



CITY OF SWEET HOME CITY COUNCIL AGENDA - **REVISED**

May 24, 2022, 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

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 226 531 982 #

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

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

- a) [Request for Council Action – Appointment to Youth Advisory Council \(pg. 3\)](#)
- a) Approval of Minutes:
 - i) [2022-05-10 City Council Minutes \(pg. 9\)](#)
 - ii) [2022-05-11 City Council Minutes - ES \(pg. 14\)](#)

IV. Recognition of Visitors and Hearing of Petitions:

- a) [OCWCOG County Wide Data Report 2021 \(pg. 16\)](#)
- b) Sweet Home High School Wood Shop Student Recognition

V. Old Business:

- a) [Request for Council Action – Resolution No. 15 for 2022- Naming Public Facilities \(pg. 24\)](#)
- b) [Discussion Only: FAC Managed Outreach and Community Resource Facility Update \(pg. 35\)](#)
- c) Discussion Only - Oregon Jamboree Council Updates

VI. New Business:

- a) [Request for Council Action - Resolution No. 16 for 2022 - Tune It Up Tuesdays Special Events Application and PA Permit \(pg. 37\)](#)

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.

- b) [Request for Council Action – Travel Reimbursement for City Manager Candidates \(pg. 56\)](#)
- c) [Request for Council Action - Resolution No. 17 for 2022 - Sweet Home High School Senior Parade \(pg. 58\)](#)
- d) Discussion Only - Sportsman Holiday Fireworks Display
- e) [Wastewater Treatment Plant Project 1A **REVISED** \(pg. 75\)](#)

VII. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
- b) Second Reading of Ordinance Bills
 - i) [Ordinance Bill No. 3 for 2022 - A Zone Map Amendment \(pg. 85\)](#)
- c) Third Reading of Ordinance Bills (Roll Call Vote Required)

VIII. Reports of Committees:

Ad Hoc Committee on Health
 Administrative and Finance/Property
 Area Commission on Transportation
 Chamber of Commerce
 Charter Review Committee
 Council of Governments
 Legislative Committee
 Library Advisory Board
 Park and Tree Committee
 Solid Waste Advisory Council
 Youth Advisory Council

IX. Reports of City Officials:

Mayor's Report
 City Manager's Report

X. Department Director's Reports (2nd meeting of the Month)

Police Chief
 i) [Police Department Monthly Report \(pg. 95\)](#)
 City Attorney

XI. Council Business for Good of the Order

XII. Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Appointment to Youth Advisory Council

Preferred Agenda: May 24, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: [SHMC Chapter 2.10 City Committees](#)

Towards Council Goal: Vision Statement II. WE ASPIRE to have an effective and efficient local government

Attachments: Applications for Boards, Committees, and Commissions – Serenity “Tea” Herrera, Delanie Pratt

Purpose of this RCA:

Appointment to the Youth Advisory Council

Background/Context:

There are vacancies on the Youth Advisory Council. Serenity Herrera and Delanie Pratt have both submitted applications. In addition, Councilor Gerson has recommended appointment of the two applicants.

Stakeholders:

- City of Sweet Home Staff – Staff benefits by having full committees that provide direction and recommendations that are consistent with law.
- City of Sweet Home City Council- YAC members provide feedback of youth issues and concerns to the City Council through the Council liaisons.
- Sweet Home Youth Advisory Council – The YAC benefits from having a full council with active members.

Issues and Financial Impacts:

None known

Elements of a Stable Solution:

Appoint students to Youth Advisory Committee vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

Options:

1. Option #1 – Do nothing
2. Option #2 – Seek additional applicants

1. Option #3 – Make a motion to appoint Serenity “Tea” Herrera and Delanie Pratt to the Youth Advisory Council with terms beginning May 24, 2022.

Recommendation:

Option #3 – Make a motion to appoint Serenity “Tea” Herrera and Delanie Pratt to the Youth Advisory Council with terms beginning May 24, 2022.



SWEET HOME YOUTH ADVISORY COUNCIL
APPLICATION AND PARENT PERMISSION FORM

Name: Serenity "TEA" Herrera Age: 14

Address: [REDACTED] City: SH Zip: 97386

Phone: [REDACTED] E-mail: [REDACTED] Work: [REDACTED]

School Currently Attending: [REDACTED] Grade: 8

Parent(s) Name: Sheila Herrera Phone: [REDACTED]

Emergency Contact Name: Shelby Adams Phone: [REDACTED]
After mom

1. Please tell us a little about yourself and why you are interested in serving on the Youth Advisory Council.
I'm interested in gaining/serving the Youth Advisory Council because of the knowledge I can offer and learning more.
2. Please list below five issues you think are important to the youth and or the overall success of Sweet Home as a community.
1 Safty
2 The Health of ourselves & others
3 letting others know what's happening
4 the town being overall a safe environment
5 Get the people of sweet home in on more
3. Are you able to commit to attending YAC meetings monthly and other meetings and events as scheduled?

Yes X No

If "No" please explain why:

**City of Sweet Home
YAC Application and Parent Permission**

4. Selection

I understand that as part of the selection and appointment process to the YAC that I must attend a mandatory pre-appointment orientation with at least one parent/legal guardian. I/we further acknowledge that the City Council may remove me from this appointment for deficiencies in the performance of duties as outlined in the YAC Charter and Bylaws.

Serenity (tea) Herrera
YAC Applicant Signature

Date: 5/18/21

Serenity (tea) Herrera
Printed Name of Applicant

Parent Permission:

By signing below, I/We hereby grant permission for Serenity Tea Herrera to participate in the City of Sweet Homes' Youth Advisory Council if selected and appointed. We acknowledge that regular meetings will be held once a month. We further acknowledge that I/we have reviewed the bylaws governing the Sweet Home Youth Advisory Council with our child and understand that from time to time there may be additional activities, meetings and events that my child will be asked to participate in, subject to my/our approval.

Sheila M Herrera
Parent Legal Guardian Signature

Date: 05/12/2022

Sheila M Herrera
Printed Name of Parent/Legal Guardian

N/A
Parent Legal Guardian Signature

Date:

Printed Name of Parent/Legal Guardian

Received:

Orientation: _____ Date: _____

City Council Interview: _____ Date: _____

Appointed for term: _____ to _____

Revised: October 2017



SWEET HOME YOUTH ADVISORY COUNCIL

APPLICATION AND PARENT PERMISSION FORM

Name: Delanie Pratt Age: 14
Address: [REDACTED] City: Sweet Home OR Zip:
Phone: 503-703-2677 E-mail: Work:
School Currently Attending: [REDACTED] Grade: 8th
Parent(s) Name: Travis Pratt Phone: [REDACTED]
Emergency Contact Name: James Pratt Phone: [REDACTED]

1. Please tell us a little about yourself and why you are interested in serving on the Youth Advisory Council.
I want to help make a change in the town. And I want to be a help in any way I can.
2. Please list below five issues you think are important to the youth and or the overall success of Sweet Home as a community.
 - Bullying
 - Homeless
 - Littering
 - Youth not taken seriously
 - Youth being suicidal
3. Are you able to commit to attending YAC meetings monthly and other meetings and events as scheduled?

Yes X No

If "No" please explain why:

**City of Sweet Home
YAC Application and Parent Permission**

4. Selection

I understand that as part of the selection and appointment process to the YAC that I must attend a mandatory pre-appointment orientation with at least one parent/legal guardian. I/we further acknowledge that the City Council may remove me from this appointment for deficiencies in the performance of duties as outlined in the YAC Charter and Bylaws.

Delainie Pratt
YAC Applicant Signature

Date: 5/18/22

Delainie Pratt
Printed Name of Applicant

Parent Permission:

By signing below, I/We hereby grant permission for Delainie Pratt to participate in the City of Sweet Homes' Youth Advisory Council if selected and appointed. We acknowledge that regular meetings will be held once a month. We further acknowledge that I/we have reviewed the bylaws governing the Sweet Home Youth Advisory Council with our child and understand that from time to time there may be additional activities, meetings and events that my child will be asked to participate in, subject to my/our approval.

Travis Pratt
Parent Legal Guardian Signature

Date: 05/18/22

Travis Pratt
Printed Name of Parent/Legal Guardian

Parent Legal Guardian Signature

Date: _____

Printed Name of Parent/Legal Guardian

Received:

Orientation: _____ Date: _____

City Council Interview: _____ Date: _____

Appointed for term: _____ to _____

Revised: October 2017



CITY OF SWEET HOME CITY COUNCIL MINUTES

May 10, 2022, 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

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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.

Call to Order and Pledge of Allegiance

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

Roll Call

PRESENT

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

STAFF

City Manager Pro Tem Christy Wurster
Community and Economic Development Director Blair Larsen
Library Service Director Megan Dazey
City Attorney Robert Snyder
Public Works Director Greg Springman
Police Chief Jeff Lynn
Finance Director Brandon Neish
Communication Specialist Lagea Mull
Administrative Services Manager Julie Fisher

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.

Consent Agenda:

Motion to approve the Consent Agenda made by Councilor Richards, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Approval of Minutes:

- a) 2022-04-26 City Council Meeting Minutes

Recognition of Visitors and Hearing of Petitions:

Peggi Rush came forward to let the Council know of a positive experience she had with a Sweet Home Police Officer. Peggi stated that due to the efforts of Officer Geoff Hamlin her family was able to get resources and aid to help them care for her mother.

- a) Introduction of Sportsman's Holiday Princesses
The introduction of the Sportsman's Holiday Princesses will be added to the next agenda.
- b) Sweet Home Chamber of Commerce Triannual Report and Strategic Plan Update
Melody Reese, Executive Director of the Sweet Home Chamber of Commerce presented the Triannual Report and Strategic Plan Update. The Chamber monthly newsletter was shared.
A brief recap of various achievements relative to the Chamber's Business Plan objectives was provided.

Old Business:

- a) ***Request for Council Action*** - Vacant Building Fees
Community and Economic Development Director Blair Larsen presented information regarding vacant buildings and the City's current Vacant Building Ordinance. At a recent Council meeting, staff was directed to find models of Vacant Building Fee Programs. CEDD Larsen stated the importance of the goal of the Council, as a program may have unintended consequences. Considerations such as the Pandemic, inflation, and other timing factors were discussed. Other means of increasing the attractiveness of downtown could include a downtown lighting standard, a window display, removal of old signs, and enforcement of current allowable usage.

Motion made to schedule a work session to discuss the Vacant Building Fee Program by Councilor Gourley, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
Voting Nay: Councilor Sanchez, Councilor Richards
- b) ***Request for Council Action*** - Wastewater Treatment Plant Funding Options
Finance Director Brandon Neish presented the current estimated cost for the wastewater treatment plant. The project which started at \$28 Million has increased to \$47.5 million dollars not including and engineering cost. The total cost is now estimated at \$55 million dollars. Staff has been seeking additional funding thru grants, lottery allocation, and State of Oregon General Funds. Other funding sources include loans thru DEQ and USDA which

may have some loan forgiveness. The City has set aside \$6,295,230 in allocated funds for the project. The balance needed to complete the project is \$26,729,241.

Staff presented options to include a General Obligation Bond and explained what the bond would look like; extension of the project in phases with smaller increased steps in utility rates; reducing the scope in Phase 1 of the project; or putting a hold on the project until cost decrease. The recommendation of staff is to reduce the scope of Phase 1.

Motion to move forward with the previously approved engineering and a reduced scope for the initial phase of construction made by Councilor Gourley, Seconded by Councilor Richards. Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

New Business:

a) **Mental Health Month Proclamation**

Mayor Mahler read the proclamation declaring May as Mental Health Month.

b) **Information Only - Traffic Enforcement Update**

Chief Jeff Lynn presented information on traffic enforcement efforts. Data is collected via six radar signs which is downloaded for review. Volunteers collect data as well. The data is reviewed and used to position officers in an area that indicates a need for additional enforcement.

