



CITY OF SWEET HOME CITY COUNCIL AGENDA

June 14, 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: 473 954 605 #

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) Approval of Minutes:
 - i) [2022-05-24 City Council Minutes - WS \(pg. 3\)](#)
 - ii) [2022-05-24 City Council Minutes \(pg. 5\)](#)
 - iii) [2022-05-26 City Council Minutes - ES \(pg. 10\)](#)
 - iv) [2022-05-31 City Council Minutes - ES \(pg. 12\)](#)

IV. Recognition of Visitors and Hearing of Petitions:

- a) Swearing In Ceremony - Officer Garritt Bolkcom & Officer Daniel Gerkman

V. Old Business:

- a) [Request for Council Action – RSH BBQ Amplified Sound Permit \(pg. 14\)](#)
- b) Discussion Only - Railroad Depot Building
- c) [Request for Council Action – Sweet Home Rotary Club Special Event Permit Application \(pg. 17\)](#)

VI. New Business:

- a) [Request for Council Action - Hilltop Market OLCC Change of Ownership \(pg. 35\)](#)

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) [PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes \(pg. 40\)](#)
- c) [Request for Council Action - 2022 Oregon Jamboree Special Event Application \(pg. 45\)](#)
- d) [Request for Council Action - WWTP Interested Contractors Pre-Qualification \(pg. 83\)](#)

VII. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
- b) Second Reading of Ordinance Bills
- c) Third Reading of Ordinance Bills (Roll Call Vote Required)
 - i) [Request for Council Action - Ordinance No. 3 for 2022 \(pg. 146\)](#)

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

- i) [City Council Issue Tracker \(pg. 156\)](#)

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

Library Services Director

- i) [Monthly Department Report - May 2022 \(pg. 157\)](#)

Community and Economic Development Director

- i) [Monthly Department Report - May \(pg. 159\)](#)

Public Works Director

- i) [Monthly Department Report - May 2022 \(pg. 163\)](#)

City Attorney

XI. Council Business for Good of the Order

- a) [Project Closeout - Wastewater Treatment Plant Direct Legislative Appropriation House Bill 5530 \(\\$2,000,000\) \(pg. 166\)](#)

XII. Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

May 24, 2022, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

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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

The meeting was called to order at 5:35 PM.

Roll Call

PRESENT

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Lisa Gourley (5:40 PM)
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Pro Tem Christy Wurster
Community and Economic Development Director Blair Larsen
Administrative Services Manager Julie Fisher

MEDIA

Benny Westcott, The New Era

New Business:

- a) Discussion Only - Vacant Commercial Buildings

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.

Community and Economic Development Director Blair Larsen presented information regarding current status of the vacant building ordinance. The Ordinance was implemented by City Council just prior to the Pandemic. There was a suggestion on a potential Vacant Building Plan, stronger enforcement of the current ordinance, or some other measures to help create a vibrant downtown.

There was discussion on what the Council goal is regarding the topic. Options brought forward by staff included increasing enforcement of existing ordinances and illegal uses or violation of development code, creating appearance standards, adding insurance requirements, vacant building plan, implementing fees or fee waivers, and exemptions.

Consensus of the Council was to schedule an Administration, Finance, and Property Committee meeting with business owners to discuss vacant commercial buildings.

Adjournment

The meeting adjourned at 6:28 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

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.

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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 6:34 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
Administrative Services Manager Julie Fisher
Communications Specialist Lagea Mull
Community and Economic Development Director Blair Larsen
Public Works Director Greg Springman
Police Chief Jeff Lynn
Police Captain Jason Ogden
Engineer Technician Trish Rice

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.

MEDIA

Benny Westcott, The New Era

Mayor Mahler stated he was saddened to learn about the school shooting in Texas and asked for a Moment of Silence for those affected by the tragedy.

Consent Agenda:

Motion made to approve the Consent Agenda 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

- a) Request for Council Action – Appointment to Youth Advisory Council

Approval of Minutes:

- a) 2022-05-10 City Council Minutes
- b) 2022-05-11 City Council Minutes - ES

Recognition of Visitors and Hearing of Petitions:

Mayor Mahler recognized Nick Tyler, the new Sweet Home Fire Chief. Chief Tyler took a few minutes to introduce himself.

- a) OCWCOG County Wide Data Report 2021

Ryan Vogt presented the annual report to the Council for the Oregon Cascades West Council of Governments. There were no questions of the Council.

- b) Sweet Home High School Wood Shop Student Recognition

Sweet Home High School Wood Shop Teacher Will Coltrin introduced Casey Valloni and Lewis Conn, two students who have been building shelters as part of a class service learning project. A video was presented showing the class working on the huts for the unsheltered to present to Family Assistance and Resource Center (FAC). Each Council member thanked the students for being a part of such a good project and for their service to our community. There was a standing ovation in recognition of their work.

Old Business:

- a) Request for Council Action – Resolution No. 15 for 2022- Naming Public Facilities

Mayor Mahler stated his family was caught off guard by the request to name the treatment facility after his family. The Mahler family has always served the community without any expectation of recognition and extremely humbled by the request.

City Manager Pro Tem Christy Wuster introduced the request to name the facility the Mahler Water Reclamation Facility.

Motion to proceed with the application process, public notification, and public hearing to name the facility the Mahler Water Reclamation Facility made by Councilor Gourley, Seconded by Councilor Coleman.

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

Voting Abstaining: Mayor Mahler

- b) Discussion Only: FAC Managed Outreach and Community Resource Facility Update

Community and Economic Development Director Blair Larsen gave an update on the site for the Managed Outreach and Community Resource Facility. It was reported the water lines and other development is under way. The train depot that is being stored at the maintenance yard will have to be moved and staff is seeking public input on the future of

that structure.

c) Discussion Only - Oregon Jamboree Council Updates

Oregon Jamboree Director Robert Shamek gave the Council an update on the Music and Brews event reporting on the success of the first time event.

Tune it Up Tuesdays will be held in June. This year will include a Battle of the Bands for a spot on the Main Stage at the Oregon Jamboree.

This will be the 30th Anniversary of the Oregon Jamboree. Campsites are sold out. The Thursday night street party is free and open to the community. This year the attendance is expected to be over 16,000 people.

New Business:

a) Request for Council Action - Resolution No. 16 for 2022 - Tune It Up Tuesdays Special Events Application and PA Permit

Community and Economic Development Director Blair Larsen stated the Oregon Jamboree's Tune it up Tuesday Event would be the first event to try the 13th Streetscape plan. The concept of a festival street designed for regular events would require the closure of a single block of 13th Avenue. The request was a resolution authorizing a temporary street closure as well as the approval of a Public Address Permit for the event.

Councilor Gerson stated that she would vote no because the business owners had not been contacted, not because she was opposed to the event.

Motion made by to approve Resolution No. 16 for 2022 by Councilor Gourley, Seconded by Councilor Richards.

Voting Yea: Mayor Mahler, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Voting Nay: President Pro Tem Gerson

b) Request for Council Action – Travel Reimbursement for City Manager Candidates

City Manager Pro Tem Wurster introduced the request for travel reimbursement for City Manager finalists.

Motion to reimburse finalists \$1000 for out of state candidates and \$500 for in state candidates traveling over 100 miles as a one time reimbursement for qualified expenses made by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

c) Request for Council Action - Resolution No. 17 for 2022 - Sweet Home High School Senior Parade

Community and Economic Development Director Blair Larsen presented the request for a Senior Class Procession which would require a partial road closure during staging. There were concerns by the Council regarding staff time and costs. Chief Lynn volunteered exempt staff to help with the event reducing any cost to the City.

Motion to approve Resolution No. 17 for 2022 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

d) Discussion Only – Sportsman’s Holiday Fireworks Display

Police Chief Lynn led discussion on allowing the public to view the annual fireworks display from the quarry property. There was discussion on egress and ingress, liability, and fire danger. Fire Chief Tyler stated the area deemed a safe area with a low fire potential. Police Chief Lynn said the Sweet Home Rotary and the Sweet Home Chamber are willing to provide additional insurance and to accept management of the event.

Consensus of the Council was to allow staff to further research the potential use of the quarry property.

e) Wastewater Treatment Plant Project 1A _REVISED

Public Works Director Greg Springman presented multiple scenarios for moving forward with the Wastewater Treatment Plant project. Moving forward with Phase 1A requires additional funding and one option would be to redistribute \$1.0 million in American Rescue Act funds from the Water Treatment Plant Generator project to the Wastewater Treatment Plant project.

Motion made to redistribute \$1.0 million in American Rescue Act funds from the Water Treatment Plant Generator project to the Wastewater Treatment Plant project and allow the City Manager Pro Tem to submit the FY 21-23 Direct Legislative Appropriation Information Form to Business Oregon 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

Ordinance Bills

Second Reading of Ordinance Bills

a) Ordinance Bill No. 3 for 2022 - A Zone Map Amendment

Ordinance Bill No. 3 for 2022 was read by title only.

Motion to move Ordinance Bill No. 3 for 2022 to third and final reading 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.

Reports of Committees:

Youth Advisory Council

Councilor Gerson reported two YAC Members have been appointed and Tea Herrera has requested to be the City Council liaison. Mayor Mahler agreed.

Reports of City Officials:

Mayor's Report

The Mayor reminded the Council of the Executive Session for May 26th and a Work Session for May 31st. Councilor Gourley stated she will not be able to attend due to other obligations.

City Manager's Report

City Manager Pro Tem Wurster also reminded the Council of the upcoming meetings.

The Council wished Councilor Coleman a Happy Birthday.

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

Police Chief

A written report was included in the packet.

- a) Police Department Monthly Report

Council Business for Good of the Order

Councilor Sanchez and Councilor Trask reported a potential safety concern at the intersection of Pleasant Valley Road and Hwy 20. Construction crews have equipment on both sides of the intersection and are blocking views. Because there is not a flagger there, pulling out onto the highway is dangerous. Staff has reached out to the project manager.

Councilor Gerson was concerned about the number of RVs that are parked throughout town. She also had a concern of traffic not obeying the 35 MPH limits on Main due to construction. The police department noted her concerns.

Councilor Gourley announced the Hero Banners are being put up by Public Works staff.

Adjournment

The meeting adjourned at 8:07 PM.

Mayor

ATTEST:

City Manager Pro Tem– Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

May 26, 2022, 12:45 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.

Meeting Information

Call to Order

The meeting was called to order at 12:45 PM.

Roll Call

PRESENT

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

ABSENT

Councilor Lisa Gourley

STAFF

City Manager Pro Tem Christy Wurster
Administrative Services Manager Julie Fisher
Ryan Schulze, OCWCOG

MEDIA

None

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.

Mayor Mahler read the above Executive Session Announcement.

The purpose of the Executive Session was to conduct interviews for the position of City Manager.

The Council ranked each candidate by consensus. The top candidates will be invited back for a second interview on June 8th.

Adjournment

The meeting adjourned at 7:40 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

May 31, 2022, 5:00 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.

Meeting Information

Call to Order

The meeting was called to order at 5PM.

Roll Call

PRESENT

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

ABSENT

Councilor Lisa Gourley

STAFF

Administrative Services Manager Julie Fisher
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.

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

Mayor Mahler read the above Executive Session Announcement.

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.

The purpose of the Executive Session was to conduct interviews for the position of City Manager. Each candidate was asked the same series of questions of the Council.

The Council ranked each candidate by consensus. The top candidates will be invited back for a second interview on June 8th.

Adjournment

The meeting adjourned at 7:39PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – RSH BBQ PA Permit

Preferred Agenda: June 14, 2022

Submitted By: Jason Ogden, Captain

Reviewed By: Christy Wurster, City Manager Pro Tem

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

Relevant Code/Policy: SHMC 9.20.020

Towards Council Goal: Economic Strength

Attachments: PA Permit _RSH

Purpose of this RCA:

The Radiator Supply House Inc. is hosting the Ice Box Cookoff National BBQ Competition. As part of the outdoor venue, a Public Address (PA) Permit has been requested.

Background/Context:

In May 2022, Guy Smith, an employee at the Radiator Supply House Inc., applied for a public address system permit for a 3-day event at the business located 1460 47th Avenue, Sweet Home, OR. The event that will be held at that location is the Ice Box Cookoff National BBQ Competition.

The BBQ competition will include amplified music.

The application for the PA permit indicates that the music amplification will include microphone, outdoor speakers, amps, monitors, and mixing boards. The form indicates that the broadcast sound will be live music that will travel beyond 1000 feet which according to SHMC 9.20.020 will need to be approved by the City Council.

The PA permit also lists the dates and times for amplification of music. The request is for the permit to run from Friday (07/01/22) through Sunday (07/03/22) between the times of 12:00 p.m. and 10:00 p.m. on each night. Initially the permit indicated the time on those days to start at 12:00 a.m. I contacted Guy Smith and confirmed all of the information related to the permit.

The Challenge/Problem:

The challenge of the request for the PA Permit is associated with blending the interests of the business with those of the surrounding neighborhood.

The business is requesting the PA Permit for an event that only runs three days a year and will play music until 10:00 p.m. on Friday, Saturday, and Sunday. The intent of the request is to

further promote their business, the event, as well as to put Sweet Home “on the map” by hosting a national BBQ.

Stakeholders:

- City of Sweet Home Citizens – Citizens that live within proximity to the event may have their level of livability affected by the sound amplification coming from the event. Other citizens and community members may benefit from the entertainment offered by the event.
- Radiator Supply House Inc. – By allowing the requested times on the PA Permit, the event, community, and business will be enhanced.
- City of Sweet Home Police Staff – The on-duty Supervisor needs a defined time for the allowed amplification of music to ensure that it is complied with.
- City of Sweet Home City Council –SHMC 9.20.020 dictates that the Council may suspend the 1000-foot limitation and grant a sound amplifying permit.

Issues and Financial Impacts:

The city and the police department will not be impacted by event. Any issues and potential financial impacts will be associated with the Radiator Supply House Inc. and the surrounding neighborhoods. Those issues could include noise from the amplified music as well as traffic congestion in the area.

Elements of a Stable Solution:

The Sweet Home City Council should determine a fair and equitable solution associated with the PA Permit times. The needs of the business and the needs of the surrounding neighborhood have to be considered.

Options:

1. Approve the requested PA Permit. This would allow for the Radiator Supply House Inc. to play amplified music in the outdoor venue from 12:00 p.m. until 10:00 p.m. on Friday (07/01/22), Saturday (07/02/22), and Sunday (07/03/22).
2. Deny the request. This would not allow for the amplification of music at the outdoor event.
3. Amend the requested PA Permit. The City Council can choose to amend the request by adjusting the times permitted on one or all days. Examples could include allowing the amplification of music until 10:00 p.m. on Friday (07/01/22), until 10:00 p.m. on Saturday (07/32/22) and until 8:00 p.m. on Sunday.

Recommendation:

Staff recommends option #1 which would allow for the Radiator Supply House Inc. to play amplified music in the outdoor venue from 12:00 p.m. until 10:00 p.m. on Friday (07/01/22), Saturday (07/02/22), and Sunday (07/03/22).



City of Sweet Home Police Department
 1950 Main Street
 Sweet Home, OR 97386
 (541) 367-5181 Fax (541) 367-5235
 Email: shpd@ci.sweet-home.or.us

APPLICATION-PUBLIC ADDRESS SYSTEM

Date of Application: 05/18/2022

Requestor's Name: Smith Guy C.
(Last) (First) (Middle)

Home Address: 317 50th Avenue Sweet Home OR. 97386

Date of Birth: 11/18/65 Phone: 541-401-9708 Email: guy.smith@radiator-supply-house.com

Organization Name: Radiator Supply House Inc.

Organization Address: 1460 47th Avenue Sweet Home Or. 97386

Organization Phone: 541-367-2991 Email: SAA

Address of PA use: SAA

Nature of Business or Event: Ice Box cook off National BBQ Competition

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

| | | |
|--|--|--|
| <u>7/1/2022</u> <small>(Date)</small> | <u>12:00pm</u> <small>(From)</small> | <u>10:00 pm</u> <small>(To)</small> |
| <u>7/2/2022</u> <small>(Date)</small> | <u>12:00 pm</u> <small>(From)</small> | <u>10:00 pm</u> <small>(To)</small> |
| <u>7/3/2022</u> <small>(Date)</small> | <u>12:00 am</u> <small>(From)</small> | <u>10:00 pm</u> <small>(To)</small> |

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

Type of Sound Amplification Equipment to be used: Microphones, outdoor speakers, Amps, monitors and mixing Boards

Message type (music, announcer, etc): Live music (Zoned Industrial)

Will PA broadcast sound travel beyond 1000 feet? Yes (If yes, application must be processed and submitted to the City Council for approval and must therefore be submitted at least 20 days in advance.)

Approval Date: _____

By: _____
 Chief of Police

SHPD Case #: _____



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – SH Rotary Club Firework Display

Preferred Agenda: June 14, 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: Special Event Permit Policy

Towards Council Goal: Economic Strength

Attachments: Special Event Permit _SH Rotary

Purpose of this RCA:

The Rotary Club of Sweet Home would like to assist the communities access to the annual fireworks display.

Background/Context:

The annual fireworks event is scheduled for July 9th, 2022. This will be the second year that the fireworks display will take place at Quarry Park. During the first year (2021) public access was not allowed in the park during the fireworks. This year the Rotary Club would like to manage the community access to the park during the event and use it as a fundraiser for both next years (2023) fireworks display and the programs that the Rotary Club of Sweet Home sponsors such as the Dolly Parton Imagination Library and local High School Senior Scholarships.

With the help of city staff, the map attached to the Special Event Permit is a proposed parking setup for Quarry Park during the event. Based on that map, we would anticipate being able to safely park approximately 200 vehicles at the event. Preliminary talks have revolved around how to monetize the parking so that it is a fundraiser for both organizations. At this time, we anticipate charging \$10 per vehicle entering. We will be using at least 13 volunteers to assist with the event. Three to four of the volunteers will be at the entry gate, while the others will be directing and organizing the parking. At the conclusion of the event, the Sweet Home Fire and Ambulance District will utilize one of their trucks to provide lighting to the area. Volunteers will then assist visitors in exiting the park. We have been in contact with the Linn Shuttle service, and they will provide shuttle services to and from the event. The predetermined route has not yet been defined. Those entering via the shuttle will not be charged to enter the park. Of course, donations are always welcome.

The Challenge/Problem:

Managing community access to the Quarry Park during the annual fireworks event.

Stakeholders:

- City of Sweet Home Citizens – Citizens that live within proximity to the event may have their level of livability affected by noise and increased traffic coming from the event. Other citizens and community members may benefit from the entertainment offered by the event. By allowing public access, the event, community, and fundraising opportunities will be enhanced.
- City of Sweet Home Police and Sweet Home Fire Department – Have both reviewed the request and are in support of the event with public access.
- Sweet Home Rotary Club – The Sweet Home Rotary Club will benefit from the fundraising opportunities from the event which will be used towards future firework displays and other local community programs.

Issues and Financial Impacts:

Any issues and potential financial impacts will be associated with the Sweet Home Rotary Club and the surrounding neighborhoods. Those issues could include noise from the event as well as traffic congestion in the area.

Elements of a Stable Solution:

The Sweet Home City Council should determine a safe location for the annual fireworks display that the community can enjoy.

Options:

1. Approve the requested Special Events Permit. This would allow for the SH Rotary Club to assist the community event as well as raise funds for senior scholarships, the Dolly Parton Imagination Library, and other community programs.
2. Deny the request. This would not allow public access to the event.
3. Amend the requested Special Events Permit. The City Council can choose to amend the request by adjusting any requests.

