



CITY OF SWEET HOME CITY COUNCIL AGENDA

August 12, 2025, 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.

Meeting Information

This meeting is open to the public in person and virtually. 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, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 882 329 760

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 & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) [Request for Council Action – Sweet Home Rodeo Public Address System Application](#)
- b) [Request for Council Action – Committee Appointment](#)
- c) Approval of Minutes:
 - i) [2025-07-08 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Officer Swearing-In – Tye Moore
- b) S.H.I.N.E.S. Report

V. New Business

- a) [Request for Council Action – Asset Management Contract Approval](#)
- b) [Request for Council Action – Resolution No. 17 for 2025 – Certain Benefits Included in Official Compensation](#)
- c) [Request for Council Action – Resolution No. 18 for 2025 – National Night Out Street Closure](#)

VI. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills

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.

i) [Request for Council Action – Ordinance No. 8 for 2025 – City Property Exclusion Amendment](#)

b) Second Reading of Ordinance Bills

III. Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

i) [07-22-2025 Administration, Finance & Property Committee Meeting Minutes](#)

Charter Review Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

i) [2025-07-10 Library Board Work Session Minutes](#)

ii) [2025-07-10 Library Board Meeting Minutes](#)

Park & Tree Committee – Councilor Hegge

i) [2025-07-16 Park & Tree Committee Meeting Minutes](#)

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

IV. Department Reports

Library Services Director

i) [Library Report –July 2025](#)

ii) [SHPL August Newsletter](#)

Planning & Building Manager

i) [Planning & Building Manager Monthly Report – July 2025](#)

Public Works Director

i) [Public Works Department Report – July 2025](#)

Finance Director

i) [FY 2024-2025 Year-End Report](#)

Police Chief

i) [Police Department Report – June & July 2025](#)

City Attorney

V. Reports of City Officials

City Manager's Report

Mayor's Report

VI. Council Business for Good of the Order

VII. Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Sweet Home Rodeo Public Address System Application

Preferred Agenda: August 12, 2025

Submitted By: Angela Clegg, Planning & Building Manager

Reviewed By: Jason Ogden, City Manager / Police Chief
Cecily Pretty, Deputy City Manager

Type of Action: Motion Resolution Reading Roll Call

Relevant Code/Policy: SHMC 9.20.020

Towards Council Goal: Economic Strength

Attachments: Sweet Home Rodeo Public Address System Permit Application

Purpose of this RCA:

The purpose of this RCA is to request approval of a public address system permit (PA permit) application to support an outdoor venue at the Event Center Grounds during the Sweet Home Rodeo.

Background/Context:

The Sweet Home Rodeo coordinator submitted their PA Permit application along with their Special Event Permit in June 2025. Although they indicated on the application that the sound would not travel beyond 1,000 feet, City staff determined that, due to the site's proximity to residential neighborhoods, a PA Permit should still be required and reviewed for approval.

The proposal includes two PA systems in use during the day on Saturday, August 15th, playing music from an iPad, and two PA systems for a live band performance from 8:30 PM to 10:00 PM.

The Challenge/Problem:

Because the amplified sound is anticipated to travel beyond 1,000 feet, Sweet Home Municipal Code Section 9.20.020 requires City Council approval of the PA permit. The request is for August 16, 2025 between 12:00 PM and 10:00 PM.

Issues and Financial Impacts:

There is no financial impact to the City of Sweet Home, however the amplified sound may carry over to the Duck Hollow Subdivision, the homes along 42nd Avenue and the homes along 38th Avenue.

Elements of a Stable Solution:

Consideration of permit approval that balances the needs of the event and the needs of the surrounding neighborhood.

Options:

1. Move to approve the permit as requested: This will allow the Sweet Home Rodeo to provide music and announcements during their event.
2. Move to deny the permit: Denial will not allow for the amplification of music at the outdoor event beyond 1,000 feet.
3. Move to approve the permit with amendments: The City Council may choose to modify the dates and/or times of the permit.

Recommendation:

Staff recommends option #1: Move to approve the permit as requested.



Sweet Home Police Department
 1950 Main Street, Sweet Home OR 97386
 541-367-5181 shpd@sweethomeor.gov

APPLICATION- PUBLIC ADDRESS SYSTEM

Date of Application: 6/9/2025

Name: Reynolds McKenzie Marie
 (Last) (First) (Middle)

Date of Birth: 07/11/1997 **Primary Phone:** 541-409-2703

Home Address: 27909 Fern Ridge Rd. Sweet Home OR 97386

Organization's Name: The Sweet Home Rodco and Events

Organization's Address: 27909 Fern Ridge Rd. Sweet Home OR 97386

Organization's Phone: 541-409-2703

Local Address of Event: 4100 Long st. Sweet Home OR 97386

Nature of Business/ Event: Rodco

Date(s) and Time(s) of Message: 8/16/2025 12 pm 10 pm
 (Date) (From) (To)

(Date) (From) (To)

(Date) (From) (To)

Vehicle to be Used: N/A
 (Color) (Year) (Make) (License) (State)

Type of Sound Amplification Equipment to be used: 2 PA's with the live band. 2 PA's

playing during the day with music from an iPad.

Message: live band from 8:30pm-10pm

Will PA broadcast sound travel beyond 1,000 feet? NO
 (If yes application must be processed and submitted to City Council for approval)

Application Review	Signature:	Date:	Decision (Approve, Approve with Conditions, Deny):
Police Chief			
() City Council			
SHPD Case #:			



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Committee Appointment

Preferred Agenda: August 12, 2025

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 2.10

Towards Council Goal: Be an Effective & Efficient Government

Attachments: N/A

Purpose of this RCA:

To make an appointment to the Park & Tree Committee.

Background/Context:

The Administration, Finance & Property Committee met on July 22, 2025 to review applicants and make an appointment recommendation for a vacancy on the Park & Tree Committee. Melanie Jones was the recommended applicant for a term expiring February 22, 2026.

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.

Issues and Financial Impacts:

There are no issues or financial impacts identified as a result of this appointment.

Elements of a Stable Solution:

Timely approval of a qualified committee applicant.

Options:

1. Do nothing: The vacancy will remain and committee operations will be impacted.
2. Direct staff to solicit additional applicants.
3. Approve the recommended applicant: Move to approve the applicant as proposed.

Recommendation:

Staff recommends option 3: Move to approve the applicant as recommended.



CITY OF SWEET HOME CITY COUNCIL MINUTES

July 08, 2025, 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.

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Ray Grundy, Code Enforcement Officer
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Director

GUESTS

Kenneth Oberg, 780 9th Avenue, Sweet Home, OR 97386
Jerry Whaley, 875 2nd Avenue, Sweet Home, OR 97386
Joseph Sands, 835 Oak Terrace, Sweet Home, OR 97386
Aleaha Myers, 25643 Gap Road, Brownsville, OR 97327
John Origer, 630 S 7th Street, Lebanon, OR 97355
Larry Horton, 771 50th Avenue, Sweet Home, OR 97386
Dr. Ivan Wolthuis, 28996 Berlin Road, Sweet Home, OR 97386
Shirley Schumacher, 41100 Nichol Drive, Sweet Home, OR 97386
Gary Jarvis, 2941 Foothills Drive, Sweet Home, OR 97386
Frank McDonnell, Senior Client Advisor, Government Portfolio Advisors, Inc.
Dawn Mitchell, Senior Citizens of Sweet Home, Inc.

Consent Agenda

- a) Request for Council Action – Downtown Lounge Public Address System Application
- b) Request for Council Action – Agreement with the Sweet Home Senior Center for the Transportation Program

Approval of Minutes:

- a) 2025-06-24 City Council Meeting Minutes

Councilor Richards moved to approve the balance of the Consent Agenda. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Recognition of Visitors & Hearing of Petitions

There were no visitors to be heard.

New Business

- a) Request for Council Action – Code Compliance Abatement Lien for 780 9th Avenue

City Manager Ogden described the history of code violations at 780 9th Avenue and noted several years of good faith efforts by staff to work with the property owner that were unsuccessful in resolving the violations voluntarily by the owner. He noted that an abatement was performed by a third-party contractor in the amount of \$47,779.21 in April 2025. He requested City Council's approval to place the amount on the City's lien docket in order to recoup the costs to the City.

Mayor Coleman recognized those registered to speak.

Kenneth Oberg, property owner of 780 9th Avenue, described his history of interactions with the Code Enforcement Officer. He stated that he made progress on the property and protested the abatement and the placement of the lien.

Jerry Whaley noted concerns with roaming cats in Sweet Home and asked City Council to take action to address them.

Joseph Sands noted that he had experienced issues with the property in question since 2016 and asked that City Council support the staff recommendation.

Aleaha Myers stated she was a former neighbor of the property owner and described her history of issues with the property. She noted that the condition of the property negatively impacted the market value of surrounding homes.

John Origer, owner of Apex Property Clearing and Recycling, stated that he was the contractor responsible for performing the abatement of the property. He noted that he had been unable to enter the property when providing his abatement estimate and that the cost to the City was lower than what he could have charged based on what was required on site and wanting to keep costs lower for the property owner. He stated that the crew attempted to help the property owner keep what he wanted.

Councilor Hegge recused himself from the vote due to a conflict of interest.

President Pro Tem Thorstad moved to approve the placement of a lien on 780 9th Avenue as proposed. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Richards

NAY: Sanchez

RECUSED: Hegge

- b) Request for Council Action – Adopting the City's Investment Strategy

City Manager Ogden stated that the item proposed an update to the City's Investment Strategy as recommended by the City's investment firm, Government Portfolio Advisors, Inc. (GPA). He noted that the primary change proposed was to move the Weighted Average Maturity (WAM) from 2.0 years to 2.5 years. He invited GPA staff to speak.

Frank McDonnell stated that the increase in the WAM would allow for more flexibility.

President Pro Tem Thorstad asked if there was a positive or negative reason for the change. Mr. McDonnell stated that it was positive and did not increase risk, only introduced additional flexibility for the City's investment portfolio.

Councilor Bronson moved to adopt the City's Investment Strategy as proposed. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

- c) Public Hearing & Request for Council Action – Special Procurement Process with the Timber Framers Guild

Mayor Coleman opened the Public Hearing at 6:53 PM.

City Manager Ogden stated that approval would allow staff to negotiate directly with the Timber Framers Guild for design and construction of the new bandstand in Sankey Park as part of the Sankey Park Phase III Project. He noted that the guild utilized a "community build" model to involve the community in constructing a timber project with traditional techniques.

There were no comments to be heard.

Mayor Coleman closed the Public Hearing at 6:55 PM.

Mayor Coleman stated she appreciated the opportunity for a community build to replace a previously beloved structure that had to be removed.

President Pro Tem Thorstad moved to approve the special procurement process as proposed. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

- d) Request for Council Action – Resolution No. 16 for 2025 – Amending the City's Fee Schedule

City Manager Ogden stated that there were small adjustments proposed based on operational changes, including:

- Elimination of fees for meeting spaces due to reconfiguration of City Hall
- Introduction of Public Works event support fees to cover actual staff time and materials for permitted events
- Adjustment of the Transient Merchant Permit fees, particularly to cover costs of increased staff workload and additional inspections

He stated that the fees were conservative but more appropriately placed the fees on those utilizing services.

Councilor Sanchez asked for clarification on the increase of the Transient Merchant Permit fee related to food trucks. Planning & Building Manager Clegg replied that staff would now be performing site inspections, including after hours, so the fee would help offset those costs.

Mayor Coleman asked if the Transient Merchant Permit fee increase was also related to concerns from the previous year about food trucks during the Oregon Jamboree. Manager Clegg replied that it was.

Councilor Bronson asked if the plan for food trucks would resolve issues on Main Street that occurred during the previous year. Manager Clegg replied that it would and that a copy of the new permit application was included in the agenda packet. She added that Highway 20 and Highway 228 would now be considered exclusion zones for food trucks.

Councilor Augsburger asked how frequently the conference rooms were rented. Deputy City Manager

President Pro Tem Thorstad moved to approve Resolution No. 16 for 2025. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards
NAY: Sanchez

Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action – Ordinance No. 7 for 2025 – Ordinance No. 1336 – Repealing SHMC Chapter 13.04.170 Fluoridation

A third reading of Ordinance No. 7 for 2025 was conducted by title only.

Mayor Coleman recognized those registered to speak.

Larry Horton asked why the Community Health Committee was not contacted regarding the issue and asked if local medical partners were contacted. He stated that he contacted three providers and all three were in support of continuing fluoridation. He noted that the original Ordinance was enacted through a public vote and expressed concern that the issue was not being referred back to voters for consideration.

Dr. Ivan Wolthuis expressed support for continued fluoridation. He requested an opportunity for more in-depth discussion on the topic. He discussed the efficacy of fluoridation in enhancing public health and reducing dental costs. He noted that systemic fluoridation through the water supply was more effective than topical fluoridation through toothpaste.

Shirley Schumacher stated that she did not know what the previous level of fluoridation was so it was difficult to determine if there was a health concern. She expressed concern that two readings were conducted at a single City Council meeting. She noted that removing fluoridation led to increased dental costs, particularly in lower income populations. She asked that the voters be allowed to decide the issue.

Gary Jarvis described the history of a prior Public Hearing regarding the issue and expressed concern that the previous City Council was not prepared to make an informed decision. He noted that the majority of people from Sweet Home who appeared were in opposition to the fluoridation. He expressed support for ending fluoridation in Sweet Home.

Mayor Coleman stated that City Council requested that the item be placed on a future City Council agenda during a May meeting. She apologized to the Community Health Committee for not including them more in the conversation. She noted that she had spoken to many community members to learn their opinion and stated that those in favor of fluoridation who spoke at the current meeting were the first she had heard.

Councilor Bronson expressed concern that he had been unable to call in to the previous meeting where the first and second reading were conducted due to technical issues. Mayor Coleman asked City Attorney Larsen for clarification. City Attorney Larsen stated that the Charter allowed a second reading of the Ordinance if there was a unanimous vote by those present. Councilor Bronson expressed support for referring the item to the ballot for voters to decide.

President Pro Tem Thorstad moved to approve Ordinance No. 7 for 2025. Councilor Sanchez seconded the motion.

Mayor Coleman acknowledged the 1964 Special Election where the original Ordinance was enacted and considered referring the issue back to the ballot but decided to vote to approve the Ordinance based on the feedback she received from residents.

Councilor Sanchez stated that she had spoken with dentists outside of Sweet Home and noted conflicting information among industry experts. She added that there were many methods of fluoridation outside of the public water supply.

Councilor Bronson requested that the issue be put before the voters to allow for additional education.

President Pro Tem Thorstad stated that the City Council served as elected representatives and that there was science to support both sides.

The question was called. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Richards, Sanchez
NAY: Bronson, Hegge

Mayor Coleman invited Dawn Mitchell to speak regarding the Transportation Program.