Captain Jason Ogden reported challenges related to Main Street and Mountain View Road. Focused efforts have shown a reduced speed in those areas of additional enforcement.

Mayor Mahler and the Council thanked the police for all of their efforts.

c) ***Request for Council Action* - 9th Avenue Waterline Replacement Project Bid Posting**

Engineer Technician Trish Rice presented the Small Diameter Replacement Project request to bid for 9th Avenue.

Motion to approve the bid posting for the Waterline Replacement Project made by Councilor Coleman, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

d) ***Request for Council Action* - Resolution No. 14 for 2022 - Sportsman's Holiday Parade Street Closures**

Community and Economic Development Director Blair Larsen presented the request to temporarily close streets and add parking restrictions for the Sportsman's Holiday parade.

Motion to approve Resolution No. 14 for 2022 made by Councilor Coleman, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

e) ***Request for Council Action* - Future of Dilapidated Railroad Depot**

Public Works Director requested direction from the Council on the future of the Railroad Depot.

Motion to allow for public comment on the historic railroad depot building and bring the topic back to a future City Council meeting made by Councilor Trask, Seconded by Councilor Gourley.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

f) *Public Hearing* – Zone Map Amendment ZMA22-01

The Public Hearing was opened at 8:15 PM.

Community and Economic Development Director Blair Larsen presented the Staff Report and Findings.

There were no questions of staff.

Mayor Mahler asked if there was any Conflict of Interest or Ex Parte Information and there was none.

Mayor Mahler asked for any testimony in favor, opposition, or neutral testimony. There was none.

The Public Hearing was closed at 8:20 PM.

Motion to approve the application for a Zone Map Amendment and to move the ordinance to first reading made by President Pro Tem Gerson, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

a) *Request for Council Action* - Zone Map Amendment ZMA22-01

Ordinance Bill No 3 for 2022 was read in its entirety.

Motion to move Ordinance Bill No, 3 for 2022 to second reading made by Councilor Trask, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Reports of Committees:

Ad Hoc Committee on Health

Councilor Gourley reported the Community Health Fair will be held at Sankey Park. Progress is being made on the Community Resource and Sleep Facility.

Reports of City Officials:

Mayor's Report

No report.

City Manager's Report

City Manager Pro Tem Wurster reported City Hall will be a check point on the Chamber's Cut the Gut event.

Pro Tem Wurster relayed to the Council the professionalism among City staff and stated it was extraordinary the Chief and Captain stepped up for patrol shifts and serving our community.

A Reminder of the Executive Session was given to the Council.

Mayor Mahler commended Pro Tem Wurster for her work as Pro Tem.

Department Director's Reports (1st meeting of the Month)

Library Services Director

A written report was included in the packet.

- a) Monthly Report - April 2022

Community and Economic Development Director

A written report was included in the packet.

- a) Monthly Report - April 2022

Public Works Director

A written report was included in the packet.

- a) Monthly Report - April 2022

City Attorney

No report.

Council Business for Good of the Order

Community and Economic Development Director Blair Larsen stated now that the Mill Property is in private ownership, a work session to discuss the City's former Knife River quarry property would be beneficial. Staff would like Council input and public review on the future of the property. Consensus of the Council was to hold a work session.

- a) City Council Issue Tracker Update

City Manager Pro Tem Wurster presented a document tracking items brought to staff by the Council to document progress.

Adjournment

With no further business the meeting adjourned at 8:31 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

May 11, 2022, 6:00 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.

Please sign in if you wish to speak as Executive Sessions are not open to the public.

Call to Order

The meeting was called to order at 6:00 PM.

Roll Call

PRESENT

President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

ABSENT

Mayor Greg Mahler

STAFF

City Manager Pro Tem Christy Wurster

VISITOR

Ryan Schulze, OCWCOG

MEDIA

Benny Westcott, The New Era

The Sweet Home City Council will now meet in Executive Session to consider the employment of a City Manager.

The executive session is held pursuant to ORS192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

No final action or final decision may be made in executive session.

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.

President Pro Tem Gerson read the Executive Session Announcement. The Council reviewed applicants for the position of City Manager.

Adjournment

With no further business, the meeting adjourned at approximately 7:30 PM.

Mayor

ATTEST:

Manager Pro Tem - Ex Officio City Recorder



Oregon Cascades West Council of Governments
and Linn County
Annual Report

January 2022
Edition 1 - 2021

This report covers the many ways in which OCWCOG has impacted
your community over that last year.

A Message from the Executive Director

I am proud and excited to provide the first ever, Oregon Cascades West Council of Governments' (OCWCOG) year-end County reports. The Council of Governments (COG) impacts many people throughout the Linn/Benton/Lincoln Region by our various services like delivering hot meals and a warm smile to a family in need, providing small business loans to improve the vibrancy and livability of our communities, or orchestrating multi-million dollar transportation initiatives.

In the next few pages, you will see highlights of the work we do and how that has affected your County over this last year. The report is not exhaustive, but merely a snapshot of the great work which is being authorized and championed by 19 cities, 3 Counties, the Siletz Tribe, and the Port of Newport in the Linn/Benton/Lincoln Region.

The work captured in this report is being carried out by approximately 200 staff in every corner of the Region. These dedicated individuals care deeply about the area and everyone living in it. They are committed to making the Region a more livable, safe, and prosperous area for generations to come. As you know, 2021 was extremely challenging in numerous ways and many of our staff have adapted to delivering services from their homes, in an ongoing response to the COVID pandemic. We have adjusted other programs and processes to provide continuous services safely to many of our consumers, where in-person contact was still required.

Here at the COG, we are always looking to improve and better serve the people of our Region. Last year we went beyond our normal practices and explored alternative funding opportunities to enhance and expand services. We have begun participating in regional conversations regarding housing solutions, and are leading an effort to explore a Regional Bias Incident Response system.

I am grateful for the support of our staff, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.



Ryan Vogt
Executive Director



Senior and Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and supports to keep older adults and people with disabilities independent, safe, secure, and healthy in your communities. SDS staff provide case management, and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

- Approximately 808 Linn County residents received these vital services in their home on any given day.
- Another 352 residents received these services daily in one of 45 longterm care facilities. These care facilities include: Assisted Living, Memory Care, Adult Foster Homes that serve older adults and people with physical disabilities, and one nursing facility.



Eligibility

Eligibility workers processed 6,957 applications for Food and Medical benefits in Linn, Benton, and Lincoln Counties in 2021.

Adult Protective Services

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

- APS screeners received 1,679 calls of concern about the safety and health of these citizens in Linn County. These calls led to:
 - 469 community APS investigations.
 - 200 facility APS investigations.

Aging and Disability Resource Connection

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information and assistance on issues affecting older adults and people with disabilities regardless of their income.

- Call center agents answered 274 calls from Linn County residents requesting information and assistance in 2021.



Community Service Programs

In Linn County, Community Service Program (CSP) staff and volunteers supported programming at: Albany Senior Center, Lebanon Senior Center, Sweet Home Senior Center, Brownsville Senior Center, Sweet Home Elks, Timber Ridge School, SMART Reading, KidCo Head Start, Sunrise Elementary School, YMCA of the Willamette Valley and Happy Place Childcare. Programming was supported by various federal, state and city contracts and grants, as well as Samaritan Health Services Social Accountability Grants, Trust Management Services, City of Albany Development Block Grant, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation. The CSP Department served Linn County this past year through various programming, including:

Meals On Wheels: Meals on Wheels serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced lunch, MOW provides a daily well-check and social connection, thereby assisting limited-income, low-mobility clients to remain safe and independent in the home of their own choosing, for as long as possible while avoiding premature placement in a facility.

In 2021 a total of 143,129 meals were served in Linn to include:

- 135,161 home delivered meals, delivered to the porches of our homebound clients.
- 6,438 congregate meals, served “grab and go” style during the COVID-19 pandemic.
- 1,530 “blizzard boxes”, which contain 5 emergency shelf stable meals.

Meals on Wheels was awarded a \$13,000 District Grant from the Rotary Club of Corvallis. A multi-club grant, the Rotary Club of Corvallis partnered with Greater Corvallis, Philomath, Albany, and Newport Clubs to obtain matching grant funding from Rotary District 5110. The grant helps support Meals on Wheels in Linn, County.



Stand-By-Me (\$BM): Stand By Me-Oregon is a financial empowerment program that replicates \$BM Delaware; a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

- Thanks to a \$36,000 grant from The Oregon Community Foundation, \$Stand By Me financial coaches received specialized training from DevNW on obtaining and improving credit, creating savings, decreasing debt, student loans and home buying. We now offer coaching in English and Spanish.

Money Management for Seniors: This program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe; and is offered free of charge to eligible individuals.

- There were 35 Linn County seniors or people with disabilities who were served in 2021.
 - 7 were assisted as Bill Pay clients who receive assistance in budgeting and check writing.
 - 28 used the program for Representative Payee services. A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.



AmeriCorps Seniors - Foster Grandparent Program: National Service Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.

- In Linn County, 20 Foster Grandparent volunteers served an estimated 55 local youth through its mentoring and tutoring Program, chiefly online, due to the pandemic.
- Linn County boasts the largest corps of volunteers in the OCWCOG region and currently serves students from Timber Ridge School, SMART Reading, KidCo Head Start, South Shore Elementary, Sunrise Elementary School, YMCA of the Willamette Valley, Albany Boys and Girls Club, Boys and Girls Club of the Greater Santiam, and Happy Place Childcare.

AmeriCorps Seniors – RSVP: Retired and Senior Volunteer Program (RSVP) is America’s largest volunteer network for people age 55 and over. RSVP volunteers choose how, where, and how often they want to serve. Volunteer community duty station opportunities include food pantry assistance, SHIBA Medicare counseling, money management coaching, meal delivery, reading with youth, tax preparation, gleaners, and more.

The most active RSVP program, The Senior Health Insurance Benefit Assistance Program (SHIBA), is administered by OCWCOG on behalf of the State of Oregon. This Program educates local residents on Medicare benefits elections. SHIBA counselors provide one-on-one free counseling as well as “New to Medicare” Seminar classes. Volunteers are certified by the State and serve both remotely and at the OCWCOG, Sweet Home Elks, Lebanon and Albany Senior Centers.

- Last year, SHIBA volunteers served 511 Linn County residents.

AmeriCorps Seniors - Senior Companion Program:

Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers.

- In 2021, 8 volunteers completed 1082 rides for local homebound seniors residing in Albany, Lebanon and Sweet Home. These clients were not eligible for Ride Line, and are screened and referred by in-house Options Counselors.



Oregon Project Independence: Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal prep, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

- There was approximately 110 Linn County residents that benefited from this program in 2021.

These community-facing programs were provided thanks to braided funding from federal, state and city contracts and grants, as well as supports from Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation.

Community and Economic Development (CED)

Transportation Services and Planning

Transportation is the largest program area within Community and Economic Development (CED), and provides an array of services including these programs:

Cascades West Ride Line: The Ride Line program is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. For the year 2021 Ride Line has made an incredible impact in Linn County by:

- Providing 88,219 rides for 3,480 people.
- These rides put over \$3,074,000 back into Linn County.
- Planning the expansion of Ride Line to Medicare consumers through benefits with the Samaritan Advantage Health Plan. This project will launch in 2022.

