



# CITY OF SWEET HOME CITY COUNCIL AGENDA

January 28, 2025, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## Mission Statement

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

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not 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: 258 239 814 274

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

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

### II. Roll Call

### III. Consent Agenda

- a) Approval of Minutes:
  - i) [2025-01-14 City Council Work Session Minutes](#)
  - ii) [2025-01-14 City Council Meeting Minutes](#)
  - iii) [2025-01-23 City Council Executive Session Minutes](#)

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

### V. Old Business

### VI. New Business

- a) Mayoral Action – Board, Committee & Commission Liaison Appointments
- b) [Request for Council Action – Resolution No. 1 for 2025 – Appropriating Funds](#)
- c) [Request for Council Action – Resolution No. 2 for 2024 – Calling an Election Renewing the Police Services Levy](#)
- d) [Request for Council Action – Resolution No. 3 for 2024 – Calling an Election Renewing the Library Services Levy](#)
- e) [Request for Council Action – Resolution No. 4 for 2025 – Appointing a Budget Officer](#)

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

- f) [Request for Council Action – Resolution No. 5 for 2025 – Appointing a City Manager Pro Tem](#)

**VII. Reports of Committees**

Ad Hoc Committee on Arts & Culture

Administration, Finance & Property Committee

Community Health Committee – Mayor Coleman

- i) [2025-01-22 Community Health Committee Meeting Minutes](#)

Library Advisory Board

Park & Tree Committee

- i) [2025-12-18 Park & Tree Committee Meeting Minutes](#)

Public & Traffic Safety Committee – President Pro Tem Thorstad & Councilor Richards

Area Committee on Transportation – Councilor Sanchez

Chamber of Commerce – President Pro Tem Thorstad

Council of Governments – President Pro Tem Thorstad

Solid Waste Advisory Council – Mayor Coleman

**VIII. Department Reports**

Planning & Building Manager

- i) [Planning & Building Manager Report – December 2024](#)

Public Works Director

- i) [Mahler Water Reclamation Facility Optimization Summary](#)

**IX. Reports of City Officials**

City Manager's Report

Mayor's Report

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

**XI. Adjournment**



# CITY OF SWEET HOME CITY COUNCIL MINUTES

January 14, 2025, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## Mission Statement

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

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## Call to Order & Pledge of Allegiance

The meeting was called to order at 5:40 PM.

## Roll Call

### PRESENT

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

### STAFF

Jason Ogden, City Manager Pro Tem / Police Chief  
Cecily Hope Pretty, Assistant City Manager Pro Tem  
Matt Brown, Finance Director  
Angela Clegg, Planning & Building Manager  
Blair Larsen, City Attorney  
Adam Leisinger, Special Projects Manager  
Greg Springman, Public Works Director

## New Business

### a) Municipal Finance

Director Brown stated that the approved budget for the current year approved the full amount of property tax levies for the Police Operating Levy after several years opting to take less than the full amount. He noted that property taxes were typically received toward the end of the calendar year and he was able to provide more accurate estimates following their receipt. He stated that the Library and Police Departments were in financially healthy positions and recommended no increase to the levy amounts.

### b) Levy Ballot Language

Assistant City Manager Pro Tem Pretty stated that the current level for the Library Operating Levy was \$1.17 per \$1,000 of assessed value and was last approved for an increase in 2015. She stated that the Police Operating Levy was \$7.85 per \$1,000 in assessed value.

Councilor Richards expressed support for maintaining the current levy levels.

Mayor Coleman expressed gratitude that the Police Department opted not to take the full amount when it was not needed. City Manager Pro Tem Ogden stated that the City wanted to be good stewards of taxpayer dollars and not request more than was needed.

Councilor Bronson asked of the duration of the levies. City Manager Pro Tem Ogden stated that they were each five years.

Director Brown noted that cities typically went out for levies earlier than needed to ensure an additional opportunity for it to pass with any necessary adjustments.

Councilor Bronson asked of the expiration of the current levies. Assistant City Manager Pro Tem Pretty replied that they would expire on June 30, 2026.

Councilors Sanchez, Augsburger, Thorstad, and Mayor Coleman expressed support for maintaining the current rate.

Councilor Sanchez asked of the cost to place the items on the ballot. Assistant City Manager Pro Tem Pretty stated that she had recently contacted Linn County Elections to ask of election costs and was told the calculations were too complex to provide a breakdown to individual cities.

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:52 PM.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL MINUTES

January 14, 2025, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## Mission Statement

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

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## Call to Order & Pledge of Allegiance

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

## Roll Call

### PRESENT

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

### STAFF

Jason Ogden, City Manager Pro Tem / Police Chief  
Cecily Hope Pretty, Assistant City Manager Pro Tem  
Matt Brown, Finance Director  
Angela Clegg, Planning & Building Manager  
Megan Dazey, Library Services Director  
Blair Larsen, City Attorney  
Adam Leisinger, Special Projects Manager  
Greg Springman, Public Works Director

### MEDIA

Sarah Brown, The New Era  
Shayla Escudero, Albany Democrat-Herald

### GUESTS

Nancy Patton, 3041 Foothills Drive, Sweet Home, OR 97386  
David Lowman, 2230 Main Street, Sweet Home, OR 97386  
Dave Trask, 1276 2<sup>nd</sup> Avenue, Sweet Home, OR 97386  
Dawn Miller, 331 8<sup>th</sup> Avenue, Sweet Home, OR 97386

- a) Swearing in of New Councilors – Oath of Office

City Manager Pro Tem Ogden thanked all in attendance at the swearing in of the new City Councilors. Councilors Sanchez, Bronson, Augsburger, and Hegge took the Oath of Office and were sworn in to City Council.

b) Nominations and Vote for City of Sweet Home Mayor

Councilor Sanchez nominated Councilor Richards for Sweet Home Mayor. Councilor Augsburger seconded the nomination.

Councilor Sanchez stated that she supported Councilor Richards as the youngest member of Council who spoke on behalf of his constituents.

The motion failed by the following vote:

AYE: Augsburger, Richards, Sanchez

NAY: Bronson, Coleman, Hegge, Thorstad

Councilor Thorstad nominated Councilor Coleman for Sweet Home Mayor. Councilor Bronson seconded the nomination.

The motion carried by the following vote:

AYE: Bronson, Coleman, Hegge, Thorstad

NAY: Augsburger, Richards, Sanchez

c) Nominations and Vote for City of Sweet Home President Pro Tem

Councilor Richards nominated Councilor Sanchez for Sweet Home President Pro Tem. Councilor Augsburger seconded the nomination.

Councilor Sanchez requested to decline the nomination.