Dawn Mitchell expressed her gratitude for community partners and their support of the Sweet Home Senior Center. She noted that the current biennium would be funded through two separate agreements due to changes at the Federal level. She described the availability of funds and how the required local match was provided, including \$30,000 annually from the City of Sweet Home.

Mayor Coleman thanked Ms. Mitchell for her service to the community.

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

- a) Open Position – Park & Tree Committee

Charter Review Committee – President Pro Tem Thorstad

- a) 2025-06-17 Charter Review Committee Meeting Minutes

Community Health Committee – Councilor Bronson

- a) 2025-06-25 Community Health Committee Meeting Minutes
- b) Health Fair Application

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

- a) 2025-06-18 Park & Tree Committee Meeting Minutes

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

Department Reports

Library

- a) Library Report – June 2025

Planning & Building Division

- a) Planning & Building Report – June 2025

Public Works Department

- a) Public Works Report – June 2025

Finance Department

- a) Finance Report – June 2025

Code Enforcement Division

- a) Code Enforcement Report – June 2025

Director Dazey invited everyone to Sankey Park on Friday for an event put on by the Oregon Coast Aquarium.

Director Springman stated that the annual Consumer Confidence Report was included and was available on the website.

Planning & Building Manager Clegg stated that it was the 40th anniversary of the movie *The Goonies* and it would be the free Movie in the Park on the following Friday.

Reports of City Officials

City Manager's Report

City Manager Ogden thanked Code Enforcement Officer Grundy for his work on the Sweet Home S.H.I.N.E.S. cleanup event and stated that he was able to close out several open storage cases after the event. He noted that the new City website was scheduled to launch on July 14th. He stated that speed humps would be installed on First Avenue on July 9th. He noted that the Sportsman's Holiday parade would take place on July 12th and would result in a street closure on Long Street and traffic conversion on Main Street. He stated that there would be two Charter update open houses to invite public comment on proposed Charter revisions on July 15th and July 26th. He noted that he recently presented at the 2025 National Conference on Ending Homelessness with the Executive Director of FAC in Washington, D.C. He added that they co-presented a 45-minute presentation outlining the shelter's impact on the community and the benefits of Community Court. He reminded City Council that the second City Council meeting in July was canceled.

Councilor Augsburger asked of the timeline for the First Avenue project. City Manager Ogden stated that construction would last one day.

Councilor Augsburger and President Pro Tem Thorstad thanked Code Enforcement Officer Grundy for his work to improve Sweet Home.

Mayor's Report

Mayor Coleman noted the difficulty in making a decision on liens and thanked staff for their thorough reporting to assist Council in their decision-making. She thanked Special Projects Manager Leisinger for helping to bring fireworks back to Sweet Home for the 4th of July. She highlighted that Sweet Home hosted the Wildland Fire School successfully again. She noted upcoming events as part of the Sportsman's Holiday. She stated that she hosts Coffee with the Mayor on Thursdays at 3 PM. She noted the recent announcement that the Oregon Jamboree would be holding its last year this year.

Council Business for Good of the Order

Councilor Sanchez asked if City staff could look into offering some form of fluoride to low-income residents. She also asked staff to investigate improvements to the call-in system.

Deputy City Manager Pretty stated that the City's IT consultant was working with Microsoft directly to troubleshoot the call-in system.

There was Council consensus to direct staff to investigate providing fluoride to low-income residents.

Adjournment

There being no further discussion, the meeting was adjourned at 7:45 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Asset Management Contract Approval

Preferred Agenda: August 12, 2025

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager

Type of Action: Resolution Motion Roll Call Other

Towards Council Goal: Be an Effective & Efficient Government

Attachments: iWorq Systems Contract

Purpose of this RCA:

Reviewing and determining whether to approve an agreement with iWorQ Systems providing improved transparency and tracking services for Public Works assets and Code Enforcement.

Background/Context:

The City previously approved a contract with OpenGov to provide asset management services and a code enforcement module in 2023, with the contract set to expire June 30, 2026.

The Challenge/Problem:

Implementation with OpenGov has proved challenging and the City still does not have a fully functional product despite working with multiple project managers and OpenGov's upper management. As a result, staff issued a Request for Proposals (RFP) in May and June of this year to solicit responses from similar firms and evaluate potential other options that will provide a more functional product for Sweet Home.

Several features were identified as needed to successfully improve services, which are as follows:

- Process automation – Ability to design workflows to improve processes to electronically intake data and assign tasks.
- Code Enforcement – Easy online violation submissions, and a centralized case management location.
- Public Portal – Includes a public portal for residents and businesses with single login and have access to all tools and status to improve transparency.
- Intuitive User Experience – Software must be easy to use and understand for residents and internal staff.
- Asset Management – Ability to build an asset inventory, such as roads, water pipes, fire hydrants, etc. to track, capture work history, inspections, and report within a GIS infrastructure.

- ArcGIS integration – Access existing GIS data as well as update and input new information into the existing maps.
- Work Order Management – Create, assign, and track all work orders and repairs that need to be completed throughout the City.

The City received three responses to the RFP. A staff panel scored each vendor independently and iWorQ received the top score based on their submittal and demonstration of the product's features, as well as pricing, timeline, and contract flexibility.

Issues and Financial Impacts:

1. This contract will cost \$55,100 the first year and \$33,000 annually thereafter for a total term of four (4) years. iWorQ Systems has proposed delayed billing to allow the City to begin implementation immediately prior to paying the vendor.
2. The implementation cost and annual costs are less than the current OpenGov contract.

Elements of a Stable Solution:

Agreement to implement a product that will be functional within a reasonable timeline and at savings to the City long-term.

Options:

1. Do nothing: The City will need to evaluate if they wish to extend their contract with OpenGov in 2026, utilize a different vendor at that time, or discontinue use of external asset management solution.
2. Move to approve the contract as presented: By approving the contract, staff can move forward with implementation.
3. Direct staff to renegotiate the contract: City Council may provide direction as to what they would like to see changed in the proposed

Recommendation:

Staff recommends option #2: Move to approve the contract as presented

IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Sweet Home, OR here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customer can upload and store images with personal information like driver's license, and more. This Data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the Sensitive Data Upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible: (1) For the content entered into iWorQ' s database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizens over the web, and (4) For backup data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing.

7. TERMINATION:

Prior to the expiration of the initial 4-Year Term, either party may terminate this Agreement by providing the other party with a Sixty (60) days' written notice prior to the effective date of the expiration. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This agreement will be governed by and construed in accordance with the laws of the state of Utah. Any legal action or proceeding related to this agreement must be brought and determined in the State of Utah and may not be brought or determined in any other forum or Jurisdiction.

Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION (Community Development):

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Portal Setup Contact (required) _____ Title _____

Office Phone _____ Cell _____

Email _____ Signature _____

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

11. CUSTOMER IMPLEMENTATION INFORMATION (Public Works):

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

12. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID # _____

13. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____

iWorQ Service(s) Agreement
APPENDIX A

iWorQ Price Proposal

Sweet Home, OR	Population- 10,206
1400 24th Avenue, Sweet Home, OR 97386, USA	Prepared by: Ben Freeman, Ryan Bundy, and Matt Randall

Annual Subscription Fees

<u>Application(s) and Service(s)</u>
<p>Code Enforcement</p> <ul style="list-style-type: none"> -Available on any computer, tablet, or mobile device using Chrome Browser -Track activities and follow ups -Configurable violations & fees, track payments -Configurable reporting -Quarterly parcel update -OpenStreetMap tracking abilities -Free letters, utilizing iWorQ's template library, and up to 3 custom letters -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) <p>Portal Home</p> <p>*Code Enforcement Portal</p> <ul style="list-style-type: none"> -Allows for submitting code enforcement issues online and viewing code cases on the map -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -3 Custom Forms -Messaging feature for easy interaction with citizens -Built-in automatic workflow capabilities -Ensures better communication with citizens and allows for easy interaction <p>GIS RestServices Community Development</p> <p>GIS REST Services - iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met:</p> <ol style="list-style-type: none"> 1. The Rest Service URL is either a public access URL or the agency

will allow iWorQ to be added to the user group of that data.

- a. User Group must have permission settings set to allow root access to pull the data.
2. The Rest Service data contains the information needed for system functionality and field types match.
 - a. The format of that data must conform to iWorQ Systems

* Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges) Client must provide iWorQ with their agency's REST Service URL within 30 days of signature date, otherwise iWorQ will not establish the REST Service connection. Client may pay a data and labor fee of

\$500 (subject to change at the discretion of iWorQ) to set up REST service beyond the stated 30-day deadline

Public Works Package (Infrastructure)

Package includes:

- * Work Management
- * Sign Management
- * Pavement Management
- * Water Management
- * Sewer Management

- Track and manage work by location using OpenStreetMap
- Work order scheduling and templates
- Track labor, inventory, parts, and material
- Track work completed and maintenance history
- Set maintenance, inspection, and work order schedules
- Inspection Routing
- Track sign location, MUTCD, condition, reflectivity, work orders etc.
- Remaining service life (RSL), next treatment, 5-year budget etc.
- 3 scheduled reports
- Road layer on OpenStreetMap with color by lookup
- Sign layer displayed on OpenStreetMap
- Includes 9 Water capital asset layers on OpenStreetMap (Hydrants, Lines, Valves etc.)
- Includes 5 capital asset layers on OpenStreetMap (Lines, Manholes, Pumps etc.)

GIS REST Services -

iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met:

1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
 - a. User Group must have permission settings set to allow root access

to pull the data.

2. The Rest Service data contains the information needed for system functionality and field types match.

a. The format of that data must conform to iWorQ Systems

Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges) Client must provide iWorQ with their agency's REST Service URL within 30 days of signature date, otherwise iWorQ will not establish the REST Service connection. Client may pay a data and labor fee of

\$500 (subject to change at the discretion of iWorQ) to set up REST service beyond the stated 30-day deadline.

- * Available on any computer, tablet, or mobile device using Chrome browser
- * OpenStreetMap - Ability to track point and line layers
- * Quarterly GIS Updates
- * Configurable dashboard, fields, and reports
- * Includes Sensitive File Uploads (if needed)

Stormwater Package

Package includes:

*Work Management

- Track and manage work by location using OpenStreetMap
- Work order scheduling and templates
- Track labor, inventory, parts, and material
- Track work completed and maintenance history

*SWPPP Permit Management

- Issue permits (SWPPP)
- Track and manage inspection schedules
- Unlimited access to iWorQ's template library, including 3 custom letters

*Capital Asset Management

- Track location, inspections, maintenance, and work orders for MS4 compliance
- Track up to 8 asset layers (i.e. Catch basins, Inlets, outfalls, Lines.),
- Additional attribute data for each capital asset is \$500 annually.
- Set maintenance, inspection, and work order schedules
- Manage and reduce illicit discharge
- Inspection Routing

* Available on any computer, tablet, or mobile device using Chrome

<p>browser</p> <ul style="list-style-type: none"> * OpenStreetMap - Ability to track point and line layers * Quarterly GIS Updates * Configurable dashboard, fields, and reports * Includes Sensitive File Uploads (if needed) 		
<p>Citizen Engagement Package</p> <p>Package includes:</p> <ul style="list-style-type: none"> *Citizen Engagement <p>- Drive citizen satisfaction, streamline communication and reduce overhead costs with a public portal and a mobile application for Android and iOS.</p> <p>Allow citizens & employees to submit problems, including photos and locations, links to agency website, and seamlessly access those items in the iWorQ software through the Online Portal.</p>		
<p>Fleet Management Package</p> <p>Includes:</p> <ul style="list-style-type: none"> *Fleet Management *Work Order Dashboard *Internal Fleet Request <p>Fleet Management:</p> <ul style="list-style-type: none"> -Available on any computer, tablet, or mobile device using Chrome Browser -Fuel log tracking and uploads with a CSV or TXT file -Work orders for employee cost, inventory, and purchase order tracking -Manage and maintain a maintenance schedule -Inventory management - having the capability to track and maintain parts you keep on hand -Configurable dashboard, fields, and reports <p>Fleet Request:</p> <ul style="list-style-type: none"> -Mechanics/Employees have the ability to put in a vehicle maintenance request through the portal. -Web form/Link for mechanics/employees. -Search ability for mechanics/employees for previous maintenance requests. -Ability to create work orders from the vehicle maintenance requests. -Configure reports from maintenance requests. -Includes Sensitive File Uploads (if needed) 		
<p>Subscription Fee Total (This amount will be invoiced each year)</p>	<p>\$33,000</p>	<p>Annual</p>

One-Time Setup, GIS integration, and Data Conversion Fees

<u>Service(s)</u>	<u>Billing</u>
Implementation and Setup	Year One
Up to 5 hours of GIS integration and data conversion	Year One
Data Conversion	Year One

Grand Total Due Year 1		\$55,100	Year One Total
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REQUEST FOR COUNCIL ACTION

Title: Resolution No. 17 for 2025: Certain Benefits Included in Official Compensation

Preferred Agenda: August 12, 2025

Submitted By: Blair Larsen, City Attorney

Reviewed By: Jason Ogden, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: N/A

Towards Council Goal: N/A

Attachments: Resolution No. 17 for 2025: A Resolution Defining Certain Benefits as Included in Official Compensation
OGEC Opinion No. 25-126A

Purpose of this RCA:

The purpose of this RCA is to request approval of the attached Resolution regarding minor fringe benefits and official compensation of City elected and appointed officials and staff.

Background/Context:

On May 9, 2025, Oregon Government Ethics Commission (OGEC) issued an opinion in response to questions asked by Jayme Pierce, General Counsel for the League of Oregon Cities. OGEC concluded it is unethical for a local government to provide food and beverages to elected officials or employees unless those items are included in their official compensation package.

Prior this opinion, it was the practice of the City of Sweet Home to provide snacks or light meals to City elected and appointed officials at meetings, retreats, team building exercises and other events. The OGEC opinion states that such benefits need to be adopted by the governing body as part of an official compensation package to comply with Oregon ethics laws.

To align City practices with the OGEC guidance, staff recommends that Council adopt Resolution No. 17 for 2025, which explains that meals, snacks and beverages provided during City business or at City events count as compensation for elected and appointed officials and employees.

The City already gives employees certain nominal benefits, such as recognition gifts or flowers during special occasions, which were established through normal administrative processes. Since Council is adopting food and drink benefits, staff recommends including these minor benefits in the resolution as well.

Finally, because these benefits will now be defined as “compensation,” recipients may have personal tax obligations. Since the value of the benefit varies from person to person, tracking is not feasible at the City level. Staff recommends encouraging recipients to consult their own tax advisor to determine whether any reporting is needed.

The Challenge/Problem:

How does the City comply with State ethics rules, while still providing minor fringe benefits to elected and appointed officials and staff?

Stakeholders:

- Sweet Home Residents – Residents deserve a City government that operates ethically and in compliance with State Law.
- Sweet Home City Council – The City Council is responsible for setting policies that bring the City into compliance with State Law and ethics rules.
- Sweet Home Elected and Appointed Officials and Staff – City elected and appointed officials and Staff should be able to receive minor fringe benefits such as snacks and food when attending long meetings or other required events.