Albany Area Metropolitan Planning Organization (AAMPO): AAMPO's role is to coordinate transportation planning efforts in the greater Albany area and to serve as a forum for cooperative decision-making. AAMPO works closely with the Oregon Department of Transportation (ODOT), and assists in coordinating regional transit, facilitates public participation in transportation planning, and oversees specialized projects. Some of the 2021 accomplishments for AAMPO were:

- Began the AAMPO Bicycle/Pedestrian Plan.
- Stimulus funds awarded in the amount of \$850,000 is being passed through to these local projects:
 - \$100,000 for Millersburg's Woods Road shared use path design and right-of-way acquisition.
 - \$350,000 for Albany's Queen Avenue rehabilitation.
 - \$150,000 for Benton County's Gibson Hill Road modernization.
 - \$175,000 for Tangent and Linn County's Old Oak Drive/Old Oak Road improvements. around Tangent Elementary School
 - \$75,000 for a yet to be determined project in Jefferson. Most likely a new pedestrian crossing identified in the city's forthcoming Transportation System Plan.



Cascades West Area Commission on Transportation (CWACT): provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and ODOT on State transportation plans and policies. In 2021, CWACT provided input on multiple State funding programs including recommendations for funding priorities in the Statewide Transportation Improvement Program (STIP), reviewed applications for the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Program, and provided feedback on ODOT's "Leverage" funds that were added to ODOT projects within the region.



Transportation Options Program: This program provides outreach, education, and carpool/vanpool matching services for commuters living or working in the Region. The program connects commuters within the Region and beyond, to major cities such as Eugene, Salem, and Portland. Our program administered a challenge for bike month in May with 42 participants across Linn, Benton, and Lincoln Counties traveling over 2,400 miles, saving over 2,000 lbs of CO₂, and burning 200,000 calories! 33 participants received safety related prizes. Staff participated at in-person tabling events at the OSU Beaver Fair and Linn Benton Community College Welcome Day engaging over 100 people. The annual Get There Challenge in October had statewide participation of over 1,400 participants and 13 prize winners from our region.

Other grants received from STIF to assist in transportation improvement efforts in Linn County are:

- \$280,000 to do the Mobility Hub design work for LBCC and OSU Hubs.
- \$150,000 to update the Human Services Coordinated Plans for Linn/Benton/Lincoln Counties.
- \$64,280 to build the Regional Transit Access Plan.

Other transportation related projects that impact Linn County are:

- Completion of the Seamless Transportation Project connecting bus service to all three Counties, with real-time bus information and online ticketing.

Community Development

The Community Development program seeks to improve the quality of life for residents in Linn County. OCWCOG has professional staff to assist communities, especially smaller communities, with specialized tasks. Here are some of the projects Community Development has worked on in Linn County:

- Providing staffing to the Cascades West Regional Consortium and helped secure a \$130,000 grant from Business Oregon to fund a wetlands mitigation bank feasibility study.
- Secured technical assistance from Department of Land Conservation and Development to develop a Regional Housing Toolkit, working with Sweet Home and Harrisburg on their housing development planning goals.

Economic Development

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDS). OCWCOG supports local economic development initiatives through research, grant writing, convening, project development and management, and technical assistance.

Coronavirus Aid, Relief, and Economic Security (CARES) Grants: CARES funding is designed to assist partners with responding to the specific recovery needs in the unique communities across the district. Eligible applicants included City and County governments in the Region to support economic resiliency and recovery. In Linn County three CARES micro-grants were awarded:

- \$10,000 was awarded to the City of Sweet Home for a streetscape project. This grant will be used toward a public plaza, street furniture, signage, pedestrian lighting, public art, and landscaping will be added to create a vibrant downtown. Parking will be made uniform and easier. Additional outdoor spaces will allow more flexibility for local businesses by providing space for dining, pop-up markets, and public events.
- \$10,000 was awarded to Halsey/Mid Valley Partners for branding and website. MVP consists of Lebanon, Sweet Home, Philomath, Adair Village, Brownsville, Harrisburg, Monroe, and Halsey. This grant will help define the geographic boundary, values, and goals for economic resiliency in the MVP region. A website will be created with new branding that unifies all eight cities committed to the partnership, and will serve as a regional resource connecting local businesses to resources for recovery and expansion.
- \$10,000 was awarded to Harrisburg for the Taste of Tri-County and Business Expo. This event rotates between three different cities and three different counties on an annual basis. This event improves collaboration between participating businesses as well as cities and is supportive of business. These funds will allow the purchase of items that enhance the event and lower expenses for the event in the future.
- \$4,000 was awarded to Lebanon for the Annual Art Walk. This event fuses downtown businesses and the art culture bringing locals and out-of-town visitors into Lebanon. The Art Walk jump-starts the downtown economy with popup galleries within businesses and performing artists in City parks. The Art Walk was held in November and creates opportunities for strengthening the economic recovery and resiliency of downtown Lebanon.



Cascade West Business Lending: Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities, and promote a stable and diversified economy in the tri-County Region. CWBL delivers expert commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. Our team provides administrative services, technical assistance, and professional lending services through contractual partnerships to local government and non-profit organizations, who offer economic development oriented commercial loans. Our Small Business Lending program currently has over \$3.45 million in loans throughout our tri-county region.

- In Linn County we funded a \$266,000 loan to purchase a building for a new counseling center in Albany.

Technology Service Contracts

OCWCOG Business Services provides Information Technology (IT) services and supports to member agencies. In Linn County, we have agreements to provide support to:

- Brownsville
- Millersburg
- Sweet Home
- Tangent



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Naming Public Facilities

Preferred Agenda: May 24, 2022 (Review)
June 28, 2022 (Decision)

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: Resolution No. 32 for 2016

Towards Council Goal: Goal: IMAGE BUILDING

1. Develop a Strategic Marketing Plan.
 - a. Internal Messaging
 - i. Positivity
 - b. External messaging
 - i. Positivity

Attachments: Application for Naming Publicly Owned Facilities
Draft Resolution No. 15 for 2022
Resolution No. 32 for 2016 – Naming Publicly Owned Facilities Policy

Purpose of this RCA:

To consider an application for Naming Publicly Owned Facilities

Background/Context:

John Mahler and Mayor Greg Mahler have volunteered in our community throughout their positions on City Council and the Sweet Home Fire and Ambulance District. Staff feels the naming of the facility is an appropriate recognition for such a distinguished father and son for their service to the community both in elected positions and volunteer service.

The Challenge/Problem:

Renaming the Sweet Home Wastewater Treatment Plant to a modern name which includes a greater focus on the products and benefits of treatment, reflecting a changing paradigm in the water sector to focus on resource recovery and honor the Mahler family for their dedicated services to the community.

Stakeholders:

- Staff – Dedicated public servants play important roles at the facilities and are being acknowledge for their valuable work.
- Community – The name change reflects the focus on water recovery and the importance of our valuable resources.

- Mahler Family – Both John Maher and Mayor Greg Mahler have made valuable contributions to the current facilities and the significant enhancements to the plant.

Issues and Financial Impacts:

Actual cost of mailings and notices are minimal. Staff is requesting a waiver of fees associated with the application.

Elements of a Stable Solution:

The City of Sweet Home has dedicated public servants who work at the facility and perform important duties in the preservation of our water resource. These professionals are on the front line of valuable work and make significant contributions to a safer environment. The name change will help us better appreciate the value of what our employees at the facility do, and in turn give greater pride in the jobs they perform.

Options:

1. Option #1– Do Nothing – There will be no name change for the Sweet Home Wastewater Treatment Plant.
2. Option #2 – Make a motion to direct staff to proceed with the application process to include a public hearing on June 28, 2022 and waive any fees associated with the application.
3. Option #3– Solicit additional names for consideration.

Recommendation:

Staff recommends Option #2 – Make a motion to direct staff to proceed with the application process to include a public hearing on June 28, 2022, and waive any fees associated with the application.

RESOLUTION 32 for 2016

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

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

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

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

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

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

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

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

III. NAMING CRITERIA:

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

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

IV. PROCEDURE:

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

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

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

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

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

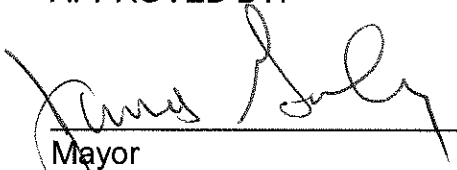
- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in this policy (See Naming Criteria).
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration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

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

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

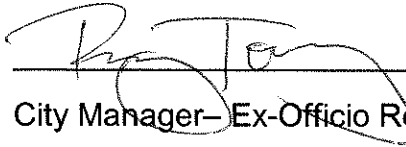
ADOPTED this 13th day of December 2016, by the City Council of the City of Sweet Home.

APPROVED BY:



Mayor

ATTEST:



City Manager—Ex-Officio Recorder

City of Sweet Home

Application for Naming Publicly Owned Facilities



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

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

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

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

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

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

City of Sweet Home

Application for Naming Publicly Owned Facilities



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

Publicly Owned Facilities or Property Considered for Naming: Wastewater Treatment Plant	
Current Name: Sweet Home Wastewater Treatment Plant	Proposed Name: Mahler Water Reclamation Facility

Applicants Name:	Greg Springman, Public Works Director		
Organization:	City of Sweet Home		
Contact Info:	Address: 1400 24 th Avenue		
	City: Sweet Home	State: OR	Zip: 97386
	Email: gspringman@sweethomeor.gov		Phone:

Please provide an explanation of why the City should take this action: <i>See attached Resolution No. 15 for 2022</i>

For Official Use Only			
Date: 05/17/2022	Received By: JF	Fee Pd: NA	Receipt #:

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

RESOLUTION NO. 15 FOR 2022

A RESOLUTION NAMING THE SWEET HOME WASTEWATER TREATMENT PLANT TO THE MAHLER WATER RECLAMATION FACILITY AND ACKNOWLEDGING THE DEDICATED PUBLIC SERVANTS WHO RUN THE FACILITY

WHEREAS, The Sweet Home Wastewater Treatment Plant is undergoing significant enhancements to the facilities; and

WHEREAS, staff desires a modern name which reflects the community and includes a greater focus on the products and benefits of treatment, reflecting a changing standard in the water sector to focus on resource recovery; and

WHEREAS, the name change will help us better appreciate the value of what our employees are doing, and the new name will help us shift toward producing products that have significant value, both environmentally and financially, and

WHEREAS, the City of Sweet Home has passed Resolution No. 32 for 2016, A Resolution of the Sweet Home City Council Establishing a Policy for Naming Publicly Owned Properties or Facilities, and the following criteria has been determined regarding names which honor families:

- i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
- ii. Have they made significant contribution to the betterment of a specific City-owned property; or
- iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or
- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
- v. Have they had a positive impact on the lives of Sweet Home residents; or
- vi. Have they volunteered or worked for the city for ten (10) years or more; or
- vii. Have they distinguished themselves through military service; or
- viii. Are they a current or past resident of Sweet Home who has distinguished themselves?

WHEREAS, John Mahler and Mayor Greg Mahler have both been influential in the existing plant and have been the driving force for infrastructure improvements throughout our community, and

WHEREAS, John Mahler and Mayor Greg Mahler have volunteered in our community through their positions on City Council and the Sweet Home Fire and Ambulance District; and

WHEREAS, the naming of a facility is an appropriate recognition for such a distinguished father and son honoring their service to our community both in elected positions and through distinguished volunteer service;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME: that the City of Sweet Home Wastewater Treatment Plant is hereby named the Mahler Water Reclamation Facility.

IT IS FURTHER RESOLVED that the City of Sweet Home has dedicated public servants who work at the facility and play important roles in the preservation of our precious water resource. These professionals are on the front line of valuable work and make significant contributions to a safer environment.