Councilor Richards amended his nomination to Councilor Augsburger for President Pro Tem. Councilor Sanchez seconded the nomination.

The motion failed by the following vote:

AYE: Augsburger, Richards, Sanchez

NAY: Bronson, Coleman, Hegge, Thorstad

Councilor Bronson nominated Councilor Thorstad for Sweet Home President Pro Tem. Mayor Coleman seconded the motion. The motion carried by the following vote:

AYE: Bronson, Coleman, Hegge, Thorstad

NAY: Augsburger, Richards, Sanchez

Mayor Coleman stated she was supportive of Councilor Thorstad due to his experience on City Council and his attendance at meetings.

The meeting was recessed at 6:43 PM.

Mayor Coleman reconvened the meeting at 6:49 PM.

Assistant City Manager Pro Tem Pretty called roll following the reconvening:

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

ABSENT: None

**Consent Agenda**

Approval of Minutes:

a) 2024-12-10 City Council Executive Session Minutes

b) 2024-12-10 City Council Meeting Minutes

c) 2025-01-07 City Council Work Session Minutes

Councilor Augsburger asked if the newly elected Councilors should vote on the minutes since they were not seated on Council at the time of the meetings. Assistant City Manager Pro Tem Pretty replied that they should.

Councilor Sanchez moved to approve the Consent Agenda. Councilor Richards seconded the motion. The motion carried by the following vote:

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

### **Recognition of Visitors & Hearing of Petitions**

Nancy Patton offered congratulations to the entire City Council and reminded them that they were on the dais because they were chosen to represent the people of Sweet Home. She asked them to work together. She requested a State of the City address to be organized by the City to encourage public engagement.

David Lowman offered congratulations to the new Councilors. He requested that the Sweet Home Charter be modified to allow the Mayor to be elected by voters and stated that he heard support for this change while canvassing during the prior election.

Mayor Coleman stated that she intended to open the Charter Review Committee at the following City Council meeting and they would consider said modification.

Dave Trask expressed support for the number of candidates who ran for City Council and for the selection of Mayor Coleman and President Pro Tem Thorstad for their roles. He expressed concern regarding Councilor attendance.

Dawn Miller expressed support for modifying the City Charter to allow the Mayor to be elected by voters.

### **New Business**

- a) Request for Council Action – Authorizing a Recycling Service Provider to Receive Funding

City Manager Pro Tem Ogden stated that the RCA was to allow Sweet Home Sanitation to access State funds directly to ensure compliance with the Recycling Modernization Act (RMA). He reviewed the history and intent of the RMA. He stated that staff recommended the authorization in order to streamline the process and noted that the City did not have staffing or expertise regarding recycling.

Councilor Richards moved to approve the authorization as requested. President Pro Tem Thorstad seconded the motion.

The motion carried by the following vote:

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

### **Ordinance Bills**

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action – Ordinance No. 6 for 2024 – Ordinance No. 1329 – Housing Production Strategy (Legislative Amendment LA24-02)

City Manager Pro Tem Ogden stated that the first and second readings of the Housing Production Strategy (HPS) had already been completed. He read Ordinance No. 6 for 2024 by title only.

Councilor Sanchez moved to approve Ordinance No. 6 for 2024. Councilor Richards seconded the motion.

Councilor Bronson reviewed historical population levels in Sweet Home and noted that the City was subject to additional rules once it exceeded 10,000 people. He reviewed current and future housing projections as per the HPS. He noted that the Water Treatment Plant and future Wastewater Treatment Plant had sufficient capacity for the population projections.

The motion carried by the following vote:

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

### **Reports of Committees**

Ad Hoc Committee on Arts & Culture

Administration, Finance & Property Committee

Community Health Committee

- a) 2024-12-04 Community Health Committee Meeting Minutes

## Library Advisory Board

- a) 2024-12-12 Library Board Meeting Minutes

## Park & Tree Committee

## Public & Traffic Safety Committee

- a) 2024-11-13 Public & Traffic Safety Committee Meeting Minutes

Mayor Coleman asked the Councilors to notify her of any Committees on which they would be interested in serving as liaison. She stated that assignments would be made at the following City Council meeting.

## Department Reports

### Library Services Director

- a) Library Report – December 2024
- b) Sweet Home Public Library Newsletter – January 2025

### Public Works Director

- a) Public Works Report – December 2024

### Finance Director

- a) Finance Report – Quarter 2

### Police Chief

- a) Police Department Report – December 2024

City Manager Pro Tem Ogden stated that one of the priorities of City Council in the past was to create a Traffic Enforcement Officer and he highlighted increases in stops, warnings, and citations since the role was formalized. He highlighted decreases in vehicle crashes overall over the previous year.

Director Springman stated that there was currently a filter out of service at the Water Treatment Plant but staff anticipated receiving parts within the next two weeks to complete the repair. He noted the street sweeper had been down for multiple months but the equipment was due to arrive that week. He highlighted Plant Operator Jaegar Howatt for passing his Certification III for water treatment and his selection as the DRC for the plant.

Councilor Sanchez asked if staff was prepared if a filter was damaged again. Director Springman stated that staff was working with industry experts to ensure the plant operated more effectively in the future. He added that the equipment purchased covered portions of the filter and a complete replacement was not needed at this time.

Director Dazey highlighted increases in patronage and programs, particularly compared with other regional libraries that were experiencing decreases.

Director Brown stated that he joined the City of Sweet Home as a contractor in 2023. He reviewed each City Fund's status and revenue sources. He noted the importance of the Police Operating Levy and Library Operating Levy in allowing Sweet Home to utilize its General Fund for other things. He highlighted the availability of System Development Charges (SDC) funds that could be utilized in part to accomplish eligible capital projects.

Councilor Sanchez expressed her gratitude to Director Brown for his support of Sweet Home.

Director Brown added that the Fiscal Year 2023 audit was almost complete and the audit for Fiscal Year 2024 would begin immediately after. He anticipated that the overall audit schedule would be back on track by the audit for Fiscal Year 2025.

## Reports of City Officials

### City Manager's Report

City Manager Pro Tem Ogden stated that new signage was installed on First Avenue to discourage commercial truck traffic. He reviewed the history of the proposed Festival Street on 13<sup>th</sup> Avenue and the upcoming traffic change to convert 13<sup>th</sup> Avenue to one-way traffic. He stated that Councilors would have



the opportunity for new headshots on January 28<sup>th</sup> prior to the City Council meeting. He reminded City Councilors of their requirement to complete training on Public Meetings Law and League of Oregon Cities training for City Council on February 25<sup>th</sup>. He thanked City Council for their support and expressed staff's excitement to work together.