Issues and Financial Impacts:

This ordinance does not mandate any spending and involves no financial impact to the City.

Elements of a Stable Solution:

A stable solution includes an ordinance empowers Police Officers to assist Library Staff.

Options:

1. Do Nothing – If the Council chooses to do nothing, then continuing existing City practices may violate State Ethics laws.
2. Motion to adopt Resolution No. 17 for 2025 as presented.
3. Motion to adopt Resolution No. 17 for 2025 with changes – The Council may make changes to the proposed resolution.
4. Direct Staff to research other ways to accomplish the same goals.

Recommendation:

Staff recommends option 2: Motion to adopt Resolution No. 17 for 2025 as presented.

RESOLUTION NO. 17 FOR 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SWEET HOME DEFINING CERTAIN BENEFITS AS INCLUDED IN OFFICIAL COMPENSATION

WHEREAS, Oregon Ethics Law (ORS 224.010 et seq) prohibits public officials, including elected and appointed officials and public employees from using their position for financial gain or to avoid financial loss, except for salary and official benefits; and

WHEREAS, a recent advisory opinion by the Oregon Government Ethics Commission concluded that certain City purchases may violate Oregon Ethics Law unless authorized as compensation by the Governing Body; and

WHEREAS, the City Council believes it is reasonable and respectful to provide a simple meal or snacks to Elected Officials and by persons appointed to City Boards, Commissions, and Committees when they are attending to City business; and

WHEREAS, providing such food is a basic gesture of appreciation for their service to the community and ensures they can effectively fulfill their public duties; and

WHEREAS, the City Council also wants to clarify that certain benefits currently provided by the City to its elected and appointed officers and employees are included in their official compensation;

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Section 1. The following are benefits that may be provided to City of Sweet Home to City employees; elected officials; people appointed to advisory boards, commissions and committees; and appointed officers as part of their overall compensation package:

- Food and beverages provided during or immediately before work-related events such as public meetings of the City Council or City advisory groups, team building activities, Council Goal Setting, all day staff trainings or retreats, and conferences.
- Food and non-alcoholic beverages provided to public officials or employees who are required to work through their lunch/ dinner break. The provision of food and beverages must be reasonably required to complete City business. For example, a meeting that must extend over the lunch hour, takes place during the dinner hour or in the evening, or can be expected to last more than three hours.
- Savings or discounts for services provided by the City' s retirement planning provider.
- Savings or discounts for services provided by the City' s medical or dental health insurance provider, payroll software provider, or employee assistance program.
- Rewards of loyalty programs (e.g., frequent flier miles, hotel rewards, credit card rewards or rebates).
- Combining personal and City travel by extending a trip by arriving early or staying later than required, provided that the City does not pay any additional

costs, including higher lodging, airfare, or mileage costs for the personal portion of the trip.

- Travelling with others on a City business trip so long as the City does not pay any additional costs from the presence of additional people.
- Door or raffle prizes provided at business related events, city events or relating to employee program, so long as the prizes do not exceed the gift limits in Oregon's Ethics Law.
- Food, snacks, beverages or meals offered in appreciation of City employees or provided at business-related events or functions. This includes holiday parties, a City picnic, and recognition of special events such as Police Week, Public Works Week, etc.
- Meals provided to City employees who are assigned to work over their meal break at an offsite location.
- Flowers given to mark important life moments, like when a baby is born, someone is very sick, or a family member has died.
- Other small and occasional gift items with the City or department logo, such as a coffee cup, water bottle, t-shirt, hat, sweatshirt or fleece.

Section 2. Nothing in this resolution shall be construed as an obligation by the City to provide any of the benefits listed in Section 1.

Section 3. City elected and appointed officials, Charter Officers, and employees are responsible for any tax reporting and payment obligations related to these benefits and are encouraged to consult with their own tax professional.

Section 3. This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor, this 12th day of August, 2025.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



Oregon

Tina Kotek, Governor

Government Ethics Commission

3218 Pringle Rd SE, Ste 220

Salem, OR 97302-1680

Telephone: 503-378-5105

Fax: 503-373-1456

E-mail: mail@ogec.oregon.gov

Website: www.oregon.gov/ogec

May 9, 2025

Sent via email

Jayne Pierce, General Counsel
League of Oregon Cities
1201 Court St. NE, Ste. 200
Salem, Oregon 97302-4194

Dear Jayne Pierce:

At its May 9, 2025 meeting, the Oregon Government Ethics Commission (Commission) adopted the following advisory opinion in response to your request to the Commission, dated January 16, 2025. The Commission extended the period for this advisory opinion by an additional 60 days, as authorized by ORS 244.280(2).

OREGON GOVERNMENT ETHICS COMMISSION ADVISORY OPINION NO. 25-126A

SYNOPSIS OF FACTS AS PRESENTED TO THE COMMISSION:

On September 2, 2024, the Commission, through its Executive Director, issued a letter of advice to Lacy Beaty, Mayor of Beaverton (Advice No. 24-406I). This letter of advice addressed how the Oregon Government Ethics Laws in ORS Chapter 244 applied to a “team at a team-building event” where individual public officials, and their relatives or household members, consumed food and beverages provided by the city, and the alcoholic beverages provided by the Mayor personally.

Following issuance of Advice No. 24-406I, you submitted a request for a Commission Advisory Opinion, on behalf of the League of Oregon Cities, addressing a number of hypothetical situations involving city staff and the provision of food and beverages. In your request, you note that city officials and employees may attend various city-sponsored meetings and events where food and beverages are provided. Examples of such meetings and events could include:

- City staff attend a lunch hour staff meeting and the city provides attendees with lunch.
- City staff are celebrating an employee’s personal milestone, such as a baby shower that occurs during working hours. City funds are utilized to provide light snacks and refreshments for those in attendance.

- The city hosts a holiday party to celebrate city staff and volunteers. Food and beverages are provided by the city for those in attendance.
- A department hosts a teambuilding event for department staff. Food and beverages are provided by the city for those in attendance.

QUESTIONS:

Your request for a Commission Advisory Opinion seeks to clarify how the Commission would apply the provisions in and ORS 244.040 and ORS 244.025 to a public official's receipt of food and beverages, under the following circumstances:

- (1) If a city staff member attends any of the above situations and consumes the food and beverages provided by the city, do they violate ORS 244.040 or any other provisions of ORS Chapter 244?
- (2) If the city's personnel manual contains the following as part of staff compensation, does ORS 244.040(2)(a) and related OAR 199-005-0005(3) apply?

"Food, beverage, and other related items provided by the city to employees including any of their relatives or household members who are accompanying them during work-related events such as, but not limited to meetings, team building activities, and conferences, are provided as part of the employee's official compensation package."

- (3) If an individual or multiple staff members provide the food and beverages at any of the above-described situations (i.e., potluck), and no city funds are utilized to purchase said food and beverage, if a city staff member consumes the food and beverages provided by other staff, do they violate ORS 244.025, or any other provisions of ORS Chapter 244?
- (4) The city wants to provide a meal for their elected officials for a gathering prior to a public meeting, for purposes not related to city business, but rather team building. Does an elected official who consumes the food or beverages provided by the city violate ORS 244.040, or any other provisions of ORS Chapter 244?
- (5) If individual city elected officials provide the food and beverage (i.e., potluck) during a gathering prior to a public meeting for purposes not related to city business but rather team building, does an elected official who consumes the food or beverages provided violate ORS 244.025, or any other provisions of ORS Chapter 244?

ANALYSIS:

We first clarify that the Commission cannot provide guidance or opine on how a city chooses to allocate its resources, whether a city may lawfully provide food and beverages to its officials and employees in the scenarios described above, or whether any provision of such food and beverage is taxable. Rather, the Commission’s guidance in this Opinion is limited to how the laws in ORS Chapter 244 would apply to a public official’s acceptance of food and beverages in the circumstances described.

There are three separate laws that relate to whether a public official may accept food and beverage. The first is the use of office provisions set forth in ORS 244.040. The second and third relate are the gift laws and include ORS 244.020(7), defining “gift,” and ORS 244.025, which establishes the gift limits. However, because ORS 244.040 incorporates the gift laws and its exceptions, your questions can be fully answered by analyzing ORS 244.040. See ORS 244.040(2)(e)-(g).

Use of Office Prohibitions

ORS 244.040(1) provides that a public official may not use or attempt to use their office or position to obtain a financial gain or avoid a financial detriment, for themselves or for their relatives, household members, or any businesses with which they are associated, if that financial gain or avoidance of detriment would not otherwise be available but for the fact they hold their office or position. Importantly, the statute prohibits a public official from either using or attempting to use their office for personal gain. In other words, an attempt is sufficient to violate the statute.

When a public body offers its elected officials and employees something of value, the financial gain or avoidance of detriment is being made available to the officials and employees because they hold their positions as public officials with that public body. Under ORS 244.040, the default is that any acceptance of free food or beverage by virtue of one’s position as a public official is a violation of ORS 244.040(1). However, ORS 244.040(2)(a) through (h) provides several exceptions to the general prohibition in ORS 244.040(1). The relevant exceptions in ORS 244.040(2) applicable to food and beverage consumed by a public official are subsections (a), (e), (f), and (g). These subsections establish that the use of office prohibitions do not apply to:

(a) Any part of an official compensation package as determined by the public body that the public official serves.

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(e) Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the

household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

(f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.

(g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020.

Therefore, we analyze the relevant provisions in ORS 244.040(2) to determine if a public official may accept food and beverage.

A. Official Compensation – ORS 244.040(2)(a)

ORS 244.040(2)(a) allows a public official to accept “[a]ny part of an official compensation package as determined by the public body that the public official serves.” The Commission adopted a definition of “official compensation package” in OAR 199-008-0005(3), which provides:

The term “official compensation package” means the wages and other benefits provided to the public official. To be part of the public official’s “official compensation package”, the wages and benefits must have been specifically approved by the public body in a formal manner, such as through a union contract, an employment contract, or other adopted personnel policies that apply generally to employees or other public officials. “Official compensation package” also includes the direct payment of a public official’s expenses by the public body, in accordance with the public body’s policies.

This administrative rule is consistent with Oregon’s employment laws and tax laws. See, e.g., ORS 652.210(1)(a)(“ ‘Compensation’ includes wages, salary, bonuses, benefits, fringe benefits and equity-based compensation.”); ORS 652.210(14)(“ ‘Wages’ means all compensation for performance of service by an employee for an employer, whether paid by the employer or another person, or paid in cash or any medium other than cash.”); ORS 653.010(10) (“ ‘Wages’ means compensation due to an employee by reason of employment, payable in legal tender of the United States or check on banks convertible into cash on demand at full face value, subject to such deductions, charges or allowances as are permitted in ORS 653.035.”); ORS 653.010(11)(“ ‘Work time’ includes both time worked and time of authorized attendance.”); ORS 657.105 (1) (“* * * ‘wages’ means all remuneration for employment, including the cash value, as determined by the Director of the Employment Department under the regulations of the director, of all remuneration paid

in any medium other than cash.”); ORS 653.035 (1) (“Employers may deduct from the minimum wage to be paid employees under ORS 653.025, 653.030 or 653.261, the fair market value of lodging, meals or other facilities or services furnished by the employer for the private benefit of the employee.”); IRC § section 3401(c) (an officer, employee, or elected official of government is an employee for income tax withholding purposes.)

As set forth in rule, “official compensation package” includes the “direct payment of a public official's expenses by the public body, in accordance with the public body's policies.” When a public body is paying for a meal for its officials or employees, the public body, acting as an employer, is paying the direct meal or beverage expenses for its officials or employees. Therefore, for the public official to be allowed to accept the food and beverage, the public body must have formally adopted a union contract, employment contract, policy, or other compensation authorization provision that authorizes the public official to accept the food and beverage provided by the public body.

Both ORS 244.040(2)(a) and OAR 199-008-0005(3) require the compensation to be determined by the “public body” that the public official serves. Requiring that a public official accept food and beverage only as provided by a policy or contract formally adopted by a public body is wholly consistent with the requirements of ORS Chapter 244 and the public trust ORS Chapter 244 is intended to protect. The broad policy of the ethics laws is to ensure that government employees do not gain personal financial advantage through their access to the assets and other attributes of government. See *Davidson v. Oregon Gov't Ethics Comm'n*, 300 Or 415, 422 (1985). We find no countervailing policy in ORS Chapter 244 that argues against a requirement that a public official accept food and beverage from its public body *only* when such compensation has been formally adopted by the public body. The concept of public trust extends to all matters within the duties of public office.

Therefore, if the public body adopted an ordinance, resolution, collective bargaining agreement, human resource policy, or applicable contract provision (Policies), authorizing the provision of food and beverage to its employees and elected officials, the employee or elected official is authorized to accept the food and beverage consistent with the Policies the public body adopted. The public official will need to review the applicable Policies authorizing their acceptance to determine if they can accept the food and beverage. If the public official accepts food and beverage that is not authorized by the Policies adopted by the public body, the public official violates ORS 244.040(1).

City elected officials would also need to be mindful of, and comply with, the conflicts of interest provisions in ORS 244.120(2) and ORS 244.020(1) and (13) when adopting any food and beverage policy that would or could apply to themselves as elected officials.

B. Gifts and Gift Exceptions – ORS 244.040(2)(e), (f), and (g); ORS 244.020(7); and ORS 244.025.

1. Gift Laws Inapplicable to Employer Provided Food and Beverage.

The gift laws and relevant gift exceptions in ORS 244.040(2)(e), (f), and (g), ORS 244.020(7), and ORS 244.025 are not applicable to the situation where a public official accepts food and beverage from their own public body. An analysis of Oregon Government Ethics law governing gifts and the relevant gift exceptions applies only when someone other than the public official's own public body provides the food and beverage. This is because, under ORS 244.020(7)(a), something qualifies as a "gift" if the thing provided is either "[w]ithout valuable consideration of equivalent value" or for "valuable consideration less than that required from others who are not public officials." ORS 244.020(7); See also, Honorable Fred W. Heard Honorable Grattan Kerans, 40 Or. Op. Atty. Gen. 371, p. 5-6 (1980) (whether something is a gift "requires that a determination be made whether the official provided something of substantially equivalent economic value in exchange, or whether the item received was available to non-public officials on the same terms.").

When a public body provides food and beverage to an employee or elected official, it is doing so in exchange for the valuable consideration of public service that the employee or elected official provides to the public body itself, which value far exceeds the value of the food and beverage provided. Additionally, when food and beverage is provided by a public body only to its public officials, the food and beverage is not available to non-public officials at all and not on the same terms. Therefore, the food and beverage provided by a public body to its own public officials is not a "gift" that should be analyzed under the gift laws. Rather, it is "compensation" and analyzed under the official compensation provisions in ORS 244.040(2)(a), as outlined above.