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 28th day of June 2022

Mayor

ATTEST:

Manager Pro Tem - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: INFORMATION ONLY: FAC Managed Outreach and Community Resource Facility Update

Preferred Agenda: May 24, 2022

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Christy Wurster, Interim City Manager

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

Relevant Code/Policy: N/A

Towards Council Goal: Aspiration I, desirable community; Aspiration IV, viable and sustainable essential services; Aspiration V, economically strong environment; Goal 3: essential services.

Attachments:

Purpose of this RCA:

The purpose of this Request for Council Action is to present an update regarding the development of Family Assistance and Resource Center Group's (FAC's) Managed Outreach and Community Resource Facility, which is primarily directed at unsheltered members of the community.

Background/Context:

City of Sweet Home residents have suffered from homelessness and the effects of homelessness for many years. Recent court decisions have limited the City's ability to enforce any ordinances restricting urban camping, sleeping, or otherwise occupying public rights-of-way or public property. For many reasons, the problem has only grown worse in recent years.

For over a year, the City has been working with FAC to create a facility where the unsheltered can keep warm, sleep, and access the services necessary for them to move into permanent housing. Such a facility would enable the City to enforce its urban camping ordinances and direct individuals to the facility, as long as the facility has space available.

Recently, Linn County donated property to FAC for this facility, and the City Council has approved a Memorandum of Understanding with FAC for the development and operation of the facility.

May Update:

- The City and FAC continue to meet once a week to coordinate the development.
- Public Works staff have begun rough grading of the site, both on the FAC property and on the easement through City property.
- Fencing along the south side of the easement has been completed, keeping the Public Works Yard secure.

- Work on the water line has begun, and work on the conduit for power and telecommunications will begin soon.
- Students at the High School are continuing their work constructing components of the huts, which will later be assembled on site after the site is graded, graveled, and fenced.
- FAC is working with a local contractor to schedule the transfer of the City Hall Annex building to the site.
- As directed by the Council, staff are seeking community input and assistance regarding the relocation of the old railroad depot building, which currently sits partially in the easement area. Currently, the building is not hampering any work—site development can continue for the time being. The building will need to be moved in order to complete the roadway.
- The Sweet Home School District is generously helping with the creation of a promotional video of the development of the site. Staff are looking for City officials and other involved parties who are willing to talk on camera about the project.
- Staff are assisting FAC with gathering applications for people interested in serving on the site Policy Board. The Community Health Committee will be reviewing applications and making recommendations to FAC's board.
- FAC is developing draft rules for the site that will be modified by the Policy Board once the board is established.

The Challenge/Problem:

How does the City address the impacts of homelessness in a way that meets the needs of the housed, unhoused, and business community, while still following case law and State statutes?

Stakeholders:

- Sweet Home Residents – Residents deserve a neat, clean, and orderly city. Unsheltered residents need a place to sleep and keep warm.
- Sweet Home Businesses – Local businesses deserve a city in which they can operate their businesses and serve customers in the community without the negative impacts that typically accompany homelessness.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for agreements made with other organizations.
- City of Sweet Home Staff – City Staff need to be able to enforce Sweet Home ordinances but are prevented from doing so by court decisions and State law. In addition, Staff need authorization from the Council regarding the proposed cooperation with FAC.
- Family Assistance and Resource Center Group – FAC desires to serve the unsheltered and others in the community and would like to cooperate with the City to do this.

Issues and Financial Impacts:

At this time, there are no financial impacts beyond what has already been approved.

Elements of a Stable Solution:

N/A. No council action is requested at this time. This document is informational only.

Options:

N/A. No council action is requested at this time. This document is informational only.

Recommendation:

None.



REQUEST FOR COUNCIL ACTION

Title: Tune It Up Tuesdays Special Events Application
Resolution No. 16 for 2022 and PA Permit

Preferred Agenda: May 24, 2022

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
C. Wurster, City Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

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

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

Attachments: Resolution No. 16 for 2022
Resolution No. 16 for 2022 Attachments

Purpose of this RCA:

The Sweet Home Economic Development Group, Inc. dba The Oregon Jamboree requests the temporary closure of 13th Avenue for the Tune It Up Tuesdays events. This requires adoption of Resolution No. 16 for 2022.

Background/Context:

In order to accommodate the events, the applicant is proposing to close and block off vehicular traffic on June 7, 14, 21, and 28, 2022 from approximately 8:00 AM to approximately 12:00 PM (noon) the following day on 13th Avenue between Main Street and Long Street.

The Challenge/Problem:

Should the streets be closed to allow for Tune It Up Tuesdays on 13th Street?

Stakeholders:

- The Applicant will not be able to hold their event as presented unless the roads are closed as proposed.
- Sweet Home residents and businesses benefit from the walking traffic and safe pedestrian crossings through the event but may be inconvenienced by the temporary road closure.
- The City Council is responsible for ensuring that special events can be safely held, while still providing sufficient public roadways for the safe flow of traffic, and access to homes and businesses.

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

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

Options:

1. Make a Motion to Deny the Tune It Up Tuesdays Application. Staff would prepare an Order of Denial for the Special Events Permit Application.
2. Make a Motion to Approve Resolution No. 16 for 2022 and the Public Address Permit as presented.
3. Make a Motion to Approve Resolution No. 16 for 2022 and the Public Address Permit with changes. Council could review these proposed changes and recommend different options.
4. Make a Motion to Deny Resolution No. 16 for 2022 for the street closure but approve the Public Address Permit.
5. Direct Staff to Research Other Options.

Recommendation:

Staff Recommends Option 2: Make a Motion to Approve Resolution No. 16 for 2022 and the Public Address Permit as presented.

RESOLUTION NO. 16 FOR 2022

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS.

WHEREAS, traffic patterns and parking issues need to be addressed to safely accommodate the Tune It Up Tuesdays 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. On June 7, 14, 21, and 28, 2022 from approximately 8:00 AM until approximately 12:00 PM the following day, 13th Avenue between Long Street and Main Street will be closed. Parking Restrictions: No parking at the above locations and times. The City of Sweet Home Public Works Department will utilize the extended closure hours to set up and take down the stage area and road closure barriers. The Oregon Jamboree will begin their set up at approximately 3:00 PM and will take down at approximately 10:00 PM. The roads shall be closed and blocked off to vehicular traffic at the direction of the City Manager or their designated representative.
- B. Appropriate signs or other markings shall be installed by the Public Works Department to carry safely out the provisions of this resolution and shall become effective immediately upon the installation of such barricades, signs, or other markings.

PASSED by the Council and approved by the Mayor this 24th day of May, 2022.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



Special Event Permit

(For use of Public Property or in City Right-of-Way)

Application Packet and Guidelines

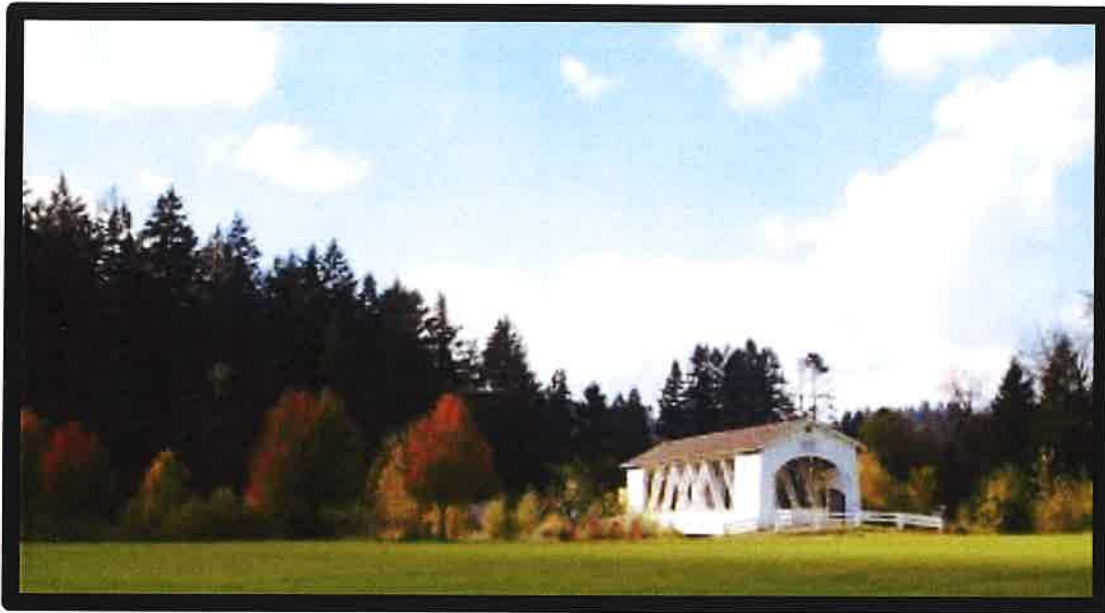


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Community and Economic Development Department

INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

A "Special Event" is defined as an event with greater than 75 people in attendance, exclusive use of a City facility, or the group is asking for special exemptions.

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application

1. **Review the *Special Event Permit Application Packet and Guidelines***
2. Complete Special Event Permit Application (see Application Checklist)
3. Schedule a meeting with the Community Economic and Development Department to review your application.
4. Obtain a Certificate of Insurance from your insurer. The Certificate must:
 - a. List the name and date(s) of the event
 - b. State the limits of liability are as follows:
General Liability insurance generally in the amount of one-million dollars (\$1,000,000) combined single limits per occurrence
Two-million (\$2,000,000) aggregate
 - c. **An endorsement naming the City of Sweet Home as an additional Insured.**
Such insurance shall be primary to any insurance carried or maintained by the City. Upon recommendation of the City Manager or designee and based upon the event's risk rating, staff may require certain events to hold larger insurance policies. The insurance policy shall be written on an occurrence basis, shall name the City as an additional insured, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days' written notice to the City.
 - d. **The applicant must request their insurer add in the "Description of Operations" box on the Certificate of Liability Insurance to read: "The certificate holder is afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured." The certificate holder must be named in the designated box as: "City of Sweet Home, 3225 Main Street, Sweet Home, OR 97386."**

A PERMIT WILL NOT BE ISSUED WITHOUT RECEIPT OF AN APPROVED CERTIFICATE OF INSURANCE AND AN ENDORESENT NAMING THE CITY AS AN ADDITIONAL INSURED IS RECEIVED VIA POSTAL MAIL, EMAIL OR FAXED TO THE CITY DIRECTLY FROM THE INSURANCE COMPANY.

5. Submit a **completed** Special Event Permit Application, all additional required materials, and the event application fee **at least 45 days** prior to the event to:
6. **For event with 75** people in attendance and over you must complete all of the pages, except page 7 The Sankey Hut Rental (unless you are planning to rent the Hut).
7. **For events under 75 people** you must complete the above plus pages 4-8 (exclude page 7 if not renting the Sankey Hut).

City of Sweet Home
Community and Economic Development Department
3225 Main Street
Sweet Home, OR 97386
(541) 367-8113



Community and Economic Development Department

SPECIAL EVENT POLICIES AND PROCEDURES

1. Special Event Permit applications must be submitted in full at least 45 days prior to the event. 60 days is better in case the City requires additional information, staff vacations, etc.
2. **All streets shall be accessible** to emergency equipment at all times. Only readily removable barricades shall be used to close the streets.
3. You will **report any problems or damage** to the Community Development Department immediately. During regular business hours (8am-5pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
4. You will set up and remove all equipment, structures, and materials for the reserved park activity within the block of time specified in the park permit.
5. You will not drive a motorized vehicle on a bicycle path or pedestrian path in a city park.
6. You will park only in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies.
7. **All debris and trash is the responsibility of the event organizer.** It must be removed from the event site during the event. In addition, the event site must be cleaned within twelve (12) hours after the end of the event, or no later than 11 a.m. on the next day. The City's Public Works Department must provide garbage removal service. Contact the City at 541-367-6359.
8. You will not deposit charcoal briquettes on the ground or in garbage cans. If a charcoal disposal bin is not available, take the charcoal briquettes with you when you leave.
9. **You will properly dispose of garbage that exceeds the capacity of the garbage receptacles at the park facility.** You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.
10. You will remove all signs or markings associated with the reserved park activity. **Paint is not permitted for marking** pavement or structures. Chalk is acceptable but must be removed immediately after the event.
11. You will return all keys to City Hall (3225 Main Street) on the next business day after the reserved park activity.
 - o Keys will be distributed by authorized City employees only.
 - o Keys will not be copied by anyone other than authorized City employees.
12. You will obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
13. You will accept the park facilities, including the premises and equipment, in their present condition.
14. You will 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.
15. You will conform to all rules and regulations of the City.
16. You 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.
17. You agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
18. You 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.
19. You agree that the permittee and any other person who allows or causes damage to park 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.