#### Mayor's Report

Mayor Coleman thanked those in attendance and the City Council. She expressed confidence that Councilors were committed to serving Sweet Home.

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

Councilor Richards congratulated Mayor Coleman and President Pro Tem Thorstad on their appointments.

Councilor Sanchez asked that the City Council support a proposed Charter amendment to elect the Mayor directly on the ballot.

Mayor Coleman asked of next steps regarding Councilor Sanchez's request. City Attorney Larsen stated that historically, a Charter Review Committee was appointed to consider Charter amendments and make recommendations to the City Council. He stated he would investigate more details about options for Charter amendments.

Councilor Sanchez requested a Work Session regarding Charter amendments.

Councilor Bronson expressed concern that City Council did not yet have enough information regarding the role of the Mayor and how a Charter amendment would affect the City.

There was consensus to schedule a future Work Session regarding Charter amendments. Staff confirmed that they would identify a date for same.

#### **Adjournment**

There being no further discussion, the meeting was adjourned at 8:00 PM.

\_\_\_\_\_  
Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

January 23, 2025, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
Councilor Chelsea Augsburger  
Councilor Ken Bronson  
Councilor Aaron Hegge  
Councilor Angelita Sanchez

### ABSENT

President Pro Tem Josh Thorstad  
Councilor Dylan Richards

### STAFF

Cecily Hope Pretty, Assistant City Manager Pro Tem  
Blair Larsen, City Attorney

### MEDIA

Sarah Brown, The New Era

## Executive Session

The Sweet Home City Council Executive Session is held pursuant to:

ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent.

Official representation 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 any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:33 PM.

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Mayor

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

DRAFT



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Resolution No. 1 for 2025 – Appropriating Funds to the Library Fund

**Preferred Agenda:** January 28, 2025

**Submitted By:** Cecily Hope Pretty, Assistant City Manager Pro Tem

**Reviewed By:** Jason Ogden, City Manager Pro Tem / Police Chief  
Matt Brown, Finance Director

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

**Relevant Code/Policy:** Fiscal Year 2024-2025 Annual Budget

**Towards Council Goal:** Be an Effective & Efficient Government

**Attachments:** Resolution No. 1 for 2025

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**Purpose of this RCA:**

To appropriate funds intended for future library development into the Library Fund.

**Background/Context:**

In February 2022, the City of Sweet Home received \$500,000 from the Colorado Land Trust as a donation to support construction of a future library site. In December 2024, the City received another donation for the library from the Christl Alheit Revocable Living Trust in the amount of \$355,695.70.

**The Challenge/Problem:**

At some point in 2022, during a restructuring of City funds, the initial donation amount was moved out of the Library Fund and no longer marked as dedicated to the library. Approval of these appropriations will allow both donations to be moved to Capital Outlay in the Library Fund and available for their intended use. Additionally, the City's finances are undergoing audits and staff can now provide more accurate appropriation amounts in the Reserve Fund and Library Fund, which are reflected in the attached Resolution.

**Issues and Financial Impacts:**

There are no anticipated financial impacts as the funds are already available; approval of the appropriations will ensure monies are in the correct funds and available for future library-related capital outlay expenses. A total of \$856,000 (the rounded sum of the two donations) will be available for capital outlay in the Library Fund if approved.

**Options:**

1. *Do nothing:* The City Council could choose not to appropriate the funds to the Library Fund. This may lead to funds intended for the library being used for unintended purposes in the future.
2. *Approve a portion of the appropriation:* The City Council could choose to appropriate only a portion of the proposed funds to the Library Fund. This may also lead to funds intended for the library being used for unintended purposes, though a lesser amount.
3. *Approve appropriation of the funds as proposed:* The Library Fund will receive the full appropriation amount and the library will have full access to funding intended for future capital improvements related to a new library site.

**Recommendation:**

Staff recommends Option 3: Approve appropriation of the funds as proposed.

**RESOLUTION NO. 1 FOR 2025**

**A RESOLUTION AUTHORIZING THE CITY OF SWEET HOME TO APPROPRIATE FUNDS DUE TO UPDATED AUDITED FINANCIALS IMPACTING THE BALANCES FOR FISCAL YEAR 2025 AND TO UPDATE APPROPRIATIONS IN THE FOLLOWING FUNDS SHOWN BELOW FOR FISCAL YEAR 2025.**

**WHEREAS**, certain beginning fund balances and revenues were not known at the time of the original budget resolution for the fiscal year; and

**WHEREAS**, additional revenue that was not known at the time the budget was passed has been received and needs to be appropriated for use; and

**WHEREAS**, Local Budget Law, ORS 294.463, authorizes the use of funds in these situations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SWEET HOME, AS FOLLOWS:**

The following funds and appropriations are made in the fiscal year 2025 budget updates:

<b><u>Reserve Fund</u></b>	<b><u>Original</u></b>	<b><u>New</u></b>
Beginning Fund Balance	\$465,000	\$540,000
Transfer Out	\$100,000	\$500,000
Contingency	\$365,000	\$40,000

<b><u>Library Fund</u></b>	<b><u>Original</u></b>	<b><u>New</u></b>
Beginning Fund Balance	\$480,000	\$554,000
Misc. Revenue	\$2,000	\$394,000
Transfer In	\$100,000	\$500,000
Capital Outlay	\$0	\$856,000
Contingency	\$300,000	\$310,000

PASSED by the Council and approved by the Mayor this 28<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

## **RESOLUTION NO. 2 FOR 2025**

**A RESOLUTION OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON CALLING AN ELECTION TO SUBMIT TO THE ELECTORS OF THE CITY OF SWEET HOME THE QUESTION OF RENEWING THE CURRENT FIVE-YEAR POLICE SERVICES OPERATING LEVY FOR ANOTHER FIVE YEARS BEGINNING JULY 1, 2026.**

**WHEREAS**, on June 30, 2026, the existing Police Services operating levy in the amount of \$7.85 per \$1,000 of assessed value will expire; and

**WHEREAS**, the City Council of the City of Sweet Home has determined that it is critical to the safety and security of the citizens of Sweet Home that funding for police and emergency dispatch services be continued at the conclusion of this levy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SWEET HOME, AS FOLLOWS:**