Staff recommends option #1 - This would allow for the SH Rotary Club to assist the community event as well as raise funds for scholarships and other community programs.



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



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.
 - Keys will be distributed by authorized City employees only.
 - 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: Sportsman's Holiday Fireworks Community Parking Date(s) of Event 07/09/22
2. Setup Start Time/Date: 4:00pm/07-09-22 Event Start Time: 7:00pm
3. Event End Time: 11:00pm Clean Up End Time/Date: 11:59pm
4. Sponsoring Organization: Rotary Club of Sweet Home
5. Event Coordinator/Primary Contact: Jeff Lynn
6. Mailing Address: 1021 Mtn. View Rd., Sweet Home
7. Day Time Phone: 541-401-8771 Cell Phone: Same
8. Email: jeff_lynn@yahoo.com Fax: N/A
9. Secondary Contact: Larry Horton Phone: 541-619-2683
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)? Quarry Park
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+

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: Jeff Lynn Rotary Club of Sweet Home
PRINT NAME **AUTHORIZED AGENT FOR**

SIGNATURE OF APPLICANT:  6/9/22
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: <u>Non-Refundable</u> | 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: <u>Non-Refundable</u> | Fees: Refundable | Replacement Costs | Total Owed | Total Paid | Date Paid |
|---|-----------------------------|------------------|-------------------|------------|------------|-----------|
| Tables | \$5.00/table | \$100.00 | \$60.00 | | | |
| Chairs | \$1.00/chair | | | | | |
| 2' Fold Up Barricade | \$3.00/ Barricade | | \$25.00 | | | |
| 2' Fold Up Plastic Barricades | \$3.00/Barricade | | \$40.00 | | | |
| 8' Barricade | \$3.00/Barricade | | \$45.00 | | | |
| Small Barricade – “No Park” | \$3.00/Barricade | | \$24.00 | | | |
| Photo Cell Battery Light | \$3.00/Light | | \$20.00 | | | |
| 18” Traffic Cones | \$3.00/Cone | | \$10.00 | | | |
| 28” Traffic Cones with Reflective Strip | \$3.00/Cone | | \$19.00 | | | |
| Construction Signs with Sign Holders | \$10.00/Sign | | \$50.00 | | | |
| Slow/Stop Paddle | \$3.00/Each | | \$18.00 | | | |
| Slow/Stop Paddle with 30” Handle | \$5.00/Each | | \$20.00 | | | |
| Slow/Stop Paddle with 60” Handle | \$5.00/Each | | \$21.00 | | | |
| Hydrant Wrench | \$5.00/Each | | \$35.00 | | | |
| Safety Vests | | | \$12.00/Each | | | |



Community and Economic Development Department

SANKEY HUT RENTAL

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

Please read and initial each line below:

- I agree to not share my pass code with anyone else.
 - Pass codes will be distributed by authorized City employees only.
- I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call **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 Rotary Club of Sweet Home would like to assist the communities access to the annual fireworks display that will take place on July 9th, 2022. This will be the second year that the fireworks display will take place at Quarry Park. During the the first year (last year) public access was not allowed in the park during the fireworks. This year the Rotary Club would like to manage the community access to the park during and use it as a fundraiser for both next years (2023) fireworks display and the programs that the Rotary Club of Sweet Home sponsors such as the Dolly Parton Imagination Library and local High School Senior Scholarships.

With the help of city staff, the attached map is a proposed parking setup for Quarry Park during the event. Based on that map, we would anticipate being able to safely park approximately 200 vehicles at the event.

Preliminary talks have revolved around how to monetize the parking so that it is a fundraiser for both organizations. At this time, we anticipate charging \$10 per vehicle entering. We will be using at least 13 volunteers to assist with the event. Three to four of the volunteers will be at the entry gate, while the others will be directing and organizing the parking.

At the conclusion of the event, the Sweet Home Fire and Ambulance District will utilize one of their trucks to provide lighting to the area. Volunteers will then assist visitors in exiting the park.

We have been in contact with the Linn Shuttle service and they will provide shuttle services to and from the event. The predetermined route has not yet been defined.

Those entering via the shuttle will not be charged to enter the park. Of course, donations are always welcome.



SPECIAL EVENT TASK LIST / TIME LINE

| DATE | TIME | EVENT TASK | RESPONSIBLE PARTY |
|-------------------------|------------------------|---|-----------------------------------|
| <i>e.g.</i> 06/20/18 | <i>e.g.</i> 9:00 am | <i>e.g.</i> All Scheduled Streets Closed | <i>e.g.</i> City of Sweet Home |
| 07/07/22 | 12:00pm | Parking layout | Rotary Club |
| 07/09/22 | 4:00pm | Volunteer training/Site Organization | Rotary Club |
| 07/09/22 | 7:00pm | Gates open | Rotary Club |
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Community and Economic Development Department

Insert Event Overview Map



Insert Vendor Site Map

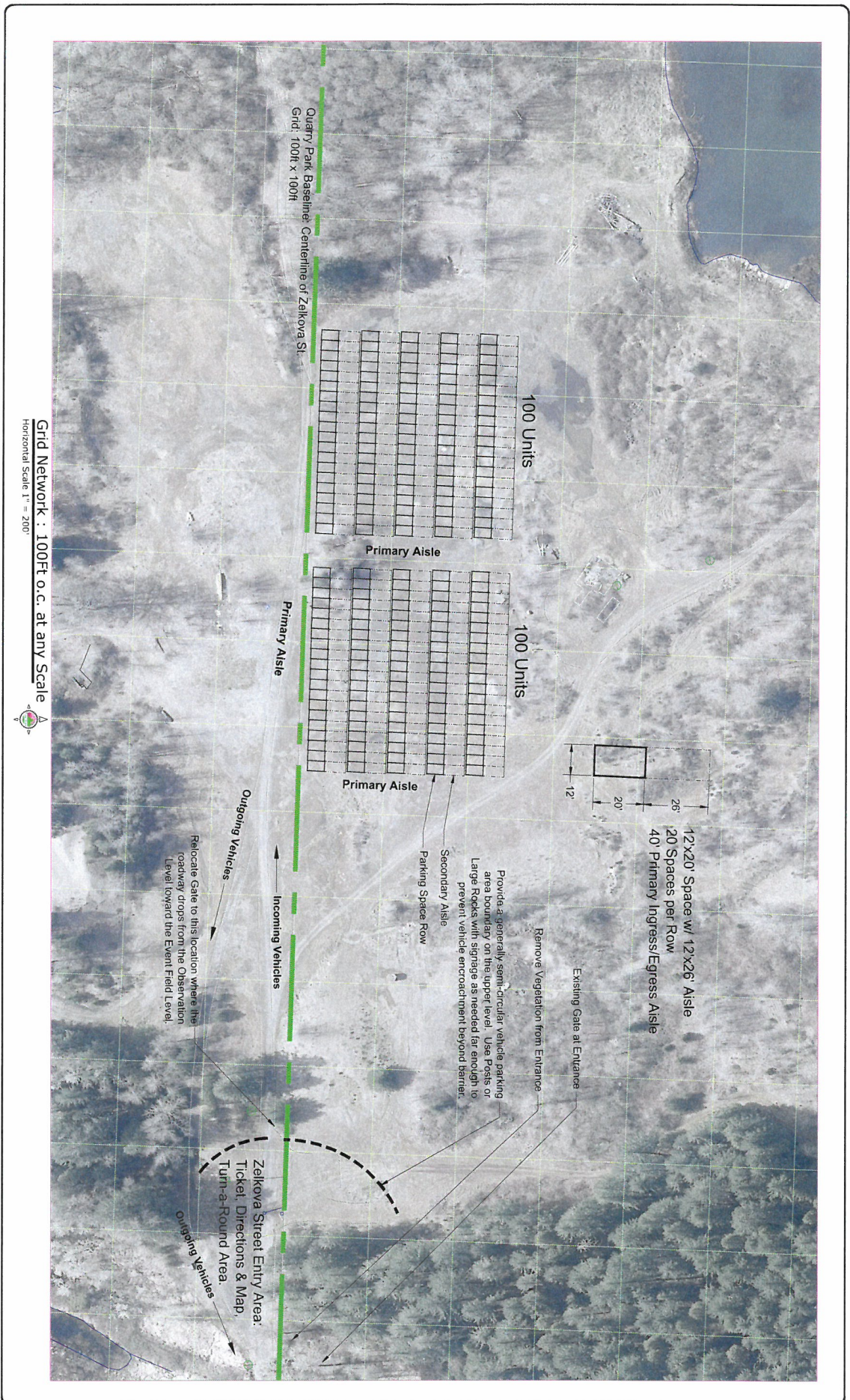


SPECIAL EVENT APPLICATION CHECKLIST

- 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

| | | | | | |
|---------|-------------------------|--------------|-------|--|-------|
| DMC No. | 9 | DESCRIPTION: | DATE: | TITLE: | SHEET |
| PROJECT | Quarry Park Development | | | City of Sweet Home | 1 |
| DATE | 05-18-2023 | | | Quarry Park Development Project | |
| SCALE | 1" = 30' | | | PHASE ID, EVENT PARKING OPTIONS | X |
| SHEET | D | | | BASELINE & 100 FT O.C. GRID FOR INFRASTRUCTURE GENERAL PLACEMENT. | X |





REQUEST FOR COUNCIL ACTION

Title: Hilltop Market OLCC Change of Ownership

Preferred Agenda: June 14th, 2022

Submitted By: Jeff Lynn, Chief of Police

Reviewed By: Christy Wurster, City Manager Pro-Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: ORS 471.166

Towards Council Goal: Goal 4: Economic Strength

Attachments: OLCC Liquor License Application

Purpose of this RCA:

The Hilltop Market is changing ownership and the new owner, Saraswati Acharya, has applied for an “Off-Premises” liquor license. The location of the business is 4824 Highway 20, Sweet Home.

Background/Context:

The Sweet Home Police Department is tasked with reviewing applications for liquor licenses that are within the City Limits of Sweet Home. The Hilltop Market is changing ownership. As with any change of ownership, the new owner must apply for a Liquor License through the Oregon Liquor Control Commission under their name. The new owner, Saraswati Acharya, has applied for an Off-Premises liquor license. This type of license allows beer and wine to be sold for off premises consumption only. This type of license is appropriate for this type of business.

The Police Department received this application May 2022 and has conducted an investigation into this request. As part of the investigation the on-site manger, and husband of the owner, Sudip Lamichhane, was contacted. The business will maintain its existing methods of operation and staff. Mr. Lamichhane indicated that he does have experience managing locations that sell alcohol as they currently own Foster Lake Market in Sweet Home.

OLCC was also contacted, and I learned that they have no concerns over the change of ownership.

Based upon review of the investigation I found no reason to recommend denial to the Sweet Home City Council.

Stakeholders:

- Hilltop Market - A liquor license and the ability to sell beer and wine as part of a convenience store business.
- Citizens/Community – Hilltop Market creates additional opportunities and choices for the community.

Issues and financial impacts:

- Denial of an OLCC liquor license would have a negative impact on sales for Hilltop Market.
- There are no known or anticipated financial impacts for the Sweet Home Police Department or the City of Sweet Home.

Options:

1. Do Nothing.
2. Direct further investigation prior to City's recommendation
3. Make a motion that the City of Sweet Home recommends an OLCC license be granted to Hilltop Market.

Staff Recommendation:

Staff recommends option #3 - *Make a motion that the City of Sweet Home recommends an OLCC license be granted to Hilltop Market.*



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

INSTRUCTIONS

1. Complete and sign this application.
2. Combine this completed application with the other required application materials to make one application packet.
3. Submit the application packet to your local OLCC office.
4. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

Identify the Applicant(s) Applying for the License(s): these are individuals and entities that will become Licensees of Record (named on the license certificate)

Any entity (like a corporation or limited liability company) and any individual that is not part of an entity and that will own or control the business must be listed as an applicant on this form. This includes:

- Any individual or entity, other than an employee acting under the direction of the owner, that exercises control over, or is entitled to exercise control over, the business;
- Any individual or entity, other than an employee acting under the direction of the owner, that incurs, or is entitled to incur, debt or similar obligations on behalf of the business;
- Any individual or entity, other than an employee acting under the direction of the owner, that enters into, or is entitled to enter into, a contract or similar obligations on behalf of the business; or
- Any individual or entity identified as the lessee of the premises proposed to be licensed.

Please review OAR 845-005-0311 to confirm that all individuals (sole proprietors) or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. Above the signature line for this application, you will be required to attest to the fact that all individuals (sole proprietors) or entities with an ownership interest are listed as applicants for the license. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Business Address

This is the street address of the location that will have the liquor license.

Applicant Signature(s)

- Each individual listed in Section 2 (entity or individuals applying for the license) must sign the application.
- If an applicant in Section 2 is an entity (such as a corporation or limited liability company), at least one individual who is authorized to sign for the entity must sign the application.
- An individual with authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. The OLCC will likely require proof of such authority. Attorneys signing on behalf of their applicant clients may provide the state of bar licensure and bar number in lieu of providing written proof of their authority to sign on behalf of the applicant. **Please note that applicants are responsible for all information provided on this form, even if an individual with signing authority signs on behalf of the applicant.**



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

| License Applied For: | CITY AND COUNTY USE ONLY |
|---|---|
| <input type="checkbox"/> Brewery 1 st Location | Date application received and/or date stamp: _____ Name of City or County: <u>City of Sweet Home</u> Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ Date: _____ |
| Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> | |
| <input type="checkbox"/> Brewery-Public House (BPH) 1 st Location | |
| BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> | |
| <input type="checkbox"/> Distillery | |
| <input type="checkbox"/> Full On-Premises, Commercial | |
| <input type="checkbox"/> Full On-Premises, Caterer | |
| <input type="checkbox"/> Full On-Premises, Passenger Carrier | |
| <input type="checkbox"/> Full On-Premises, Other Public Location | |
| <input type="checkbox"/> Full On-Premises, For Profit Private Club | |
| <input type="checkbox"/> Full On-Premises, Nonprofit Private Club | |
| <input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location | |
| GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> | |
| <input type="checkbox"/> Limited On-Premises | |
| <input checked="" type="checkbox"/> Off-Premises | |
| <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Wholesale Malt Beverage & Wine | |
| <input type="checkbox"/> Winery 1 st Location | OLCC USE ONLY Date application received: _____ Date application accepted: _____ License Action(s): _____ |
| Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/> | |

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

GRISHMA INC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

| | | |
|---|----------------|-------------------|
| 3. Trade Name of the Business (Name Customers Will See) HILL-TOP MARKET | | |
| 4. Business Address (Number and Street Address of the Location that will have the liquor license) 4824 HIGHWAY 20 | | |
| City SWEET HOME | County LINN | Zip Code 97386 |

¹ **Read the instructions on page 1 carefully.** If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



LIQUOR LICENSE APPLICATION

| | | | |
|--|----------|---|----------|
| 5. Trade Name of the Business (Name Customers Will See) HILL-TOP MARKET | | | |
| 6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <u>OAR 845-004-0065[1]</u>.) 4824 HIGHWAY 20 | | | |
| City SWEET HOME | State OR | Zip Code 97386 | |
| 9. Phone Number of the Business Location 707-3969416 | | 10. Email Contact for this Application and for the Business SARUHILLTOP@GMAIL.COM | |
| 11. Contact Person for this Application SARASWATI ACHARYA | | Phone Number 707-3969416 | |
| Contact Person's Mailing Address (if different) | City | State | Zip Code |

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

SARASWATI ACHARYA

02/23/2022

App. #1: (PRINT NAME)

App #1: (SIGNATURE)

App #1: Signature Date

Atty. Bar Information (if applicable)

App. #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



REQUEST FOR COUNCIL ACTION

Title: PUBLIC HEARING - Adoption of 2022-2023 Operating Budget

Preferred Agenda: June 14, 2022

Submitted By: Brandon Neish, Finance Director

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: SH Charter Chapter 6; Sec. 20 (8)
SH Financial Policy
ORS Chapter 294

Towards Council Goal: Goal 1.2: Increase community awareness of infrastructure needs and appropriate planning documents
Goal 2: Be an effective and efficient government
Goal 3.2: Improve community safety, Police, community design, etc.
Goal 4.2: Lead community economic development efforts

Attachments: Draft Resolution No. 18 for 2022

Purpose of this RCA:

To review and adopt the 2022-2023 Budget for the City of Sweet Home.

Background/Context:

The City of Sweet Home Budget Committee, consisting of community members and the seven City Councilors, met on April 06, 2022 to receive the Budget Message from the City Budget Officer and begin deliberations on the 2022-2023 Proposed Budget. The committee met two additional times, on April 19th and April 20th, to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee unanimously approved an amended budget and approved the property tax rates for 2022-2023 at their April 20th meeting. The LB-1 form was posted in The New Era on May 27, 2022. A public hearing on the approved budget is scheduled for the June 14, 2022 City Council meeting. With the completion of the Public Hearing, all steps for the adoption of the 2022-2023 budget will have been completed per Oregon Local Budget Law (Oregon Revised Statutes Chapter 294).

The final adoption of the 2022-2023 budget is scheduled for the June 28, 2022 City Council meeting.

The Challenge/Problem:

Will the City Council adopt the 2022-2023 Budget in the amount of \$32,053,008 with transfers and contingencies, make appropriations and levy taxes for the City to continue operating after June 30, 2022?

Stakeholders:

- State of Oregon – State law requires most local government entities to adopt a budget prior to the start of each fiscal year. Additional resolutions are also necessary to receive State Revenue Sharing funds each fiscal year.
- City of Sweet Home residents – Citizens are provided essential services as a result of the adopted budget and expect those services will continue annually.
- City of Sweet Home City Council – Adopting the budget is required annually per Oregon Revised Statutes (ORS) Chapter 294 which necessitates the approval of spending and priorities contained therein by Council members.
- City of Sweet Home City Staff – Staff is responsible for compiling the budget annually based on the goals established by the City Council and priorities for citizens. An adopted budget allows staff to continue operations in their departments each year after June 30.

Issues and Financial Impacts:

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2022. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

Elements of a Stable Solution:

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2022-2023 fiscal year beginning July 1, 2022.

Options:

1. Do Nothing. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. Amend the 2022-2023 Approved Budget. The document presented to the Council was unanimously approved by the Budget Committee during their April 20th meeting. The Council could choose to revise the approved budget by increasing any expenditure, transfer out or contingency by \$5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. Adopt Resolution No. 18 for 2022, Adopting a budget for 2022-2023, Making Appropriations and Levying Taxes. Council could choose to adopt Resolution No. 18 completing the budget process for the 2022-2023 fiscal year.

Recommendation:

ACTION IS NOT REQUIRED and no recommendation is being made at this time. The purpose of tonight's public hearing is to obtain feedback from the community and the public on the 2023 Approved Budget. The City Council will revisit adoption of the budget during their next regularly scheduled meeting on June 28, 2022.