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: Tune it Up Tuesdays Date(s) of Event June 2022 Tuesdays, 7, 14, 21, 28
2. Setup Start Time/Date: June 2022 Tuesdays, 7, 14, 21, 28 Event Start Time: 5:00pm
3. Event End Time: 10:00pm Clean Up End Time/Date: 10:00pm
4. Sponsoring Organization: Sweet Home Economic Development Group, Inc. dba The Oregon Jamboree
5. Event Coordinator/Primary Contact: Robert Shamek
6. Mailing Address: 401 Main St, Suite D., Sweet Home, OR 97386
7. Day Time Phone: 541-367-8800 Cell Phone: 541-730-0194
8. Email: robert@oregonjamboree.com Fax: 541-367-8400
9. Secondary Contact: Peggy Curtis Phone: 541-367-8800 or Cell: 269-967-1711
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 between Long Street and Main 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? 500 patrons

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

FOR OFFICE USE ONLY:

Planning		Engineering	
CEDD Director		Police Chief	
Fire Chief		Public Works Director	

STAFF – INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

PERMIT APPROVED: ☐ Yes ☐ No

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 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: Robert Shamek
PRINT NAME

The Oregon Jamboree
AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] May 13, 2022
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OF USE PERMIT IS AT THE SOLE DISCRETION OF THE CITY PURSUANT 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: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	Replacement Costs	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				
Total Equipment Items not to exceed a \$400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day <u>maximum</u> rental.						
Description	Fees: <u>Non-Refundable</u>	Fees: <u>Refundable</u>	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.
 - o 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 **541-367-8113**. 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 the reserved hut activity within the block of time specified in the park permit.
- ___ I agree to pick up and properly dispose of all trash, litter, and food from the reserved hut activity.
- ___ I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed 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. Chalk is acceptable but must be removed immediately after the event.
- ___ I agree to obtain an underground utility locate 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



Community and Economic Development Department

FACT SHEET

Community and Economic Development Department

LIST OF VENDORS

[illegible]



Community and Economic Development Department

Insert Event Overview Map





Community and Economic Development Department

Insert Vendor Site Map



Community and Economic Development Department

SPECIAL EVENT APPLICATION CHECKLIST

- ☐ Review the Instructions for completing the Special Event Permit.
- ☐ Complete the Special Event Permit Application.
- ☐ Scheduled and Attended a meeting with the Community and Economic Development Department to review the application and supporting documentation.
- ☐ Obtained and submitted a Certificate of Insurance.
- ☐ Review and signed the Hold Harmless Agreement.
- ☐ Completed the Rental Fees form.
- ☐ Completed Sankey Hut Rental form (if applicable)
- ☐ Completed the Fact Sheet
- ☐ Completed the Special Event Task List / Time Line. (if applicable)
- ☐ Completed the List of Vendors. (if applicable)
- ☐ Submitted an Event Overview Map. (if applicable)
- ☐ Submitted a Vendor Map. (if applicable)
- ☐ Turned in or mailed all the above items to the City of Sweet Home

Community and Economic Development Department
Special Event Permit
3225 Main Street
Sweet Home, OR 97386



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

APPLICATION- PUBLIC ADDRESS SYSTEM

Date of Application: 5/13/2022

Name: Shamek Robert
(Last) (First) (Middle)

Date of Birth: 08/13/1974 **Primary Phone:** 541-730-0194

Home Address: 1040 1st Ave, Sweet Home, OR 97386,

Organization's Name: Sweet Home Economic Development Group Inc

Organization's Address: 401 Main St, Ste. D, Sweet Home, OR 97386

Organization's Phone: 541-367-8800

Local Address of Event: 13th Avenue between Long Street and Main Street

Nature of Business/ Event: Tune it Up Tuesdays in June (instead of August/September)

Date(s) and Time(s) of Message:

<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
(Date)	(From)	(To)
<u>6/14/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
<u>6/7/2022</u>	<u>5:00pm</u>	<u>10:00 pm</u>
(Date)	(From)	(To)

Vehicle to be Used: Grey 2005 Land Rover 099 FZB OR
(Color) (Year) (Make) (License) (State)

Type of Sound Amplification Equipment to be used: Cascade Sound will be providing amplified sound equipment.

Message: We will use the stage provided by the City of Sweet Home on 9th Ave.

This is a free community event that promotes downtown shopping. We will partner with the Farmers Market

Will PA broadcast sound travel beyond 1,000 feet? Yes.

(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 #:			



Statement of Intent to provide OLCC License & Insurance

May 13, 2022

Oregon Jamboree
401 Main St, Ste D
Sweet Home, OR 97386

Angela Clegg
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

Angela,

We are partnering with Tipsy Gypsy to provide alcohol to our small Tuesday event. I have talked to Michelle Daniels and they stated they have to have the City Approval before they can get the OLCC License. We will get that to you as soon it is goes through the approval process.

Additionally, Blake is working on our insurance for this event and it will also be forwarded to you as soon as I have a copy of it! He has been notified.

Sincerely,

Peggy Curtis

A handwritten signature in black ink, appearing to be "Peggy Curtis". The signature is fluid and cursive, with a large loop at the beginning and a long, sweeping tail that ends in a small loop.

From: [Peggy Curtis](#)
To: [Angela Clegg](#)
Subject: Tune It Up Tuesday Fact Sheet Addendum
Date: Tuesday, May 17, 2022 12:01:13 PM
Attachments: [Page 4.pdf](#)

Please note the following regarding the 2022 June Tune it Up Tuesday Event:

On all 4 Tuesday's the following will apply:

Set Up Start Time: 3:00pm

Event Start time: 5:00pm

City Barriers:

We request the City of SH to close off 13th Ave no later than 2:00pm with barriers on both the Long Street end of 13th and the Main Street end of 13th. Barriers can be removed as soon as 10:00pm each night.

City Stage:

We request the City of SH to deliver the City Stage to 13th Ave. by 3:00pm each Tuesday.

Thank you!

Peggy Curtis

(corrected page 4 attached)





REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Travel Reimbursement for City Manager Candidates

Preferred Agenda: May 24, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: SHMC

Towards Council Goal: Goal 3 – Invest in long-term staff stability & training.

Attachments: None

Purpose of this RCA:

To consider travel reimbursement for City Manager candidates

Background/Context:

Prior to interviewing finalists for the position of City Manager on June 8, 2022, the Council needs to decide whether to pay travel expenses, whether to pay for spouse (or guest) expenses, and whether to set a cap on compensation for expense reimbursement for the candidates.

Reimbursements to consider could include: economy air fare, car rental, parking fees, meals, lodging, and/or mileage reimbursement.

The Challenge/Problem:

Should the City of Sweet Home reimburse reasonable and actual expenses incurred in connection with City Manager candidate interviews?

Stakeholders:

- City Council – City Council has a goal to implement “best” financial practices
- Staff – Staff needs Council direction when scheduling with candidates and discussing travel arrangements and reimbursements.
- Candidates – Expense reimbursements may encourage candidates to continue in the recruitment process; however, not reimbursing expenses should not be a deterrent for a candidate who is truly interested in being the next City Manager for the City of Sweet Home.

Issues and Financial Impacts:

Any funds allocated towards reimbursement would come from the contingency in the General Fund or Internal Service Fund. A Supplemental Budget would be required to utilize the funding however, a Supplemental Budget is already planned to occur in June.

Elements of a Stable Solution:

Attracting and retaining qualified candidates for the position of City Manager.

Options:

1. Option #1 – Do not authorize reimbursements. Candidates would not be offered any reimbursement for travel. This may discourage some candidates from continuing in the process.
2. Option #2 – Authorize reimbursement for the candidates only and for authorized travel expenses up to \$_____ per candidate upon submittal of receipts.
3. Option #3 – Authorize reimbursement for the candidates and a guest for actual authorized travel expenses up to \$_____ per candidate upon submittal of receipts.
4. Option #4 – Authorize a one-time travel reimbursement of \$_____ to any candidate traveling from out of state and \$_____ to an Oregon resident traveling over 100 miles.

Recommendation:

Staff has no recommendations.



REQUEST FOR COUNCIL ACTION

Title: 2022 Sweet Home High School Senior Parade
Resolution No. 17 for 2022

Preferred Agenda: May 24, 2022

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
C. Wurster, City Manager

Type of Action: Resolution X Motion Roll Call Other

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

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

Attachments: Resolution No. 17 for 2022
Resolution No. 17 Attachments

Purpose of this RCA:

The Sweet Home Chamber of Commerce requests the temporary closure of certain streets for the Sweet Home High School (SHHS) Senior Parade. This requires adoption of Resolution No. 17 for 2022.

Background/Context:

The SHHS Senior Parade will be a procession of approximately 140 vehicles. While most of the route of the procession will be on open public streets, and will not require any closures, the applicant is proposing to close and block off vehicular traffic, from 5:30 PM to approximately 7:00 PM on June 9, 2022, on 22nd Avenue between Mountain View Road and Long Street. Staging of parade vehicles and residential access will be allowed.

The Challenge/Problem:

Should the streets be closed to allow for parade traffic along Long Street and Main Street?

Stakeholders:

- The Applicant will not be able to hold their event unless the roads are closed as proposed.
- Sweet Home residents and businesses will be inconvenienced by the temporary road closure.
- The City Council is responsible for ensuring that special events can be safely held, while still providing sufficient public roadways for the safe flow of traffic, and access to homes and businesses.

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

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

Options:

1. Deny Resolution No. 17 for 2022. Staff would prepare an Order of Denial for the SHHS Senior Parade Application.
2. Approve Resolution No. 17 for 2022 as presented.
3. Approve Resolution No. 17 for 2022 with changes. Council could review these proposed changes and recommend different routes.
4. Direct Staff to Research Other Options.

Recommendation: Staff Recommends Option 2: Approve Resolution No. 17 for 2022 as presented.

RESOLUTION NO. 17 FOR 2022

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS.

WHEREAS, traffic patterns and parking issues need to be addressed to safely accommodate the SHHS Senior Parade 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 5:30 PM to approximately 7:00 PM on June 9, 2022, 22nd Avenue shall be closed and blocked off to vehicular traffic between Mountain View Road and Long Street, at the direction of the City Manager or their designated representative.
- B. Residential access will be allowed.
- C. Appropriate signs or other markings shall be installed by the Public Works Department to carry safely out the provisions of this resolution, and shall become effective immediately upon the installation of such barricades, signs, or other markings.