2. Gift Laws Applicable to Food and Beverage.

ORS 244.040(2)(e), (f), and (g) govern when a public official may accept food and beverage from a person, business, or other entity that are not the public body that the public official serves. ORS 244.040(2)(e), (f), and (g) cross-reference the gift provisions in ORS 244.020(7) and ORS 244.025. Therefore, we analyze those relevant provisions using the four-step process set forth below.

Step 1 – Is the Food and Beverage Provided a "Gift?"

The first step in the analysis of whether a public official may accept food and beverage from a person, business, or other entity (Source) is to determine whether the food and beverage being offered qualifies as a "gift" for purposes of ORS Chapter 244. ORS 244.020(7)(a) defines a gift as:

“Gift” means something of economic value given to a public official, a candidate or a relative or member of the household of the public official or candidate:

(A) Without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or candidates or the relatives or members of the household of public officials or candidates on the same terms and conditions; or

(B) For valuable consideration less than that required from others who are not public officials or candidates.

In other words, a “gift” is something of economic value given to a public official, or their relative or household member, without equivalent consideration or at a discount, and that is not offered to others who are not public officials on the same terms and conditions. Consequently, if the food and beverage being offered to the public official is being provided to non-public officials on the same terms and conditions, then the public official may accept the food and beverage, regardless of value. If it is not being offered to non-public officials on the same terms and conditions, then the food and beverage is a “gift” for purposes of ORS Chapter 244 and the public official must proceed to the next step of the analysis.

Step 2 – Is Food and Beverage Provided from a Source that has Given the Public Official \$50 or Less in Value in a Calendar Year?

If the food and beverage being offered is a “gift,” then the next step in the analysis is to determine whether it is a gift that the public official can accept. ORS 244.040(2)(e) authorizes a public official to accept the food and beverage if the gift “do[es] not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.” ORS 244.025(1) provides that a public official, and their relatives or household members, may not solicit or receive any gift or gifts with an aggregate value in excess of \$50 in a calendar year from a Source that could reasonably be known to have a legislative or administrative interest in the public official’s decisions or votes. To determine the value, the public official must consult OAR 199-005-0005.

Therefore, the second step in the analysis requires the public official to determine the value of the food and beverage being provided, as well as the value of any other gifts that the public official received from that Source during the calendar year, using the method prescribed by OAR 199-005-0005. If the cumulative value of the food and beverage and all other gifts received from that Source during the calendar year is \$50 or less, the public official may accept the food and beverage from that Source. If, however, the cumulative value of the food and beverage and all other gifts received from that Source in a calendar

year exceeds \$50, then it is necessary for the public official to proceed to the third step in the analysis.

Step 3 – Is the Food and Beverage from a Source Reasonably known to have a Legislative or Administrative Interest in the Public Official’s Decision or Votes?

ORS 244.040(2)(e) prohibits a public official from accepting a gift if the cumulative value of all gifts from that Source exceeds \$50 in a calendar year *and* the source could reasonably be known to have a legislative or administrative interest. Likewise, ORS 244.040(2)(f) authorizes a public official to receive gifts “from a source that *could not* reasonably be known to have a legislative or administrative interest.” (emphasis added). Therefore, these two provisions together outline the third step of the analysis, which requires the public official to determine whether the source of the gift has a legislative or administrative interest.

The term “legislative or administrative interest” means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the public official, acting in their official capacity. See ORS 244.020(10)(a). OAR 199-005-0003 provides examples of what constitutes a legislative or administrative interest and further clarifies that the term does not include “recommendations” made by the public official. By way of example, an entity that contracts with the city would have a legislative or administrative interest in city officials who approve the contract or vote on the budget; a person who owns residential or commercial property in a city would have a legislative or administrative interest in a planning commissioner or city councilor who could make land-use decisions concerning that property; and a city employee would have a legislative or administrative interest in the city administrator or city councilors, as those public officials could make decisions (on matters such as salary, promotions, or leave) that would have an economic impact on the employee.

When it comes to gifts provided by one’s colleagues, a key factor is whether the person receiving the gift is in a position where they could make a decision that could financially impact those colleagues providing the gift. In most cases, city staff could accept gifts from their colleagues because city staff are not in positions where they could make decisions that could financially impact their colleagues. For the same reasons, city staff could accept gifts from their supervisors, managers, the city administrator, or the city councilors (i.e., their appointing authorities). The analysis is different, however, when it is the appointing authorities who are accepting gifts from their employees or subordinates, as those employees could have legislative or administrative interests in the decisions that those appointing authorities could make.

The final aspect of Step 3 is the standard that must be used by a public official to determine whether the person providing the food and beverage has a legislative or administrative

interest in the public official's decision or votes. If it "could not reasonably be known" by the public official that the person has a legislative or administrative interest in the public official's decision or votes, then ORS 244.040(2)(e) and (f) would authorize the public official to accept the food and beverage, regardless of its value. In other words, the analysis is factually dependent under a reasonableness standard. If the facts establish that the public official could have reasonably known that the person providing the food and beverage has a legislative or administrative interest in the public official's decisions or votes, the public official is prohibited from accepting the food and beverage. The only exception to this prohibition is if gift exception applies, as described in Step 4.

Step 4 – Does a Gift Exception Apply?

ORS 244.040(2)(g) authorizes a public official to receive any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020. Therefore, the next step is for the public official to determine whether the food and beverage being provided falls within one of the gift exceptions in ORS 244.020. If it does, then the public official may accept the food and beverage, regardless of value.

ORS 244.020(7)(b) establishes a list of exceptions to the definition of gift. Many of the gift exceptions relate to food and beverage in specific circumstances. For purposes of this analysis, it appears the relevant gift exceptions are ORS 244.020(7)(b)(E), (I), and (L)

We examine each relevant exception separately.

(E) - Food and Beverage Consumed by a Public Official At a Reception, Meal or Meeting.

ORS 244.020(7)(b)(E) authorizes a public official to be provided food and beverage "at a reception, meal or meeting held by an organization when the public official represents state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117." Several administrative rules elucidate the meaning of this statute:

- First, OAR 199-005-0001(8) defines "reception" as "a social gathering." The rule goes on to explain that "[r]eceptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal."
- Second, OAR 199-005-0001(4) defines "Meeting" as "an event that includes multiple attendees who are members of an organization or members of the general public who have been invited to the event. The purpose or agenda for the meeting would be included in any advance notice of the event."

- Third, OAR 199-005-0001(6) defines “Organization” as “any public body, corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other entity other than an individual.”
- Fourth, OAR 199-005-0001(7) defines “representing government” as “a public official is representing a state or local government or a special government body when the public official attends an event on behalf of the government agency.” The rule then provides multiple examples of when a public official represents government, including a fire chief attending an event to honor protection services representatives who attends on behalf of the station in an official capacity and a department manager in their official capacity attending a conference sponsored by a vendor that sold products to the agency in the past.
- Fifth, OAR 199-005-0015, establishes a list of factors for consideration in determining compliance with ORS 244.020(7)(b)(E). Those factors include: “(1) A large number of people or groups are invited. For example, all members of an organization are invited. (2) The invitations or programs are sent in advance. (3) The event is publicized. (4) The reception, meal, or meeting is open to the public. [and] (5) Written materials such as a printed program are available.”
- Sixth, OAR 199-005-0015 specifically provides that “private meals where the participants engage in discussion” is not authorized.

Together, these statutes and rules authorize a public official to consume food and beverage if the public official is representing their government agency in an official capacity and they attend a reception, meal or meeting held by an organization that is not their employing government agency. However, private meals where the participants engage in discussion is prohibited. For example, a city councilor or city employee would be authorized to consume food and beverages when attending the local chamber of commerce breakfast. However, they would be prohibited from consuming food and beverage with a vendor at a private lunch meeting between only them and the vendor.

Importantly, and as detailed above, this analysis *does not* apply to the public body’s own public meetings or to the public body providing food and beverage to their own public officials. A public body’s provision of food and beverage to their own public officials is a form of “compensation,” not a gift, and must be analyzed under the official compensation provisions set forth in ORS 244.020(2)(a) as described in Section A above.

(l) - Food or beverage consumed by a public official acting in an official capacity involving certain financial transactions.

ORS 244.020(7)(b)(l) authorizes a public official acting in an official capacity to consume food and beverage while involved with certain financial transactions. Specifically, the consumption of food and beverage is not considered a gift if it is provided:

(i) In association with the review, approval, execution of documents or closing of a borrowing, investment or other financial transaction, including any business agreement between state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117 and a private entity or public body as defined in ORS 174.109;

(ii) While engaged in due diligence research or presentations by the office of the State Treasurer related to an existing or proposed investment or borrowing; or

(iii) While engaged in a meeting of an advisory, governance or policy-making body of a corporation, partnership or other entity in which the office of the State Treasurer has invested moneys.

A determination of whether this exception applies would be dependent on the factual circumstance. If the factual circumstances establish compliance with this section, the public official may consume the food and beverage provided. Given the limited nature of this provision, it will not be applicable to many public officials.

Like the other gift exceptions, this exception does not apply to the public body's own public meetings or to the public body providing food and beverage to their own public officials. A public body's provision of food and beverage to their own public officials is a form of "compensation," not a gift, and must be analyzed under the official compensation provisions set forth in ORS 244.020(2)(a) as described in Section A above.

(L) - Food and beverage consumed at a reception and that is provided as an incidental part of the reception and no cost is placed on the food and beverage.

ORS 244.020(7)(b)(L) authorizes a public official to consume food and beverage "at a reception where the food or beverage is provided as an incidental part of the reception and no cost is placed on the food or beverage." As noted previously, OAR 199-005-0001(8) defines reception as "a social gathering" and provides that "[r]eceptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal." This exception is further clarified by OAR 199-005-0005(5), which establishes that food and beverage provided under this exception is permitted without regard to the fair market value of the food and beverage.

Under this exception, if the public official is attending a social gathering and the food and beverage does not include a sit-down meal, then the public official may accept the food and beverage. We note there is some overlap between ORS 244.020(7)(b)(E) and (L).

However, only ORS 244.020(7)(b)(E), outlined above, could allow the public official to consume the food and beverage if the event is a sit down meal or a meeting.

Like the exception in ORS 244.020(7)(b)(E), this exception does not apply to the public body's own public meetings or to the public body providing food and beverage to their own public officials. A public body's provision of food and beverage to their own public officials is a form of "compensation," not a gift, and must be analyzed under the official compensation provisions set forth in ORS 244.020(2)(a) as described in Section A above.

ANSWERS

In light of the above analysis, the answers to your specific questions are as follows:

Questions (1) and (2)

Question (1) asks whether city staff members accepting food and beverages provided by the city would violate ORS 244.040 or any other provision of ORS 244. Question (2) then asks whether the exception in ORS 244.040(2)(a) and OAR 199-008-0005(3) would apply if the city's personnel manual included the following policy statement:

"Food, beverage, and other related items provided by the city to employees including any of their relatives or household members who are accompanying them during work-related events such as, but not limited to meetings, team building activities, and conferences, are provided as part of the employee's official compensation package."

Assuming the policy was formally adopted by the public body as outlined above, city staff members may accept food and beverages paid for or provided by the city, consistent with the specifications of the policy. Such acceptance is authorized under ORS 244.040(2)(a). As for whether such actions may violate any other provisions in ORS Chapter 244, the facts you present do not allow us to analyze *all* of ORS Chapter 244. However, we note that it is certainly possible for factual circumstances involving the provision of food and beverage to implicate other violations. For instance, if the person in charge of purchasing the food for the city purchases the food from their relative's restaurant, such action may violate the use of office provisions in ORS 244.040 and the conflict of interest provisions in ORS 244.020. Likewise, if the compensation of the meal is taxable and a city human resources or finance employee in charge of ensuring the city complies with tax laws fails to report their own receipt of a meal, this action may violate ORS 244.040 as using their position to avoid a taxable gain. The determination of whether ORS 244 is violated is dependent on the particular factual circumstances involved.

Question (4)

Question (4) asks whether city elected officials may consume a meal at a gathering provided by the city prior to a public meeting. You indicate that the purpose of the gathering is not for conducting city business but rather for team building. You ask whether an elected official who accepts the city provided food and beverages at such an event would violate ORS 244.040 or any other provisions of ORS Chapter 244.

This analysis would also fall under ORS 244.040(1) and (2)(a). If the meal is authorized as part of the elected officials' official compensation packages, then the exception in ORS 244.040(2)(a) would apply and the elected officials could accept the city paid or provided meals. If the city has not adopted an official compensation package that includes meals for their elected officials, then accepting food and beverage violates ORS 244.040(1). If the city has not adopted an official compensation package that includes meals for their elected officials, but is thinking of doing so, city elected officials need to be mindful of, and comply with, the conflicts of interest provisions in ORS 244.120(2) and ORS 244.020(1) and (13) when adopting the official compensation policy.

Questions (3) and (5)

These two questions ask about city staff members and elected officials accepting food and beverages provided not by the city but by other city staff or officials, such as at a potluck. You ask whether the city staff members or the elected officials would violate ORS 244.025 or any other provisions in ORS Chapter 244 by accepting the food and beverages at such a potluck.

When the food and beverages are being provided by persons or entities other than an employing public body, the analysis falls under ORS 244.040(2)(e), (f), and (g). As explained above, each city staff and official attending the potluck would need to determine: (1) whether the food and beverage qualifies as a gift; (2) the value of the gift and the cumulative value of all other gifts received in the calendar year by the Source providing the food and beverage; (3) whether the Source providing the food and beverage could be reasonably known to have legislative or administrative interest in the city employee's or city official's decisions or votes; and (4) whether any of the gift exceptions apply.

As also noted above, for the majority of city employees, mere participation in a city potluck would not result in a violation of the statutes discussed above because the employees attending do not have a legislative or administrative interest in their fellow employees' decisions or votes. However, that is not the case for elected officials, supervisors, and managers who receive food and beverage from their subordinate public officials. Elected officials, supervisors, and managers will need to proceed through the steps above to determine if they can accept the food and beverage items provided at the potluck from their subordinates. That said, in the majority of circumstances an elected official, supervisor, or

manager participating in a potluck likely falls within the gift exception in ORS 244.020(7)(b)(L).

THIS OPINION IS ISSUED BY THE OREGON GOVERNMENT ETHICS COMMISSION PURSUANT TO ORS 244.280. A PERSON SHALL NOT BE LIABLE UNDER ORS CHAPTER 244 FOR ANY GOOD FAITH ACTION OR TRANSACTION CARRIED OUT IN ACCORDANCE WITH THIS OPINION. THIS OPINION IS LIMITED TO THE FACTS SET FORTH HEREIN.

Issued by Order of the Oregon Government Ethics Commission at Salem, Oregon on the 9th day of May, 2025.

