Library. A new large rug and a fort building kit. Both are already well loved by kids. Our new circulation desk was put in on 2/5. We were able to find a workable solution for under \$600, rather than the \$15-20k that a typical circulation desk costs.

**Items of note:** We had better than expected attendance for both our Teen Game Night and Teen Movie Night. Attendance at our Lapsit Storytime (ages 0-2) has almost tripled in the last 2 weeks.

# MEMORANDUM



TO: City Council  
Kelcey Young, City Manager  
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: January 23, 2024

SUBJECT: Community and Economic Development Department Report for January 2024

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from January 1<sup>st</sup> to January 31<sup>st</sup>, 2024.

## 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January, 2024	December, 2023	2024 YTD	2023 Total	2019-2023 Annual Average
Residential 1 and 2 Family Dwellings	1	0	1	12	24.8
Residential Demolition	0	1	0	10	8.6
Residential Manufactured Dwellings	0	0	0	4	9.2
Residential Mechanical Permits	5	9	5	91	104
Residential Plumbing	1	0	1	24	30.8
Residential Site Development	0	0	0	0	0.4
Residential Structural	2	1	2	33	50.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	5	3.6
Commercial Mechanical	2	2	2	11	16.4
Commercial Plumbing	1	0	1	11	9.8
Commercial Site Development	0	0	0	1	2.2
Commercial Structural	5	4	5	26	36.6
<b>Total Permits</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>230</b>	<b>300.4</b>
<b>Value Estimate of All Permits</b>	<b>\$689,844.12</b>	<b>\$1,139,442.00</b>	<b>\$689,844.12</b>	<b>\$10,728,408.94</b>	<b>\$19,600,417.90</b>
<b>Fees Collected</b>	<b>\$10,569.92</b>	<b>\$12,537.72</b>	<b>\$10,569.92</b>	<b>\$133,127.61</b>	<b>\$246,251.26</b>

- Developments of note: For your reference, below are some developments of note that were previously reported. Changes are noted with **bold text**.
  - Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, and construction is expected soon.
  - Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. The new owner is planning on constructing 8 duplexes (16 housing units) on the lots. Development of the road and infrastructure is complete, and construction of the first buildings has begun.
  - Foothills Ridge Subdivision: 21-lot single-family home subdivision located at the west end of Foothills Drive. This subdivision was approved in 2021, however the owner has run into delays with his engineering firm, and recently applied for an extension. The construction timeline is unknown.
  - Santiam River Development Phase 1 : 42-lot single-family home subdivision located at the north end of Clark Mill Road. Planning approval was granted at the beginning of this year, however some of the property is being sold to a different developer. It is unknown when construction will begin.
  - Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete.
  - **Domino's Pizza is under construction at the northwest corner of Main Street and 22<sup>nd</sup> Avenue.**

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	January, 2024	December, 2023	2024 YTD	2023 Total	2019-2023 Annual Average
Adjustments	0	0	0	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	3	1.4
Conditional Use	0	0	0	3	7.4
Partition	0	0	0	4	11.8
Planned Development/ Subdivision	0	0	0	0	1.8
Property Line Adjustments	1	0	1	3	13.4
Vacation	0	0	0	1	0.2
Variance	0	0	0	4	3.0
Zoning Map Amendment	0	0	0	2	2.2

- 4 Land Use Application were submitted in January.
- 10 Land Use Applications are pending final approval.
- 2 Fence Permit were issued in January.
- 0 Temporary RV Permits were issued in January.
- The City received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. The project is fully underway.
- Work is now underway on the City's Housing Production Strategy. This project is grant funded and fulfills a State requirement.
- The Planning Commission last met on February 1<sup>st</sup>. The next scheduled meeting is March 7<sup>th</sup>, 2024.

## 3. ECONOMIC DEVELOPMENT

- The City is seeking interest from developers for a public-private-partnership with the City at the Quarry Property. Staff are developing a Request for Interest that solicit interest that will fit with the City's goals for the property.
- Staff recently gathered a group of business and property owners to discuss efforts to improve Downtown Sweet Home. The initial meetings of this 'Downtown Focus Group' have been productive, and the participants are excited with the ideas generated thus far. This group recently traveled to Independence to learn from efforts there to improve their downtown met last week to discuss what has been learned. The group consensus is that Sweet Home should follow the community vision process that Independence described by restarting SHARE, a previous revitalization effort.
- The first phase of implementing the Downtown Streetscape and Parking Plan is underway. Staff have drafted plans to convert 10<sup>th</sup> and 13<sup>th</sup> Avenues between Long and Main Streets to one-way parking to allow for additional parking and the EV charging station. The Council

recently approved changing these streets to one-way southbound traffic. Staff have finalized the parking plan. The next step is to restripe the streets and install signs and delineators.

- The EV Charging Station project has been delayed by concerns raised by Pacific Power. Staff are working with the contractor to mitigate the problems and get the project back on track. Construction is expected in the next two months.

#### 4. CODE COMPLIANCE

- Summary of Actions.