PASSED by the Council and approved by the Mayor this 24th day of May, 2022.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



Community and Economic Development Department

SPECIAL EVENT PERMIT APPLICATION

1. Name of Event: 2022 SHHS Senior Parade Date(s) of Event June 9, 2022
2. Setup Start Time/Date: 5:30 PM 6/09/2022 Event Start Time: 7 PM
3. Event End Time: 8 PM approx. Clean Up End Time/Date: 8 PM 6/9/22
4. Sponsoring Organization: Sweet Home Chamber of Commerce
5. Event Coordinator/Primary Contact: Troy and Brandy Cockrell
6. Mailing Address: 4410 Airport Rd Sweet Home, OR 97386
7. Day Time Phone: 541-979-5584 Cell Phone: same
8. Email: mamasluv2@comcast.net Fax: _____
9. Secondary Contact: Shane Woodard Phone: 541-405-6502
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)? _____
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? 180 Cars and unknown number of observers

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

FOR OFFICE USE ONLY:			
Planning		Police Chief	
CEDD Director		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 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: Melody Troy Cockney Chamber of Commerce
PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: [Signature] 5-16-22
SIGN NAME DATE

APPROVAL, DENIAL OR INCLUSION OF RESTRICTIONS OR SPECIAL CONDITIONS OD 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	Replacement Costs	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				

Total Equipment Items not to exceed a \$400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.

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.
 - o 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 **541-367-8113**. 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 the reserved hut activity within the block of time specified in the park permit.
- ___ I agree to pick up and properly dispose of all trash, litter, and food from the reserved hut activity.
- ___ I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed 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. Chalk is acceptable but must be removed immediately after the event.
- ___ I agree to obtain an underground utility locate 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



Community and Economic Development Department

FACT SHEET

The Sweet Home High School graduation procession is to have an initial staging area on 22nd Ave. The parking lot of the Sweet Home Junior high school and the Hope Church will be used as a staging area for vehicles if needed for overflow involved participants in the procession. There is expected to be approximately 140 vehicles in participation. Staging will begin at approximately 5:30 and the procession is to begin at approximately 7 PM. Parents of the class of ~~2021~~ seniors and community volunteers will assist in the coordination and control of the staging areas. 2022

We would like for the Sweet Home Police and the National Guard to lead and tail the parade if possible, which will depart from 22nd Ave. Participating vehicles staged on 22nd and the sweet home junior high parking lot will continue behind the patrol vehicle first as the last vehicle from the sweet home junior high parking lot is about to exit on 22nd Ave., participating vehicles from the church parking lot will exit onto Mountain View Road from the southern most driveway at the church parking lot. Those vehicles will travel south east on Mountain View Road then turn north onto 22nd Ave connecting with the procession.

The procession will turn west on Long Street continue from Long Street on the Terrace Lane, then onto Oak Terrace. The procession will then turn south on 5th Avenue and then east onto Elm Street. The procession will then turn north on the 12th Ave and East onto Long Street and then south into the western most driveway of the Sweet home high school property near Long Street and 15th Ave. The procession will continue south and then east through the Sweet home High school parking lot, cross over 18th Ave., East bound to connect with the Sweet Home High School logging activity area, and then finish at the gravel parking lot of Husky field.

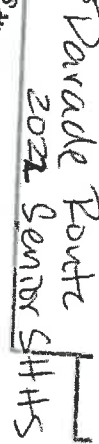
Participating vehicles will not stop in the Husky field parking lot but will continue through the exit on to 22nd Ave., at which point their participation in the procession will be over. Participating vehicles will be expected to disperse safely and immediately upon completion of the procession, family observers will be encouraged to exercise appropriate social distancing practices and use appropriate parking lots along the route. We would ask that police assist as needed at intersections as the route is in progress, primarily focusing on the roads intersecting with long street. The total duration of the procession is expected to be one hour.

[illegible]



Insert Event Overview Map

Attached...





Insert Vendor Site Map



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Keesecker Insurance, Inc. 1195 Main Street PO Box 9 Sweet Home OR 97386	CONTACT NAME: Sabrina Sutor PHONE (A/C, No, Ext): (541) 367-2141 E-MAIL ADDRESS: sabrina@kee-ins.com FAX (A/C, No): (541) 367-3904																					
INSURED Sweet Home Chamber Of Commerce 1575 Main St Sweet Home OR 97386	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Ohio Security Insurance Co</td><td>24082</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Ohio Security Insurance Co	24082	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 2022 - 2023 Certs**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BKS56619396	04/24/2022	04/24/2023	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 15,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>GL HAL</td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	GL HAL	\$
EACH OCCURRENCE	\$ 1,000,000																				
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GL HAL	\$																				
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AGGREGATE	\$																				
	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A		N / A				<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is an additional insured with respect to liability arising out of the operations by or on behalf of the named insured as specified by the additional insured endorsement CG 88 10 04 13.

Event Date: June 9th, 2022 - Sweet Home High School Senior Parade.

CERTIFICATE HOLDER

City of Sweet Home 3225 Main St Sweet Home OR 97386	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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From: [Brandy Cockrell](#)
To: [Angela Clegg](#)
Subject: Street Closure
Date: Tuesday, May 17, 2022 12:14:10 PM

Good Afternoon,

I would like to request having a street closure for the Class of 2022 Senior Parade on June 9th, 2022 5:30pm-7:00pm. I would like to have 22nd Avenue closed from Mountain View to Long Street.

Thank You,

--

Brandy Cockrell
Secretary/Registrar
Sweet Home Junior High
Tel 541-367-7187
Fax 541-367-8291

From: [Greg Springman](#)
To: [Angela Clegg](#); [Blair Larsen](#); [Jeff Lynn](#); dbarringer@sweethomefire.org
Cc: [Christy Wurster](#)
Subject: RE: 2022 SHHS Senior Parade Application
Date: Tuesday, May 17, 2022 8:24:28 AM
Attachments: [image001.png](#)
[image002.png](#)

Public Works has no comments, if PD is good.

-Greg



CONNECT WITH US

Greg Springman | Public Works Director
Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
p:541-367-6359
f:541-367-7592



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From: Angela Clegg <aclegg@sweethomeor.gov>
Sent: Monday, May 16, 2022 3:17 PM
To: Blair Larsen <blarsen@sweethomeor.gov>; Jeff Lynn <jlynn@sweethomeor.gov>; Greg Springman <gspringman@sweethomeor.gov>; dbarringer@sweethomefire.org
Cc: Christy Wurster <cwurster@sweethomeor.gov>
Subject: 2022 SHHS Senior Parade Application
Importance: High

Please review the attached application ASAP. The application will be going on the May 24th City Council agenda to approve the 22nd Avenue road closure.



Angela Clegg | Associate Planner
Community and Economic Development Dept.
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386

| p:541-367-8113

CONNECT WITH US



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REQUEST FOR COUNCIL ACTION

Title: Wastewater Treatment Plant Project 1A _**REVISED**

Preferred Agenda: May 24, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: N/A

Towards Council Goal: Goal 2.b: Increase community awareness of infrastructure needs and appropriate planning documents (sewer).

Attachments: Phase 1A – Scenario 1 Engineer’s Opinion of Probable Construction Costs
Phase 1A – Scenario 6 Engineer’s Opinion of Probable Construction Costs
Brandon Neish email re: Business Oregon IGA & Docs

Purpose of this RCA:

To review the proposals for a reduced scope in phase 1 of the Wastewater Treatment Plant project, make a determination on allocation of American Rescue Plan Act (ARPA) funds and **authorize the City Manager Pro Tem to submit an application for Direct Legislative Appropriation to Business Oregon.**

Background/Context:

During the City Council meeting on May 10, 2022, staff presented a comprehensive picture of funds available for the Wastewater Treatment Plant and asked the City Council for a directive on how to move forward with the project. The City Council decided to direct staff to move forward with the previously approved engineering and a reduced scope for the initial phase of construction. As presented, this reduced scope could not exceed cash that the City has available which is approximately \$12.0 million (including the cost of engineering which is \$2.2 million for the period).

The City’s engineering firm came back with multiple scenarios, three of which exceeded the \$9.5 million that staff had given them. Scenario six (attached) had a total cost of \$8.6 million plus engineering and construction services. This seemed like the best option for moving forward until staff realized that this scenario did not include any functional components once project 1A was complete. Scenario six includes the development of the plants civil site, the manufactured building A, the main electrical and blower building and the electrical, instrumentation and controls for building A that would eventually control the updated plant.

Other items were included including some pre-purchased equipment to spend, at a minimum, the \$7 million allocated by the State of Oregon.

Scenario one when presented totaled \$10.1 million which concerned staff since there is \$2.2 million in engineering costs that must be paid as well. However, completion of scenario one would yield some functional components such as the generator, electrical equipment in Building A and an upgraded influent pump station. While there are some functional components when compared to scenario six, there is minimal, if any, process improvement in the current plant. Both scenarios would require the completion of construction to be useful.

Staff is presenting both options for Council review. To complete scenario one, additional funding would be necessary. Two options are available to complete scenario one. As presented during the meeting on May 10th, the City could obtain loan funds totaling \$1.5 million from Business Oregon. These funds include a potential for 50% loan forgiveness. The downside to this option is that staff had hoped to use these funds for the second phase of the project to have cash on-hand available to front payments during construction until the Oregon Department of Environmental Quality (DEQ) reimburses for the expenses. Staff has identified available funding in the water funds that could be loaned to the Wastewater Treatment Plant (WWTP) project to provide this bridge funding if Business Oregon funds are used in the first phase. The City would need to put off projects at the Water Treatment Plant to utilize these funds.

The second option would be to reappropriate ARPA funds the Council preliminarily assigned for obtaining a generator at the Water Treatment Plant. The City Council previously allocated the ARPA funds toward this project with the statement that the Council wanted to review the project and its plans before it moved forward. Moving forward with this option allows the Water Treatment Plant to continue the upgrades necessary for operations (such as a SCADA update) and provides adequate funding for scenario 1 to move forward without a loan from Business Oregon.

The Challenge/Problem:

What is the best scenario for moving forward with the City Council directive while ensuring funds are spent appropriately forward the overall improvements needed at the WWTP?

Stakeholders:

- Sweet Home staff – Staff is charged with following the directives of the City Council and bringing funding needs to the City Council for transparency, review and decision.
- Sweet Home City Council – The City Council is the deciding body for budget, operations and infrastructure needs in the community. While the City Manager and their staff aid in managing the operations, it is the City Council who must represent the citizens that elect them and ensure the long-term viability of the community (which includes its infrastructure needs).

Issues and Financial Impacts:

Moving forward with Phase 1A – Scenario one requires additional funding to ensure the Wastewater Treatment Plant project fund maintains a positive fund balance in accordance with state law.

Elements of a Stable Solution:

A directive from the City Council on which path they would like to pursue represents a stable solution.

Options:

1. Do nothing – If this option is selected, staff will move forward with scenario six as presented since the spending lines up with previous Council direction.
2. Move to redistribute \$1.0 million in American Rescue Plan Act funds from the Water Treatment Plant Generator project to the Wastewater Treatment Plant project and

approve Project 1A Scenario One and authorize the City Manager Pro Tem to submit the FY 21-23 Direct Legislative Appropriation Information form to Business Oregon. – Staff would direct West Yost to move forward with their original proposal and the Finance Office would use a mix of cash on-hand from utility rates, state funding and ARPA funds to complete Project 1A.

3. Propose an alternative Project 1A – The City Council could direct staff to revisit the scenarios and find an option that best fits the desires of the City Council and the community.

Recommendation:

Staff recommends option 2, move to redistribute \$1.0 million in American Rescue Plan Act funds from the Water Treatment Plant Generator project to the Wastewater Treatment Plant project, approve Project 1A Scenario One, and authorize the City Manager Pro Tem to submit the FY 21-23 Direct Legislative Appropriation Information form to Business Oregon. Staff believes this scenario includes some tangible and real benefits upon completion that could be incorporated into the plants existing operations should the second part of the WWTP project not move forward for an extended period of time.