David M. Fiskum

David Fiskum, Chairperson

Sean Brady

Sean T. Brady, Senior Assistant Attorney General

RELEVANT STATUTES AND ADMINISTRATIVE RULES: The following Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) are applicable to the issues that are addressed in this opinion:

ORS 244.020(7)(a): “Gift” means something of economic value given to a public official, a candidate or a relative or member of the household of the public official or candidate:

(A) Without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or candidates or the relatives or members of the household of public officials or candidates on the same terms and conditions; or

(B) For valuable consideration less than that required from others who are not public officials or candidates.

* * * * *

ORS 244.020(7)(b): “Gift” does not mean:

* * * * *

(E) Admission provided to or the cost of food or beverage consumed by a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, at a reception, meal or meeting held by an organization when the public official represents state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

(I) Food or beverage consumed by a public official acting in an official capacity:

(i) In association with the review, approval, execution of documents or closing of a borrowing, investment or other financial transaction, including any business agreement between state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117 and a private entity or public body as defined in ORS 174.109;

(ii) While engaged in due diligence research or presentations by the office of the State Treasurer related to an existing or proposed investment or borrowing; or

(iii) While engaged in a meeting of an advisory, governance or policy-making body of a corporation, partnership or other entity in which the office of the State Treasurer has invested moneys.

(L) Food or beverage consumed by a public official or candidate at a reception where the food or beverage is provided as an incidental part of the reception and no cost is placed on the food or beverage.

ORS 244.020(10): “Legislative or administrative interest” means an economic interest, distinct from that of the general public, in:

(a) Any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official; or

(b) Any matter that would be subject to the decision or vote of the candidate who, if elected, would be acting in the capacity of a public official.

* * * * *

ORS 244.020(11): "Member of the household" means any person who resides with the public official or candidate.

* * * * *

ORS 244.020(15): "Public official" means the First Partner and any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the services.

* * * * *

ORS 244.020(16): "Relative" means:

(a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the public official or candidate;

(b) The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the public official or candidate;

(c) Any individual for whom the public official or candidate has a legal support obligation;

(d) Any individual for whom the public official provides benefits arising from the public official's public employment or from whom the public official receives benefits arising from that individual's employment; or

(e) Any individual from whom the candidate receives benefits arising from that individual's employment.

* * * * *

ORS 244.025(1) Gift Limit: During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

ORS 244.040 Prohibited use of official position or office; exceptions; other prohibited actions:

(1) Except as provided in subsection (2) of this section, a public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial

detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

- (2) Subsection (1) of this section does not apply to:
- (a) Any part of an official compensation package as determined by the public body that the public official serves.
* * * * *
 - (e) Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
 - (f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
 - (g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.

* * * * *

OAR 199-005-0001 Definitions. The following definitions are provided for works or terms as they are used in ORS Chapter 244, especially in the exceptions to the definition of a gift in ORS 244.020(7)(b):

* * * * *

(4) A "Meeting" is an event that includes multiple attendees who are members of an organization or members of the general public who have been invited to the event. The purpose or agenda for the meeting would be included in any advance notice of the event.

(5) "Official capacity" means that the public official attends an activity while engaged in duties or responsibilities that are customary to their office or position.

(6) "Organization" means any public body, corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other entity other than an individual.

(7) "Representing Government" means that a public official is representing a state or local government or a special government body when the public official attends an event on behalf of the government agency. The following examples are offered to illustrate the meaning of "representing government," but are not meant to be the only circumstances that would define representing government:

(a) A fire chief attends an event to honor protection services representatives and attends on behalf of the station in an official capacity.

(b) A department manager attends a conference being sponsored by a vendor that has in the past sold products to the agency in which the manager is employed. The

manager's official duties include the responsibility of attending conferences on behalf of the governing body.

(c) An executive director for a state agency attends ceremonial events; the director's official duties include representing the agency at such events.

(d) A state employee who works in the IT department whose responsibilities include reviewing and recommending software attends a workshop on software applications held by a professional membership organization.

(e) A planning commissioner speaks to a non-profit organization on behalf of the county planning department.

(f) A volunteer for a city park department attends an event representing the department at a meeting to discuss issues surrounding volunteerism.

(g) A legislator attends an event being sponsored by a Native American tribe on behalf of a legislative committee on which the legislator serves.

(h) A city councilor attends the local chamber of commerce breakfast.

(8) "Reception" means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

OAR 199-008-0005(3) Definitions of terms in ORS Chapter 244:

(1) The purpose of this rule is to define certain terms and to clarify substantive provisions of ORS Chapter 244.

* * * * *

(3) The term "official compensation package" means the wages and other benefits provided to the public official. To be part of the public official's "official compensation package", the wages and benefits must have been specifically approved by the public body in a formal manner, such as through a union contract, an employment contract, or other adopted personnel policies that apply generally to employees or other public officials. "Official compensation package" also includes the direct payment of a public official's expenses by the public body, in accordance with the public body's policies.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 18 for 2025 – National Night Out Street Closure

Preferred Agenda: August 12, 2025

Submitted By: Angela Clegg, Planning & Building Manager

Reviewed By: Jason Ogden, City Manager / Police Chief
Cecily Pretty, Deputy City Manager

Type of Action: Motion Resolution Reading Roll Call

Relevant Code/Policy: SHMC 10.04.030 Powers of the City Council

Towards Council Goal: Economic Strength

Attachments: Resolution No. 18 for 2025
2025 NNO Special Event Application

Purpose of this RCA:

Request for City Council to adopt the attached Resolution concerning a temporary street closure during the National Night Out Event at 13th Avenue on August 19, 2025. The closure would improve safety allowing National Night Out visitors an area with reduced interactions between pedestrians and vehicles.

Background/Context:

National Night Out in Sweet Home is a celebration of community spirit and safety. It's a time for neighbors to come together, connect with local law enforcement, and strengthen the bonds that make our city feel like home. Through events like block parties, cookouts, and neighborhood gatherings, residents and first responders share positive, meaningful interactions. It's also an opportunity to talk about crime prevention and work together toward a safer, more connected community. Join us in building a stronger Sweet Home—one conversation, one smile, and one neighbor at a time.

The Sweet Home Police Department (SHPD) is requesting to close 13th Avenue on Tuesday, August 19th from 2:00 PM to 10:00 PM to allow for the event.

The event will include live music, food vendors, information booths, etc.

The Challenge/Problem:

Ensuring the safety of participants during the National Night Out event by closing 13th Avenue from Main Street to Long Street. Businesses in the area have been notified of the closure.

Issues and Financial Impacts:

City staff have coordinated with neighboring businesses to determine the most suitable time for the street closure. If approved, flyers will be distributed to businesses one week before the event to help inform their customers. The street closure will not result in any additional costs for the event. The Police and Fire Departments will be notified in advance to address any potential traffic concerns. City staff will assist with event setup, including delivering and later removing signage and equipment, as well as helping with event teardown.

Elements of a Stable Solution:

Ensure attendee safety while minimizing disruption to nearby businesses.

Options:

1. Do nothing: traffic will continue on 13th Avenue as normal.
2. Move to approve Resolution No. 18 for 2025 as presented concerning street closures for the 2025 National Night Out.
3. Recommend different traffic control methods on 13th Avenue. Staff would work with the Sweet Home Police Department and the Public Works Department to revise the traffic control plan.

Recommendation:

Staff recommends option #2: Approve Resolution No. 18 for 2025 as presented concerning street closures for the 2025 National Night Out.

RESOLUTION NO. 18 FOR 2025

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS.

WHEREAS, traffic patterns and parking issues need to be addressed to safely accommodate the National Night Out event; and

WHEREAS, Sweet Home Municipal Code 10.04.030 provides that the City Council may, by resolution, establish or alter traffic and parking control;

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Traffic regulations shall be kept in effect as follows:

- A. From 2:00 PM to 10:00 PM on August 19, 2025, 13th Avenue from Main Street to Long Street shall be closed and blocked off to vehicular traffic at the direction of the City Manager or his designated representative.
- B. Appropriate signs, barricades, or other markings will be installed by City staff to safely implement the provisions of this resolution. These measures will take effect immediately upon installation.

PASSED by the Council and approved by the Mayor, this 12th day of August, 2025.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: National Night Out Date(s) of Event 08.19.25
2. Setup Start Time/Date: 2:00 PM Event Start Time: 6:00 PM
3. Event End Time: 8:00 PM Clean Up End Time/Date: 10:00 PM
4. Sponsoring Organization: Sweet Home Police Department
5. Event Coordinator/Primary Contact: Sean Morgan
6. Mailing Address: 1950 Main Street, Sweet Home
7. Day Time Phone: 541-367-5181 Cell Phone: 541-409-7343
8. Email: smorgan@sweethomeor.gov Fax: N/A
9. Secondary Contact: Jennifer Gaspard Phone: 541-405-9650
10. Is Alcohol Being Served? Yes No If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? Yes No
If YES, which one(s)? 13th Avenue Festival Street
12. Will this event include Food Vendors of any type? Yes No
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
13. Anticipated Number of Attendees? +/- 200

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:			
Planning Manager		Police Chief	
City Manager/Deputy		Public Works Director	
Fire Chief			
STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS			

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: Yes No Entered on Events Calendar

Authorized City Signature: _____ Date: _____



Community and Economic Development Department

HOLD HARMLESS AGREEMENT

IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT (“INDEMNITOR”) AGREES TO THE FOLLOWING:

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City’s right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events and Park Rental Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Sean Morgan Sweet Home Police Department
PRINT NAME **AUTHORIZED AGENT FOR**

SIGNATURE OF APPLICANT: _____
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PUSUANT TO Sweet Home Code of Ordinances 17.80 Conditional Uses. All applications must be reviewed and approved before a permit can be issued.



Community and Economic Development Department

Event and Equipment Rental Fees

Description	Fees: Non-Refundable	Fees: Refundable	Total Hours	Total Owed	Total Paid	Date Paid
Bandstand	\$15.00/hour or \$100 maximum	\$100.00				
Outdoor Event Center	\$15.00/hour or \$100 maximum	\$100.00				
Gazebo	\$15.00/hour or \$100 maximum	\$100.00				
Sankey Hut	\$15.00/hour or \$100 maximum	\$100.00				
Weddle Bridge	\$15.00/hour or \$100 maximum	\$100.00				
<p>Total Equipment Items not to exceed \$400.00 Replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. <u>Maximum rental fee</u></p>						
Description	Fees: Non-Refundable	Fees: Refundable	Replacement Costs	Total Owed	Total Paid	Date Paid
Tables	\$5.00/table	\$100.00	\$60.00			
Chairs	\$1.00/chair					
2' Fold Up Barricade	\$3.00/Barricade		\$25.00			
2' Fold Up Plastic Barricades	\$3.00/Barricade		\$40.00			
8' Barricade	\$3.00/Barricade		\$45.00			
Small Barricade – "No Park"	\$3.00/Barricade		\$24.00			
Photo Cell Battery Light	\$3.00/Light		\$20.00			
18" Traffic Cones	\$3.00/Cone		\$10.00			
28" Traffic Cones with Reflective Strip	\$3.00/Cone		\$19.00			
Construction Signs with Sign Holders	\$10.00/Sign		\$50.00			
Slow/Stop Paddle	\$3.00/Each		\$18.00			
Slow/Stop Paddle with 30" Handle	\$5.00/Each		\$20.00			
Slow/Stop Paddle with 60" Handle	\$5.00/Each		\$21.00			
Hydrant Wrench	\$5.00/Each		\$35.00			
Safety Vests			\$12.00/Each			



Community and Economic Development Department

SANKEY HUT RENTAL

Pass Code: _____ (given by staff upon payment of fees)

Please read and initial each line below:

- I agree to not share my pass code with anyone else.
 - Pass codes will be distributed by authorized City employees only.
- I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call 503-367-8113. At other times call the police non-emergency number, 541-367-5181.
- I agree to set up and remove all equipment, structures, and materials for reserved hut activity within the block of time specified in the permit.
- I agree to pick up and properly dispose of all trash, litter, and fuel from reserved hut activity.
- I agree to properly dispose of garbage that exceeds the capacity of the garbage containers at the hut facility. You can use a dumpster through a private vendor or take off your bagged garbage and recyclables yourself. Excess garbage must be removed at the rental facility at your expense. A fee for service will be deducted from your security deposit.
- I agree to remove all signs or markings associated with the reserved hut activity. Paint is not permitted for marking pavement or structures. Markings are acceptable but must be removed immediately after the event.
- I agree to obtain an underground utility location and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
- I agree to accept the hut facilities, including the premises and equipment, in their present condition.
- I agree to reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.
- I agree to conform to all rules and regulations of the City.
- I agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.
- I agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
- I agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.
- I agree that the permittee and any other person who allows or causes damage to hut facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.
- I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.

Staff Use Only:

Clean up verified by Staff _____, _____
Date signature of staff

Deposit Returned _____, _____
Date signature of staff



FACT SHEET

National Night Out in Sweet Home is a celebration of community spirit and safety. It's a time for neighbors to come together, connect with local law enforcement, and strengthen the bonds that make our city feel like home. Through events like block parties, cookouts, and neighborhood gatherings, residents and first responders share positive, meaningful interactions. It's also an opportunity to talk about crime prevention and work together toward a safer, more connected community. Join us in building a stronger Sweet Home—one conversation, one smile, and one neighbor at a time.

The Sweet Home Police Department (SHPD) is requesting to close 13th Avenue on Tuesday, August 19th from 2:00 PM to 10:00 PM to allow for the event.

The event will include live music, food vendors, informational booths, etc.

City Staff will use the Feed Store Building to stage equipment and supplies prior to and after the event. City staff will use electricity from the Feed Store for the band.