1. That an election is hereby called for the purpose of submitting to the electors of the City the question of renewing the existing five-year Police Services operating levy for another five-year period commencing July 1, 2026 and ending June 30, 2031. The Council directs staff to prepare a Notice of Measure Election consistent with the provisions of this resolution, which provides a tax rate of \$7.85 per \$1,000 of assessed valuation during this five-year levy. The requested rate will raise an estimated total of \$23,610,235 from the following estimated annual authorizations to levy: \$4,464,912 in 2026-2027; \$4,589,930 in 2027-2028; \$4,718,448 in 2028-2029; \$4,850,565 in 2029-2030; and \$4,986,380 in 2030-2031.
2. That the tax rate of \$7.85 per \$1,000 of assessed value is a renewal of the current expiring Police Services operating levy with no rate increase.
3. That the election is hereby called and shall be held on the 20<sup>th</sup> day of May, 2025.
4. That the City directs that there shall be delivered to the election officer of Linn County, Oregon not later than the 61<sup>st</sup> day before the date of the election the Notice of Measure Election prepared by staff and approved by the Mayor and the City Manager.
5. That the County Clerk shall cause the Notice of Measure Election, sample ballot, and days of the election to be posted and published in accordance with the laws of the State of Oregon.
6. Pursuant to ORS 310.145, the five-year police/emergency services operating levy described in this Resolution shall be classified as being subject to the limits of Section 11b, Article XI of the Oregon Constitution and that the revenues will be used for

government purposes other than education, specifically all operational expenditures for police and emergency purposes established by the City budget assembled pursuant to ORS 294.305 to ORS 294.565.

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor this 28<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Manager Pro Tem - Ex Officio City Recorder



## **RESOLUTION NO. 3 FOR 2025**

**A RESOLUTION OF THE CITY OF SWEET HOME, LINN COUNTY, OREGON CALLING AN ELECTION TO SUBMIT TO THE ELECTORS OF THE CITY OF SWEET HOME THE QUESTION OF RENEWING THE CURRENT FIVE-YEAR LIBRARY SERVICES OPERATING LEVY FOR ANOTHER FIVE YEARS BEGINNING JULY 1, 2026.**

**WHEREAS**, on June 30, 2026, the existing Library Services operating levy in the amount of \$1.17 per \$1,000 of assessed value will expire; and

**WHEREAS**, the City Council of the City of Sweet Home has determined that it is desirable to renew the existing Library Services operating levy in order to continue funding library services for the citizens of Sweet Home.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SWEET HOME, AS FOLLOWS:**

1. That an election is hereby called for the purpose of submitting to the electors of the City the question of renewing the existing five-year Library Services operating levy for another five-year period commencing July 1, 2026 and ending June 30, 2031. The Council directs staff to prepare a Notice of Measure Election consistent with the provisions of this resolution, which provides a tax rate of \$1.17 per \$1,000 of assessed valuation during this five-year levy. The requested rate will raise an estimated total of \$3,520,579 from the following estimated annual authorizations to levy: \$665,774 in 2026-2027; \$684,416 in 2027-2028; \$703,579 in 2028-2029; \$723,279 in 2029-2030; and \$743,531 in 2030-2031.
2. That the tax rate of \$1.17 per \$1,000 of assessed value is a renewal of the current expiring Library Services operating levy with no rate increase.
3. That the election is hereby called and shall be held on the 20<sup>th</sup> day of May, 2025.
4. That the City directs that there shall be delivered to the election officer of Linn County, Oregon not later than the 61<sup>st</sup> day before the date of the election the Notice of Measure Election prepared by staff and approved by the Mayor and the City Manager.
5. That the County Clerk shall cause the Notice of Measure Election, sample ballot, and days of the election to be posted and published in accordance with the laws of the State of Oregon.

6. Pursuant to ORS 310.145, the five-year library services operating levy described in this Resolution shall be classified as being subject to the limits of Section 11b, Article XI of the Oregon Constitution and that the revenues will be used for government purposes other than education, specifically all operational expenditures for library purposes established by the City budget assembled pursuant to ORS 294.305 to ORS 294.565.

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor this 28<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Manager Pro Tem - Ex Officio City Recorder

**RESOLUTION NO. 4 FOR 2025**

**A RESOLUTION APPOINTING THE CITY OF SWEET HOME BUDGET OFFICER FOR FISCAL YEAR 2025-2026.**

**WHEREAS**, Oregon Local Budget Law, ORS 294.331, requires that a Budget Officer be appointed by the City Council or designated by Charter for each budget cycle; and

**WHEREAS**, the Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with Oregon Local Budget Law;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SWEET HOME, AS FOLLOWS:**

The Finance Director is appointed as the Budget Officer.

This Resolution shall be effective immediately upon its passage.

PASSED by the Council and approved by the Mayor this 28<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Manager Pro Tem - Ex Officio City Recorder

**RESOLUTION NO. 5 FOR 2025**

**A RESOLUTION APPOINTING A CITY MANAGER PRO TEM.**

WHEREAS, the City Council of the City of Sweet Home appointed Jason Ogden as City Manager effective August 8, 2024; and

WHEREAS, Chapter VI, Section 20(E) of the Sweet Home City Charter states that during the interim when the City Council is seeking a City Manager, the Council shall appoint a City Manager pro tem; and

WHEREAS, the Sweet Home City Charter states that no manager pro tem shall hold their position for a term of more than six months; and

WHEREAS, City Manager Pro Tem Ogden's six month term shall expire on February 7, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME that the City Council hereby appoints Cecily Hope Pretty, current Sweet Home Assistant City Manager Pro Tem and Administrative Services Director, as Manager Pro Tem, beginning February 8, 2025 and lasting until a City Manager is appointed by the City Council, or until another City Manager Pro Tem is appointed, provided that such term shall not be longer than six months, as required by the Sweet Home City Charter.

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 28<sup>th</sup> day of January, 2025.

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Mayor

ATTEST:

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City Manager Pro Tem - Ex Officio City Recorder



# Community Health Committee Meeting Minutes

January 22, 2025, 4:00 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## Mission Statement

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

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## Call to Order & Pledge of Allegiance

The meeting was called to order at 4:03 PM.

## Roll Call

### PRESENT

Chair Kelsey Ann Wray  
Committee Member Michael Grenz  
Committee Member Dr. Larry Horton  
Committee Member Dick Knowles  
Committee Member Shirley Schumacher

### ABSENT

Vice Chair Bob Dalton  
Committee Member Wanda Jones

### COUNCIL

Mayor Susan Coleman, Council Liaison

### STAFF

Cecily Hope Pretty, Assistant City Manager Pro Tem  
Adam Leisinger, Special Projects Manager

## Approval of Minutes

- a) 2024-12-04 Community Health Committee Meeting Minutes

Committee Member Horton moved to approve the minutes of the December 4, 2024 Community Health Committee meeting. Committee Member Knowles seconded the motion. The motion carried by the following vote:

AYE: Wray, Grenz, Horton, Knowles, Schumacher

ABSENT: Dalton, Jones

## Recognition of Visitors / Public Comment

There was no public comment to be heard.