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS



PROJECT: City of Sweet Home WWTP Improvements

PHASE: Phase 1A - Scenario 6

ENR CCI: 12898.96 (4/2022)

Prepared By: BB

Date: 5/17/2022

Project No. 19-2605

Part 1: Construction Contract

Item Number	Process Area	Cost
1	Plant Civil Site	\$ 1,220,000
2	Influent Pump Station	\$ -
3	Building A (O&M/Control)	\$ 906,813
4	Building A (HW/GR/DW)	\$ 896,780
5	Primary Clarifiers	\$ -
6	Main Electrical & Blower Building	\$ 230,000
7	Electrical, Instrumentation, and Controls	\$ 1,085,741
Subtotal		\$4,339,334
General Conditions (10%)		\$430,000
Contractor OH&P (12%)		\$520,000
Subtotal		\$5,290,000
Escalation to Midpoint of Construction (4%)		\$210,000
Contingency (15%)		\$790,000
Total Construction Cost		\$6,290,000

Part 2: TAG Direct Contract

Item Number	Description	Cost
1	Harmonic Filters	\$ 144,419
2	MCCs & Gear - MCC 100 MCC 200 & SG	\$ 884,558
3	Main Rack in Admin - MR100	\$ 232,380
4	Software and HMI Setup - Does not include Area programming	\$ 171,654
Total Cost		\$1,433,012

Part 3: Equipment Pre-Purchase (Assume 60% of Equipment Pre-Purchase by June 30, 2023)

Item Number	Equipment Description	Cost
1	Standby Generator	\$ 344,220
2	Screwpress w/Polymer, Conditioning Tank, and Conveyor	\$ 290,400
3	Bar Screens, Sluice, Washpress	\$ 213,000
Total Cost		\$847,620

Total Cost Part 1, 2, and 3	\$8,570,632
------------------------------------	--------------------

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS



PROJECT: City of Sweet Home WWTP Improvements

PHASE: Phase 1A - Scenario 1

ENR CCI: 12898.96 (4/2022)

Prepared By: JC

Date: 5/20/2022

Project No. 19-2605

Item Number	Process Area	Cost
1	Plant Civil Site	\$ 1,340,000
2	Influent Pump Station	\$ 1,900,000
3	Building A (O&M/Control)	\$ -
4	Building A (HW/GR/DW)	\$ -
5	Primary Clarifiers	\$ -
6	Main Electrical & Blower Building	\$ 230,000
7	Electrical, Instrumentation, and Controls	\$ 3,380,838
Subtotal		\$6,850,838
General Conditions (10%)		\$690,000
Contractor OH&P (12%)		\$820,000
Subtotal		\$8,360,000
Escalation to Midpoint of Construction (4%)		\$330,000
Contingency (15%)		\$1,250,000
Total Construction Cost		\$9,940,000

Subject: FW: Business Oregon Request for \$7 mil
Date: Tuesday, May 24, 2022 at 8:18:32 AM Pacific Daylight Time
From: Christy Wurster
To: Julie Fisher
Attachments: C2021657 Sweet Home FY 21-23 Direct Legislative Appropriation Information Form.pdf, image001.png, image002.png, image003.jpg, image004.jpg

From: Brandon Neish <Bneish@sweethomeor.gov>
Sent: Monday, May 23, 2022 11:23 PM
To: Christy Wurster <cwurster@sweethomeor.gov>; Greg Springman <gspringman@sweethomeor.gov>
Subject: Business Oregon Request for \$7 mil

Christy and Greg,

Attached is the completed document for Business Oregon to begin the contract docs (IGA) for the direct legislative appropriation. If the document looks acceptable, Christy, could you please forward to Michelle Bilberry at Business Oregon so they may begin the drafting of necessary documents?

Thank you both,

Brandon



CONNECT WITH US

Brandon Neish, MPA | Director & City Treasurer
Finance Department
City of Sweet Home
3225 Main Street
Sweet Home, OR 97386
p:541-367-5128
f: 541-367-1215



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Direct Legislative Appropriation

775 Summer St NE, Suite 200
Salem, OR 97301-1280

Recipient

City of Sweet Home

93-6002263

Name

Federal Tax ID Number

3225 Main Street, Sweet Home, OR 97386

Same

Street Address

Mailing Address

Organization Type:



City



County

Special District under
ORS _____Port District under
ORS _____

Tribe

Brandon Neish

Finance Director

Contact Name

Title

(541) 367-5128

bneish@sweethomeor.gov

Phone Number

Email Address

Christy S. Wurster

City Manager Pro Tem

Authorized Signatory

Title

Representation (Information may be found at www.leg.state.or.us/findlegsltr)

District 09

Senator Fred Girod

Senate District Number

Senator's Name

District 17

Representative Jami Cate

House District Number

Representative's Name

Project Information

Sweet Home Wastewater Treatment Plant Upgrade

Project Name: (e.g., Stayton Water System Improvements)

Background/Opportunity/Problem

Briefly describe the opportunity or problem facing the applicant:

The existing Wastewater Treatment Plant (WWTP) overflows into Ames Creek when ☐ plant flows are over 7.0 MGD or with a mechanical failure. This degrades the water ☐ quality in this creek and in the South Santiam River downstream. Several unit processes do not meet DEQ's reliability and redundancy requirements. Due to lack of influent screening, trash present in the biosolids has lead to the land application

Summary of Comments on C2021657 Sweet Home FY 21-23 Direct Legislative Appropriation Information Form.pdf

Page: 1

 Number: 1 Author: juliefisher Subject: Sticky Note Date: 5/24/22, 9:08:30 AM

The existing Wastewater Treatment Plant (WWTP) overflows into Ames Creek when plant flows are over 7.0 MGD or with a mechanical failure. This degrades the water quality in this creek and in the South Santiam River downstream. Several unit processes do not meet DEQ's reliability and redundancy requirements. Due to lack of influent screening, trash present in the biosolids has lead to the land application farmers refusing to apply the City's biosolids. In addition, there have been several NPDES permit violations in recent history related to cBOD, TSS, and E. Coli.

Detailed Project Description

Clearly describe the proposed project work to be accomplished:

Using the direct legislative appropriation, the City will complete the first phase of construction for the WWTP to include prep work at the site (demo existing buildings, prepare for new structures and paths), upgraded influent pump station, a new electrical and blower building and new site electrical, SCADA instrumentation and controls. The City also plans to use a portion of the direct appropriation to complete phase one engineering and get through 60% of phase two.

Project Work Plan

List project activity milestones with estimated start and completion dates. Identify estimated date of first cash draw:

Activity	Estimated Date	
	Start	Completion
Engineering (Phase 1 Final and Phase 2 60%)	4/26/2022	7/19/2022
Phase 1 Construction	9/6/2022	4/1/2024

Estimated First Draw Date: 6/30/2022

Project Budget			
List individual project budget line items with amounts by Legislative Appropriation and Other funding sources (Other funding sources are those funds other than those provided by the Legislative Appropriation).			

Budget Line Item (Adjust budget items to suit the project)	Direct Legislative Appropriation	Other Funds	Total
Engineering/Architecture	\$ 2,290,858.00	\$ 0.00	\$ 2,290,858.00
Construction	\$ 4,709,142.00	\$ 3,650,858.00	\$ 8,360,000.00
Construction Contingency		\$ 1,580,000.00	\$ 1,580,000.00
Legal			\$ 0.00
Other (Specify)			\$ 0.00
Other (Specify)			\$ 0.00
Other (Specify)			\$ 0.00
Other (Specify)			\$ 0.00
Other (Specify)			\$ 0.00
Other (Specify)			\$ 0.00
Totals	\$ 7,000,000.00	\$ 5,230,858.00	\$ 12,230,858.00

Details of Other Funds

Source of Other Funds	Amount	Status: C-Committed, A-Application S-Submitted, AI-Application Invited, PS-Potential Source	Date Funds will be Committed and Available
City	\$ 5,230,858.00	C	6/30/2022
Totals	\$ 5,230,858.00		



REQUEST FOR COUNCIL ACTION

Title: Public Hearing for Zone Map Amendment Application ZMA22-01

Preferred Agenda: Public Hearing, 1st Reading May 10, 2022
2nd Reading May 24, 2022

Submitted By: Angela Clegg, Associate Planner

Reviewed By: B. Larsen, CEDD Director
C. Wurster, City Manager

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

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

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

Attachments: Original Application
Ordinance No. 3 for 2022, with Exhibit A

Purpose of this RCA:

The Sweet Home Planning Commission held a public hearing on May 5, 2022 to review application ZMA22-01 and receive testimony. At that meeting, the Planning Commission approved the application and recommended that the City Council approve it.

On May 10, 2022 the City Council held a Public Hearing and completed the first reading of Ordinance No. 3 for 2022 regarding Zone Map Amendment Application ZMA22-01. On May 24, 2022 the City Council will complete the second reading of Ordinance No. 3 for 2022 for Application ZMA22-01.

Background/Context:

The applicant is proposing to change the Zoning Map in an area consisting of approximately 114,690 square feet (2.62 acres) located in Sweet Home, OR 97386 (13S01E32AB Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Industrial (M) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation. The Planning Commission held a public hearing and recommended the City Council approve the application. The Sweet Home Municipal Code requires the City Council to hold a public hearing and make the final decision on this application.

Application ZMA22-01 is being filed simultaneously with Application CU22-08. Application CU22-08 is pending the approval of Application ZMA22-01.

The applicant is requesting a conditional use permit to allow for self-storage, enclosed RV/boat storage, canopy parking for RV/boat, and light industrial space in an Industrial (M) Zone. SHMC 17.44.030(L) conditionally allows uses that are compatible with the purpose and intent

of the zone, and that would have off-site impacts that would not significantly exceed those that are typical of the other conditionally permitted uses listed in that section.

The applicant will be applying for a property line adjustment to combine Tax Lots 100, 101, and 500. The adjustment will allow the applicant to develop the property as they have proposed in the conditional use application. The property line adjustments will be pending the approval of the zone map amendment and the conditional use permit.

The Challenge/Problem:

Should the zoning map be changed to allow Industrial activity on the property in question, rather than the current Commercial Highway (C-2) designation?

Should the Comprehensive Plan designations be followed if the proposed amendment is consistent with the goals and policies of the comprehensive plan?

Stakeholders:

- The Owner/Developer would be able to develop the property as they have proposed.
- The residents and businesses in the surrounding area would benefit from the future site improvement of the property.
- The City of Sweet Home would benefit from the future site improvement of the property that could come from the changed zoning

Issues and Financial Impacts:

There are no issues or financial impacts currently identified.

Elements of a Stable Solution:

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

The Sweet Home Comprehensive Plan guides official policy decisions about development within the area. The Plan aims to organize and coordinate complex interrelationships between people, land, resources, and facilities to meet the future needs of the citizens and to protect the livability of the community. The Plan also reflects the public's goals and aspirations for Sweet Home about the best way to handle development and conservation in the City. The officially acknowledged Comprehensive Plan gives policy direction for land use decisions and coordinates private and public development. [Chapter 1, Page 1 of the Comprehensive Plan].

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

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

Options:

1. Deny Application ZMA22-01. Staff would prepare an Order of Denial for Application ZMA22-01.

2. Approve Application ZMA22-01 as presented and conduct the third reading of Ordinance No. 3 for 2022.
3. Recommend a different zone amendment. Council could review these proposed changes and recommend different zone amendments. Staff would take these recommendations and revise the proposed application for review at a future Planning Commission and Council meeting.

Recommendation: Staff Recommends Option 2: Approve Application ZMA22-01 as presented and conduct the third reading of Ordinance No. 3 for 2022.