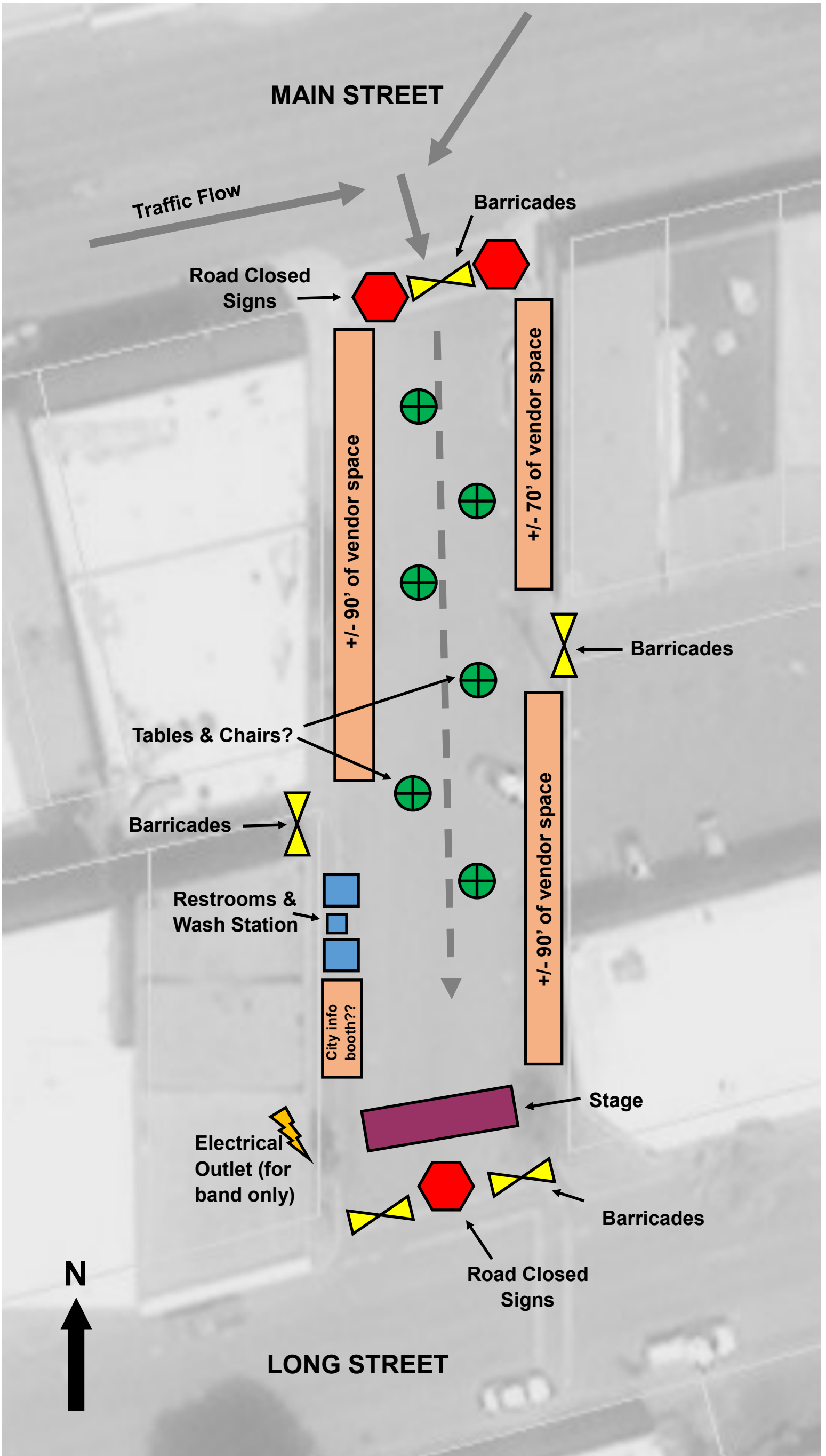
Insert Event Overview Map

** See the attached site map



Insert Vendor Site Map

** See attached site map



2025 National Night Out Site Plan



REQUEST FOR COUNCIL ACTION

Title: City Property Exclusion Ordinance Amendment

Preferred Agenda: August 12, 2025

Submitted By: Blair Larsen, City Attorney

Reviewed By: Jason Ogden, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: SHMC 9.20.040(A)

Towards Council Goal: Aspiration I: Desirable Community

Attachments: Ordinance Bill No. 8 for 2025 City Property Exclusion Ordinance Amendment

Purpose of this RCA:

The purpose of this RCA is to request approval and first reading of a proposed ordinance amending the current ordinance on City Property Exclusions.

Background/Context:

In 2017, the City Council adopted Ordinance 1257, which is now codified as Sweet Home Municipal Code (SHMC) Section 9.20.040 City Property Exclusion. This ordinance allows Police and Code Enforcement Officers to exclude from City Property people who violate City and State law on City property.

This ordinance applies to all owned and leased City property except for the public right-of-way, City Parks, and the City Library. City Parks were excluded from this ordinance because another City ordinance allows people to be excluded from parks. The library was excluded because, at the time, it was thought that the then newly-updated library policies, which included a process for excluding people who broke library rules, were sufficient.

The exclusion of the Library has made it difficult for Police Officers to assist the Library with excluding people who have violated City or State law, because the ordinance currently in place does not empower them to do so.

The SHMC section at issue currently reads:

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law including violations on city owned property, includes leased city property other than on a city sidewalk, street or in a city library or park from said real property as provided herein.

The proposed amendment would read (with new text underlined and ~~deleted text in strikethrough~~):

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law, including violations, on city owned or leased property, ~~includes leased city property~~ other than on a city sidewalk, street or in a city ~~library~~ or park from said real property as provided herein.

The Challenge/Problem:

How does the address the need to exclude people from the Library when they violate City or State law?

Stakeholders:

- Sweet Home Residents – Residents deserve a safe and secure library.
- Sweet Home City Council – The City Council is responsible for enacting ordinances that protect residents and visitors.

Issues and Financial Impacts:

This ordinance involves no financial impact to the City.

Elements of a Stable Solution:

A stable solution includes an ordinance empowers Police Officers to assist Library Staff.

Options:

1. Do Nothing – If the Council chooses to do nothing, then Library staff will not have the full assistance of the Police when dealing with patrons who violate the law.
2. Motion to conduct a first reading of the proposed ordinance as presented – If the voting is unanimous, a second reading, by title only, may take place during the same meeting.
3. Motion to conduct a first reading of the proposed ordinance with changes – The Council may make changes to the proposed ordinance. If the voting is unanimous, a second reading, by title only, may take place during the same meeting.
4. Direct Staff to research other ways to accomplish the same goals.

Recommendation:

Staff recommends option 2: Motion to conduct a first reading of the proposed ordinance as presented.

ORDINANCE BILL NO. 8 FOR 2025

ORDINANCE NO. _____

SWEET HOME ORDINANCE AMENDING SWEET HOME MUNICIPAL CODE SECTION 9.20.040 CITY PROPERTY EXCLUSION

WHEREAS, On February 28, 2017, the Sweet Home City Council adopted Ordinance 1257 which was later codified as Sweet Home Municipal Code Section 9.20.040 City Property Exclusion;

WHEREAS, the City Property Exclusion Ordinance provides to exclude from City Property persons who have violated City or State criminal law while on City Property;

WHEREAS, as it is currently written, the City Property Exclusion Ordinance does not include the City Library; and

WHEREAS, the omission of the Library makes excluding people from the library more difficult than other City property.

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. SHMC 9.20.040(A) is amended to read:

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law, including violations, on city owned or leased property, other than on a city sidewalk, street or in a city park from said real property as provided herein.

PASSED by the Council and approved by the Mayor this ____ day of _____, 2025.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



CITY OF SWEET HOME ADMINISTRATION, FINANCE & PROPERTY COMMITTEE MINUTES

July 22, 2025, 4:30 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.

Call to Order

The meeting was called to order at 4:30 PM.

Roll Call

PRESENT

President Pro Tem Josh Thorstad, Chair
Mayor Susan Coleman
Councilor Chelsea Augsburger

STAFF

Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

GUESTS

Melanie Jones
Deena Bechtel

Approval of Minutes

- a) 2024-10-07 Administration, Finance & Property Committee Meeting Minutes
- b) 2025-03-24 Administration, Finance & Property Committee Meeting Minutes

Mayor Coleman moved to approve the minutes of the October 7, 2024 and March 24, 2025 Administration, Finance & Property Committee Meetings. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Coleman, Augsburger
NAY: None

New Business

- a) Park & Tree Committee Interviews

The following applicants for the Park & Tree Committee were considered:

Dillon Kleinschmit
Melanie Jones
Deena Bechtel

The Committee interviewed Ms. Jones.

There was consensus to move Melanie Jones to the full City Council for consideration.

Adjournment

There being no further discussion, the meeting was adjourned at 5:08 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME LIBRARY BOARD MINUTES

July 10, 2025, 3:00 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.

Call to Order

The meeting was called to order at 3:00 PM.

Roll Call

PRESENT

Chair Eva Journey
Vice Chair Kelsey Hicks
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Caryn Wise (entered 4:25 PM)

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Work Session – Library Site Selection

- a) Potential Locations
- b) Priorities identified for new library - initial discussion

Chair Journey requested Board Member feedback on location, price, and amenities for a new library. Director Dazey requested guidance to help narrow the search.

Board Member Corley noted that additional space was a common theme in the list of priorities and spoke in favor of larger locations to allow for further expansion in excess of the currently identified needs.

Board Member Castaneda expressed concern with accelerating growth rates and stated she would be supportive of acquiring land outside of downtown due to size and parking limitations for downtown properties.

Discussion ensued regarding the geographic layout of the City and proximity to schools. Director Dazey noted that buses would adjust their routes to be able to go to a new library location.

Discussion ensued regarding the desire for outdoor space and sufficient parking. Vice Chair Hicks stated that she found the only proposed location with ample land to be the former airport property. Chair Journey added that multiple housing developments were approved in that area. Vice Chair Hicks stated that a location located away from Highway 20 may not help improve local knowledge of the library.

Chair Journey expressed concern with the unknowns associated with wetlands on the former airport property. Deputy City Manager Pretty stated that there were possibilities to get the land reclassified or to

do wetland reclamation on other portions of the property. Board Member Corley added that wetland areas could be used as park space. Director Dazey stated that the City could possibly resell a portion of the property for other developments to recoup costs.

Deputy City Manager Pretty noted that the sale price of the former airport property would utilize almost the entirety of funding currently available with little leftover for development or construction. Director Dazey added that it was very difficult to acquire grant funding for new construction, but renovation and new amenities would be easier to fund through grants.

Chair Journey asked of converting the buildings on site at 1744 Main Street into a single building. Director Dazey stated it may be possible to utilize the existing foundations to save on costs.

Board Member Castaneda asked of the building at 1105, 1119, and 1121 Main Street. Deputy City Manager Pretty replied that the square footages of 9,846 square feet and 8,015 square feet would be combined for the potential library total. Discussion ensued regarding parking challenges at this location. Board Member Castaneda asked of the interior condition. Director Dazey replied that she believed everything would need to be upgraded or replaced.

Director Dazey asked if the Board wanted to consider the use of the former City Hall site. Chair Journey expressed concern with the lot size and parking, as well as its proximity to a shelter which may not wish to share a lot line with a new library. Director Dazey stated that staff was not interested in a multi-story building requiring the use of an elevator. Chair Journey added that the library would be required to cover the costs of demolition if the site was selected. Director Dazey noted that an architectural rendering was already available for the site which could save on design costs.

Chair Journey stated that she was not interested in 1400 Nandina Street due to challenges with access.

Director Dazey asked of the vacant lot off Grape Street near Sankey Park. Special Projects Manager Leisinger noted that it was within a riparian zone which would pose additional development challenges.

Discussion ensued regarding the positive aspect of access to the site at 1333 47th Avenue from both Highway 20 and 47th Avenue. Chair Journey added that the site had double the acreage compared to the former City Hall site. Board Member Castaneda added that she liked the proximity to City Hall and to the geographic center of Sweet Home. Chair Journey expressed her preference for a Highway 20 location over a downtown location away from Highway 20.

Board Member Corley asked of the estimated cost to construct a new building. Director Dazey replied that she believed it would be \$15-20 million.

Director Dazey stated that the Board could also consider an additional branch rather than a single new location but there would be additional personnel and operation costs.

Board Member Castaneda asked of the estimated cost to renovate an existing building. Director Dazey replied that it was estimated at \$3-5 million for a building up to 15,000 square feet.

Chair Journey and Board Member Corley expressed concern with the uncertainty of the construction market and noted a desire to make a site selection sooner than later based on market availability.

Chair Journey summarized the following options based on the Board's discussion:

- Former City Hall
- Airport location
- 1333 47th Avenue
- 1105, 1119, and 1121 Main Street
- 1744 Main Street

Director Dazey noted that downtown libraries typically brought economic development value to the surrounding area.

There was consensus to revisit the discussion in approximately three months to revisit the available options with a focus on a remodeled location.

Adjournment

There being no further discussion, the meeting was adjourned at 4:31 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

DRAFT



CITY OF SWEET HOME LIBRARY BOARD MINUTES

July 10, 2025, 4:30 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.

Call to Order

The meeting was called to order at 4:33 PM.

Roll Call

PRESENT

Chair Eva Journey
Vice Chair Kelsey Hicks
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2025-06-12 Library Board Meeting Minutes

Board Member Wise moved to approve the minutes of the June 12, 2025 Library Board Meeting. Vice Chair Hicks seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Corley, Wise
NAY: None

Report of the Library Services Director

- a) Director's Report June/July 2025

Director Dazey stated that the Fiscal Year concluded at the end of June. She described the popularity of the DVD collection and the success of recent children's programming. She stated that the library had advanced in the running for a digital equity grant to fund a full-time Digital Navigator assisting people with their computers and digital needs. She noted that the current year's Community Market averaged 15-20 vendors each weekend and highlighted a combined event in the coming weekend with the craft fair at the high school.

No action was required for this item.

Statistics

- a) Library Statistics June 2025

Director Dazey stated that the statistics were on track for the year other than volunteer hours. She noted that over 150 elementary-aged children signed up for the Summer Reading Program which showed significant growth over prior years.

No action was required for this item.

Fiscal Report

There was no fiscal report to be heard.

Old Business

There was no old business to be heard.

New Business

- a) Board Communication Policy

Deputy City Manager Pretty stated that all board and committee members citywide were receiving a consistent policy for communication with the media and asked the Board to review the recommended responses and referrals.

No action was required for this item.

- b) SHPL July 2025 Newsletter

Director Dazey highlighted some of the upcoming events.

No action was required for this item.

There was consensus to cancel the August Board meeting.

Adjournment

There being no further discussion, the meeting was adjourned at 4:47 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board



CITY OF SWEET HOME PARKS & TREE COMMITTEE MINUTES

July 16, 2025, 8:30 AM

3225 Main Street, Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

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 971-203-2871, and enter the meeting ID to be logged in to the call. Meeting ID: #278 852 022 483

Call to Order and Pledge of Allegiance

The meeting was called to order at 8:32 AM

Roll Call of Park and Tree Committee Members:

PRESENT:

Member Scott Swanson
Member Matthew Bechtel
Chairman Wally Shreves
Member Lena Tucker
Member Nancy Patton
Member Debra Northern
City Councilor Aaron Hegge

STAFF:

Angela Clegg, Planning & Building Manager
Greg Springman, Public Works Director
Amber Steinborn, Planning & Building Permit Tech
Adam Leisinger, Special Projects Manager

GUESTS:

Chairwoman Candice Snyder, Beautification Committee
Jeff Parker, 1300 1st Avenue, Sweet Home, Oregon 97386
Marvin Hult, 1715 Fir Street, Sweet Home, Oregon 97386

Time Reports

A sign-up sheet was circulated for members to record their participation times for the Strawberry Festival parade over the weekend. Members were also encouraged to record additional hours spent on parade-related tasks, such as float -building, to ensure hours are accurately logged. Chairman Shreves directed members to turn in Time Reports to Manager Clegg.

Meeting Minutes

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.

a) 2025-06-18 Park & Tree Committee Meeting Minutes

A motion to approve June 18, 2025, Meeting Minutes as amended was made by Member Tucker. Member Patton seconded the motion.