## Old Business

- a) Community Resource List Updates

Chair Wray stated that the list was mostly completed and would need to be presented to City Council. Assistant City Manager Pro Tem Pretty stated she would work with Chair Wray to schedule a presentation to the City Council before April 1, 2025.

No action was required for this item.

### **New Business**

#### a) Committee Goals

Committee Member Knowles reviewed highlights from a presentation by Western University regarding potential community health goals for Sweet Home. \ He suggested the creation of community education forums. He asked that the Committee make a connection with Samaritan Health to form a partnership and have access to another gathering space. He recommended working with mobile health providers to schedule community visits and invite the community. He asked that Sweet Home Health Fair participants be invited to share their work with the Committee in a public forum.

Chair Wray requested that this item be carried over to the next agenda for continued discussion. She expressed support for a community education forum as a future goal.

No action was required for this item.

#### b) Warming Shelters

Assistant City Manager Pro Tem Pretty stated that City Hall was available as a warming shelter during normal business and the Police Department was available 24/7 when temperatures were below freezing.

Committee Member Horton stated that FAC did not have heaters in their huts so sleeping conditions were uncomfortable in low temperatures. He stated that there was a warm community room on site for residents. He noted concerns with frostbite for the unhoused. He expressed the need for additional sites in Sweet Home such as churches or the community center.

Committee Member Schumacher noted concerns with increasing energy costs and stated visitors at the Senior Center stated they sometimes had to choose between groceries or paying their bills.

Mayor Coleman asked how new warming sites would be communicated to the public. Assistant City Manager Pro Tem Pretty stated that if organizations notified the City that they would serve as a warming shelter, she could share it with organizations that contact the City annually to confirm locations.

Chair Wray suggested contacting local churches directly to ask what services they were willing to provide.

Mayor Coleman stated she would distribute a letter to all the churches if the Committee provided one.

No action was required for this item.

#### c) Community Needs Lists

Chair Wray stated that she would draft a letter to churches to ask about opportunities for warming shelters as well as meeting other community needs.

Committee Member Horton stated that FAC maintained a list of needs. Chair Wray stated she could include it in her letter to the churches. He noted that Sweet Home was a historically generous community if they knew what the needs were.

Chair Wray stated that she had reviewed the City Code and asked if the City Council would refer items to the Committee for review. Assistant City Manager Pro Tem Pretty replied that City Council would have a work session regarding City Committees and she would remind them that referring items to the Committee level was an option.

No action was required for this item.

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

Assistant City Manager Pro Tem Pretty recommended canceling the February meeting to allow the Mayor the opportunity to reassign Committee liaisons and host the work session.

There was consensus to hold the February meeting as scheduled.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 4:46 PM.

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Chair

ATTEST:

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City Manager Pro Tem – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

December 18, 2024, 8:30 AM  
Santiam Conference Room  
3225 Main Street, Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## Mission Statement

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

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: #278 852 022 483

## Call to Order and Pledge of Allegiance

The meeting was called to order at 8:30 AM

## Roll Call of Park and Tree Committee Members:

### PRESENT

Scott Swanson  
Matthew Bechtel  
Lena Tucker  
Wally Shreves  
Nancy Patton  
Debra Northern

### ABSENT

Bob Dalton

### STAFF

Angela Clegg, Planning & Building Manager  
Adam Leisinger, Special Project Manager  
Sean Hegge, Crew Lead, Facilities & Parks  
Greg Springman, Public Works Director  
Dominic Valloni, Operations Manager

## Time Reports

Chairman Shreves asked the Committee to turn in all time reports to Manager Clegg.

**Public Comment.** None



## **Old Business**

Beautification Committee Update: Manager Clegg informed the Committee that she touched base with Patty Holk.

Weddle Bridge/Mill City Outreach: Shreves gave an update on his progress. He is working on scheduling a meeting. Manager Clegg informed the Committee that the Rotary Club is interested in supporting the bridge campaign when it kicks off. She and Shreves presented to Rotary and focused on the bridge needs. Shreves gave a history of the bridge's name. Manager Clegg gave an update on the engineering work needing to be done. Bechtel asked who makes decisions about renaming. Shreves states that the Committee can make a recommendation to City Council.

Arbor Day Event: Shreves reminded the Committee that it will be held on April 26th. Manager Clegg will verify that there is enough funding for tree purchases.

2025/2026 Priorities:

Sankey Park Phase III

42nd & Osage: Staff informed the Committee that the project is on hold until there is funding for the infrastructure. The Committee recommends reaching out to neighborhood about the project pause.

City Hall Park: Rough work starting in spring. Shreve asked if the playground equipment was still being donated. Manager Clegg stated that she will have to check.

Work on existing parks: Northside Park water access; Ashbrook Park updates for aging equipment; Strawberry Park development; Clover Park trees, benches and redesign the old fountain; Evergreen Park trees; pocket parks; South Hills trail; Hobart trails.

Nature play areas. Not putting playgrounds in every park.

Signage and Wayfinding: branded so they are all the same size, shape, font, etc.

Park map updates.

## **New Business**

Ames Creek Project: Manager Clegg informed the Committee that there will be a DEQ riparian project in partnership with the South Santiam Watershed Council.

Sankey Park Phase III: Manager Clegg gave an update.

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

Chairman Shreves and Patton gave kudos to Public Works for all their work in the parks.

The Committee thanked Councilor Trask for his involvement as the Park & Tree Committee liaison.

Tucker asked about the Tree City USA application. Manager Clegg gave an update.

Fruit trees: sugar city gleaners will come harvest the fruit trees. Staff can reach out to the gleaners when the fruit starts to attract pests. There was a suggestion to send out a message to let citizens know that they can harvest fruit on public property.

Chairman Shreves informed Public Works that they would like to get the High School students again this year to assist with a park project.

## **Adjournment**

The meeting was adjourned at 9:30 AM



TO: City Council  
 Jason Ogden, Interim City Manager  
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: January 28, 2025

SUBJECT: Planning, Building and Engineering Department Report for December 2024

The Planning, Building, and Engineering Department consists of the City's Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from December 1<sup>st</sup> to December 31<sup>st</sup>, 2024.