Resolution No. 18 for 2022

A RESOLUTION ADOPTING A BUDGET FOR 2022-2023, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2022 and ending June 30, 2023;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4157 per \$1,000 of assessed value for General Fund operations, the rate of \$6.30 per \$1,000 of assessed value for the Police Local Option Levy, the rate of \$1.17 per \$1,000 of assessed value for the Library Services Local Option Levy and Non Ad Valorem customer sewer usage charges not to exceed \$32,600.78 and that these taxes are hereby imposed and categorized for tax year 2022-2023 upon the assessed value of all taxable property within the district.

| | | |
|------------------------------|----------------------|--------------------------|
| | General Government | Excluded from Limitation |
| Permanent Tax Rate | \$1.4157 per \$1,000 | |
| Local Option Levies | \$7.4700 per \$1,000 | |
| Customer Sewer Usage Charges | | \$32,600.78 |

Be it further resolved that the City Council adopts the 2022-2023 budget approved by the Budget Committee in the total sum of \$32,053,009 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2022 as follows:

| <u>General Fund</u> | | |
|-------------------------------------|-----------|-----------------|
| Executive | 83,175 | |
| Municipal Court | 265,175 | |
| Community & Economic Development | 605,488 | |
| Parks & Facilities | 530,216 | |
| Materials & Services | 778,444 | |
| Capital Outlay | 70,000 | |
| Operating Contingency | 88,098 | |
| Transfers to Other Funds | 105,035 | \$ 2,525,631.00 |
| <u>Special Revenue Funds</u> | | |
| Public Safety: | | |
| Police Department | 3,273,168 | |
| Operating Contingency | 145,371 | |
| Transfers to Other Funds | 41,032 | \$ 3,459,571.00 |
| Library Services: | | |
| Library | 542,967 | |
| Operating Contingency | 20,927 | |
| Transfers to Other Funds | 289,510 | \$ 853,404.00 |

| | | |
|---|---------|-----------------|
| Internal Services: | | |
| Executive & Legislative | 530,095 | |
| Finance | 625,980 | |
| Public Works Administration | 594,610 | |
| Personnel Services | 127,939 | |
| Materials & Services | 53,130 | |
| Operating Contingency | 87,513 | \$ 2,019,267.00 |
| State Gas Tax: | | |
| Streets | 848,312 | |
| Capital Outlay | 100,000 | |
| Operating Contingency | 36,424 | |
| Transfers to Other Funds | 376,782 | \$ 1,361,518.00 |
| Street Maintenance & Improvements: | | |
| Streets | 350,000 | |
| Transfers to Other Funds | 21,000 | \$ 371,000.00 |
| Project & Equipment Reserve: | | |
| Police Department | 200,000 | |
| Public Works | 161,426 | |
| Transfers to Other Funds | - 0 - | \$ 361,426.00 |
| Path Program: | | |
| Streets | | \$ 150,000.00 |
| Building Reserve: | | |
| Debt Service | | \$ 92,907.00 |
| Public Transit Grant: | | |
| Materials & Services | | \$ 135,000.00 |
| Weddle Bridge: | | |
| Parks & Facilities | | \$ 2,056.00 |
| Special Events: | | |
| Materials & Services | | \$ 12,498.00 |
| Economic & Community Development: | | |
| Economic Development | | \$ 309,320.00 |
| Community Center Operations: | | |
| Materials & Services | | \$ 30,300.00 |
| Parks & Recreation: | | |
| Parks & Facilities | | \$ 31,500.00 |
| Special Assessments: | | |
| Transfers to Other Funds | | \$ 807.00 |

Reserve Funds

| | | |
|--------------------------------------|--|----------|
| Narcotic Enforcement Reserve: | | |
| Police Department | | \$ - 0 - |

Storm Water System Development (SDC)

Storm Water \$ - 0 -

Capital Project Funds

Water Capital:

Water Operations \$ 985,000.00

Water Depreciation Reserve:

Water Operations \$ 1,664,400.00

Wastewater Capital:

Wastewater Operations \$ 115,000.00

Storm Water Capital:

Storm Water Operations \$ 160,000.00

Wastewater Depreciation Reserve:

Wastewater Operations \$ 11,702,633.00

Storm Water Depreciation Reserve:

Transfer to Other Funds \$ - 0 -

Enterprise Funds

Water Fund:

| | | |
|--------------------------|---------|-----------------|
| Water Treatment | 662,142 | |
| Water Operations | 856,556 | |
| Debt Service | 403,774 | |
| Operating Contingency | 69,672 | |
| Transfers to Other Funds | 519,430 | \$ 2,511,574.00 |

Wastewater Fund:

| | | |
|--------------------------|---------|-----------------|
| Wastewater Treatment | 913,589 | |
| Wastewater Operations | 527,699 | |
| Debt Service | 748,200 | |
| Operating Contingency | 74,117 | |
| Transfers to Other Funds | 796,917 | \$ 3,060,522.00 |

Storm Water Fund:

| | | |
|--------------------------|---------|---------------|
| Storm Water | 37,675 | |
| Transfers to Other Funds | 100,000 | \$ 137,675.00 |

Total Appropriations

\$ 32,053,009.00

PASSED by the Council and approved by the Mayor this 28th day of June, 2022.

Mayor

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - 2022 Oregon Jamboree Special Event Application

Preferred Agenda: June 14, 2022

Submitted By: Angela Clegg, Associate Planner

Reviewed By: Christy Wurster, City Manager Pro Tem
Blair Larsen, Community and Economic Development Director

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

Relevant Code/Policy: SHMC 5.12.10; 5.04.010; 12.12.100; ORS 811.615; 9.20.030; 09.20.030

Towards Council Goal: Goal #4: Economic Strength
Goal #3: Essential Services

Attachments: Oregon Jamboree Packet
Resolution 19 for 2022

Purpose of this RCA:

The Oregon Jamboree has presented a list of requests to the City to conduct the 2022 Oregon Jamboree. The requests are:

1. Complete closure of Sankey Park and Weddle Bridge from 6:00 AM on Monday, 07/25/2022 to 10:00 PM on Monday, 08/01/2022.
2. 18th Avenue from Long Street to Mountain View shall be closed and blocked off to “through traffic” from 7:00 AM on Thursday 7/28/2022 through 9:00 PM on Sunday 7/31/2022 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits. The portion of 18th Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 7/28/2022 to 10:00 PM on Sunday 7/31/2022. In addition, during the above time frame, all areas of 18th Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as “Disabled Parking” only and the Chief of Police is directed to enforce the provisions of ORS 811.615.
3. Approval of OLCC Temporary Sales License Applications.
4. Waiver of SHMC 5.12.010 Transient Merchant License requirements for all Oregon Jamboree vendors.
5. Waiver of water service, equipment and some employee service fees.
6. Granting of Public Address System Permits; One for the Main Stage, another for Sankey Park and a third for Thursday night only on 18th Avenue adjacent to Jamboree Grounds.

7. Permission to use City property, including a portion of Sankey Park, for beer gardens and recommended approval of Liquor License.
8. Permission to use Upper Sankey Park, Northside Park and City Hall for camping.
9. Waiver of Event Fee as established under SHMC 5.04.010 which is \$50 per day.
10. Assistance from the City of Sweet Home Police Department for concert security, safety, and assistance at the bus loading area each night.
11. General assistance from the City of Sweet Home.

Background/Context:

This is the 30th Oregon Jamboree. The Jamboree is anticipating approximately 12,000 patrons. Sankey Park will again be utilized by the event and will host a beer garden, a second stage, a children’s play area and various vendor booths.

The Jamboree is requesting that the park be closed to the public several days in advance. They have asked for park possession four days in advance of the event. A portion of 18th Ave will again be blocked off 24 hours a day during the event to protect concert patrons.

The Police Department will maintain staffing during the event. Officers will be on foot and in vehicles covering not only the Jamboree Grounds but also the nearby surrounding campgrounds. The Jamboree will continue to augment police staffing using DPSST certified private security personnel to deal with unruly patrons.

The Oregon Jamboree also has 43 camp areas of varying sizes throughout the City and surrounding area. There are roughly 2373 camp sites that are rented out throughout the weekend.

The Challenge/Problem:

How does the City of Sweet Home help facilitate an event of this size while minimizing its impact on the entire community?

Stakeholders:

- City of Sweet Home Citizens – The community members are directly affected by the Oregon Jamboree event. The affects range from a significant increase in the size of our community for at least 4 days to potential economic benefits for local business.
- City of Sweet Home Staff – An event of this size and scale stretches our staffing resources to their limits.
- City of Sweet Home City Council – The City Council must balance the economic benefits of the Oregon Jamboree with the increased stress on the community. City Ordinances and past practice dictates that the Council approve specific requests for the event to be safely held.

Issues and Financial Impacts:

This event has a substantial impact on several City agencies. Although extremely unlikely, funds spent in support of this event may impact our ability to provide general services to the City later in the year, should an emergency arise.

Conversely, the event has a powerful and positive impact on the community as a whole and the City’s support of the event is warranted.

During the event, the Police Department increases patrol staffing and requires all officers and dispatchers to work additional shifts which results in overtime costs. The Oregon Jamboree does reimburse the Department for the staffing cost associated with personnel assigned to the interior. Below are costs that City Staff believe are incurred by the City as a result of the Oregon Jamboree. Included with the numbers are the revenues that are received from the

Oregon Jamboree. The revenue includes the reimbursement that the Oregon Jamboree pays for the additional police staffing inside the venue and the Transient Occupancy Taxes received.

| City Property Fee Waiver | Amount | Days | Total |
|---|---------------|--------------|--------------|
| Sankey Park | \$ 100.00 | 8 | \$ 800.00 |
| Northside Park | \$ - | 4 | \$ - |
| Outdoor Event Center | \$ 100.00 | 8 | \$ 800.00 |
| Event Fee | \$ 50.00 | 4 | \$ 200.00 |
| Water Service Fee Waiver | 2021 | 2019 | 2018 |
| Water Consumption Waived | \$ 134.54 | 70.76 | \$ 172.92 |
| Transient Merchant Fee | No Fee | No Fee | No Fee |
| Public Works | 2021 | 2019 | 2018 |
| Personnel Costs | \$ 843.72 | \$ 1,807.00 | \$ 1,807.00 |
| Equipment Costs | \$ 103.75 | \$ 322.00 | \$ 322.00 |
| "Local Traffic" sign waiver fee | \$ 120.00 | \$ 120.00 | \$ 120.00 |
| "Street Closed" sign waiver fee | \$ 160.00 | \$ 160.00 | \$ 160.00 |
| "No Through Traffic" sign waiver fee | \$ 240.00 | \$ 240.00 | \$ 240.00 |
| "No Parking" sign waiver fee | \$ 216.00 | \$ 216.00 | \$ 216.00 |
| Water Jersey Barricade waiver | \$ 96.00 | \$ 96.00 | \$ 96.00 |
| Lighted Barricade waiver fee | \$ 132.00 | \$ 132.00 | \$ 132.00 |
| Street Barricade waiver fee | \$ 264.00 | \$ 264.00 | \$ 264.00 |
| Police | 2021 | 2019 | 2018 |
| Total Personnel Costs | \$ 12,134.00 | \$ 12,460.00 | \$ 11,401.00 |
| Jamboree Reimbursement | \$ 8,114.00 | \$ 9,010.00 | \$ 7,661.00 |
| Personnel Expense | \$ 4,020.00 | \$ 3,450.00 | \$ 3,740.00 |
| Estimated City Costs and Waivers | 2021 | 2019 | 2018 |
| | \$ 8,130.01 | \$ 8,677.76 | \$ 9,069.92 |
| Transient Occupancy Tax | 2021 | 2019 | 2018 |
| Revenue Received | \$ 21,154.32 | \$ 18,070.20 | \$ 8,307.00 |

Elements of a Stable Solution:

A stable solution is for the City of Sweet Home to continue to support the Oregon Jamboree as it has done in the past. The Jamboree has a powerful and positive impact on the community as a whole and the City's support of the event, so far, outweighs the issues and financial impacts.

Options:

1. Approve Application as submitted and adopt Resolution No. 19 for 2022. The Oregon Jamboree has been holding the event at its current location for 29 years. Most requests are a result of past experiences to improve the overall safety and function of the event.
2. Approve a portion of the application or alter the submitted application.
3. Direct staff to re-engage the Oregon Jamboree to modify their application.

Recommendation:

Staff recommends option 1, *Motion to approve the Application adopt Resolution No.19 for 2022.*



Date: April 5, 2022

To: City of Sweet Home
City Council Members
1140 12th Ave
Sweet Home, OR 97386

Applicant: Sweet Home Economic Development Group, Inc.
dba The Oregon Jamboree
401 Main Street, Suite D
Sweet Home, OR 97386

Contact: Robert Shamek

Subject: The 2022 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 30th Annual Oregon Jamboree in Sweet Home on July 28-July 31, 2022. The event will be held at the community field located behind the high school and in Sankey Park. With the support of the City of Sweet Home, Sweet Home School District #55, the Sweet Home Community, and the dedication of over 800 volunteers; the Oregon Jamboree in Sweet Home has become a national entertainment attraction which offers tremendous benefit and unlimited potential for the community of Sweet Home.

List of attached documents:

1. City of Sweet Home Special Event Permit Application
2. Statement regarding OLCC License
3. Letter of Intent regarding Insurance, from Blake Keesecker
4. 2022 Oregon Jamboree Additional Information
 - a. Land Use City Property
 - b. Dates and intentions of use: Sankey Park/Weddle Bridge, Camping, Beer Garden, Street Closures, Street Closure Schedule with Map
 - c. Residential Passes
 - d. Requested Assistance from the Sweet Home Police Department
 - e. Conflict Resolution
 - f. Event Chain of Command
 - g. Admission Policy
 - h. Requested Assistance from Public Works & **Equipment Request**
 - i. Liability Insurance Intent; named additional insured
 - i. Addendum with "2022 Jamboree Additional Insured" Google spreadsheet shared with Angela Clegg
 - j. Requested Assistance from City of Sweet Home
 - k. Sample of Team plans
5. Security Proposal
6. Street Closure Barricade Map
7. Campground Location Map
8. Oregon Jamboree RV & Tent Regulations
9. Vendor Attachment with a shared Google Spreadsheet continuously up to date, shared with Angela Clegg



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 ENDORSEMENT 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: The 30th Annual Oregon Jamboree Date(s) of Event July 28-July 31, 2022
2. Setup Start Time/Date: Monday, 7/25/2022 6:00am Event Start Time: Thursday, 7/28/2022 4:00 pm
3. Event End Time: Monday, 8/1/2022 11:00am Clean Up End Time/Date: Monday 8/1/2022 10:00 pm
4. Sponsoring Organization: Sweet Home Economic Development Gropu, 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)? Sanky Park for festival grounds; Upper Sankey Park, Northside Park and City Hall for Camping
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? 12,000 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: | <u>Robert Shamek</u> | <u>The Oregon Jamboree</u> |
| | PRINT NAME | AUTHORIZED AGENT FOR |
| SIGNATURE OF APPLICANT: | <u></u> | <u>4-5-2022</u> |
| | 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.
 - 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



FACT SHEET

See the attached information document.



Insert Event Overview Map

See the attached event maps



Community and Economic Development Department

Insert Vendor Site Map

See the attached maps



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



Statement of Intent to provide OLCC License

April 11, 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,

As in 2021, our 2022 OLCC License will be submitted by our vendor, Oregon Beverage Services, managed by Carroll Unruh. He will submit the request for the permit to the State of Oregon approximately 6 weeks prior to the event, to allow for processing. He will provide the Oregon Jamboree and the City of Sweet Home a copy of the permit no later than 2 weeks before the event.

Sincerely,

A handwritten signature in black ink, appearing to be "Peggy Curtis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Peggy Curtis



1195 Main Street
PO Box 9
Sweet Home, OR 97386
(541) 367-2141
(541) 367-3904 fax
www.keeseckerinsurance.com

April 11, 2022

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2022 Oregon Jamboree. I, Blake Keesecker, licensed insurance agent, have submitted applications on behalf of SHEDG Inc. for Commercial General Liability Insurance and are in the process of reviewing pricing and coverages.

SHEDG Inc. will be obtaining insurance with a \$1,000,000 per occurrence and \$2,000,000 aggregate limit of liability along with an Umbrella Policy of \$5,000,000

Those who require additional insured status from SHEDG Inc.'s insurance policy will be furnished a certificate of insurance showing additional insured status.

Attached is a sample certificate of insurance of what coverages SHEDG Inc. will obtain.

Regards,

Blake Keesecker
Keesecker Insurance Inc.
PO BOX 9
Sweet Home, OR 97386
541-367-2141
blake@kee-ins.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/11/2022

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: Blake Keesecker PHONE (A/C, No, Ext): (541) 367-2141 FAX (A/C, No): (541) 367-3904 E-MAIL ADDRESS: blake@kee-ins.com | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|-----------------|--|-----------------|--|------------------|--|-------------|--|-------------|--|-------------|--|
| INSURED | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : TBA</td> <td></td> </tr> <tr> <td>INSURER B : TBA</td> <td></td> </tr> <tr> <td>INSURER C : Saif</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : TBA | | INSURER B : TBA | | INSURER C : Saif | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : TBA | | | | | | | | | | | | | | | |
| INSURER B : TBA | | | | | | | | | | | | | | | |
| INSURER C : Saif | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| Sweet Home Economic Development Group, Inc. 401 Main Street Ste D Sweet Home, OR 97386 | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** CL2141206138 **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 | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | | | | | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ | | | | | | | | | | | | |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ | | | | | | | | | | | | |
| B | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | Y | | | | | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ | | | | | | | | | | | | |
| C | 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 | | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: center;">PER STATUTE</td> <td style="width: 50%;"></td> <td style="text-align: center;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td style="text-align: center;">\$</td> <td>E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: center;">\$</td> <td></td> <td style="text-align: center;">\$</td> </tr> </table> | | PER STATUTE | | OTHER | E.L. EACH ACCIDENT | \$ | E.L. DISEASE - EA EMPLOYEE | \$ | E.L. DISEASE - POLICY LIMIT | \$ | | \$ |
| | PER STATUTE | | OTHER | | | | | | | | | | | | | | | | |
| 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 afforded coverage as an Additional Insured but only with respects to claims arising out of the negligence of the named insured."

Oregon Jamboree July 28th - July 31st, 2022.

CERTIFICATE HOLDER

CANCELLATION

City of Sweet Home
 3225 Main Street
 Sweet Home OR 97386

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



2022 Oregon Jamboree Additional Information

Land Use Proposal City Property

This written application is submitted as a proposed plan for permission to use Sankey Park and additional properties owned by the City of Sweet Home as described below.

The Oregon Jamboree will take full responsibility to repair/replace any damages incurred to the City of Sweet Home properties while under the permitted use by the Oregon Jamboree; with exception of uncontrollable events produced by natural forces (*Force Majeure Event*).

Usage will be for concert production and campsites per the date and time schedule indicated below.

Dates and Intentions of Use

Monday, July 25, 2022, 6:00 AM through Monday, August 1, 2022 10:00 PM

Sankey Park and Weddle Bridge Use

We propose to close Sankey Park/Weddle bridge to the public from 6:00 AM of Monday July 25, 2022, through Monday, August 1, 2022 to provide maximum-security and eliminate potential safety hazards. Lower Sankey Park will be used for a children's activity area, patron attractions, beer gardens, a seating area, a second stage, and vendor and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 25, 2022 through 10:00 PM on August 1, 2022, Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

Camping

We propose to use Upper Sankey Park and the City Hall location for RV/tent campsites and Northside Park for tent-only campsites. The sites will be sold for \$140-\$180 each for the entire weekend. Northside Park is exclusively used for volunteer camping and sites are sold for \$20 each. All camp sites will have a pass allowing them to go in and out with their vehicle only; RV's will remain parked for the duration of the festival, with the exception of emergency situations. Attached, *Oregon Jamboree RV & Tent Camping Rules and Regulations*. Additionally, camp site maps can be found at oregonjamboree.com.