ORDINANCE BILL NO. 3 FOR 2022

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP

WHEREAS, the applicant, Eric Lund, submitted Zone Change Application ZMA22-01 and requested a zone map change for an area consisting of approximately 114,690 square feet (2.62 acres) located in Sweet Home, OR 97386 (13S01E32AB Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Industrial (M) Zone. The proposed zone change would bring the zoning designation into conformity with the property's existing Comprehensive Plan Map designation; and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on May 5, 2022 with due notice of such public hearing having been given and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their May 5, 2022, meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on May 10, 2022, with due notice of such public hearing, to provide opportunity for public comment and testimony. The City Council approved this application by motion at their May 10, 2022, meeting; and

WHEREAS, the proposed Industrial (M) zoning is needed to facilitate development of the subject property;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZMA22-01 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map including all subsequent amendments, for the area consisting of approximately 114,690 square feet (2.62 acres) located in Sweet Home, OR 97386 (13S01E32AB Tax Lot 500). The Sweet Home Zoning Map is proposed to change from the Commercial Highway (C-2) Zone to the Industrial (M) Zone.

Passed by the Council and approved by the Mayor this _____ day of _____ 2022.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZMA22-01

Exhibit A to Order of Approval for ZMA22-01

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

- A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]**
 - 1. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - a. The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [Sweet Home Comprehensive Plan, Chapter 2 Text]**
 - b. The Comprehensive Plan Map graphically portrays Sweet Home's land use pattern as recommended by Comprehensive Plan policy. Each designation has a different symbol or color. The land use map portrays the long-range vision of land use patterns in Sweet Home. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Policy 1]**
 - c. Zoning Codes. The Zoning Codes regulate the use of land on a comprehensive basis. More specifically, the Zoning Codes divide the community into residential, commercial, industrial, and other use zones based on the Comprehensive Plan. Each zone has standards and regulations that determine the allowed uses on that land and the standards to which structures must conform, such as building height, yard setbacks, and lot size. The Codes consists of text, found in Title 17 of the Sweet Home Municipal Codes, and an official Zoning Map.**

The Zoning Codes fulfill two major roles. First, zoning promotes the public health, safety, and welfare of Sweet Home. Secondly, the Zoning Codes implement the Comprehensive Plan. Oregon Revised Statute 197.175 states that cities will:

- Prepare, adopt, amend, and revise comprehensive plans in compliance with Statewide Planning Goals; and
- Enact land use regulations to implement their comprehensive plan.

In a broad sense, zoning encourages the orderly development of the community and implements the Comprehensive Plan. Zoning can only partially relate to the long-term aspects of the plan because as a regulatory tool, it must relate to the current conditions within the City of Sweet Home.

The Comprehensive Plan provides a general and long-range policy for the City while the Zoning Codes serve as a legal ordinance with binding provisions on land development. The various zones have specific boundaries and when drafting the Zoning Ordinance, the City considers how each land parcel will be affected.

Zoning Code provisions and the Zoning Map can be amended. Amendments shall be consistent with the Comprehensive Plan. If proposed amendments to the Zoning Codes do not comply with the Comprehensive Plan, the Comprehensive Plan must also be amended so that the two documents correspond. [Sweet Home Comprehensive Plan, Chapter 2, Comprehensive Plan Map Policies, Chapter 8: Plan Management]

- d. Updating the plan: Making the Comprehensive Plan a basic part of the community's planning process an ongoing active function of City government will keep the Plan as a viable and useable policy document. The Comprehensive Plan needs to be updated occasionally for the following reasons:** [Sweet Home Comprehensive Plan, Chapter 8: Plan Management]
 - i. To accurately reflect changes in the community.**
 - ii. To ensure integration with other policies, Zoning Codes, and Subdivision Codes.**
- e. Changes to the Plan Shall be made by ordinance after public hearings.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 2]
- f. Changes in the Plan shall be incorporated directly into the document at the appropriate place. A list of all amendments with date of passage should be a part of the document.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 3]
- g. Property Owners, their authorized agents, or the City Council may initiate a Comprehensive Plan amendment. In order to obtain a Comprehensive Plan amendment, the applicants have the burden of proof that all of the following conditions exist.** [Sweet Home Comprehensive Plan, Chapter 2, Plan Amendment Policies, Policy 5]
 - i. There is a need for the proposed change;**
 - ii. The identified need can best be served by granting the change requested;**
 - iii. The proposed change complies with the Statewide Planning Goals; and,**
 - iv. The proposed change complies with all other elements of the City's Comprehensive Plan.**
- h. Highway Commercial: To provide suitable and desirable commercial areas along the highway intended to meet the business needs of the community.** [Sweet Home Comprehensive Plan Land Designations for Economic Development, Table 11]
- i. High Density Residential: To provide areas suitable and desirable for higher density residential development, and particularly for apartments, manufactured home parks, other residential uses, and appropriate community facilities.** [Sweet Home Comprehensive Plan Map Residential Land Designations, Table 7]

Staff Findings: The applicant is proposing to change the Zoning Map of an approximately 114,690 square feet (2.62 acres) property identified on the Linn County Assessor's Map as 13S01E32AB Tax Lot 500 (see Attachment A). The applicant has proposed a change in zoning from Commercial Highway (C-2) to Industrial (M).

Based on the Linn County 2021 aerial photograph, the area has Industrial lots to the north, west and east, and Commercial Highway to the south. There is no development planned with the Zone Map Amendment application.

The proposed zoning plan designation would be consistent with the Sweet Home Comprehensive Plan.

Based on the above findings, the application complies with this criterion.

- 2. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: Staff finds that the proposed zoning map amendment would be orderly and timely, be consistent with the pattern of development in the area, and based on the 2021 Linn County aerial photograph, staff finds that the subject property has industrial lots to the north, west and east, and Commercial Highway to the south.

Based on the above findings, the application complies with this criterion.

- 3. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: The subject property has frontage along 24th Avenue. Water and sanitary sewer services are available in 24th Avenue. The applicant has not proposed development with this Zone Map Amendment application

Based on the above findings, the application complies with this criterion.

- 4. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: The applicant is not proposing an amendment to the comprehensive plan map.

- 5. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:**
 - a. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);**
 - b. Change standards implementing a functional classification system; or**
 - c. Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
 - i. Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**

- ii. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
- iii. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Staff Findings: The subject property has existing frontage along 24th Avenue. The applicant has proposed a change in zoning from the Commercial Highway (C-2) zone to the Industrial (M) zone. The proposed use would be consistent with the Comprehensive Plan Map designation. Based on these findings, staff concludes that the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood and is consistent with the Sweet Home Transportation System Plan.

Based on the above findings, the application complies with this criterion.



City of Sweet Home
Community and Economic Development Department- Planning Program
3225 Main Street, Sweet Home, OR 97386 541-367-8113

**Application for an Amendment to the
Comprehensive Plan or Zoning
Maps or Text**

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Date Received: 03.28.22
Date Complete: 03.29.22
File Number: ZMA22-01

Map/Text Amendment Application Fee \$: _____
Zoning Application Fee \$: —
Receipt #: 4804
Planning Commission Hearing Date: 05.05.22

Applicant's Name:

Eric Lund

Applicant's Address:

6321 Lake Pointe Way Sweet Home, OR 97386

Applicant's Phone and e-mail:

541-223-3864 // Eric@theaxdom-group.com

City Council Hearing Date: _____

Property Owner:

Eric Lund

Owner's Address:

6321 Lake Pointe Way Sweet Home, OR 97386

Owner's Phone and email:

541-223-3864 // Eric@theaxdom-group.com

Comprehensive Plan Map or Zoning Map Amendment

Subject Property Address:

Subject Property Assessor's Map and Tax Lot:

13S01E32AB500

Subject Property Size:

2.62

Current Zoning Classification

C2

Current Comprehensive Plan Classification:

Purpose of Request

Zone change on lot 500 from light C2 to M to match lot 100 and 101. Self storage, RV/boat parking to be built.

Zoning or Comprehensive Plan Text Amendment

Sections proposed to be changed:

Proposed language for change.

Attach proposed text to this form.

Purpose of Request

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request.

I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature:

Eric Lund

Date:

3/28/22

Property Owner's Signature:

Date:

3/28/22

Eric Lund
6321 Lake Pointe Way
Sweet Home, OR 97386

Project Narrative for Map & Tax 13S01E32AB100, 101 & 500

The purpose of this narrative is to outline the intentions and uses of the subject properties. As it has been proven, Sweet Home is in a dire need for all types of rentals, housing, storage and light industrial. There has been a substantial growth in housing, but not storage or light industrial in years. With the approval of this project, we will be able to fulfill that demand. Waitlists are currently months for ANY type of storage unit, I have personally been on a waitlist since early September, with no sign of any openings in the near future. With that I am requesting a zone change on lot 500 from C2 to M, which complies with the comp plan designation. The intent is for all three lots 100, 101 and 500 to be the same M zone. Assuming a zone change approval, we will then request a lot line adjustment making all three lots one total lot. I plan to build a mixture of self-storage, full enclosed RV/boat storage, RV/boat canopy spaces, and light industrial spaces to rent. The project plan is compatible in M zone based off of conditional use requirements.

- There's approximately 124,000 square feet of structures, in which only 10,000 square feet will be physically occupied daily. Over 90% of the project will be for long term storage, this project will not put off an excessive noise, smells, light, or traffic.

SWEET HOME POLICE DEPARTMENT
CHIEF OF POLICE
1950 Main Street
Sweet Home, OR 97386
(541) 367-5181 Fax (541) 367-5235

	This Month	Last Month	Last Year	Year to Date	5 Year
	04/30/22	03/31/22	04/30/21	04/30/22	
Call Volume	7114	713	731	2689	2716
CAD Calls	1330	1243	1426	4928	5415
ONIBR Person Crimes	10	13	21	51	55
ONIBR Person Crimes Cleared	4	8	18	30	39
ONIBR Property Crimes	38	52	28	174	162
ONIBR Property Crimes Cleared	8	14	6	39	47

Trends:

The Sweet Home Police Department is increasingly having to deal with recreational vehicles (RVs) that are parking on public streets and local businesses parking lots. Many of these RV's are housing individuals that are homeless and would otherwise be on the streets. Other RVs are of an age and in such disrepair that they are being "dumped" on streets. These are two separate issues dealing with the same item, RVs.

Per the existing Sweet Home Municipal Code (10.08.030 Prohibited Parking), no person shall park a vehicle upon any street for more than 48 hours. Those individuals that are homeless and living in an RV are typically parking in an area, often times in or near residential areas, for at least 48 hours. Officers are then contacting the occupants either through their own initiative or because of a citizen complaint. When a vehicle is located in violation of this Municipal Code, the vehicle can be posted for 24 hours (ORS 819.170) and then towed as an abandoned vehicle.

CSO Morgan has talked with a number of homeless individuals that feel that obtaining an RV and living in it is a solution to their problems. However, they typically have no plan in place on where they can park the RV on a long-term basis. Either the RV parks are too full, or they cannot afford the space rent at an RV park. These individuals have then turned to parking the RVs on the street.

During the first part of this year, our department has located and dealt with several RVs that had been abandoned in our town. Our initial response is the same. After 48 hours, the RV is posted for 24 hours, and it can then be towed. During this time, officers also attempt to identify and locate the current or previous owner of the vehicle. If unsuccessful, the vehicle is then towed as abandoned. Fortunately, we have only been forced to tow two RV's that were abandoned this year.

Very few tow companies will respond and tow away an abandoned RV. We have learned that there is a significant cost to the actual disposal of an older RV in complete disrepair. The cost to tow the RVs under these situations is in excess of \$4000 each. That is a lot of money to remove a single item from our streets.

These issues are not unique to our community. A quick search on the internet reveals many articles associated with communities attempting to deal with it. This is another one of those topics that we are searching for an answer to.