### 1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	December, 2024	November, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Residential 1 and 2 Family Dwellings	4	0	27	12	24.8
Residential Demolition	1	1	4	10	8.6
Residential Manufactured Dwellings	0	1	5	4	9.2
Residential Mechanical	6	9	112	91	104
Residential Plumbing	0	1	13	24	30.8
Residential Site Development	0	0	0	0	0.4
Residential Structural	1	3	39	33	50.4
Commercial Alarm or Suppression Systems	0	0	2	2	3.6
Commercial Demolition	0	0	0	5	3.6
Commercial Mechanical	1	0	19	11	16.4
Commercial Plumbing	0	1	7	11	9.8
Commercial Site Development	0	0	1		
Commercial Structural	1	3	28	26	36.6
<b>Total Permits</b>	<b>14</b>	<b>19</b>	<b>243</b>	<b>230</b>	<b>300.4</b>
<b>Value Estimate of All Permits</b>	<b>\$1,171,667.00</b>	<b>\$332,328.00</b>	<b>\$17,738,221.41</b>	<b>\$10,728,408.94</b>	<b>\$19,600,417.90</b>
<b>Fees Collected</b>	<b>\$14,802.35</b>	<b>\$6,255.43</b>	<b>202,214.77</b>	<b>\$133,127.61</b>	<b>\$246,251.26</b>

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

- Mountain Fir Subdivision: a 5 lot plus 1 remainder lot subdivision extending Mountain Fir Street and adding 'Street A' (to be renamed prior to development). The applicant plans to develop the 5 lots with senior living cottages similar to those the abutting lot. The Planning Commission approved the Subdivision on November 21, 2024.
- Duck Hollow Phase III Subdivision: 51-lot single-family home subdivision located adjacent to the existing Duck Hollow Subdivision (41<sup>st</sup> Avenue and Long Street). This subdivision received planning approval in 2020, however there was a long delay due to wetlands regulations administered by the Oregon Department of State Lands. State approval has been granted, however there is no timeline available on actual construction.
- Live Oak Subdivision: 8-lot single-family home subdivision located between the two existing portions of Live Oak Street. The subdivision was approved in 2021, however the property changed hands, which delayed development. The new owner is planning on constructing 8 duplexes (16 housing units) on the lots. Development of the road and infrastructure is complete, and construction of the first buildings has begun. **The developer is moving forward with development and submitted 2 new building permits.**
- Foothills Ridge Subdivision: A single-family home subdivision located at the west end of Foothills Drive was originally approved in 2021, however the property changed ownership, and the previous subdivision expired. The Planning Commission approved a new subdivision for the site consisting of 27 lots, on September 18, 2024.
- Santiam River Development Phase 1 : 42-lot single-family home subdivision located at the north end of Clark Mill Road. Planning approval was granted at the beginning of this year, however some of the property is being sold to a different developer. A pre-application meeting was held for a redesign of the subdivision incorporating current development zoning code. The application is pending.
- Clear Water Subdivision: 18-lot single-family home subdivision located on the west side of 45<sup>th</sup> Avenue, just north of Kalmia Street. Planning approval was granted in June. Road, sidewalk, and other infrastructure construction is complete. **Construction has been steady, development is moving forward, and homes are beginning to be sold.**
- Coulter Subdivision: The Sweet Home Planning Commission recently approved a 157-lot low-density residential subdivision located at 43<sup>rd</sup> Avenue and Coulter Lane. This subdivision will be built in four phases; however, it is unclear when construction will start. The property includes wetlands, and development will require mitigation and permitting through the Department of State Lands, which will likely decrease the number of lots that are ultimately developed. The initial phase is unhindered by wetlands and will likely move forward as soon as market conditions warrant construction.

## 2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	December, 2024	November, 2024	2024 YTD	2023 Total	2019-2023 Annual Average
Adjustments	0	0	1	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	3	1.4
Conditional Use	0	0	4	3	7.4
Partition	0	0	3	4	11.8
Planned Development/ Subdivision	0	1	3	0	1.8
Property Line Adjustments	0	0	6	3	13.4
Vacation	0	0	0	1	0.2
Variance	0	0	1	4	3.0
Zoning Map Amendment	0	0	1	2	2.2

- 0 Land Use Applications were submitted in December.
- 3 Land Use Applications are pending final approval.
- 0 Fence Permits were issued in December.
- 0 Temporary RV Permits were issued in December.
- The City received a grant from the State to update our Transportation System Plan and created an Area Plan for the undeveloped land on the north side of the City. The project is fully underway. Completion has been delayed and is now expected in the Spring of 2025. **The Technical Advisory and Public Advisory Committee met with consultants on January 9<sup>th</sup> to discuss technical memo #6. There is a City Council and Planning Commission work session scheduled for January 28<sup>th</sup> at 5:00 PM.**
- Work is now underway on the City's Housing Production Strategy. This project is grant funded and fulfills a state requirement. **The City Council conducted the 3<sup>rd</sup> reading of the Ordinance at the January 14<sup>th</sup> meeting and passed the Ordinance unanimously.**
- The Planning Commission last met on for a regular meeting on December 19<sup>th</sup>. There have been no meeting since December due to lack of business.

## 3. ENGINEERING

### City Projects:

- Reviewing plans for Sankey ADA paths and park materials

### GIS & Engineering Housekeeping

- Regular address/tax lot GIS updates
- Updating digital records of Comprehensive and Zone maps
- Map exhibit creation for various illustrative purposes
- Reviewing plans and processing right of way permits
- 13<sup>th</sup> Avenue/Festival Street final design and implementation

- **Ziply Fiber internet installation pending right of way permit submissions.**

#### **4. PARKS**

- The Park and Tree Committee last met on December 18<sup>th</sup>. Their next meeting will be January 15<sup>th</sup>.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The engineers will have a 90% review set ready for staff review by the beginning of December. **The engineers have been working with staff to finalize project materials before submitted the 100% design documents.**
- The park at 42<sup>nd</sup> and Osage is on hold until funding can be secured for the infrastructure design and construction. The park is proposed to include a playground, restrooms, a sport court, parking, and half street improvements on Osage Street.
- The staff has applied for the Oregon Department of Forestry Community Green Infrastructure Grant. If approved, the grant funds will support the DEQ water quality project, which serves as mitigation for the fines issued to the WWTP in 2023. The City plans to collaborate with the South Santiam Watershed Council for project management and implementation.
- Park & Tree Committee members will be reaching out to Mill City regarding their campaign to save their bridge. The Committee members hope to gain some insight into how to move forward with a successful Weddle Bridge campaign.

#### **5. OTHER PROJECTS**

- Willow Street Neighborhood LID: Staff have finalized a financing plan and received approval from the financing agency. A Request for Proposals was issued, however new information on current conditions has come to light which requires the RFP to be reissued. The City is utilizing its Engineer-of-Record contract to do the initial engineering design, after which an RFP for construction will be issued.
- The ODOT Foster Lake Sidewalk Project: Construction is complete. Staff are working with the Railroad and ODOT on a plan to construct the portion that lies under the railroad trestle.