Case Status	January, 2024	December, 2023	2024 YTD	2023 Total	2019-2023 Annual Average
New Complaints-Residents	17	10	17	243	128.5
New Complaints-Officer	5	2	5	39	61.3
Violations Resolved	14	7	14	125	213
Complaints Noted with No Violation Found	8	2	8	111	40.8
Open Cases at End of Period	24	61	24	61	32.3
Citations	6	4	6	30	8.4
Abatements	1	0	1	8	2.4
Enforcement Type	January, 2024	December, 2023	2024 YTD	2023 Total	2019-2023 Annual Average
Animal	3	4	3	38	42.8
Blight	0	1	0	17	4.4
Illegal Burn	0	3	0	7	2.2
Illegal Dumping	0	0	0	2	0.6
Illegal Parking	1	1	1	3	9.6
Illegal Sign	0	0	0	1	2.0
Junk/Abandoned Vehicle	3	1	3	34	15.6
Minimum Housing	0	0	0	3	3
Occupying an RV	5	1	5	44	40
Open Storage	8	1	8	51	57.4
Other	1	0	1	29	14.4
Public Nuisance	1	0	1	14	39.2
Public Right-of-way	0	0	0	9	12
Tall Grass & Weeds	0	0	0	28	93.2
Vacant Lot	0	0	0	2	0.4

The City's Code Compliance Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

#### 5. PARKS

- The Park and Tree Committee last met on January 17<sup>th</sup>. Their next meeting will be February 21<sup>st</sup>, 2024.
- Work continues on updated the Parks System Master Plan.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The application has passed the first review, and Staff gave a presentation to the grant review committee on June 27<sup>th</sup>. Staff recently received an award letter for this grant. The next steps are to continue gathering donations and start the procurement process for the work.
- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.

## **6. OTHER PROJECTS**

- Willow Street Neighborhood LID: Staff have finalized a financing plan, and recently received approval from the financing agency. A Request for Proposals was issued, however new information on current conditions has come to light which requires the RFP to be reissued. The City is utilizing its Engineer-of-Record contract to do the initial engineering design, after which an RFP for construction will be issued.
- The ODOT Foster Lake Sidewalk Project: Construction is nearly complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.
- Engineering on the 2<sup>nd</sup> Avenue/Holley Road pedestrian crossing, which is funded by a Safe Routes to School Grant, is complete and a Request for Proposals for the work has been issued. A contract for the remaining work has been signed, and the contractor has ordered materials and equipment. This project has been delayed by ODOT permitting, however permits were recently granted, and Staff are working with the contractor to get the project moving again. Construction is expected to start and be complete within a month.

October 2023 Council Report-Traffic

<b>CITATIONS ISSUED</b>	<b>Jan-24</b>	<b>Jan-23</b>	<b>2024 TO DATE</b>	<b>2023 TO DATE</b>	<b>YEAR TO DATE CHANGE</b>
<b>Chapter 803 Vehicle Title and Registration</b> (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	2	4	2	4	-50.00%
<b>Chapter 806 Financial Responsibility Law</b> (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	13	15	13	15	-13.33%
<b>Chapter 807 Driving Privileges, Licenses and Permits</b> (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	3	3	3	3	0.00%
<b>Chapter 811 Rules of the Road for Drivers</b> (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	25	22	25	22	12.00%
<b>Chapter 813 Driving Under Influence of Intoxicants</b> (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	3	0	3	0	100.00%
<b>Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles</b> (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	0	0	0.00%
<b>Chapter 815 Vehicle Equipment Generally</b> (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	0	0	0.00%
<b>Chapter 816 Vehicle Equipment</b> (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	0	0	0	0.00%
<b>Chapter 818 -821</b> (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	0	0	0.00%
<b>TOTAL CITATIONS ISSUED</b>	46	44	46	44	4.35%
<b>TOTAL PERSONS CITED</b>	28	30	28	30	-6.67%
<b>TOTAL WARNINGS ISSUED</b>	70	100	70	100	-30.00%
<b>TOTAL TRAFFIC STOPS</b>	84	130	84	130	-35.38%

<b>MOTOR VEHICLE CRASHES</b>	<b>Jan-24</b>	<b>Jan-23</b>	<b>2024 TO DATE</b>	<b>2023 TO DATE</b>	<b>YEAR TO DATE CHANGE</b>
MVC-FATAL	0	0	0	0	0.00%
MVC-INJURY	4	3	4	3	25.00%
MVC-NON INJURY	12	7	12	7	41.67%
HIT & RUN VEHICLE INJURY	0	0	0	0	0.00%
HIT & RUN PROPERTY	9	8	9	8	11.11%
<b>TOTAL CRASHES</b>	25	18	25	18	28.00%

<b>CRASHES INVOLVING DUII ARREST</b>	0	0	0	0	0.00%
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OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Jan-24	Jan-23	2024 TO DATE	2023 TO DATE	YEAR TO DATE CHANGE
<b>PERSON CRIMES</b> (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	28	18	28	18	35.71%
<b>PROPERTY CRIMES</b> (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	46	70	46	70	-34.29%
<b>SOCIETY CRIMES</b> (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	41	31	41	31	24.39%
<b>OREGON SPECIFIC CRIMES</b> (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	62	57	62	57	8.06%
<b>TOTAL CRIMES REPORTED</b>	177	176	177	176	0.56%
<b>TOTAL CRIMES CLEARED</b>	113	105	113	105	7.62%
<b>NON CRIMINAL CALLS FOR SERVICE</b> (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	791	758	791	758	4.17%
<b>TOTAL CALLS FOR SERVICE</b>	968	934	968	934	3.51%
<b>TOTAL INCIDENT NUMBERS ISSUED</b>	824	859	824	859	-4.25%
<b>TOTAL CAD NUMBERS ISSUED</b>	1406	1612	1406	1612	-14.65%

ARRESTS	Jan-24	Jan-23	2024 TO DATE	2023 TO DATE	YEAR TO DATE CHANGE
<b>TOTAL PERSONS ARRESTED</b>	73	65	73	65	10.96%
<b>TOTAL ADULTS ARRESTED</b>	65	61	65	61	6.15%
<b>TOTAL JUVENILES ARRESTED</b>	8	4	8	4	100.00%
<b>TOTAL CHARGES</b>	133	109	133	109	18.05%
<b>TOTAL ADULT CHARGES</b>	123	103	123	103	16.26%
<b>TOTAL JUVENILE CHARGES</b>	10	6	10	6	66.67%