Voting Yea: Member Swanson, Member Bechtel, Member Tucker, Member Patton, Member Northern

Voting Nay: None

Absent: Member Swanson (arrived late at 8:50 am, not present for vote)

Public Comment. This is an opportunity for members of the public to address the Park and Tree Committee on topics that are not listed on the agenda.

Jeff Parker made a heart-felt request, on behalf of the community-members in his neighborhood, for approval to install a memorial bench at Strawberry Park, located off Westwood Lane. The bench would honor the memory of Roger Sherman, a long-time resident of Westwood Lane, who passed away in February. Mr. Sherman was described as an “adopted grandpa” figure, who had a deep appreciation for the outdoors and the local park community. The bench would serve as a tribute to his love of the park and its environment. Mr. Parker emphasized that fellow neighbors in the community would contribute financially toward the bench, including the cost of a commemorative plaque. Mr. Parker mentioned that his daughter would be involved in creating the plaque. The committee was also asked to consider appropriate placement of the bench to maximize viewing enjoyment; while ensuring it did not interfere with Public Works operations. The committee expressed support, discussing possible tree planting nearby to complement the bench.

Marvin Holt raised concerns regarding the South Hills trail, which he reported walking multiple times per day. Mr. Holt discussed herbicide being sprayed along the South Hills trail, urging the Committee to prohibit Public Works, or any other individuals, from spraying herbicides where dogs and people walk. Mr. Holt also pointed out that several trees have been cut down and removed on the upper part of the South Hills trail, between 5th Avenue and the 1st Avenue, leaving a large gap in trees on the trail. Mr. Holt suggested replanting to restore the natural-feel. The committee explained that part of the trail borders private property, limiting their ability to intervene, but agreed to have Public Works inspect the area.

Old Business

Beautification Committee Update: Beautification Committee Chairwoman Candy Snyder provided an update, indicating that the Committee did not meet in July, but plans to reconvene in August. Volunteer engagement continues to be a priority, with only one new participant emerging from recent planting events and parade involvement. Chairwoman Snyder reported that the main volunteer push remains scheduled for May, the primary planting season, but ongoing weed removal efforts continue throughout the year. Volunteer registration and waiver forms were being collected, emphasizing the importance of tracking hours for city records.

Ivy Removal: Ivy removal efforts continue, with the recent successful event at Sankey Park during the Arbor Day event. A community member indicated that she is familiar with English ivy and offered to assist with future efforts. The Committee discussed expanding ivy removal into a community event to increase participation, emphasizing the need for proper volunteer registration and hour tracking. Potential new locations for ivy removal include North Side Park, near the river. Committee members indicated the best timing for future ivy removal events would be outside of October, which is Harvest Festival season. Disposal of removed ivy is managed by taking it to the city’s sanitation department to prevent regrowth.

Sankey Park Phase III: Manager Clegg reported positive progress on the Sankey Park Phase Three project, specifically the bandstand construction. City Council approved a special procurement allowing a direct contract with the Timber Framers Guild for the bandstand build, bypassing the usual bidding process. The trail portion will go out to bid separately, however. The Timber Framers Guild will lead the community build process, involving residents in material donations and volunteer efforts, though structural work must be performed by licensed professionals. The project timeline is dependent on grant extensions, with a deadline currently set for December 31st; Manager Clegg

indicated that as long as progress is being made on the project, she can file to have the project deadline extended to June of next year. The guild is optimistic about scheduling the build & Public Works staff have expressed enthusiasm for assisting with the project.

Weddle Bridge: Manager Clegg reported that Cecily Hope Pretty, Deputy City Manager, is working on obtaining historic designation for the Weddle Bridge, which could unlock grant funding for repairs. Director Springman advised that the bridge shows some rotting on the west side and ongoing damage from graffiti and trespassing. Per the Committee, the Weddle Bridge was moved from its original location, which explains why it was never previously registered as historic. Additionally, historical recognition is seen as beneficial, despite some challenges.

Covered Bridge Day: Chairman Shreves updated the Committee regarding plans to hold a run associated with the July Covered Bridge Day event being postponed until 2026 to allow better planning, marking the event as Biennial. Member Swanson advised that Cross Country teams could potentially assist with organizing the run in the future.

Health Fair: The Committee registered for the Community Health Fair, taking place on August 16, 2025, and will set up a booth with brochures, giveaways, and park maps. Committee members were encouraged to participate, with setup starting around 8:30 am, with the event running from 9:00 am through 2:00 pm. The event provides an opportunity to engage the community and promote upcoming activities such as the Bridge Day run in the coming year. Additional park maps will be printed to ensure sufficient supply.

Ames Creek Restoration: Director Springman reported that partnership with South Santiam Watershed Council is ongoing to restore an overgrown area near the Senior Center. The project is funded partly through a negotiated supplemental environmental project related to a DEQ fine. Efforts focus on invasive species control (reed canary grass, blackberry) using mowing, weed fabric, mulching, and selective spraying. The project is multi-year, involving initial vegetation control followed by replanting and maintenance. The restoration will potentially create usable park space with picnic areas once invasive vegetation is managed.

New Business

Safety Fair Report: Chairman Shreves reported that the event was a big success again this year, despite the intermittent showers; indicating the event was still a good turnout, overall. Many people came by the Committee's booth, allowing for Committee members to speak with numerous community members about the parks located in Sweet Home; many brochures were also handed out, providing community members with some guidance regarding local parks. Committee members also expressed surprise, due to the number of community members who are unaware of the many parks located within the City. Chairman Shreves congratulated Councilor Hegge on his son winning a bike at the event. Committee members were in agreement about continuing to support the Safety Fair effort moving forward, as getting community members into the parks is crucial.

Committee Media Policy: A new media policy was introduced by Manager Clegg, in an effort to guide Committee members on public communications. Committee members were reminded to avoid speaking on behalf of the Committee or city, outside official meetings, unless coordinated with staff. Responding to public inquiries on social media should be done cautiously and typically as private citizens, not official representatives. Contact information for the committee liaison was provided for directing formal inquiries.

Open Park & Tree Committee Position: Members were advised that there is an open Committee Member position, with a few applicants under consideration, per Special Projects Manager, Leisinger. Members were encouraged to share social media post(s) and direct any interested individuals to the official application link(s) on social media and on the City's website. Manager Leisinger clarified for the Committee members, that the Administrative Department and Finance Department conduct the interviews of any applicants for the open Committee Member position, and then they send their recommendation(s) on to the Committee for further review. Additionally, with the recent departure of Vice Chair Bob Dalton, the Committee was tasked with nominating a predecessor as Vice Chair.

A motion to nominate Member Tucker as Vice Chair was made by Member Patton; Member Swanson seconded the motion.

Voting Yea: Member Swanson, Member Bechtel, Chairman Shreves, Member Patton, Member Northern.

Voting Nay: None

Round Table Discussions (Committee comments about topics not listed on the agenda)

Sportsman's Holiday Parade Float: Member Patton reported the recent parade float was a success, with active participation from Committee members, City Council members, and volunteers. Kids on the float engaged the crowd by squirting water, adding a fun element. The committee appreciated the volunteer efforts, including Beautification Committee Chairwoman Candy's dual role, passing out brochures and pulling weeds during the event.

Harvest Festival: Manager Clegg shared that planning for the Harvest Festival is underway, with registrations for the annual pie contest opening soon, once the new City website is launched. The Committee anticipates a large number of entries for the contest and may separate judging categories for kids and adults. Judges are being recruited, including City Council members and community volunteers. Additionally, the Beautification Committee was given the option to share a booth with the Park & Tree Committee during the event, or have their own separate booth. If the Beautification Committee opts for their own separate booth, it would be located between the City of Sweet Home's booth, and the Chamber of Commerce's booth. Manager Clegg made the recommendation to have separate booths, so that the Beautification Committee would not be inundated with the pies being judged by the Park & Tree Committee members, during the pie contest.

Park-Specific Updates:

Quarry Park: Per Director Springman, the rock quarry located at 3101 Zelkova Street is not eligible to be considered a campground, due to building code and state policy restrictions regarding dispersed camping without amenities. In an effort to detour the public from attempting to utilize the area as a campground, the Public Works department has installed large rocks to restrict vehicle access beyond parking areas. The area remains open for walking, fishing, and other passive activities, and portable restrooms remain available for sanitation purposes.

42nd Street Park: Manager Clegg advised that any potential plans for development for this location are on hold, due to budget constraints and lack of grant funding. The area is currently maintained as a fire break after timber harvesting. No active park development is planned in the near future.

Clover Park: Director Springman addressed the Committee's questions regarding possibly reconfiguring the park's landscaping to improve flower planting conditions. Director Springman also discussed existing concrete and infrastructure remnants from an old fountain system, which complicate renovation efforts. Any significant changes would require heavy equipment and careful planning.

City Hall Park: Manager Clegg updated Committee members regarding questions concerning development plans for the property City Hall is currently located on. Manager Clegg advised that playground installation would require additional infrastructure (paths, utilities, etc.), which is currently unfunded. Additionally, a portion of the City Hall building & property has been leased to a separate organization and would therefore limit available space for expansion. Furthermore, Committee members expressed doubts about the need for an additional dog park, given existing facilities elsewhere.

Strawberry Park: Councilor Hegge shared a digital 360-degree photo project of Strawberry Park that he had previously worked on, and uploaded to Google Maps, in an effort to help showcase park features remotely; suggesting this could be extended to other parks. Councilor Hegge stated that his next goal is to take 360-degree images of Sankey Park with his new equipment and expressed that this would be a great way for people to see what

amenities each park has to offer (i.e. views, play structures, picnic tables, benches, restrooms, hiking trails, etc.). Committee members were very receptive to this idea and thanked Councilor Hegge for the time he dedicated to this project, reminding him to log any hours spent volunteering on behalf of the Committee.

Adjournment

The meeting was adjourned at 9:47 AM

DRAFT



City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

July 2025	This month July 2025	Last month June 2025	Previous year 2024	Year to date 2025
Patron Activity				
Door count	4,138	3,587	45,620	26,463
Program participants (all ages)	583	539	3,697	2,685
Total programs (all ages)	36	27	323	201
Circulation and Renewals				
Checkouts & renewals	6,430	5763	72,250	43,633
E-audio & E-book checkouts	806	788	8,860	5,178
Total items checked out	7,236	6,551	81,110	48,811
Public Computers				
Logins	287	211	3,016	1,600
Resource Sharing Savings				
Cost savings	\$5,556.14	\$5023.45	\$63,565.22	\$38,626.56
Items borrowed by consortium libraries	475	334	4,300	2727
Items borrowed from consortium libraries	494	445	5,127	3327
Volunteer Hours				
Hours worked by volunteers	34.5	15	450.50	188.75
New Library Patrons				
New patron cards issued	52	36	620	307

Events this month: Summer Reading is in full swing! We are offering programs for all ages. Our kid events average over 50 kids, our teen numbers are in the teens and the adult programs are usually around 6-8. We have at least one program almost every day.

Building updates: We are waiting on the parts for our new handicap door.

Items of note: We have increased the number of kids participating in our Summer Reading reading challenge over last year. One kid has even completed 13 full reading logs already, and we expect her to almost double that by the end of summer!

Sweet Home Public Library

August Newsletter

2025

Summer Reading

August 29th is the last day to receive your summer reading rewards!

We will have our grand prize drawings on August 29th during our Summer Reading Wrap up party at Sankey Park at 10am.

As a super secret, special prize, the elementary age kid that turns in the most full reading logs will be named Kid Librarian for a week in September and get to curate their own collection display for the month!

Teens and Adults that turn in their reading bingo cards will be entered to win gift cards from local businesses!

August Summer Reading Events:

August 8th 10am at Sankey Park - Make your own Board Game - All ages welcome

August 8th 4pm at the Library- Kid's Board Game Day

August 15th 10am at Sankey Park- Battle for the Books - Book Trivia with prizes

August 22nd 10am at Sankey Park- Water Fight - All ages welcome

August 29th 10am at Sankey Park- Summer Reading Wrap up party!

Teen Clothing Drive

We are gearing up for our 2nd annual Teen Clothing Drive and giveaway!

We are accepting new and gently used teen clothing from August 5-September 25, during library open hours.

Sweats, pants, and shoes are especially needed. Please wash any used clothing before donating. We are also accepting unopened toiletries of any size.

Giveaway day will be September 29th from 2:30-5pm

Movies in the Park

MINECRAFT THE MOVIE

Sankey Park August 15th
Minecraft crafts and activities start at 7:30pm. Movie starts at dusk!

Contact Info

www.sweethomeor.gov/library

541-367-5007

1101 13th Ave Sweet Home

shpl@sweethomeor.gov

Friends of the Library

We cannot offer all of our library programs without the financial backing of the Sweet Home Friends of the Library!

All proceeds from the sales at their bookstore are donated to the Library to cover our programs.

These programs include:

Storytimes, Teen Movie Night, Lego Creator's Club, Summer Reading activities, programs and reading rewards for all ages, our quarterly Community Read picks, Teen Game Night, Kid's Game Day, and lots of other programs that happen on a weekly basis! They also purchase furniture, kid's toys and games in our game collection!

The Friends of the Library Community Bookstore located at 1200 Long Street relies on donated books and movies from the community to resell. The store is staffed entirely by dedicated volunteers.

Store Hours are:

Monday - Saturday 11am - 5pm

Donations are accepted only during open hours.

If you would like to volunteer with them, please call 541-409-0243

The group formed in 1984 to help fund the Library and have been doing a tremendous job since then! We cannot thank them enough for all of their support!

Community Read

Our Community Read discussion with author Lana Holden is on **August 14th at 6pm** at the Library.

We will be discussing Catalyntje Trico: A Life in New Amsterdam by local author and teacher Lana Holden.

Catalyntje's poignant story is a tapestry woven with courage, determination, and love. It is a powerful reminder of the profound impact our individual lives can have on others, even for generations to come.

Wednesday Movies

All movies start at 3pm and come with free popcorn! All ages are welcome to attend.

August 6th - Moana - PG

August 13th - Trolls - PG

August 20th - Hotel

Transylvania - PG

August 27th - How to Train Your Dragon (2025) - PG



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: August 12, 2025

SUBJECT: Planning, Building & Engineering Department Report – July 2025

The Community and Economic Development Department consists of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from July 1 to July 31, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	June 2025	May 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	1	2	13	27	24
Residential Demolition	0	0	2	4	7.8
Residential Manufactured Dwellings	1	1	3	5	6.8
Residential Mechanical	5	11	42	112	103.2
Residential Plumbing	1	5	11	13	25.8
Residential Site Development	0	1	1	0	0.2
Residential Structural	6	10	46	39	47.4
Commercial Alarm or Suppression Systems	0	0	0	2	3.6
Commercial Demolition	0	0	0	0	3
Commercial Mechanical	0	1	10	19	16.6
Commercial Plumbing	0	0	1	7	8.2
Commercial Phased	0	0	2		
Commercial Site Development	0	0	0	1	2.4
Commercial Structural	2	2	10	28	32.2
Total Permits	16	33	141	243	278.4
Value Estimate of All Permits	\$829,006.45	\$1,548,250.00	\$11,193,329.70	\$17,738,221.41	\$18,256,308.81
Fees Collected	\$9,189.81	\$21,717.79	\$112,161.78	202,214.77	\$227,074.23

Developments of note: For your reference, below are some developments of note that were previously reported. Any changes are noted with **bold text**.

- Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45th Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete. Construction has been steady, development is moving forward, and homes are being sold.
- Coulter Subdivision: The Sweet Home Planning Commission approved a 157-lot low-density residential subdivision located at 43rd Avenue and Coulter Lane. This subdivision will be built in four phases. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction. The Developer has submitted an amended site plan and infrastructure plans currently in review by staff. The developer has begun infrastructure and utility work.

2. PLANNING

- Summary of Final Decisions on Planning Division Applications:

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2020-2024 Annual Average
Adjustments	0	0	0	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	0	1.4
Conditional Use	0	1	2	4	7.4
Fence Permit	7	4	27	40	TBD
Home Occupation	0	0	2	0	0.20
Partition	0	2	5	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	2	0	3	6	13.4
Temp RV Permit	0	0	0	4	TBD
Vacation	0	0	0	0	0.2
Variance	0	0	0	1	3.0
Zoning Map Amendment	0	0	0	1	2.2

- Total Planning Division Applications Submitted:

Total Completed Application	5	1	30	61	31.20
Total Fees Collected	\$2,275	\$2,010.00	\$4,570.00	\$10,150.00	\$15,883.50

- 2 Land Use Applications were submitted in July.

- 9 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on June 5th. The next meeting scheduled is September 18, 2025.

3. ENGINEERING

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$120.00	\$180.00	\$1,680.00	\$510.00	\$1,005.00
SC Inspections	0	0	\$60.00	\$50.00	\$510.00
Erosion Control	0	\$75.00	\$150.00	\$50.00	\$412.50
Parks SDC	\$3,666.94	\$2,402.00	\$22,882.94	\$12,708.00	\$22,729.36
Sewer SDC	\$14,166.57	\$8,690.00	\$90,389.52	\$41,822.39	\$75,911.03
Storm SDC	\$3,001.14	\$1,966.00	\$16,029.14	\$10,238.00	\$19,968.50
Streets SDC	\$8,997.37	\$5,894.00	\$56,149.37	\$30,764.88	\$72,691.07
Water SDC	\$16,865.92	\$11,048.00	\$94,714.18	\$62,483.00	\$92,623.87
Total	\$409,845.00	\$30,255.00	\$282,055.15	\$158,626.00	\$285,851.00

4. PARKS

- The Park and Tree Committee last met on July 16th. Their next meeting will be August 20th.
- Staff applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will provide trail connections (including ADA access) to the upper portion of the park as well as amphitheater-style seating. The engineers submitted 100% design documents. Staff are in the process of final review. Staff is collaborating with the Timber Framers Guild (TFG) on a potential design and construction of the bandstand. **City Council approved the Special Procurement to award the TFG the bandstand portion of the project. Staff are preparing to put the trail system out to bid.**
- **Movies in the Park is August 15th. We will be showing Minecraft at dusk. Free snacks are provided by the Gregory Home Team, Keller Williams Realty.**

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	July 2025	June 2025	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	0	0	\$100.00	\$260.00	\$325.00
Gazebo Rental	67.50	\$350.00	\$680.00	\$640.05	\$607.58
Hut Rental	0	\$200.00	\$200.00	\$150.00	\$125.03
Racquetball Membership	0	0	\$0	\$257.00	\$391.13
Weddle Bridge Rental	0	0	\$0	\$135.00	\$117.53
Total Fees Collected	\$67.50	\$550.00	\$980.00	\$1,442.00	\$1,566.27

6. OTHER PROJECTS

- Willow Street Neighborhood LID: Staff have finalized a financing plan and received approval from the financing agency. Design was completed; however, staff identified additional items that may require a change order for engineering. If the change order is authorized, additional time for engineering will be needed and the financing plan may need to be amended, after which an RFP for construction can be issued.
- **A&W installed historic statues on their lot.**
- **Muchas Gracias Mexican Restaurant grand opening is August 15th in the old Taco Time location.**
- **The Feed Store will be getting a new roof in August.**

MEMORANDUM



TO: City Council
FROM: Greg Springman, Public Works Director
DATE: August 12, 2025
SUBJECT: Public Works Monthly Report – July 2025

This memorandum provides a brief periodic update of specific projects, Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) operations and maintenance (O&M), and other activities performed by the Public Works Department.

WWTP Activities - Mahler Water Reclamation Facility

- 25.06 million gallons (MG) of wastewater treated this month
- 0.95 MG max daily flow discharged
- 0.81 MG average daily flow discharged

Compliance:

- Wastewater plant process had no violations for July 2025. The WWTP process has had “zero” process violations for the last 14 months.

O&M Projects:

- Mahler Water Reclamation Facility Project has been fully designed and is waiting for funding. Staff have completed the WIFIA application and submitted the \$25,000 application fee but are waiting for financial documents (completed FY23 Audit and an updated Credit Rating Report for the City). Once the audit is completed, the application will be submitted.

WTP Activities - Sweet Home Water Treatment Plant

- 46.32 MG finish water treated this month
- 1.49 MG average daily demand

Compliance:

- No process violations for July 2025.

Raw Turbidity NTUs:

- Levels currently range are less than 5 NTUs.

O&M Projects:

- Staff dismantled all fluoridation equipment from the system. All fluoride has been removed off site.

Engineering Projects

- Ongoing ROW inspections for ZIPLY Fiber installations throughout the community.
- Completed testing on the new 43rd Avenue sewer main (air test, mandrel, CCTV, compaction).
- Completion of 1st Avenue speed humps.

- Various single-family home/duplex ROW sewer taps, and hard surface approach inspections.
- Designed a new water main plan for 17th Avenue from Cedar to Dogwood.
- Designed a 12th Avenue fire hydrant valve installation detail.
- Updated infrastructure in GIS.
- Assisted WTP staff with procurement for demolition/construction of our sodium hypochlorite wall. Work started with a contractor.

Public Works Field Activities

Water Division

- Staff continues with water distribution system leak detection citywide.
- Staff continue to repair water mains and customer service line leaks in the public right of way.
- Staff continue to locate all City owned utilities for Ziplly (many locates throughout the city).
- Staff are planning two (2) small water main replacements, one on 17th Avenue south of Elm Street, and the second 8th Avenue between Dogwood and Cedar.

Collections System Division

- Staff started sewer main cleaning throughout the service area.
- Staff have begun sewer main CCTV inspections throughout the service area.
- Collections staff assisting with leak detection and water leak repairs.

Streets Division

- Staff completed crack sealing in the Strawberry Loop and west Avenues.
- Staff have begun asphalt patch work for water leak repairs.
- Scheduled weekly street sweeping is ongoing.
- Staff completed street curbs and parking marks on Main Street and Long Ave.
- Staff weeded Huskey Hill on Highway 20.

Parks & Facilities Division

- Staff working on Supplemental Environmental Project (SEP) east of Ames Creek in Sankey Park. All vegetation has been mowed and cleaned up. Silage traps have been ordered.
- Staff continue to maintain City parks, clean restrooms, and collect public trash cans.
- Staff continue mowing and eating weed in all City Parks and Facilities, once per week.
- Increase in graffiti on Weddle Bridge and Sankey Park restroom. PD is doing an outstanding job mitigating graffiti vandalism.

Stormwater Division

- Staff are cleaning ditches along street easements as time allows.



Sweet Home Oregon

FY 2024-2025 Year End Financial Report - Unaudited

Overall, the City of Sweet Home is in good financial condition. Several Fund Balances appear higher than originally budgeted due to updated audit numbers, which is great, however these numbers will not be 100% confirmed until the city's audits are up to date.

General Fund

Revenue = 112%

Expenditures = 85% (Overall)

Beginning Fund Balance is currently at \$3.5 Million, which is \$113k less than originally budgeted, however overall revenue was above budget.

Expenditures by Department:

Administration - 81%

City Council - 76%

Community/Economic Development - 90%

Finance - 103% (Overage due to additional auditing fees)

Court - 93%

Parks - 93%

Community Center - 25%

General Services - 94%

Capital Outlay - 57%

Police Fund

Revenues = 112%

Expenditures = 92%

Library Fund

Revenues = 101%

Expenditures = 43% Overall, however 110% in Materials & Services which is due to operating supplies

Transportation Fund

Revenue = 129%

Expenditures = 78%



SDC Funds

Revenue = 103%

Expenditures = 0%

Water Fund

Revenue = 82% (Revenue for water sales is 103%)

Expenditures = 40%

The main reason revenue is shown at 82% is because there was a grant budgeted at \$810k that was not received. The beginning fund balance is about \$5.5M, which is about \$2.7M higher than the original budget. This change is due to updated audit numbers. Until audits are up to date, we will always assume the lowest amount of fund balance.

Sewer Fund

Revenue = 99% (Revenue for sewer sales is 100%)

Expenditures = 98%

The beginning fund balance is about \$8.3M which is \$3.3M higher than the original budget. This change is due to updated audit numbers. Until audits are up to date, we will always assume the lowest amount of fund balance.

Storm Fund

Revenue = 118% (Revenue for storm sales is 119%)

Expenditures = 70%

The beginning fund balance is about \$544k which is \$139k higher than the original budget. This change is due to updated audit numbers. Until audits are up to date, we will always assume the lowest amount of fund balance.



Economic Development Fund

Expenditures = 51%

The beginning fund balance is about \$506k which is \$445k higher than the original budget. This change is due to updated audit numbers. Until audits are up to date, we will always assume the lowest amount of fund balance.

Reserve Fund

Expenditures = 100%

The beginning fund balance is about \$613k which is \$73k higher than the original budget. This change is due to updated audit numbers. Until audits are up to date, we will always assume the lowest amount of fund balance. In 2024-2025, the city transferred all known monies out of this fund. The \$73k will remain in the fund until audits are up to date.

October 2023 Council Report-Traffic

CITATIONS ISSUED	Jun-25	Jun-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	1	2	6	6	0.00%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	11	19	71	81	-12.35%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	1	1	15	16	-6.25%
Chapter 811 Rules of the Road for Drivers (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.)	24	28	137	160	-14.38%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	0	1	6	12	-50.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	1	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	1	0	3	0	100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	1	1	2	-50.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	1	1	0.00%
TOTAL CITATIONS ISSUED	38	52	241	278	-13.31%
TOTAL PERSONS CITED	26	33	132	177	-25.42%
TOTAL WARNINGS ISSUED	97	65	531	664	-20.03%
TOTAL OFFICER INITIATED TRAFFIC STOPS	126	99	818	791	3.30%

MOTOR VEHICLE CRASHES	Jun-25	Jun-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	1	-100.00%
MVC-INJURY	3	0	16	12	25.00%
MVC-NON INJURY	7	10	29	53	-45.28%
HIT & RUN VEHICLE INJURY	0	1	4	1	75.00%
HIT & RUN PROPERTY	2	4	16	34	-52.94%
TOTAL CRASHES	12	15	65	101	-35.64%

CRASHES INVOLVING DUII ARREST	0	0	2	3	-33.33%
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OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Jun-25	Jun-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	18	17	115	150	-23.33%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	35	29	199	241	-17.43%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	25	18	175	150	16.67%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	63	54	419	314	25.06%
TOTAL CRIMES REPORTED	141	118	908	855	6.20%
TOTAL CRIMES CLEARED	114	74	449	568	-20.95%
NON CRIMINAL CALLS FOR SERVICE (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)	731	744	3915	4076	-3.95%
TOTAL CALLS FOR SERVICE	872	862	4823	4931	-2.19%
TOTAL INCIDENT NUMBERS ISSUED	834	821	4509	4522	-0.29%
TOTAL CAD NUMBERS ISSUED	1425	1434	8363	7258	13.21%

CUSTODIES	Jun-25	Jun-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
TOTAL PERSONS TAKEN INTO CUSTODY	68	52	419	361	16.07%
TOTAL ADULTS ARRESTED	67	49	396	341	13.89%
TOTAL JUVENILES IN CUSTODY	1	3	23	34	-32.35%
TOTAL CHARGES	115	90	795	639	19.62%
TOTAL ADULT CHARGES	113	85	765	486	36.47%
TOTAL JUVENILE CHARGES	2	5	30	52	-42.31%

October 2023 Council Report-Traffic

CITATIONS ISSUED	Jul-25	Jul-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	1	2	7	8	-12.50%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	5	16	76	97	-21.65%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	2	3	17	19	-10.53%
Chapter 811 Rules of the Road for Drivers (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.)	20	40	157	200	-21.50%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	2	8	8	20	-60.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	1	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	0	3	0	100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	0	1	2	-50.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	2	1	3	0.00%
TOTAL CITATIONS ISSUED	30	71	271	349	-22.35%
TOTAL PERSONS CITED	16	46	148	223	-33.63%
TOTAL WARNINGS ISSUED	59	197	590	860	-31.40%
TOTAL OFFICER INITIATED TRAFFIC STOPS	75	228	893	1019	-12.37%

MOTOR VEHICLE CRASHES	Jul-25	Jul-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	1	-100.00%
MVC-INJURY	4	4	20	20	0.00%
MVC-NON INJURY	11	13	40	79	-49.37%
HIT & RUN VEHICLE INJURY	1	2	5	5	0.00%
HIT & RUN PROPERTY	2	6	18	46	-60.87%
TOTAL CRASHES	18	25	83	151	-45.03%

CRASHES INVOLVING DUII ARREST	0	2	2	5	-60.00%
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OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Jul-25	Jul-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	16	18	131	168	-22.02%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	31	54	230	295	-22.03%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	25	21	200	171	16.96%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	83	71	502	385	23.31%
TOTAL CRIMES REPORTED	155	164	1063	1019	4.32%
TOTAL CRIMES CLEARED	107	106	556	674	-17.51%
NON CRIMINAL CALLS FOR SERVICE (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)	774	719	4689	4795	-2.21%
TOTAL CALLS FOR SERVICE	929	883	5752	5814	-1.07%
TOTAL INCIDENT NUMBERS ISSUED	882	819	5392	5341	0.95%
TOTAL CAD NUMBERS ISSUED	1454	1609	9827	10326	-5.08%

CUSTODIES	Jul-25	Jul-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
TOTAL PERSONS TAKEN INTO CUSTODY	80	68	499	429	16.32%
TOTAL ADULTS ARRESTED	79	65	475	406	14.53%
TOTAL JUVENILES IN CUSTODY	1	3	24	37	-35.14%
TOTAL CHARGES	141	122	936	761	18.70%
TOTAL ADULT CHARGES	140	119	905	605	33.15%
TOTAL JUVENILE CHARGES	1	3	31	55	-43.64%