# Wastewater Treatment Plant

## Optimization Summary

January 2025



Prepared by



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## Introduction

In August 2024, Sweet Home Wastewater Treatment Plant (WWTP) completed several key upgrades aimed at enhancing treatment capabilities and ensuring compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. These upgrades, including the installation of two aerators, enhance the oxygen supply to the activated sludge process, addressing plant upsets and improving overall wastewater treatment.

## Project Background

Following multiple NPDES permit violations due to plant upsets in August 2022, process control adjustments were initiated. The primary goal of the improvements is to optimize wastewater treatment, maintain compliance with permit limits, and prevent future violations.

### Permit Limits:

- August 1 to October 31:
  - TSS (Total Suspended Solids): 10 mg/l (monthly average)
  - CBOD (Carbonaceous Biochemical Oxygen Demand): 10 mg/l (monthly average)
- November 1 to December 31:
  - TSS: 20 mg/l (monthly average)
  - CBOD: 15 mg/l (monthly average)

These values are used to calculate monthly, weekly, and daily average pounds of contaminants discharged to the South Santiam River.

### Ammonia Limits:

- The current permit does not include an ammonia limit, though prior conditions specified:
  - Monthly Average Ammonia Limit: 5.1 mg/l
  - Daily Maximum Ammonia Limit: 11 mg/l

### Flow Design Criteria:

- Average Dry Weather Design Flow: 1.38 million gallons per day (mgd)
- Average Wet Weather Design Flow: 2.68 mgd
- Peak Day Design Flow: 5.6 mgd



## Data Review and Analysis

Data from September 2022 to December 2024 was reviewed, focusing on monthly maximum daily sample values to evaluate the effectiveness of the upgrades.

### 1. Effluent Flows

Flows during the transition from dry to wet weather are similar from year to year. Figure 1 shows that December 2023 and 2024 peak flows exceeded the plant's design capacity (5.7 mgd), reaching around 6.3 mgd, which led to overflow incidents when the treatment plant reached its hydraulic limit.

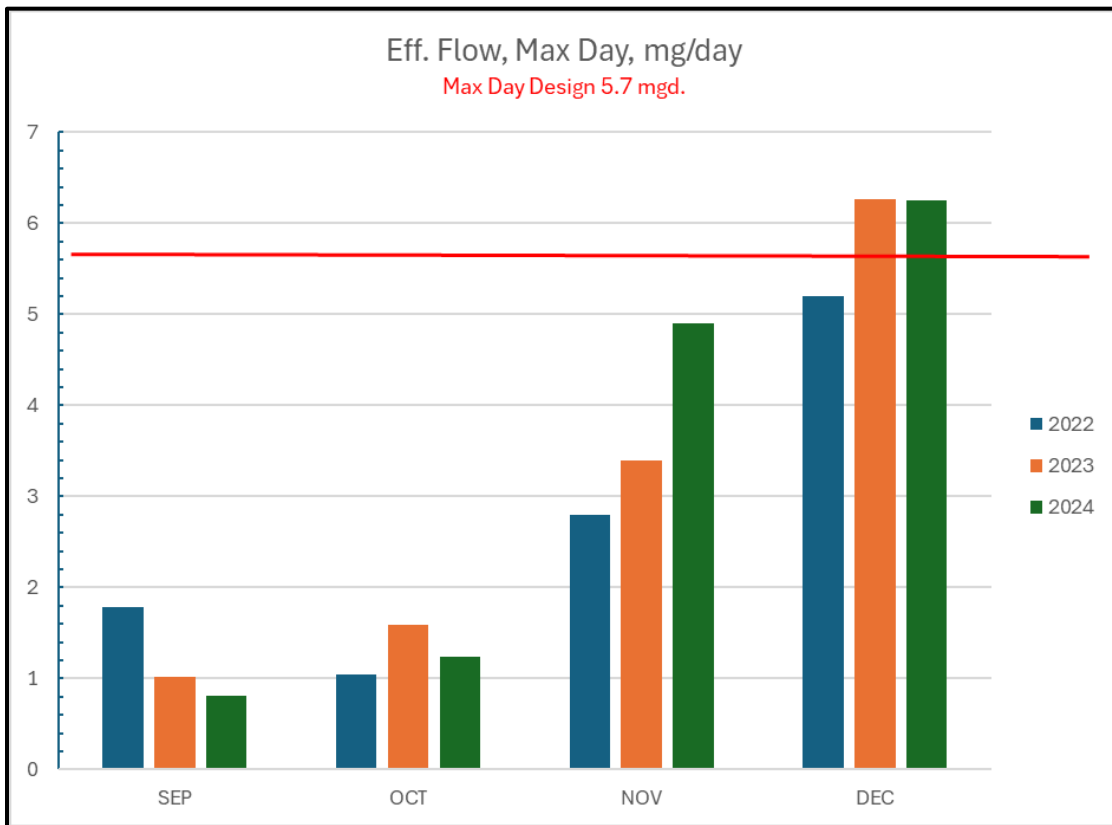


Figure 1

## 2. CBOD and TSS Improvements

In 2022, the plant experienced an upset in the activated sludge system. As a result, the facility implemented enhanced process control strategies, leading to improved treatment, as evidenced by Figures 2 and 3. The refurbishment of tertiary filters and secondary clarifiers in 2024 resulted in significantly lower TSS values compared to previous years.