Historically, the Oregon Jamboree pays an occupancy tax to the City of Sweet Home based on camping sites sold within the city limits.

Beer Garden and Serving Areas

We propose to use city owned property to the south and the west of the concert site and a portion of the Sankey Park area for Beer Gardens (see attached map). The beer gardens will be managed by Oregon Beverage Services. Oregon Beverage Services personnel will ensure that beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.



Street Closures

The Oregon Jamboree requests permission to close 18th Avenue from Long Street to Mountain View and 14th Avenue from Kalmia Street to Grape Street in order to establish a safety corridor. Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the utmost safety for patrons and residents.

Street Closure Schedule (Map Attached)

Thursday July 28, 2022 through Sunday July 31, 2022.

18th Avenue from Long Street to Mountain View shall be closed and blocked of to “through traffic” from 7:00 AM on Thursday 7/28/2022 through 9:00 PM on Sunday 7/31/2022 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits.

The portion of 18th Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 7/28/2022 to 10:00 PM on Sunday 7/31/2022. In addition, during the above time frame, all areas of 18th Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as “Disabled Parking” only and the Chief of Police is directed to enforce the provisions of ORS 811.615.

Residential Passes

All residents of 18th Avenue and Kalmia Street will receive passes allowing them to proceed to and from their homes. In order to establish a safety corridor, this will also include “No Parking” along 18th Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18th Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated “Disabled Parking” only; 18th Avenue between Grape Street and the bus barn will be designated “No Parking.” Residents will be sent (4) resident parking passes by first class mail with tracking information.

It should be noted that, due to the roadblock on 18th Avenue at the concert entry, residents of Grape Street and 18th Avenue, south of the bus barn, will need to access their homes via Ames Creek Road.

We are requesting these closures to maximize pedestrian safety, reduce traffic congestion and to encourage the use of student sponsored parking lots.

Requested Assistance from the Sweet Home Police Department

We are requesting adequate manpower from the Sweet Home Police Department to assist with concert security and safety based on our projection of between 10,000-12,000 patrons per day. In addition, we request the assistance of a police officer at the bus loading area each night. This manpower will be based on a financial proposal/contracted bid provided by the Chief of Police.



Conflict Resolution

As in the past, our plan for conflict resolution will be as follows:

- Anyone causing problems will be asked to leave the premises.
- A complaint will be made to the Police Department and the person(s) will be subject to arrest for trespassing or disorderly conduct.
- The Chief of Police has the final say in every matter. We ask to be informed of all emergencies and outcomes so that we can act in the appropriate way for conflict resolution.

Event Chain of Command

Every attempt will be made to begin at the top of the chain of command and only work down the chain based on availability:

1. Police Chief
2. Fire Chief
3. Festival Director
4. Staff/Management Team
5. Production Manager
6. Paid Security
7. Volunteer Supervisors

Admission Policy

RFID enabled wristbands will be scanned at the gate for admission. We have an open gate policy with a search at the gate conducted by paid security and volunteer personnel. No alcohol, food, beverages or weapons will be allowed to enter the festival gates. Re-entry is allowed.

Requested Assistance from Public Works & Equipment Request

We will supply street passes and wristbands for easy access in an emergency. We also request the use of the following equipment:

- “Local Traffic Only” Signs 3
- “Street Closed Ahead” Signs 4
- “No Through Traffic” Signs 6
- “No Parking” Signs 18
- Water Jersey Barricades 8
- Lighted Barricades 11
- Street Barricades 22
- Install sign pole receptacles on east and west side of 19th Avenue for temporary “No Parking” signs.



Liability Insurance

The Oregon Jamboree will provide proof of liability insurance policy purchased by the Oregon Jamboree with a list of parties that will be named as additional insured entities (this is not an all-inclusive list), no later than July 15, 2022. The final all-inclusive list will be shared with Angela Clegg.

- City of Sweet Home
- Comcast
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Campground Owners
- Vendors

Requested Assistance from the City of Sweet Home

Deliver barricades and requested signs to Sankey Park on set up day (Thursday, July 28, 2022) and pick them up on Monday, August 1, 2022. The Security Director and Public Works Maintenance Superintendent will coordinate the deliver and set up of the barricades and signs on 14th Avenue and 18th Avenue.

We thank you, in advance, for your help in making the Oregon Jamboree a reality in Sweet Home. Local merchants, school, civic clubs and other groups are benefitting greatly from the tourism dollars generated by the concert patrons. –Oregon Jamboree Staff



Sample Team Plans

The following attached proposals are a sampling of individual team plans that will impact the overall flow and safety of the Oregon Jamboree:

1. Clean UP/Sanitation Proposal
2. Concessions Proposal
3. Safety Proposal

1. Clean Up/Sanitation Team Plan

Sunshine Industries will contract with the Oregon Jamboree for clean-up and sanitation services before and after the festival.

The Clean-Up and Sanitation volunteer team plans to keep the concert site and surrounding areas in as near spotless condition as possible. We will accomplish this goal by having continuous trash patrol before and during each concert. Because of the possibility of injury or contamination, we will only allow trash to be picked up when the state lights are on, if it is after dark.

Rubber gloves and “grapplers” will be provided for handling trash. Proper sized garbage bags will be readily available to replace full bags as needed. Full bags will be put into dumpsters strategically placed through the concert area; dumpsters will be emptied daily by Sweet home Sanitation. Concessionaires will be asked to separate cardboard and glass for recycling.

Porta-potties will be provided at a minimum of 35 (plus two handicap accessible) per 5,000 people in attendance. This will be determined by ticket sales. Hand washing sinks will also be provided near the port-potties.

Areas to be cleaned (including port-potty distribution) include concert grounds, RV and tent campgrounds and 14th Avenue, 18th Avenue and Sankey Park.

Additional COVID-19 considerations are addressed in the attached COVID-19 Safety Plan.

2. Concessions Team Plan

We have planned for a maximum of 20 food booths, three drink booths and 15 merchandise booths.

Our plans are laid out and understood by the concessionaires, regarding location of the electrical and water outlets. Water lines will be laid to within a few feet of each booth from the main water spigots already in place. Power will be supplied from the existing power stations set up. Defined menus and workable plans to serve large groups of people will be established.

Vendor team schedule is as follows: *

- Thursday, July 28, 2022—Set up 10:00 AM—6:00 PM
- Friday, July 29, 2022—Health inspections begin 11:30 AM
- Friday, July 29, 2022—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, July 30, 2022—Vendor booths open 11:00 AM-11:45 PM
- Sunday, July 31, 2022—Vendor Booths open 11:00 AM- 9:00 PM

*all days and times are subject to change without notice.

3. Safety Team Plan

The team goal is to maintain a safe environment for participants, volunteers and the public while maintaining compliance with all state, county and city regulations.

The Safety Team gives the following items utmost priority:



- Provide coordination for safe ingress/egress from concert sites, RV campsites, City Public Works Department and Security and Sign Committee Chairpersons.
- Provide oversight of concert participants to ensure compliance with all County Health Department regulations.
- Assist the fire marshal with the electrical needs for concessions, RV parks and all other necessary inspections.
- Provide concert patrons adequate water supply
- Provide assessable First Aid Station

4. Staff Team Plan

Provide a supervisor and approximately six volunteers with the following qualifications:

- Ability to make logical decisions
- Calm action under stressful or emergency situations
- Tact and diplomacy
- Basic hospitality

Provide the following equipment for staff use:

- Emergency generators with lights (two)
- Radios
- Flashlights
- Barrier Gloves (latex and/or rubber)

2022 Oregon Jamboree Safety & Security Proposal

Safety & Security Purpose:

To provide a secure, safe and enjoyable environment for all concert patrons, performers, volunteers and the community.

Safety & Security Plan:

The 2022 Oregon Jamboree will be held on July 28th – 31st, 2022.

The festival site will be located between 18th Avenue and 14th Avenue and encompass both Sweet Home School District property and City of Sweet Home property.

The event site will be secured through a fenced perimeter. Event entry requires a ticket, wristband or credential and all patrons must pass through a security screening that includes bag searches along with metal detector screening.

Capacity at the 2022 event will be approximately 16,000 individuals.

Capacity number includes all spectators, volunteers, vendors and staff.

In addition to the primary concert site, there will be approximately 15 camp sites throughout the City of Sweet Home.

We will be utilizing crowd management volunteers, guest services volunteers, private security personnel, Sweet Home Police Department personnel, Sweet Home Ambulance and Fire District personnel and if available, soldiers from the Oregon National Guard.

The primary responsibility for the Oregon Jamboree Festival security will consist of volunteer Crowd Management personnel as well as paid Security personnel.

A determination of the number of law enforcement and medical personnel required will be at the discretion of the Chief of Police and Fire Chief as they will be responsible for all emergency responses and criminal matters.

A safety tent manned by crowd management volunteers will be on site and visible to concert patrons. A police/fire command trailer and 2 first aid tents will also be on the concert grounds and visible to the patrons.

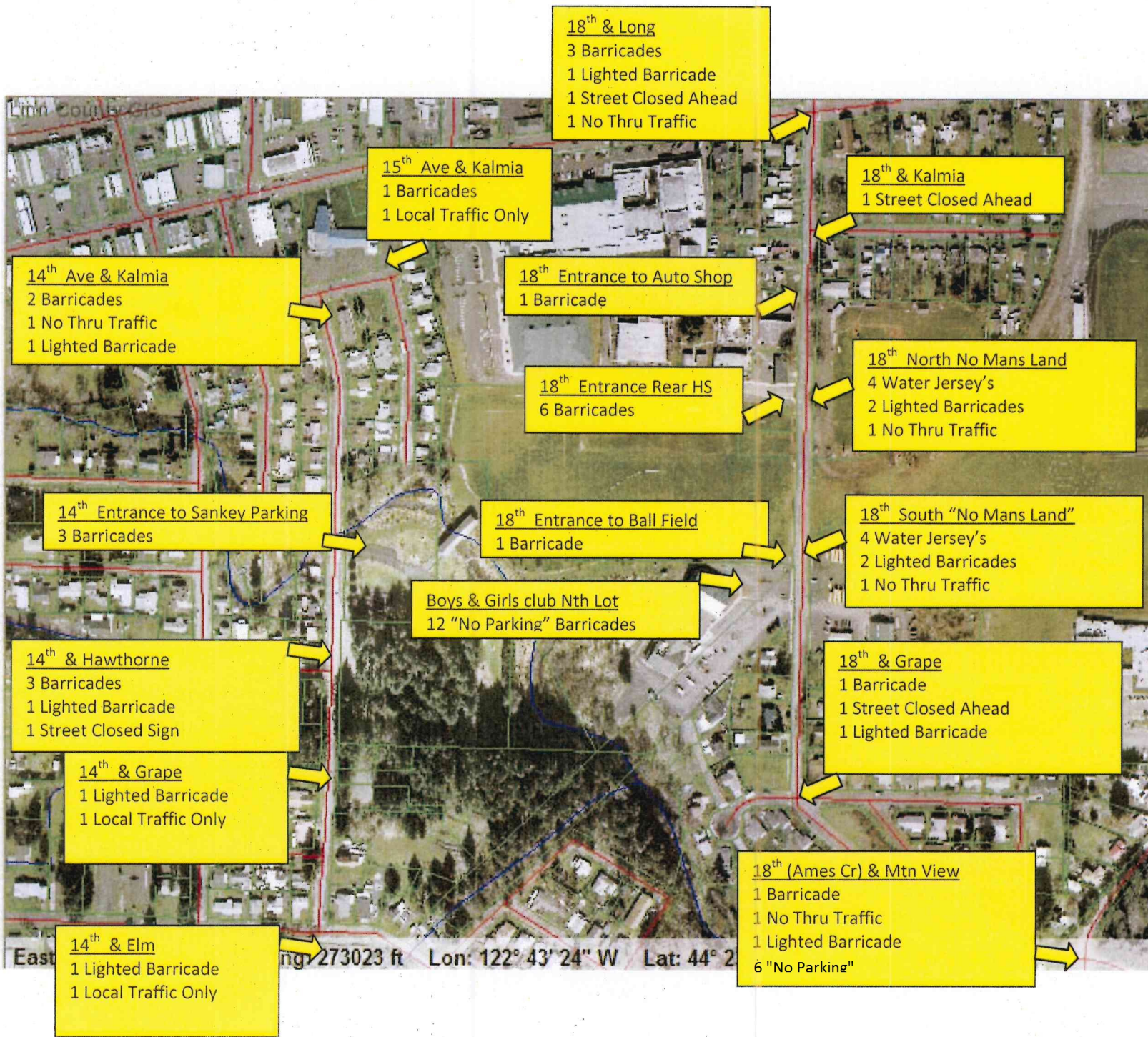
Staff:

1. Approximately 60 crowd management volunteers will patrol the concert grounds at various key locations working a minimum of two 8-hour shifts.
 - a) Reserved and General seating access and aisle ways.
 - b) Autograph lines.
 - c) All aisle ways within the grounds, maintaining open hazard free walkways and fire lanes.
 - d) Gates including front gate, volunteer access gate, vendor gate and backstage gates.
 - e) Sankey Park and Weddle Bridge
 - f) Other areas within the concert grounds as needed.
2. Paid Security to patrol the concert grounds and camping areas at various key locations. We will be utilizing a minimum of 40 paid security guards during peak hours and 15 during non peak hours.
 - a) Front gate wanders.
 - b) Front gate bag searchers.
 - c) Vendor gate
 - d) Weddle Bridge
 - e) Accounting areas
 - f) Will Call
 - g) Campground Security
 - h) Shuttle staging area

3. 40-60 Guest Services Volunteers at various key locations working a minimum of two 8-hour shifts.
 - a) Front gate directing patrons.
 - b) General seating chair placement.
 - c) Reserved seating ushering.

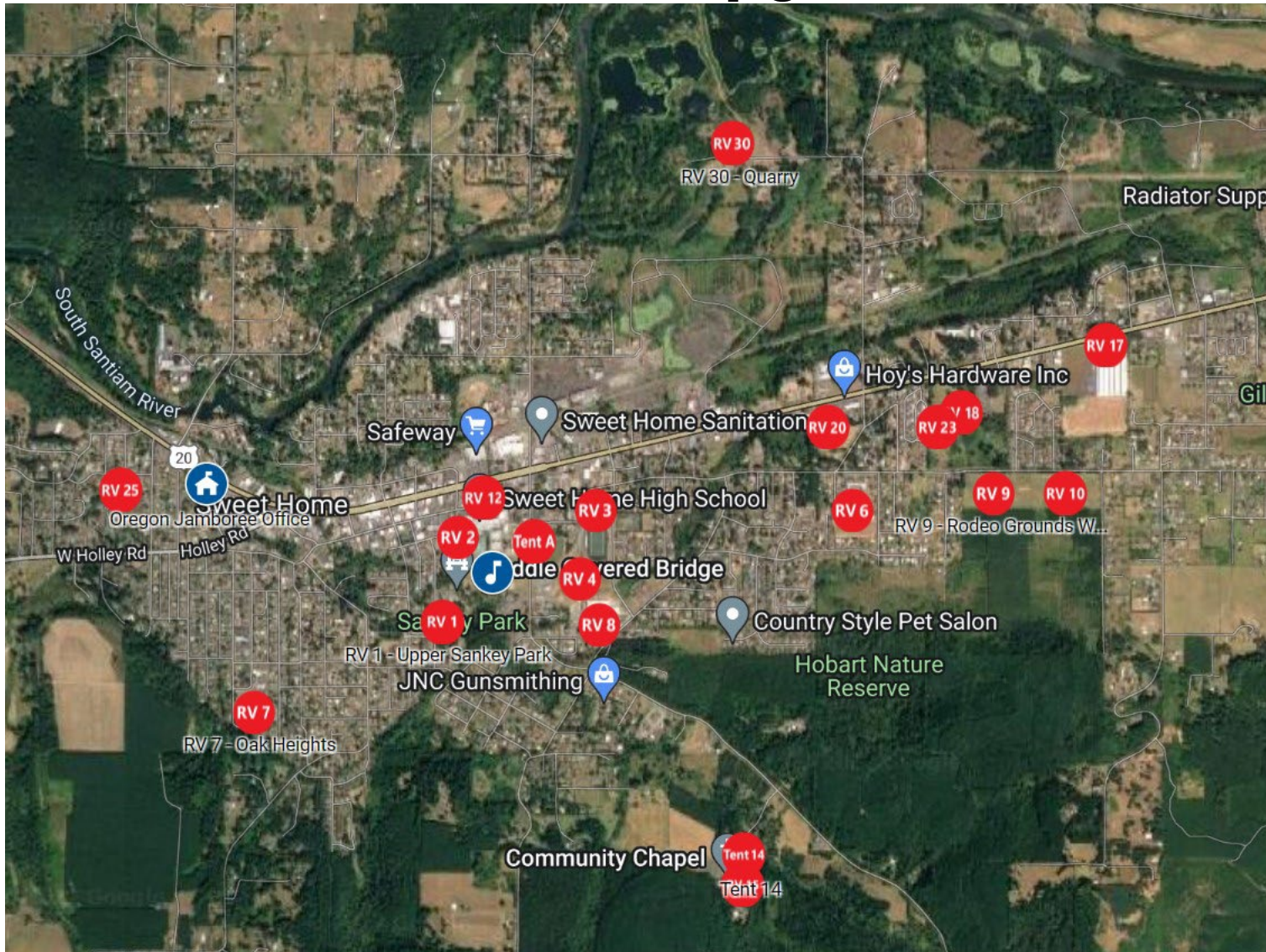
4. 32 National Guard Soldiers or Paid Security manning the traffic barricades.
A minimum of 16 soldiers per day.
 - a) 18th & Long
 - b) 18th & Kalmia
 - c) 18th & Grape
 - d) 14th & Kalmia
 - e) 14th & Hawthorne

Prepared By: Penny Leland, Security Director
Approved By:



OREGON JAMBOREE music festival

2022 Campground Locations



- ★ **AMENITIES:** Water (when possible), portable toilets, recycling, and sanitation services are provided at each campground. There are **NO HOOK-UPS** available at any of the campgrounds.
- ★ **CAMP HOSTS:** Each campground has volunteer Camp Hosts. They are available to check you in, help locate your site if needed, and to answer questions. Please be courteous and cooperate fully with your Jamboree Camp Hosts. They are there to help make your stay pleasant & safe and have the authority to evict persons violating Jamboree rules.
- ★ **CHECK-IN TIME:** begins Thursday before concert after 2:00 pm. Please do not arrive before 2:00 pm. Once you are parked in the camp site, you will not be allowed to move RVs or tents.
- ★ **CHECK-OUT TIME:** no later than Monday after concert at 10 am. Please leave your site as clean or cleaner than when you arrived. We appreciate it!
- ★ **FIRES:** Absolutely **NO FIRE WORKS, CAMP FIRES, OPEN FLAME FIRES, OR OPEN FLAME CANDLES** will be allowed. This includes charcoal or pellet grills, and other open flame devices. Propane stoves, fire pits, grills & barbecues with shut-off valves are allowed. Traegers are not allowed. When in grass areas, please be cautious when smoking. **ANY UNATTENDED BURNING DEVICE WILL BE TURNED OFF. IF FOUND A SECOND TIME, IT WILL BE DIS-ALLOWED.** Festival Management reserves the right to prohibit use of open flame devices when left unattended.
- ★ **PASSES:** Your camp host will exchange your ticket for a camping pass. Camping passes **must be visible at all times** while in the campground & for re-entry to the campground. The campsite fee includes your RV or tent & your transportation vehicle. You are allowed one (1) extra vehicle pass per site. Additional vehicle passes are \$25 for the weekend and are sold by the camp host on a space available basis. No extra vehicles are permitted in Camp A. If you have more than one site, the per-site count of RV's and vehicles cannot exceed the total number for your sites, but can be located anywhere in your sites. All RVs, tents, vehicles, and property must be kept within your site boundaries. Multiple sites can be laid out to your choosing as long as all equipment is within your sites' boundaries. A camping ticket must be presented for each site in use. All roads in campgrounds are classified as fire-access roads and cannot be blocked. **Vehicles or any other property blocking the fire roads will be removed at the owner's expense.**
- ★ **PATRONS** who behave in a way that could be considered obscene, indecent, lewd, racially offensive, suggestive, harassing, threatening, objectionable, or unlawful shall be subject to loss of band(s), removal from all festival properties, & punishable to the full extent of the law.
- ★ **PETS:** We discourage you from bringing pets along, as most of your time will be spent inside the concert grounds, not in camp. **NO PETS** will be allowed into the festival site.
- ★ **PROTECT YOUR BELONGINGS** and lock-up all valuables including coolers, bikes and generators when leaving them unattended and overnight. The Oregon Jamboree, City of Sweet Home and Sweet Home School District are not responsible for lost, stolen, or damaged personal property of any kind.
- ★ **QUIET TIME:** Please be considerate of your neighbors and observe the established quiet time: Thursday & Sunday: 10:00 pm to 7:00 am.; Friday & Saturday: midnight to 7:00 am. Generator use is allowed outside of quiet time hours only if it does not disturb or asphyxiate the other campers. Festival management reserves the right to prohibit use of any generator at any time.
- ★ **RV versus TENT:** "RV camping" is considered anything with wheels (fifth-wheels, motor homes, camper-vans, travel-trailers, truck campers, tent-trailers). "TENT-only camping" is restricted to tents (no tent-trailers).
- ★ **SHOWERS** will be available at the High School Gym, Football Field, the Jr. High, the Boys & Girls Club, the Community Chapel (RV16), RV-9 Rodeo Grounds, & RV18 Ranger Station for a minimal fee. Exact times & locations will be posted at each campground & at the entrance to the Will Call building.
- ★ **SHUTTLE** Service is provided for Camps 6, 7, 9, 10, 14, 15, 16, 17, 18, 20, 25, and 30. ALL RV sites are on a 20- to 30-minute schedule on concert days. A schedule will be posted at each campground and at the entrance to the Will Call building.
- ★ **TENT CAMP A CAMPERS** will not be allowed to park on the grass by your tents. No extra vehicles are permitted. Designated parking for Camp A is along 18th Avenue next to the camp. Reserved parking is not available or permitted. The campsites are an easy walk from the parking area. No swimming pools are allowed on the grass.

Vendors invited to the 2022 Oregon Jamboree

| | | | | | | |
|-------|--------------------|------------|-------------|--|------------------|----------------|
| Food | Sports Booth | Kyle | Sullens | pop and water | kyledsullens@gn | 5415705711 |
| Food | Bates Steak House | Sandra | Bates | Tri-Tip Sandwiches, Pulled Pork Sandwiches, Burgers, Fries, Smoked Mac and Cheese | sandra@batesste | 541-510-9934 |
| Food | Bend Pizza Cart | Bethany | Brady | Pizza | bendpizzacart@g | 5416104655 |
| Food | Cowgirl Cookn | Marissa | Lopez | TexMex, Nachos, Burritos, Shakes, Keto Bowls, | cowgirlcookn@g | 503-260-2313 |
| Food | G4 Kettle Corn | Don | Gorbett | Kettle, Caramel, Cheddar corn, fruit smoothies, frozen lemonade | kettlekrn@yaho | 5033487506 |
| Food | Lick-A-Scoop | Darren | Perry | ICE Cream | darrenperry74@ | 541.367.4426 |
| Food | Island Noodles | Kai | Lake | Hawaiian Style Yakisoba Noodles with Teriyaki Chicken | kainoa.lake@isla | 4062708210 |
| Food | King Concessions | Dion | Ray | Rice Bowls, Wraps, Drinks | kingconcessions | 541 855 1123 |
| Food | Monster I & II | Joyce | Wright | Corndogs, Curly Fries, Elephant Ears | crackerjack9730 | 9716006720 |
| Food | Monster I & II | Joyce | Wright | Burgers, Sourdough Melt, Philly Steak, Onion Rings, Chicken Strips, grilled cheese | crackerjack9730 | 9716006721 |
| Food | Paradise Shaved | David/Jean | Cogan | 24 Flavors of Shaved Ice | kettlekrn@yaho | 5415214862 |
| Food | Cactus Jacks/Pas | Mary | George | chicken fajita, curly fries, nachos, super nacho, fajita nacho, elephant ears, lemon | keokeinc@gmail. | 5417604804 |
| Food | Surfs Up Express | Becky | Pool | Gyros, cookies, coffee, iced tea, Italian sodas, chai teas, milk shakes, lemonade | surfsupexpresso | 541-990-8652 |
| Food | Tippaleipa | Cathy | Fountain | Funnel Cakes, Sliced Caramel, Biscuits and Gravy, deep fried hot dogs | cathysofc@gmai | 5412282273 |
| Food | Thai Express | Zachary | Draper | Paid Thai, Thai fried rice, Orange Chicken, Curry, Stir Fry | zacharydraper1 | 912-432-1769 |
| Food | The Wurst Food | Alexander | Rice | | thewurstfoodcar | 5417313164 |
| Food | We're the Wurst | Matthew | Fidler | Delicious sausages and pomme fries. | fid@werethewur | 5416339800 |
| Food | Kona Ice | Nelson | Adams | Local Self Serve Shaved Ice Company | nadams@kona-ic | 503-881-5002 |
| Food | Northwest Mobil | Norene | Collins | Sandwiches: New York Style Cheese Steak, Chicken Cheese Steak, Roasted Por | mbpllc@icloud.c | 541-232-0022 |
| Merch | Ina's Creations | Ina | Lee | | revilee@gmail.c | 5414010545 |
| Merch | Ina's Creations | Ina | Lee | | revilee@gmail.c | 5414010546 |
| Merch | Wandas Woodwo | Wanda | Wilson | | wlwglw@gmail.c | 1(541)401-0673 |
| Merch | JP Jewelry | Jesse | Pettigrew | | jjjewelry87@yaf | 15415146592 |
| Merch | Bullets into Jewe | Heidi | Lusk | | heidi.lusk@aol.c | 541-9138314 |
| Merch | Lani's Lotions | Kyle | Christensen | | lanislotion@gma | 5418011649 |
| Merch | Nomad Leather | Damon | Vracin | | Nomadleather@ | 8582320480 |
| Merch | The Butterfly Effe | Vanessa | Gibson | | betiedyed@gma | 541-408-3616 |
| Merch | One Stop Sticker | Layla | Bushey | | theonestopsticke | (520) 288-5368 |
| Merch | Poppy Layne | Natalie | Brown | | nataliebrown18 | 541-671-1245 |
| Merch | Kreations by Kurt | Kurt | Kuczynski | | kreationsbykurt | 971-388-6685 |
| Merch | Beth Harvey Fall | Elizabeth | Harvey | | bharvey0118@g | 541-517-1690 |
| Merch | Manner Ohana: I | Natalie | Manner | | mannerohana8 | 6502701442 |
| Merch | That Oregon Life | Tyler | Willford | | tyler@thatorego | 541-513-1436 |
| Merch | Balloons Vincent | Vincent | Sansone | | vincemagic1313 | 541.525-2048 |
| Merch | Fan Daddies | Greg | Brown | | greg@fandaddie | 626-780-8943 |
| Merch | Twisted Willow B | Gretchen | Speicher | | twistedwillownw | 5412229055 |
| Merch | Distinguished Fir | Wendy | Jones | | distinguishedfir | 5412819727 |
| Merch | Airbrush Ink | David | Langue | | c54dlangue@gm | 2086612557 |
| Merch | Buddy Bar | Jeffrey | Anderson | | thebuddybarcha | 5033026592 |
| Merch | Cowboy Corral | Kathy | Sturm | | cowboycorral@h | 541-659-7310 |



Sweet Home Police Department

1950 Main Street, Sweet Home OR 97386

541-367-5181 shpd@sweethomeor.gov

APPLICATION- PUBLIC ADDRESS SYSTEM

Date of Application: 4/28/2022

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: 1641 Long St, Sweet Home, OR 97386/Sankey Park/18th Ave

Nature of Business/ Event: Oregon Jamboree Music Festival

Date(s) and Time(s) of Message: 7/28/2022, Thursday, 4:00pm to 11:00 pm , 7/29/2022, Friday 2:00pm to 11:00pm

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: Music Concerts on 3 different stages. A small stage is on 18th Ave on 7/28.

The Primary Stage is on the fields behind the High School, Fri-Sun.

The 2nd large stage is locacated in Sankey park, Fri-Sun.

Will PA broadcast sound travel beyond 1,000 feet? Yes. (If yes application must be processed and submitted to City Council for approval)

Table with 4 columns: Application Review, Signature, Date, Decision (Approve, Approve with Conditions, Deny). Rows include Police Chief, City Council, and SHPD Case #.



Sweet Home Police Department

City of Sweet Home
1950 Main Street
Sweet Home, OR 97386
541-367-5181
Fax 541-367-5235
www.ci.sweet-home.or.us
shpd@ci.sweet-home.or.us

April 26th, 2022

TO: Angela Clegg
FROM: Chief Jeff Lynn
SUBJECT: 2022 Oregon Jamboree

I have reviewed the 2022 Oregon Jamboree Special Event Application and have no significant concerns over it. I believe that we can assist in putting on a safe, secure, and fun event for the Community.

Just as with last year, clarification regarding the "Event Chain of Command" as listed page 12 of the Special Event Application is needed. Below is a brief depiction of how Emergency Services will operate.

Command and Control

The incident command structure of the 2022 Oregon Jamboree will be managed in one of two modes: 1) event management or 2) incident management. Each mode comes with its own roles and responsibilities.

In Event Management Mode the Oregon Jamboree Director will be located at the event site to coordinate the planning of the operational aspects of the event. The Sweet Home Police Department's on-site Officer-In-Charge (OIC) will assist with the planning of safety related issues. A full Incident Management Team may be staffed up in Incident Mode.

In Incident Mode, unified command between the Sweet Home Police Department, the Sweet Home Fire and Ambulance District, the Oregon Jamboree, and the City of Sweet Home will be implemented to jointly determine incident public safety objectives, strategies, tactics, plans, and priorities and work together to execute integrated operation and incident action plans and maximize the use of resources.

When an incident or emergency has occurred that strains assigned public safety resources at the Event and more resources are needed to stabilize the incident, then Police Command, Fire Command and Oregon Jamboree Director must contact one another to quickly assess the situation. This meeting should determine the level of response to the incident.

The Dates and Intentions of Use for City owned property and road closures are consistent with past proposals and have functioned appropriately. All of the listed road closures are easy to implement, they do however, impact local property owners in the vicinity of the Oregon Jamboree Grounds. The park will be utilized to the same extent as years prior to the pandemic.

Below is an estimate of the overall personnel costs of the Police Department associated with the Oregon Jamboree. The anticipated reduced amounts correlate with the smaller nature of the festival.

| POLICE | 2022 Anticipated | 2021 | 2019 | 2018 | 2017 |
|------------------------|-------------------------|--------------|--------------|--------------|-------------|
| Total Personnel Cost | \$ 12,134.00 | \$ 12,134.00 | \$ 12,460.00 | \$ 11,401.00 | \$ 8,584.00 |
| Jamboree Reimbursement | \$ 8,114.00 | \$ 8,114.00 | \$ 9,010.00 | \$ 7,661.00 | \$ 6,285.00 |
| Personnel Expense | \$ 4,020.00 | \$ 4,020.00 | \$ 3,450.00 | \$ 3,740.00 | \$ 2,298.00 |

I have yet to receive an OLCC Liquor License Application from the Oregon Beverage Service. They will be the entity that is obtaining the licensing and operating the beer gardens and hospitality areas. I am familiar with the level of service that they have provided in the past and would have not concerns about their ability to serve alcohol in a responsible manner.

Also, I have attached a Public Address System Application. One will need to be submitted by the Oregon Jamboree for each of the four days that they are planning on having amplified music.

As always, when and if you have questions, please let me know.

RESOLUTION NO. 19 FOR 2022

A RESOLUTION CONCERNING THE OREGON JAMBOREE, PARK CLOSURES, STREET CLOSURES AND RESTRICTIONS.

WHEREAS, on July 29th, July 30th, and July 31st, 2022, the Oregon Jamboree will hold a concert requiring street and park closures; and

WHEREAS, traffic patterns and parking issues need to be addressed to accommodate the events; and

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

WHEREAS, Sweet Home Municipal Code 12.12.010 and Sweet Home Charter Section 2 provide that the City Manager can limit park use.

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

Traffic and park regulations shall be kept in effect as follows:

- A. From 7:00 AM on Thursday, July 28, 2022, through 9:00 PM on Sunday, July 31, 2022, 18th Avenue from Long Street to Mountain View shall be closed and blocked off to through vehicular traffic at the direction of the Chief of Police or his designated representative; provided, residents living within the blocked off area, with no alternate routes, will be allowed ingress and egress.
- B. From 11:00 AM on Thursday, July 28, 2022, through 10:00 PM on Sunday, July 31, 2022, the portion of 18th Avenue immediately adjacent to the concert grounds and serving no residential properties, shall be completely blocked off to all vehicular traffic at the direction of the Chief of Police.
- C. From 11:00 AM on Thursday, July 28, 2022, through 10:00 PM on Sunday, July 31, 2022, all areas of 18th Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as "Disabled Parking Only" and the Chief of Police is directed to enforce the provisions of ORS 811.615.
- D. From 6:00 AM Monday, July 25, 2022, through 10:00 PM on Monday, August 1, 2022, Sankey Park and Weddle Bridge shall be closed to all persons except those authorized by the Oregon Jamboree or the Parks Director and signage and fencing shall be in place to affect the safe closure;
- E. From 2:00 PM on Thursday, July 28, 2022, through 10:00 AM on Monday, August 1, 2022, Upper Sankey Park and City Hall shall be available and utilized for RV and tent camp sites and Northside Park shall be available and utilized for tent sites for the Oregon Jamboree event.
- F. From 4:00 PM on Thursday, July 28, 2022, through 10:00 PM on Sunday, July 31, 2022, SHMC 12.12.100 shall be waived for Sankey Park only. SHMC 12.12.100 limits the sale, consumption, or possession of alcoholic beverages

in parks.

- G. From 4:00 PM on Thursday, July 28, 2022, through 10:00 PM on Sunday, July 31, 2021, SHMC 9.20.030, Consumption or Possession of Alcoholic Beverages in Public Places, shall be waived for the area of 18th Avenue immediately adjacent to the concert grounds.
- H. Appropriate and authorized fencing, signs, barricades, or other markings which shall be installed by the Oregon Jamboree, at their own cost, to carry out the provisions of this resolution, and they shall become effective upon their installation pursuant to this resolution.

PASSED by the Council and approved by the Mayor this 14th day of June, 2022.

Mayor

ATTEST:

City Manager Pro Tem - Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: WWTP Contractors Pre-Qualification

Preferred Agenda: June 14, 2022

Submitted By: Trish Rice, Engineering Tech 2
Greg Springman, PWD

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: 1.1 Develop specific steps for implementation of the adopted infrastructure master plans.

Attachments: Request for Statement of Pre-Qualification

Purpose of this RCA:

Staff is requesting Council authorization to advertise the Request for Statement of Pre-Qualification from contractors interested in bidding the WWTP construction project.

Background/Context:

West Yost has recommended conducting pre-qualification of interested general contractors and electrical subcontractors for the WWTP construction project in alignment with industry best practices, due to the magnitude of the project and the type of work involved. It is in the City's best interest to accept bids only from contractors with demonstrated success on similar projects. Large projects present different issues than small projects. Pre-qualifying contractors to be eligible to bid will reduce the City's risk exposure for avoidable issues during construction and improve our ability to successfully deliver the project on time and within budget.

The attached Request for Statement of Pre-Qualifications (SOPQ) states minimum qualifications and quantitative scoring criteria that interested contractors will be required to meet in order to be eligible to bid on this project. Criteria includes qualifications of key staff, demonstrated history of project success on similar projects, the ability to provide required insurances, regulatory compliance history, and good references from previous municipal clients.

SOPQ packages will be due July 28, 2022. Scoring determinations will be conducted by a team of City and West Yost staff. The resulting list of qualified contractors will be used for all phases of WWTP construction and will be published on Aug 18, 2022, in time to bid Phase 1.

The Challenge/Problem:

To assure that the City receives bids from contractors with the necessary experience and performance history to successfully complete our WWTP construction.

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. This project will greatly improve the operability of the WWTP which is currently undersized and beyond its serviceable lifespan. Staff spends significant time fixing broken down equipment and fighting with system inefficiencies.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- Oregon DEQ. The WWTP upgrade project is required to comply with DEQ regulations.

Issues and Financial Impacts:

There are no financial impacts to conducting contractor pre-qualification. It also reduces the City's risk exposure for costly construction issues and improves our ability to successfully deliver the project on time and within budget.

Elements of a Stable Solution:

Pre-qualify contractors with the necessary qualifications to be able to complete our project.

Options:

1. Move to authorize staff to advertise the Request for Statement of Pre-Qualification.
2. Do nothing. Not recommended.
3. Request more information or give staff other direction.

Recommendation:

Staff recommends Option 1, Move to authorize staff to advertise the Request for Statement of Pre-Qualification.

Request for Statement of Qualifications from Interested General Contractors and Electrical Subcontractors

Sweet Home Mahler WRF Improvements Project

PREPARED FOR

City of Sweet Home



PREPARED BY



Sweet Home Mahler WRF Improvements Project

Prepared for

City of Sweet Home

Project No. 936-50-21-09

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LIST OF ATTACHMENTS

- Attachment A. Insurance and Bonding Requirements
- Attachment B. Drawings
- Attachment C. Evaluation Criteria

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



NOTICE TO GENERAL CONTRACTORS AND ELECTRICAL SUBCONTRACTORS REQUESTING STATEMENTS OF PRE-QUALIFICATIONS

Notice is hereby given that the CITY OF SWEET HOME, OR (“Owner”) has determined that all General Contractors bidding on the City of Sweet Home’s Mahler Water Reclamation Facility (WRF) Improvements Project (“Project”) must be pre-qualified prior to submitting a bid on the Project. It is mandatory that all General Contractors and Electrical Subcontractors who intend to submit a Bid for this project (“Prospective Bidders”), fully complete the Statements of Pre-Qualifications (SOPQ) package, provide all materials requested herein, and be pre-qualified by the Owner to be on the final qualified Bidder’s list. The final list will be stated in the project Bid Documents. The list of pre-qualified General Contractor’s and Electrical Subcontractors shall be used for bidding all project phases.