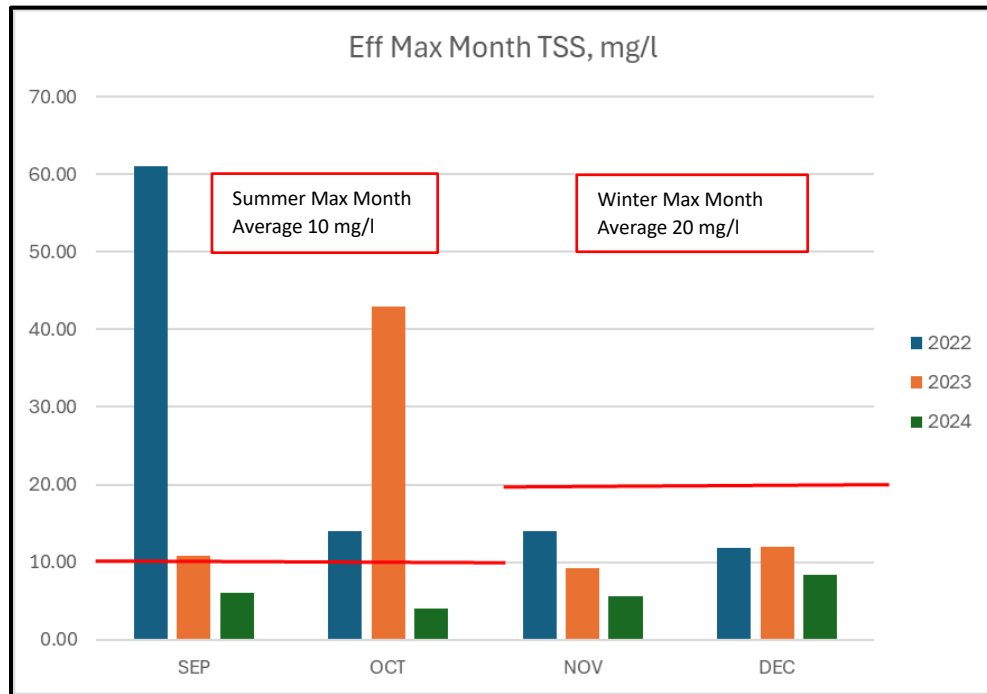


Figure 2

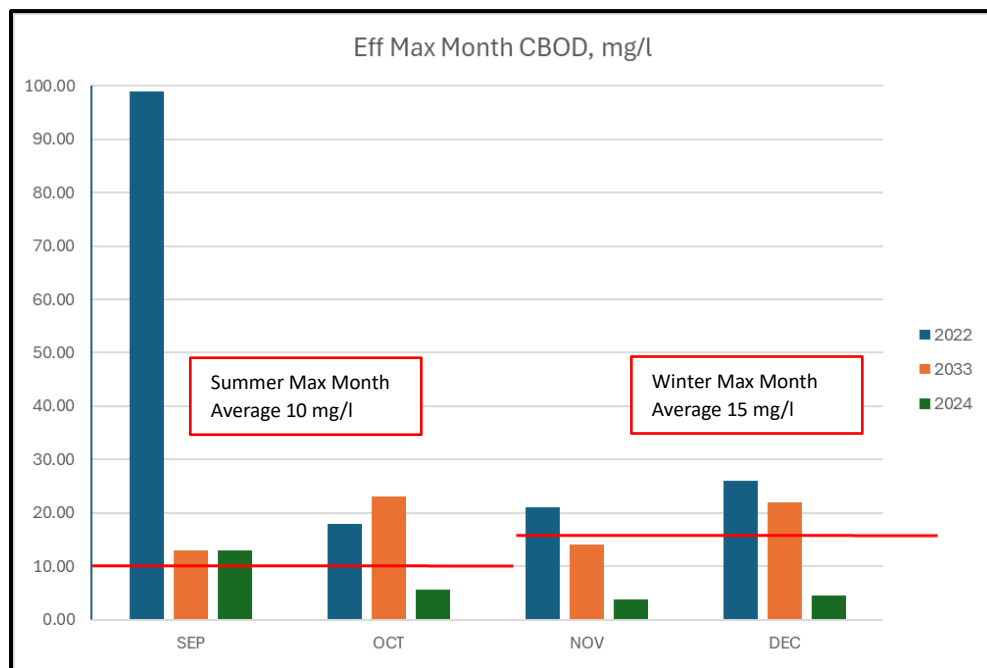


Figure 3

### 3. Aeration Project and Oxygen Supply

In August 2024, the installation of an aspirating aerator in each aeration basin supplemented the oxygen supply, which contributed to enhanced nitrification and CBOD removal. Figure 3 shows a marked improvement in CBOD removal after a stabilization period in September 2024.

### 4. Ammonia Removal

Nitrification, which is responsible for ammonia removal, has improved due to increased oxygen availability, allowing the process to function well below the previous ammonia limit. This improvement has enhanced the overall stability of the activated sludge system, promoting better settling and more effective TSS and CBOD removal.

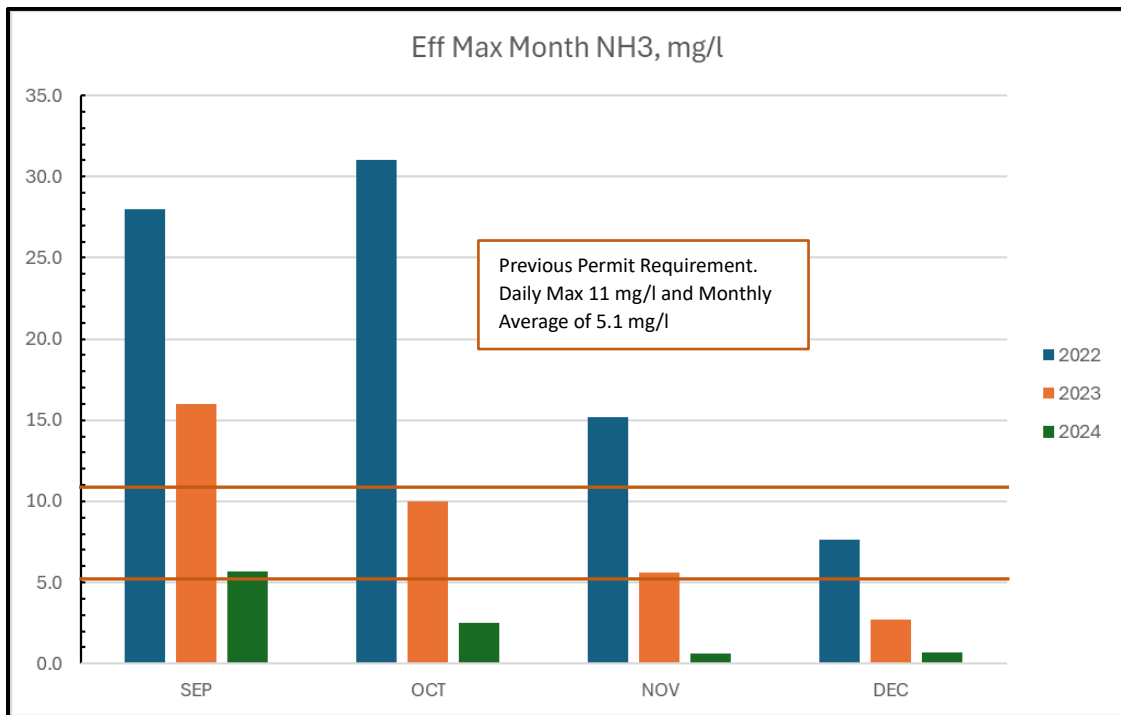


Figure 4

## Conclusion

The process improvements, including mechanical equipment upgrades and the addition of aerators, have enhanced the plant’s capacity to meet NPDES permit limits for TSS and CBOD, as well as improve ammonia removal. Monitoring and ongoing performance analysis are necessary to assess the long-term success of these measures, particularly during periods of high wet weather flows that may exceed the design flow capacities.