Statements of Pre-Qualifications. Prospective Bidders interested in submitting bids on the Work must be pre-qualified by submitting a Statement of Pre-Qualifications (SOPQ) package in the form provided by the Owner. The SOPQ package must be delivered to and received by City of Sweet Home on July 27, 2022 no later than 2:00 pm local time at the following address:

Sweet Home Public Works
1400 24th Ave
Sweet Home, OR 97386

The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. SOPQ Packages which are not received by the above specified time and date will not be considered. Faxed or emailed SOPQ Packages will be rejected as non-responsive.

The SOPQ package is specific to the Project and is not a qualification for performing other Owner projects or Owner projects in general. Owner will notify Prospective Bidders within 21 calendar days of the date of receipt of a responsive SOPQ package if the Prospective Bidder meets the Owner pre-qualification standards.

SOPQ Format. Proposers shall provide two (2) hard copies and one (1) digital copy in .PDF format on a USB storage drive of the proposal in a sealed envelope clearly marked: “Confidential: City of Sweet Home Mahler Water Reclamation Facility Improvements Project SOPQ”.

If your proposal contains proprietary information protected under the subsection titled “SOPQ Package Submittal Review” of this RFP, please provide an additional redacted digital copy on the USB storage drive.

Mandatory Pre-Submittal Meeting: Owner will host a mandatory Pre-Submittal Meeting on Tuesday, June 28, 2022 at 10 AM (Pacific Time) at the following location:

Mahler Water Reclamation Facility
1357 Pleasant Valley Rd.
Sweet Home, OR 97386

All General Contractors and Electrical Subcontractors interested in submitting SOPQ packages and bidding any project phase are required to attend the mandatory Pre-Submittal Meeting and be listed on the Attendance List published by the Owner following the mandatory Pre-Submittal Meeting.

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



Proposer Questions: Questions regarding the project should be addressed in writing to the City of Sweet Home’s Public Works Director prior to twelve (12) calendar days of the submittal date for the SOPQ as detailed in the subsequent section of this document titled: “Instructions for Preparation and Submittal of SOPQ Packages – Questions and Answers”.

Description of the Work: The Owner anticipates, subject to change at the Owner’s sole discretion, that the Project shall consist of constructing major improvements to the City of Sweet Home’s Mahler WRF. The project includes, but is not limited to, the following elements:

- **Liquid Stream Upgrades:** influent pump station, recycle drain pump station (RDPS), headworks, primary influent control structure (PICS), primary clarifiers, primary scum and sludge pumping, primary effluent control structure (PECS), existing aeration basin rehabilitation and expansion, third aeration basin, mixed liquor control structure (MLCS), 90’ secondary clarifier with submersible RAS/WAS pump stations (SC90), submersible RAS/WAS pump stations for the existing 60-foot secondary clarifier, tertiary filtration, UV disinfection, utility water upgrades, Parshall flume for effluent flow metering, and associated electrical upgrades appurtenances and buildings.
- **Solids Stream Upgrades:** solids blend tank, solids thickening, solids feed pump station, primary anaerobic digester, digester mixing and heating systems, digested sludge storage tank, digested sludge transfer pump station, solids dewatering, dewatered cake storage and associated appurtenances and buildings.
- **Electrical, Instrumentation and Controls Upgrades:** new electrical service and switchgear, motor control centers (MCCs), standby generator and automatic transfer switch, plant control panel, security and access systems and associated appurtenances and buildings. Some electrical and controls equipment may be provided as Owner-supplied equipment. Owner’s Integrator-of-Record will supply control panels and provide SCADA programming for the project. A new lumber-framed building will house the electrical switchgear, MCCs and control panels as well as new aeration blowers.
- **Plant Control and Maintenance Building:** a pre-engineered metal building (PEMB) with water quality laboratory, staff locker rooms, offices and multi-use areas, IT/OT room, archive storage, mechanical maintenance bay and associated appurtenances.
- **WWTP Outfall:** upsizing the existing outfall and construction of a new river outfall diffuser may be required either as part of the project or a separate phase of construction.

The improvements will be completed in multiple phases, as follows:

Phase 1: Influent pump station, Main Electrical and Blower Building, site demolition, site grading, retaining walls and yard piping. New electrical service and switchgear, new standby generator with automatic transfer switch, temporary standby generator and other associated electrical upgrades.

Phase 2: all other WWTP upgrades

Phase 3: new WWTP outfall (if required)

The Phase 1 60% drawings for the Project are provided with this Request for SOPQ as Attachment B.

Current Engineer’s Opinion of Probable Total Construction Cost (OPCC): \$40 - 50 million.

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



Project Schedule: The anticipated project schedule is summarized below:

| Project Milestone | Anticipated Date |
|--|------------------------|
| Owner Issues Request for SOPQ | June 15, 2022 |
| Mandatory Pre-Submittal Meeting | June 28, 2022 |
| Last Date for Submittal of Questions | July 14, 2022 |
| Deadline to submit SOPQ Packages | 2:00 pm, July 28, 2022 |
| Owner Notifies Prospective Bidder if the Prospective Bidder meets the Owner pre-qualification standards. | August 18, 2022 |
| Owner Advertises WWTP Phase 1 for Bids | TBD |
| Bid Opening | TBD |
| Contract Notice to Proceed | TBD |
| Phase 1 Final Completion | TBD |
| WWTP Phase 2 | TBD |
| WWTP Phase 3 | TBD |

Obtaining SOPQ Packages: Prospective Bidders may obtain one (1) PDF electronic copy via email of the SOPQ package at no cost by contacting:

Brooke Barry
West Yost
5 Centerpointe Drive, Suite 130
Lake Oswego, OR 97035
Ph: 541.591.8405
E-mail: bbarry@westyost.com

Copy to:
Mr. Greg Springman
Public Works Director
Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
Ph: 541.367.6359
E-mail: gspringman@sweethomeor.gov

Please request delivery receipt confirmation for all E-mails sent and provide complete company contact information, including contact person, phone, fax and email with request for the SOPQ Package.

The Owner has determined that General Contractors and Electrical Subcontractors bidding on the Project must possess a valid State of Oregon Construction Contractors Board (CCB) license and possess other qualifications as set forth in this SOPQ.



Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project

The Prospective Bidder shall provide only complete and accurate information in their SOPQ Package. The Prospective Bidder acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. Each SOPQ questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Prospective Bidder on whose behalf that person is signing. If any information provided by a Prospective Bidder becomes inaccurate, the Prospective Bidder must immediately notify the Owner and provide updated accurate information in writing, under penalty of perjury. Should a Prospective Bidder omit or falsify requested information, the Owner may designate the Prospective Bidder as not pre-qualified.

The Owner reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted and to make all final determinations. The Owner reserves the right to cancel this Notice or to reject any and all responses and SOPQ Packages, in its sole discretion.

The Owner shall not be liable for any costs incurred by General Contractors and Electrical Subcontractors in the preparation and submittal of responses to this Request for Qualifications. The Prospective Bidder accepts all risks and cost associated with the completion of the SOPQ Package without any financial guarantee by the Owner.

CITY OF SWEET HOME

Signature

Greg Springman

Printed Name

Public Works Director

Title

Date

*****END OF NOTICE*****

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF SOPQ PACKAGES

Questions and Comments

Any questions, comments or objections to the pre-qualification materials, or explanation desired by a Prospective Bidder regarding the meaning or interpretation of the Pre-Qualification Package and related materials shall be made in writing and delivered by U.S. Mail, Facsimile or E-mail (with E-mail delivery receipt request) by July 14, 2022 to:

Mr. Greg Springman
Public Works Director
City of Sweet Home Public Works Department
City of Sweet Home
1400 24th Avenue
Sweet Home, OR 97386
Ph: 541.367.6359
E-mail: gspringman@sweethomeor.gov

Copy to:

Preston Van Meter, P.E.
West Yost
5 Centerpointe Drive, Suite 130
Lake Oswego, OR 97035
Ph: 503.451.4500
E-mail: pvanmeter@westyost.com

It is the Prospective Bidder's sole responsibility to ensure that the e-mail question is received by the Owner in a timely manner. Upon receipt of an e-mail question, the Owner shall provide acknowledgement of receipt within 2 business days. If the Prospective Bidder does not receive an acknowledgement of receipt of an e-mail question from the Owner within the above referenced timeframe, the Prospective Bidder shall assume the e-mail transmission was not received by the Owner, and shall be responsible for resubmitting the same in a timely manner, and if necessary, by an alternate allowable method of transmission allowing for confirmation of receipt (e.g., facsimile).

Any information provided to any Prospective Bidder concerning a solicitation will be furnished to all Prospective Bidders who requested a Pre-Qualification Package. By submitting a completed SOPQ Package, the Prospective Bidder waives any and all objections to its form and content

Preparation of Submittal

The SOPQ Package submittal shall consist of two (2) hard copies and one (1) digital copy in .PDF format on a USB storage drive.

Each copy of a SOPQ Package submittal shall be assembled in separate binders (3-ring, spiral, or comb binding) with a Title Page, Table of Contents, and Section Dividers. The submittal information shall be presented in the same order requested in the SOPQ package **beginning with page 1 of Instructions for Preparation and Submission of SOPQ Packages**. A single copy of a reviewed and audited company financial statement shall also be provided in a sealed envelope with the SOPQ package and in digital .PDF

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



format on USB. All pages shall be punched and printing shall be arranged so that punching does not obliterate any data.

If your SOPQ Package contains proprietary information protected under the subsection titled "SOPQ Package Submittal Review" of this RFP, then provide an additional redacted digital copy on the USB storage drive.

It is mandatory that all Prospective Bidders who desire to submit a bid, fully complete the SOPQ questionnaire, provide all materials requested herein, and be approved by Owner to be on the final qualified Bidders list. No bid will be accepted from a Bidder that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture or expect to submit a Bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified through this process, with the exception that only one Joint Venture Partner must complete the Project Manager requirements under Part III of the SOPQ questionnaire.

Exclusion of Cost Quotations

The SOPQ Package Submittal is a request for information, not a cost proposal. Contractors are advised that a formal or informal cost quotation for the project is not requested by the Owner and should not be included with the Submittal. Any such information furnished will not be considered.

Withdrawal of Submittal

A SOPQ Package submittal may be withdrawn by a Prospective Bidders, at any time prior to the Owner's determining the final list of qualified Bidders, by written request to:

Mr. Greg Springman
Public Works Director
City of Sweet Home Public Works Department
1400 24th Avenue
Sweet Home, OR 97386
Ph: (541) 367-6359
E-mail: gspringman@sweethomeor.gov

Copy to:

Preston Van Meter, P.E.
West Yost
5 Centerpointe Drive, Suite 130
Lake Oswego, OR 97035
Ph: 503.451.4500
E-mail: pvanmeter@westyost.com

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



SOPQ Package Submittal Review

The answers to questions contained in the attached SOPQ questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required and will be used by the Owner to rate Prospective Bidders with respect to their qualifications to bid on the Project. Owner reserves the right to check other sources available and to interview the Proposed Bidder and designated Project Manager for the Project. Owner's decision will be based on objective evaluation criteria. Refer to Attachment 3 for scoring instructions.

Owner reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficiently to disqualify them will be notified, and given an opportunity for a hearing consistent with the procedures described below for appealing a pre-qualification rating.

While it is the intent of the SOPQ questionnaire and documents required therewith to assist the Owner in determining contractor responsibility prior to bid, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the Owner from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

All SOPQ packages submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, SOPQ packages received and opened shall not be available for public inspection until [after City](#) has published the determination of qualified Bidders. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure.

If your SOPQ package contains proprietary information protected under this section, then provide an additional redacted digital copy on the USB storage device. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. **Marking all, or substantially all, of your SOPQ Package as "Proprietary" is not permitted and may be grounds for the City considering your SOPQ Package nonresponsive, at the City's sole discretion. Informational items on municipal reference projects shall be considered public record and shall not be considered proprietary data.**

The Prospective Bidder shall provide only complete and accurate information in their SOPQ packages. The Prospective Bidder acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. Each SOPQ questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Prospective Bidder on whose behalf that person is signing. If any information provided by a Prospective Bidder becomes inaccurate, the Prospective Bidder must immediately notify the Owner and provide updated accurate information in writing, under penalty of perjury. Should a Prospective Bidder omit or falsify requested information, the Owner may designate the Prospective Bidder as not pre-qualified.

The Owner reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted and to make all final determinations. The Owner reserves the right to cancel this Notice or to reject any and all responses and SOPQ Packages, if it determines in its sole discretion, that such cancellation or rejection is in the best interest of the Owner.



Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project

Prospective Bidders may submit SOPQ packages during regular Owner working hours (8:00 am – 4:30 pm Monday-Friday, excluding holidays) on any day before **July 27, 2022 at 2:00 pm local time**. Prospective Bidders who submit a complete pre-qualification package will be notified in writing within 21 calendar days of the date of receipt of a responsive SOPQ package if the Prospective Bidder meets the Owner pre-qualification standards.

The Owner must receive all SOPQ submittals and materials requested herein by the date and time stated in this Notice. SOPQ submittals received after that time will be returned unopened, and the Contractor will not be eligible to participate in bidding for the contract to construct the Project. Incomplete or unsigned SOPQ submittals will be returned without review and the Prospective Bidder will not be eligible to participate in bidding for the contract to construct the Project.

If the Prospective Bidder has not been in business for the time period for which information is requested, it shall submit information on predecessor entities covering that time period. This requirement applies to Joint Ventures, which shall submit information on each of the Joint Venture entities for the specified time period for which information is requested.

The Owner will evaluate all complete SOPQ submittals on a Pass/Fail basis as well as a points-based rating system. In order to pre-qualify for this Project, Prospective Bidder must obtain a “Pass” rating on all of the criteria set forth in Part I and meet the minimum rating requirements of the Owner for Parts II through IV. Those Prospective Bidders who do not obtain a “Pass” rating for all of the criteria in Part I will not be pre-qualified to participate in bidding for the contract to construct the Project regardless of the scores obtained in Parts II through IV.

The contract for construction of the Project may be awarded, if at all, to the responsible, pre-qualified bidder, submitting the lowest responsive bid in accordance with ORS 279C.275(3). Neither issuing this Notice, nor any other activity related to the pre-qualification process, commits or obligates the Owner to award a contract for the Project, to pay costs incurred in the preparation of a SOPQ package submittal, or to procure or contract for any services. Owner retains the right to reject any and all SOPQ Package submittals, to contract work with whomever and in whatever manner Owner decides, or to abandon the Work entirely

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



By my signature below, I acknowledge receipt of this document and agree to be bound by its terms and agree to submit it as part of the SOPQ Package submittal to the Owner.

Full Name of Contractor

Signature

Printed Name

Title

Date

*****END OF INSTRUCTIONS TO PROSPECTIVE BIDDERS**

**Request for Statement of Qualifications
Sweet Home Mahler WRF Improvements Project**



**STATEMENT OF PRE-QUALIFICATION (SOPQ) QUESTIONNAIRE
(GENERAL CONTRACTOR)**

Contact Information

Company Name: (as it appears on Oregon CCB License) Corporation Partnership Sole Proprietor
 LLC

Submitting Pre-Qualification for: General Contractor Electrical Sub-Contractor

Corporate Tax Identification Number: Contact Person:

Address: Phone:

Email Address: Fax:

If company is a sole proprietor or partnership: Owners of Company:

Prospective Bidder's License Number(s)

Request for Statement of Qualifications

Sweet Home Mahler WRF Improvements Project



PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

An answer of “No” to any of the Questions 1 through 13 will be rated a “Fail” and the Prospective Bidder will be immediately disqualified. If the answer to question 12 is “No,” and if debarment would be the sole reason for denial of pre-qualification, then any pre-qualification issued will exclude the debarment period.

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| <p>1. Prospective Bidder possesses a valid and current Oregon Contractor’s license issued by the Oregon Construction Contractor’s Board for the project or projects for which it intends to submit a bid.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. Prospective Bidder will comply with and provide all insurance as defined in Attachment No. 2, Insurance and Bonding Requirements.</p> <p>Note: Prospective Bidder shall provide as part of their SOPQ Package Submittal a notarized statement from the insurance carrier(s) or insurance broker Prospective Bidder will utilize on the Project certifying that the specified insurance requirements will be met. Please note that these are preliminary insurance requirements that are subject to change. The contractor will be required to provide insurance as provided for in the Project Bid Documents.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. Prospective Bidder has current workers’ compensation insurance policy as required in the State of Oregon.</p> <p>Note: Projective Bidder is exempt from this requirement because it has no employees.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. Prospective Bidder’s Three-Year Average Experience Modification Rate (EMR) is less than or equal to 1.00 (100%) and Prospective Bidder has furnished a letter from its insurance carrier for verification of its three year average EMR. See Part II- Compliance-Item 7.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>5. Have you attached your latest copy of a <u>reviewed</u> or <u>audited</u> financial statement with accompanying notes and supplemental information? Date of financial statement must be 2018 or later. If Prospective Bidder is a wholly owned subsidiary of another company, Prospective Bidder must also furnish a <u>reviewed</u> or <u>audited</u> financial statement of the parent company with accompanying notes and supplemental information.</p> <p>Note: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |



Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project

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| <p>6. Have you attached a notarized statement from an admitted surety insurer authorized to issue bonds in the State of Oregon, which states: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification, (b) your current available bonding capacity?</p> <p>Note: Notarized statement must be from the surety company, not an agent or broker.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>7. In accordance with Part III, Prospective Bidder has provided a separate attached list of successful water or wastewater treatment plant projects which clearly demonstrates to the Owner that the Bidder has been actively and continuously engaged since January 1, 2012 until present as a Prime Contractor or Electrical Subcontractor in the construction of the following types of projects:</p> <p>a. Municipal Wastewater Treatment Plants where the electrical, mechanical and instrumentation systems were part of the Contractor's contract.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>b. Municipal Water Treatment Plants where the electrical, mechanical and instrumentation systems were part of the Contractor's contract.</p> <p>The list of projects may include projects currently under construction.</p> | |
| <p>Bidder also certifies that Bidder self-performed at least fifty percent (50%) of the Work for General Contractors and seventy-five (75%) of the Work for Electrical Subcontractors on each of the projects listed. The Owner considers this level of past self- performance demonstrates a benefit to a Project in terms of better control of cost, schedule, and safety.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>8. In accordance with Part III, Prospective Bidder has named a Project Manager and Construction Superintendent who will be assigned to this Project, one of which will be personally on-site full time, with each named individual having successfully completed at least three (3) related treatment plant projects where the individual named held the position for which they are being proposed. The demonstrated experience of the Project Manager and Construction Superintendent must have been within the last seven (7) years. For General Contractors, one of the listed projects must have a contract value of at least \$10 million. For Electrical Contractors, one of the listed projects must have a contract value of at least \$1 million.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

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| <p>9. Proposed Bidder agrees to perform with its own organization and with the assistance of workers under its immediate superintendence, work of a value not less than fifty percent (50%) of the Bidder's total bid. The value of work subcontracted shall be determined by summing all of the percentages identified in the Designation of Subcontractors list in the Contract Proposal Forms. If the sum of such percentages exceeds fifty percent (50%), the Owner may treat the bid as non-responsive and reject it on that basis.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>10. Is it correct that your contractor's license has not been revoked at any time in the last five years?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>11. Is it correct that no surety firm has completed a contract on your behalf, or paid for completion because your company was default terminated by the project owner within the last five (5) years?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>12. Is it correct that at the time of submitting this pre-qualification form, your company is eligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract in Oregon? If the answer is "No," state the beginning and ending dates of the period of debarment:</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>13. Is it correct that during the last five years, neither your company, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

**Request for Statement of Qualifications
Sweet Home Mahler WRF Improvements Project**



**PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE,
COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

Prospective Bidders shall complete Part II and include with submittals.

Current Organization and Structure of the Business

For Companies That Are Corporations:

Date incorporated: Click or tap to enter a date.
 Under the laws of what State:
 Is it a publicly traded corporation? Yes No

Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

| Name | Position | Years with Company | Percent of Ownership |
|------|----------|--------------------|----------------------|
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Identify every construction company that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

Note: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 percent or more of its stock, if the business is a corporation.

| Person's Name | Construction Company | Dates of Person's Participation with Company |
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For Companies That Are Partnerships:

Date of formation: Click or tap to enter a date.
Under the laws of what State:

Provide all the following information for each partner who owns 10 percent or more of the company. If no partner owns at least 10 percent of the company, identify the three partners with the largest percentage ownership of the company.

| Name | Position | Years with Company | Percent Ownership |
|------|----------|--------------------|-------------------|
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Identify every construction company that any named partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

Note: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
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For Companies That Are Limited Liability Companies (LLC):

Date of formation: [Click or tap to enter a date.](#)

Under the laws of what State:

Provide all the following information for each manager or member who owns 10 percent or more of the LLC. If no manager or member owns at least 10 percent of the LLC, identify the three managers and/or members with the largest percentage ownership of the LLC.

| Name | Position | Years with Company | Percent Ownership |
|------|----------|--------------------|-------------------|
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Identify every construction company that any named manager or member has been associated with (as owner, general partner, member, manager, limited partner or officer) at any time during the last five years.

Note: For this question, “owner” and “member” and “manager” refer to ownership of ten per cent or more of the business.

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
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For Companies That Are Sole Proprietorships:

Date of formation: Click or tap to enter a date.

Identify every construction company that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

Note: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
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For Companies That Intend to Make a Bid as Part of a Joint Venture:

Date of formation: Click or tap to enter a date.

Provide all of the following information for each company that is a member of the joint venture that expects to bid on one or more projects:

| Name of Company | Percent Ownership of Joint Venture |
|-----------------|------------------------------------|
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**Request for Statement of Qualifications
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History of the Business and Organizational Performance

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| <p>1. Has there been any change in ownership of the company at any time during the last three years?</p> <p>Note: A corporation whose shares are publicly traded is not required to answer this question.</p> <p>If “yes,” explain on a separate signed page.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. Is the company a subsidiary, parent, holding company or affiliate of another construction company?</p> <p>Note: Include information about other companies if one company owns 50 per cent or more of another, or if an owner, partner, or officer of your company holds a similar position in another company.</p> <p>If “yes,” explain on a separate signed page.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. Are any corporate officers, partners or owners associated with any other construction companies?</p> <p>Note: Include information about other companies if an owner, partner, or officer of your company holds a similar position in another company.</p> <p>If “yes,” explain on a separate signed page.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. State your Company’s gross revenue for each of the last three years:</p> | <p>2019:</p> |
| | <p>2020:</p> |
| | <p>2021:</p> |
| <p>5. How many years has your company been in business in Oregon as a contractor under your present business name and license number?</p> | <p>_____ Years</p> |
| <p>6. Is your company currently the debtor in a bankruptcy case?</p> <p>If “yes,” please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>7. Was your company in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 6, above)</p> <p>Note: Include information about other companies if one company owns 50 percent or more of another, or if an owner, partner, or officer of your company holds a similar position in another company.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

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Licenses

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| <p>1. List all Oregon construction license numbers and expiration dates of your company:</p> <p>_____</p> <p>_____</p> | |
| <p>2. If any of your company's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the Oregon Construction Contractors Board (CCB) records who meet(s) the experience and examination requirements for each license.</p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>3. Has your company changed names or license numbers in the past five years? If "yes," explain on a separate signed page, including the reason for the change.</p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>4. Has any owner, partner or (for corporations:) officer of your company operated a construction company under any other name in the last five years? If "yes," explain on a separate signed page, including the reason for the change</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>5. Has any CCB license held by your company or its Responsible Managing Individual (RMI) or Responsible Managing Officer (RMO) been suspended within the last five years? If "yes," please explain on a separate signed page.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Disputes

| | |
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| <p>1. At any time in the last five years has your company been assessed and/or paid liquidated damages under a construction contract with either a public or private owner? If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, dollar amount of liquidated damages assessed, the number of days of delay for which liquidated damages were assessed and all other information necessary to fully explain the assessment of liquidated damages.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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| <p>2. In the last five years has your company, or any company with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?</p> <p>Note: “Associated with” refers to another construction company in which an owner, partner or officer of your company held a similar position, and which is listed in response to question 1c or 1d on this form.</p> <p>If “yes,” explain on a separate signed page. State whether the company involved was the company applying for pre-qualification here or another company. Identify by name of the company, the name of the person within your company who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. In the last five years has your company been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?</p> <p>If “yes,” explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.</p> <p>Note: The following two questions refer only to disputes between your company and the owner of a project. You need not include information about disputes between your company and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. In the past five years has any claim <u>against</u> your company concerning your company’s work on a construction project been <u>the subject of litigation or arbitration?</u></p> <p>If “yes,” on separate signed pages of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court or forum in which the claim was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution). If “yes”, are there any current claims against your company that should you lose the claim(s), would adversely affect your financial position or your ability to meet your obligations if awarded the contract for this Project? If so, please explain.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

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| <p>5. In the past five years has your company made any claim against a project owner concerning your work on a project or payment for a contract and <u>filed that claim in court or arbitration?</u></p> <p>If “yes,” on separate signed pages of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court or forum in which the claim was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution). If “yes”, are there any current claims against a project owner that should you lose the claim(s), would adversely affect your financial position or your ability to meet your obligations if awarded the contract for this Project? If so, please explain</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>6. At any time during the past five years, has any surety company made any payments on your company’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your company’s behalf, in connection with a construction project, either public or private?</p> <p>If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>7. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your company?</p> <p>If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

**Request for Statement of Qualifications
Sweet Home Mahler WRF Improvements Project**



Criminal Matters and Related Civil Suits

| | |
|---|---|
| <p>1. Has your company or any of its owners, officers or partners ever been found liable in a civil suit or arbitration or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?</p> <p>If “yes,” explain on a separate signed page, identify the proceeding in which such a finding was made by providing the title of the proceeding, the court or forum in which the proceeding was pending, the name of the person or persons involved, including the name of the owners, officers or partners as to which the finding was made and the plaintiff, prosecutor or petitioner alleging the existence of any false claim or material misrepresentation and a description of the nature of the false claim or material misrepresentation at issue.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. Has your company or any of its owners, officers or partners ever been convicted of a crime, entered into a plea agreement or consent decree; involving any federal, state, or local law related to construction?</p> <p>If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction, plea agreement, consent decree and the grounds for the conviction.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. Has your company or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?</p> <p>If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



Bonding

| | |
|--|---|
| <p>1. Bonding capacity: Provide documentation from your surety identifying the following: Name of bonding company/surety:</p> <p>_____</p> <p>Name of surety agent, address and telephone number:</p> <p>_____</p> <p>_____</p> | |
| <p>2. If your company was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your company worked at any time during the last three years, state the percentage that your company was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.</p> <p>_____</p> | |
| <p>3. During the last five years, has your company ever been denied bond coverage by a surety company, or has there ever been a period of time when your company had no surety bond in place during a public construction project when one was required?</p> <p>If yes, provide details on a separate signed page indicating the date when your company was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

Request for Statement of Qualifications

Sweet Home Mahler WRF Improvements Project



Compliance with Occupational Safety and Health Laws and with Other Labor Legislation

Safety

| | |
|---|---|
| <p>1. Has Oregon OSHA cited and assessed penalties against your company for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?</p> <p>If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>2. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your company in the past five years?</p> <p>Note: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.</p> <p>If “yes,” attach a separate signed page describing each citation.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>3. Have the Environmental Protection Agency, Oregon Department of Environmental Quality or any other air or water quality control agency or authority initiated an inquiry, or made a request for information involving either your company or the owner of a project on which your company was a contractor, in the past five years?</p> <p>If “yes,” attach a separate signed page describing each citation.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>4. Have the Environmental Protection Agency, Oregon Department of Environmental Quality or any other air or water quality control agency or authority cited and assessed penalties against either your company or the owner of a project on which your company was the contractor, in the past five years?</p> <p>Note: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.</p> <p>If “yes,” attach a separate signed page describing each citation.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

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Sweet Home Mahler WRF Improvements Project**



| | |
|--|---|
| <p>5. Within the last five years has there ever been a period when your company had employees but was without workers' compensation insurance or state-approved self-insurance?</p> <p>If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your company has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your company has been in the construction business</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>6. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?</p> | |
| <p>7. Experience Modification Rate (EMR): Prospective Bidders shall obtain a letter from your insurance carrier (or state fund if applicable) with your interstate EMR's for the years 2019 through 2022 year-to-date. If you do not have an interstate rating, obtain your intrastate EMR's. Attach the letter as part of this SOPQ Package Submittal. The Prospective Bidder shall list below the Experience Modification Rate for the current year, previous year and year prior to previous year as provided by your insurance carrier.</p> <p>Note: Any of the following methods of "obtaining a letter" are acceptable:</p> <ul style="list-style-type: none"> ▪ Furnish a letter from your insurance agent, insurance carrier or state fund (on their letterhead) verifying the EMR data listed above; or ▪ Furnish a copy of the applicable Workers' Compensation Insurance Experience Rating Calculation Sheets which your insurance carrier should furnish to you annually. <p>A Prospective Bidder will be immediately disqualified if its Three Year Average EMR is greater than 1.00 (100%).</p> | |

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



| Year | EMR |
|---|--|
| 2022 YTD | |
| 2021 | |
| 2020 | |
| 2019 | |
| Three Year Average | |
| Are the above rates interstate or intrastate? | <input type="checkbox"/> Interstate <input type="checkbox"/> Intrastate |
| If Intrastate, which state? | |

Prevailing Wage and Apprenticeship Compliance Record

| | |
|---|--|
| <p>1. Has there been more than one occasion during the last five years in which your company was required to pay either back wages or penalties for your own company's failure to comply with the Oregon Bureau of Labor and Industries (BOLI) prevailing wage laws?</p> <p>Note: This question refers only to your own company's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.</p> <p>If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>2. During the last five years, has there been more than one occasion in which your own company has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?</p> <p>If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>3. At any time during the last five years, has your company been found to have violated any provision of Oregon apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?</p> <p>If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Request for Statement of Qualifications

Sweet Home Mahler WRF Improvements Project



PART III COMPANY PROJECT AND LEADERSHIP TEAM EXPERIENCE

In accordance with Part I, Question 7, Prospective Bidder shall provide a separate attached qualifications document that clearly demonstrates to the Owner that the Prospective Bidder has been actively and continuously engaged since January 1, 2012 until present as a Prime Contractor or Electrical Subcontractor in the construction of the following types of projects:

- a. Municipal Wastewater Treatment Plants where the electrical, mechanical and instrumentation systems were part of the Contractor's contract.
- b. Municipal Water Treatment Plants where the electrical, mechanical and instrumentation systems were part of the Contractor's contract; or
- c. Other projects involving heavy civil, process-mechanical and concrete construction similar in nature to the Project.

Reference projects may include projects currently under construction shall include a minimum of five (5) related projects of similar scope and complexity involving construction of concrete hydraulic structures with significant process mechanical equipment.

For General Contractors, the first three reference projects shall have been completed in the past seven (7) years with an initial contract value greater than \$10 Million. One of the first three reference projects shall be at a municipal wastewater treatment plant with similar unit processes as proposed for the Sweet Home Mahler WRF.

For Electrical Subcontractors, the first three reference projects shall be at facilities where the Contractor served as the Prime Electrical Subcontractor in the past seven (7) years with a total initial contract value greater than \$10 Million with the Electrical Subcontractor's initial contract amount being greater than \$1 Million. One of the first three reference projects shall be at a municipal wastewater treatment plant with similar unit processes as proposed for the Sweet Home Mahler WRF.

All bidders shall provide a change order history for a minimum of 10 projects with a total contract value greater than \$5 Million for General Contractors and \$1 Million for Electrical Subcontractors completed in the past 10 years. The change order history shall contain the following information for each project:

- Original contract price and time
- Final contract price and time
- Total number of Requests for Information and Clarification (RFI/Cs)
- Total number of Submittals
- Total number, price and time for all change orders
- Total number, price and time for owner-initiated change orders
- Information on disputes or dispute resolution processes

Bidder also certifies that Bidder self-performed at least fifty percent (50%) of the Work for on each of the first three reference projects listed. The Owner considers this level of past self- performance demonstrates a benefit to a Project in terms of better control of cost, schedule and safety.

If the Bidder is a Joint Venture of two or more companies, each participant in the Joint Venture shall meet this prior project experience requirement and provide project information for each Joint Venture participant in the format found below.

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



The Bidder's list of Water Treatment Plants and/or Wastewater Treatment Plants should contain, at a minimum, the following informational items for each project listed:

1. Project Name
2. Owner
3. Construction Original and Final Contract Amount (\$)
4. Construction Original and Final Contract Time (calendar days)
5. Date of Substantial Completion (beginning with projects as of January 2012 and ending with projects currently under construction): _____
6. Owner Contact Information (Name and current office direct dial or cell phone number) for Owner to verify project information provided by Prospective Bidder.
7. Construction Manager and/or Design Engineer Information (Name and current office direct dial or cell phone number) for Owner to verify project information provided by Prospective Bidder.

Important Note: Any projects found on Prospective Bidder's Completed Projects list which are not as defined above will not be considered by the Owner in meeting this prerequisite experience requirement. For example, pump station, reservoir and pipeline projects are not considered a treatment plant project.

Prospective Bidder shall name below the Project Manager and Construction Superintendent who will be assigned to this Project. It is anticipated that one or both of these named individuals will be personally on-site full time during the Project. Prospective Bidder shall submit past related treatment plant project experience of these people.

For General Contractors, list three (3) related treatment plant projects where the individuals named held the positions for which they are being proposed. The demonstrated experience for each individual shall be within the past seven (7) years and one project shall be a municipal water or wastewater treatment plant project with an initial contract value of greater than \$10 million.

For Electrical Subcontractors, list three (3) related treatment plant projects where the individuals named held the positions for which they are being proposed. The demonstrated experience for each individual shall be within the past seven (7) years and one project shall be a municipal water or wastewater treatment plant project with an initial contract value for electrical work of greater than \$1 million.

Bidders shall indicate on which projects the Project Manager and Construction Superintendent were involved in on the Bidders Change Order history provided.

Prospective Bidders (General Contractors and Electrical Subcontractors) may submit one or more alternate names for the positions of Project Manager and Construction Superintendent in the event the first-named person is not available. If the Prospective Bidder elects to name an alternate Project Manager or Construction Superintendent, the Prospective Bidder shall complete and submit another experience form for that individual with this SOPQ Package. Each alternate Project Manager or Construction Superintendent must be clearly designated as an alternate and must meet the required minimum experience requirements set forth previously.

Request for Statement of Qualifications Sweet Home Mahler WRF Improvements Project



For each proposed Project Manager or Construction Manager provide the following information:

- Employee name and role (Project Manager or Construction Superintendent)
- Number of Years of Total Construction Experience in the role proposed
- Number of years serving in the proposed role on municipal water or wastewater treatment plant projects
- Number of Years as a Project Manager or Construction Manager for your company

For each named individual provide the following informational items for each reference Project Manager or Construction Superintendent:

1. Project Name
2. Project Description
3. Employee Role
4. Owner Contact Information (Name and current office direct dial or cell phone number) for Owner to verify project information provided by Prospective Bidder.
5. Original Construction (Bid) Price (\$)
6. Change orders granted and final construction price (\$)
7. Original construction contract time (calendar days) and start date
8. Time extensions granted (calendar days) and final completion date:
9. Engineer or Architect firm leading design and construction (list multiple firms, if required)

It is the responsibility of the Prospective Bidder to verify that all previous project contact information listed above is current and accurate. Failure of the Prospective Bidder to provide current and accurate project contact information may be grounds for the Owner to determine the Prospective Bidder as non- responsible and ineligible for further Pre-Qualification consideration. The Owner will not chase down current contact information on the Prospective Bidder's behalf.

Request for Statement of Qualifications

Sweet Home Mahler WRF Improvements Project



PART IV. PROJECT EXPERIENCE – INTERVIEW QUESTIONS

The following questions will be used to interview randomly selected owners of at least two (2) completed projects (may be selected from Prospective Bidder experience or Project Manager experience). The representatives of the Owner will conduct the interviews. No action on the Prospective Bidder's part is necessary. These questions are included in the package to the Prospective Bidder for information only.

First, please give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims by the Prospective Bidder that are currently unresolved on contracts for which notices of completion were recorded more than 120 days ago?
2. On a scale of 1-10, with 10 being the best, did the Prospective Bidder provide adequate personnel?
3. On a scale of 1-10, with 10 being the best, did the Prospective Bidder provide adequate supervision?
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job?
5. On a scale of 1-10, with 10 being the best, was the Prospective Bidder timely in providing reports and other paperwork, including change order paperwork and scheduling updates?
6. On a scale of 1-10, with 10 being the best, did the Prospective Bidder adhere to the project schedule that your (agency) (business) approved?
7. Was the project completed on time? (10 points if the answer is "Yes")
Or, if the answer is "no", on a scale of 1-10, with 10 being the best, to what extent was the Prospective Bidder responsible for the delay in completion?
8. On a scale of 1-10, with 10 being the best, rate the Prospective Bidder on the timely submission of reasonable cost and time estimates to perform change order work.
On a scale of 1-10, with 10 being the best, rate the Prospective Bidder on how well the Prospective Bidder performed the work after a change order was issued and how well the Prospective Bidder integrated the change order work into existing work.
9. On a scale of 1-10, with 10 being the best, rate how the Prospective Bidder performed in turning in Operations & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items?
10. On a scale of 1-10, with 10 being the best, rate the Prospective Bidder on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them.
11. On a scale of 1-10, with 10 being the best, rate the Prospective Bidder with respect to timely payments by the Prospective Bidder to subcontractors and suppliers. (If the person being interviewed knows of no such difficulties, the score on this question should be "10.")
12. On a scale of 1-10, with 10 being the best, rate the Prospective Bidder with respect to safety. Was shoring provided properly, were lock / out tag out procedures followed, did the Prospective Bidder provide routine safety training?
13. On a scale of 1-10, with 10 being the best, how would you rate the overall quality of the Prospective Bidder 's work?

**Request for Statement of Qualifications
Sweet Home Mahler WRF Improvements Project**



AFFIDAVIT

We, the undersigned, _____ (name) as the authorized representatives for _____ (company) a Prospective Bidder for the **Sweet Home Mahler Water Reclamation Facility Improvements Project**, do hereby attest that all statements and representations made herein are true and correct to the best of our knowledge. These statements are made openly and freely without intent to influence or embellish actual conditions or circumstances that occurred. I declare under penalty of perjury under the laws of the State of Oregon that the foregoing is correct.

We acknowledge that we have received Addendum _____ through _____.

We understand that the Owner will investigate any and all statements and representations made by us and our company in this Statement of Qualifications and we freely give our permission for them to do so. Should releases be required by any of our former customers, professional, financial, or bonding institutions to release verification of the enclosed data, we have provided them. We agree to waive any claims against the Owner, Construction Manager, Design Engineer and/or any third party for the release of the information obtained by or provided to the Owner to evaluate this Statement of Qualifications.

We further understand that any false statement or representations made in this application will result in disqualification of our company as a Bidder for the Project. If it is determined that these false statements or representations were purposefully made to change, hide, or obscure negative information from the Owner in an attempt to qualify under these false pretenses, the action will result in loss of eligibility for our company to qualify for any City of Sweet Home contracts for a minimum period of one (1) year and a maximum period of five (5) years from the date of discovery.

Name _____

Signature _____

Title _____

Date _____

Attested:

Corporate Seal

**Request for Statement of Qualifications
Sweet Home Mahler WRF Improvements Project**



Name

Signature

Title

Date

*****END of SOPQ QUESTIONAIRE**

Insurance and Bonding Requirements

STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

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STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

ARTICLE 6—BONDS AND INSURANCE

6.01 *Performance, Payment, and Other Bonds*

- A. Bonds shall be furnished in accordance with the City of Sweet Home Contract requirements. These shall include, but not be limited to, performance bond and payment bond.
- B. Contractor shall furnish a performance bond and a payment bond, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of Contractor's obligations under the Contract. These bonds must remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 15.08, whichever is later, except as provided otherwise by Laws or Regulations, the terms of a prescribed bond form, or other provisions of the Contract.
- C. All bonds must be in the form included in the Bidding Documents or otherwise specified by Owner prior to execution of the Contract, except as provided otherwise by Laws or Regulations, and must be issued and signed by a surety named in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Department Circular 570 (as amended and supplemented) by the Bureau of the Fiscal Service, U.S. Department of the Treasury. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority must show that it is effective on the date the agent or attorney-in-fact signed the accompanying bond.
- D. Contractor shall obtain the required bonds from surety companies that are duly licensed or authorized, in the state or jurisdiction in which the Project is located, to issue bonds in the required amounts.
- E. If the surety on a bond furnished by Contractor is declared bankrupt or becomes insolvent, or the surety ceases to meet the requirements above, then Contractor shall promptly notify Owner and Engineer in writing and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which must comply with the bond and surety requirements above.
- F. If Contractor has failed to obtain a required bond, Owner may exclude the Contractor from the Site and exercise Owner's termination rights under Article 16.
- G. Upon request to Owner from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Owner shall provide a copy of the payment bond to such person or entity.
- H. Upon request to Contractor from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Contractor shall provide a copy of the payment bond to such person or entity.

6.02 *Insurance—General Provisions*

- A. Owner and Contractor shall obtain and maintain insurance as required in these contract documents and City of Sweet Home Special Provisions.

- B. Contractor's insurance required by the Contract shall be primary over Owner's insurance and shall include a waiver of subrogation against Owner and Engineer.
- C. All insurance required by the Contract to be purchased and maintained by Owner or Contractor shall be obtained from insurance companies that are duly licensed or authorized in the state or jurisdiction in which the Project is located to issue insurance policies for the required limits and coverages. Unless a different standard is indicated in the Supplementary Conditions, all companies that provide insurance policies required under this Contract shall have an A.M. Best rating of A-VII or better.
- D. Alternative forms of insurance coverage, including but not limited to self-insurance and "Occupational Accident and Excess Employer's Indemnity Policies," are not sufficient to meet the insurance requirements of this Contract, unless expressly allowed in the Supplementary Conditions.
- E. Contractor shall deliver to Owner, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Contractor has obtained and is maintaining the policies and coverages required by the Contract. Upon request by Owner or any other insured, Contractor shall also furnish other evidence of such required insurance, including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, full disclosure of all relevant exclusions, and evidence of insurance required to be purchased and maintained by Subcontractors or Suppliers. In any documentation furnished under this provision, Contractor, Subcontractors, and Suppliers may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those applicable to this Contract.
- F. Owner shall deliver to Contractor, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Owner has obtained and is maintaining the policies and coverages required of Owner by the Contract (if any). Upon request by Contractor or any other insured, Owner shall also provide other evidence of such required insurance (if any), including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, and full disclosure of all relevant exclusions. In any documentation furnished under this provision, Owner may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those relevant to this Contract.
- G. Failure of Owner or Contractor to demand such certificates or other evidence of the Contractor's full compliance with these insurance requirements, or failure of Owner or Contractor to identify a deficiency in compliance from the evidence provided, will not be construed as a waiver of the Contractor's obligation to obtain and maintain such insurance.
- H. In addition to the liability insurance required to be provided by Contractor, the Owner, at Owner's option, may purchase and maintain Owner's own liability insurance. Owner's liability policies, if any, operate separately and independently from policies required to be provided by Contractor, and Contractor cannot rely upon Owner's liability policies for any of Contractor's obligations to the Owner, Engineer, or third parties.
- I. Contractor shall require:
 - 1. Subcontractors to purchase and maintain worker's compensation, commercial general liability, and other insurance that is appropriate for their participation in the Project, and

to name as additional insureds Owner and Engineer (and any other individuals or entities identified in the Supplementary Conditions as additional insureds on Contractor's liability policies) on each Subcontractor's commercial general liability insurance policy; and

2. Suppliers to purchase and maintain insurance that is appropriate for their participation in the Project.
- J. If either party does not purchase or maintain the insurance required of such party by the Contract, such party shall notify the other party in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage.
- K. If Contractor has failed to obtain and maintain required insurance, Contractor's entitlement to enter or remain at the Site will end immediately, and Owner may impose an appropriate set-off against payment for any associated costs (including but not limited to the cost of purchasing necessary insurance coverage), and exercise Owner's termination rights under Article 16.
- L. Without prejudice to any other right or remedy, if a party has failed to obtain required insurance, the other party may elect (but is in no way obligated) to obtain equivalent insurance to protect such other party's interests at the expense of the party who was required to provide such coverage, and the Contract Price will be adjusted accordingly.
- M. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor or Contractor's interests. Contractor is responsible for determining whether such coverage and limits are adequate to protect its interests, and for obtaining and maintaining any additional insurance that Contractor deems necessary.
- N. The insurance and insurance limits required herein will not be deemed as a limitation on Contractor's liability, or that of its Subcontractors or Suppliers, under the indemnities granted to Owner and other individuals and entities in the Contract or otherwise.
- O. All the policies of insurance required to be purchased and maintained under this Contract will contain a provision or endorsement that the coverage afforded will not be canceled, or renewal refused, until at least 10 days prior written notice has been given to the purchasing policyholder. Within three days of receipt of any such written notice, the purchasing policyholder shall provide a copy of the notice to each additional insured..

6.03 *Contractor's Insurance*

- A. *Required Insurance:* Contractor shall purchase and maintain Worker's Compensation, Commercial General Liability, Builders Risk and other insurance pursuant to the specific requirements set forth herein.
- B. *General Provisions:* The policies of insurance required by this Paragraph 6.03 must:
 1. include at least the specific coverages required;
 2. be written for not less than the limits provided, or those required by Laws or Regulations, whichever is greater;
 3. remain in effect at least until the Work is complete (as set forth in Paragraph 15.06.D), and longer if expressly required elsewhere in this Contract, and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work as a warranty

or correction obligation, or otherwise, or returning to the Site to conduct other tasks arising from the Contract;

4. apply with respect to the performance of the Work, whether such performance is by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable; and
 5. include all necessary endorsements to support the stated requirements.
- C. *Additional Insureds*: The Contractor's commercial general liability, automobile liability, employer's liability, umbrella or excess, pollution liability, and unmanned aerial vehicle liability policies, if required by this Contract, must:
1. include and list as additional insureds the following:
 - OWNER: "City of Sweet Home, its officers, employees, agents, and consultants"; AND
 - ENGINEER: "West Yost Associates Inc., its officers, employees, agents, and consultants"; AND
 - any individuals or entities identified as additional insureds herein.
 2. afford primary coverage to these additional insureds for all claims covered thereby (including as applicable those arising from both ongoing and completed operations);
 3. not seek contribution from insurance maintained by the additional insured; and
 4. as to commercial general liability insurance, apply to additional insureds with respect to liability caused in whole or in part by Contractor's acts or omissions, or the acts and omissions of those working on Contractor's behalf, in the performance of Contractor's operations.
- D. *Other Additional Insureds*: As a supplement to the provisions of Paragraph 6.03.C of the General Conditions, the commercial general liability, automobile liability, umbrella or excess, pollution liability, and unmanned aerial vehicle liability policies must include as additional insureds the Owner and Engineer.
- E. *Workers' Compensation and Employer's Liability Insurance*: Contractor shall purchase and maintain Worker's Compensation and Employer's Liability Insurance. This insurance shall protect CONTRACTOR against all claims under applicable state workers' compensation laws, including coverage as necessary for the benefits provided under the United States Longshoremen's and Harbor Workers' Act and the Jones Act. CONTRACTOR shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a workers' compensation law. This policy shall include an "all states" or "other states" and waiver of subrogation endorsements. The liability limits, as required by state law shall be not less than:
1. Workers' Compensation: Statutory
 2. Employer's Liability: \$1,000,000 each occurrence

- F. *Commercial General Liability—Claims Covered:* Contractor shall purchase and maintain commercial general liability insurance, covering all operations by or on behalf of Contractor, on an occurrence basis, against claims for:
1. damages because of bodily injury, sickness or disease, or death of any person other than Contractor’s employees,
 2. damages insured by reasonably available personal injury liability coverage, and
 3. damages because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom.
- G. *Commercial General Liability—Form and Content:* Contractor’s commercial liability policy must be written on a 1996 (or later) Insurance Services Organization, Inc. (ISO) commercial general liability form (occurrence form) and include the following coverages and endorsements:
1. Products and completed operations coverage.
 - a. Such insurance must be maintained for three years after final payment.
 - b. Contractor shall furnish Owner and each other additional insured (as identified in the Supplementary Conditions or elsewhere in the Contract) evidence of continuation of such insurance at final payment and three years thereafter.
 2. Blanket contractual liability coverage, including but not limited to coverage of Contractor’s contractual indemnity obligations in Paragraph 7.18.
 3. Severability of interests and no insured-versus-insured or cross-liability exclusions.
 4. Underground, explosion, and collapse coverage.
 5. Personal injury coverage.
 6. Additional insured endorsements that include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together). If Contractor demonstrates to Owner that the specified ISO endorsements are not commercially available, then Contractor may satisfy this requirement by providing equivalent endorsements.
 7. For design professional additional insureds, ISO Endorsement CG 20 32 07 04 “Additional Insured—Engineers, Architects or Surveyors Not Engaged by the Named Insured” or its equivalent.
- H. *Commercial General Liability Insurance Coverage:* This insurance shall be occurrence type written in comprehensive form and shall protect CONTRACTOR, OWNER, and ENGINEER as additional insureds, against claims arising out of performance of the Work. The policy shall also include personal injury liability coverage, contractual liability coverage, completed operations and products liability coverage, and coverage for blasting, explosion, collapse of buildings, and damage to underground property. The liability limits for bodily injury and property damage shall be not less than:
1. Combined Single Limit for each occurrence: \$2,000,000
 2. General aggregate: \$2,000,000

- I. *Automobile Liability*: Contractor shall purchase and maintain automobile liability insurance for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle. The automobile liability policy must be written on an occurrence basis.

| Automobile Liability | Policy limits of not less than: |
|---|--|
| Bodily Injury | |
| Each Person | \$1,000,000 |
| Each Accident | \$1,000,000 |
| Property Damage | |
| Each Accident | \$1,000,000 |
| [or] | |
| Combined Single Limit | |
| Combined Single Limit (Bodily Injury and Property Damage) | \$2,000,000 |

- J. *Umbrella Liability Insurance*: Contractor shall purchase and maintain umbrella liability insurance. This insurance shall protect CONTRACTOR, OWNER, and ENGINEER as additional insureds, against claims in excess of the limits provided under workers' compensation and employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits for bodily injury and property damage shall be not less than:

1. Combined Single Limit for each occurrence: \$5,000,000
2. General aggregate: \$5,000,000

- K. *Pollution Liability Insurance*: If not otherwise included in the Contractor's Commercial General Liability Insurance coverage, Contractor shall purchase and maintain pollution liability insurance for claims arising from the discharge, dispersal, release, escape of any irritant or contaminant into or upon land, any structure, the atmosphere, watercourse, or body of water including groundwater. This shall include coverage for claims of: (a) clean up, either on-site or off site; (b) third party liability, including bodily injury, property damage, natural resource damage, third party property loss of use/revenue, and clean up; and/or (c) costs incurred for regulatory fines and/or the investigation, defense, or settlement of claims. The liability limits for pollution shall not be less than:

1. Combined Single Limit for each occurrence: \$5,000,000
2. General aggregate: \$5,000,000

- L. *Railroad Protective Liability Insurance*: Prior to commencing any Work within 50 feet of railroad-owned and controlled property, Contractor shall (1) endorse its commercial general liability policy with ISO CG 24 17, removing the contractual liability exclusion for work within 50 feet of a railroad, (2) purchase and maintain railroad protective liability insurance meeting the following requirements, (3) furnish a copy of the endorsement to Owner, and (4) submit a copy of the railroad protective policy and other railroad-required documentation to the railroad, and notify Owner of such submittal.

| Railroad Protective Liability Insurance | Policy limits of not less than: |
|--|--|
| Each Claim | \$ 1,000,000 |

| Railroad Protective Liability Insurance | Policy limits of not less than: |
|--|--|
| Aggregate | \$ 2,000,000 |

- M. *Unmanned Aerial Vehicle Liability Insurance:* If Contractor uses unmanned aerial vehicles (UAV—commonly referred to as drones) at the Site or in support of any aspect of the Work, Contractor shall obtain UAV liability insurance in the amounts stated; name Owner, Engineer, and all individuals and entities identified in the Supplementary Conditions as additional insureds; and provide a certificate to Owner confirming Contractor’s compliance with this requirement. Such insurance will provide coverage for property damage, bodily injury or death, and invasion of privacy.

| Unmanned Aerial Vehicle Liability Insurance | Policy limits of not less than: |
|--|--|
| Each Claim | \$ 100,000 |
| General Aggregate | \$ 250,000 |

6.04 *Builder’s Risk and Other Property Insurance*

- A. *Builder’s Risk:* Contractor shall purchase and maintain builder’s risk insurance upon the Work on a completed value basis, in the amount of the Work’s full insurable replacement cost (subject to such deductible amounts as may be provided in the General Conditions or required by Laws and Regulations). The specific requirements applicable to the builder’s risk insurance are set forth in the Supplementary Conditions.
- B. *Property Insurance for Facilities of Owner Where Work Will Occur:* Owner is responsible for obtaining and maintaining property insurance covering each existing structure, building, or facility in which any part of the Work will occur, or to which any part of the Work will attach or be adjoined. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, providing coverage consistent with that required for the builder’s risk insurance, and will be maintained until the Work is complete, as set forth in Paragraph 15.06.D.
- C. *Property Insurance for Substantially Complete Facilities:* Promptly after Substantial Completion, and before actual occupancy or use of the substantially completed Work, Owner will obtain property insurance for such substantially completed Work, and maintain such property insurance at least until the Work is complete, as set forth in Paragraph 15.06.D. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, and provide coverage consistent with that required for the builder’s risk insurance. The builder’s risk insurance may terminate upon written confirmation of Owner’s procurement of such property insurance.
- D. *Partial Occupancy or Use by Owner:* If Owner will occupy or use a portion or portions of the Work prior to Substantial Completion of all the Work, as provided in Paragraph 15.04, then Owner (directly, if it is the purchaser of the builder’s risk policy, or through Contractor) will provide advance notice of such occupancy or use to the builder’s risk insurer, and obtain an endorsement consenting to the continuation of coverage prior to commencing such partial occupancy or use.
- E. *Insurance of Other Property; Additional Insurance:* If the express insurance provisions of the Contract do not require or address the insurance of a property item or interest, then the entity

or individual owning such property item will be responsible for insuring it. If Contractor elects to obtain other special insurance to be included in or supplement the builder's risk or property insurance policies provided under this Paragraph 6.04, it may do so at Contractor's expense.

F. *Builder's Risk Requirements:* The builder's risk insurance must:

1. be written on a builder's risk "all risk" policy form that at a minimum includes insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment stored and in transit, and must not exclude the coverage of the following risks: fire; windstorm; hail; flood; earthquake, volcanic activity, and other earth movement; lightning; riot; civil commotion; terrorism; vehicle impact; aircraft; smoke; theft; vandalism and malicious mischief; mechanical breakdown, boiler explosion, and artificially generated electric current; collapse; explosion; debris removal; demolition occasioned by enforcement of Laws and Regulations; and water damage (other than that caused by flood).
 - a. Such policy will include an exception that results in coverage for ensuing losses from physical damage or loss with respect to any defective workmanship, methods, design, or materials exclusions.
 - b. If insurance against mechanical breakdown, boiler explosion, and artificially generated electric current; earthquake, volcanic activity, and other earth movement; or flood, are not commercially available under builder's risk policies, by endorsement or otherwise, such insurance will be provided through other insurance policies acceptable to Owner and Contractor.
2. cover, as insured property, at least the following: (a) the Work and all materials, supplies, machinery, apparatus, equipment, fixtures, and other property of a similar nature that are to be incorporated into or used in the preparation, fabrication, construction, erection, or completion of the Work, including Owner-furnished or assigned property; (b) spare parts inventory required within the scope of the Contract; and (c) temporary works which are not intended to form part of the permanent constructed Work but which are intended to provide working access to the Site, or to the Work under construction, or which are intended to provide temporary support for the Work under construction, including scaffolding, form work, fences, shoring, falsework, and temporary structures.
3. cover expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of contractors, engineers, and architects).
4. extend to cover damage or loss to insured property while in temporary storage at the Site or in a storage location outside the Site (but not including property stored at the premises of a manufacturer or Supplier). If this coverage is subject to a sublimit, such sublimit will be a minimum of \$2,000,000.
5. extend to cover damage or loss to insured property while in transit. If this coverage is subject to a sublimit, such sublimit will be a minimum of \$2,000,000.
6. allow for the waiver of the insurer's subrogation rights, as set forth in this Contract.
7. allow for partial occupancy or use by Owner by endorsement, and without cancellation or lapse of coverage.
8. include performance/hot testing and start-up, if applicable.

9. be maintained in effect until the Work is complete, as set forth in Paragraph 15.06.D of the General Conditions, or until written confirmation of Owner's procurement of property insurance following Substantial Completion, whichever occurs first.
10. include as named insureds the Owner, Contractor, Subcontractors (of every tier), and any other individuals or entities required by this Contract to be insured under such builder's risk policy. Parties required to be insured will be referred to collectively as "insureds." In addition to Owner, Contractor, and Subcontractors of every tier, include as insureds the following:
 - a. West Yost Associates, Inc.
Charles Duncan
President
2020 Research Park Drive, Suite 100
Davis, CA 95618
503.756.5905
CDuncan@westyost.com
11. include, in addition to the Contract Price amount, the value of the following equipment and materials to be installed by the Contractor but furnished by the Owner or third parties:
 - a. Electrical motor control centers, control panels and other equipment to be supplied by Owner's Integrator-of-Record, such sublimit will be a minimum of \$3,000,000.
12. If debris removal in connection with repair or replacement of insured property is subject to a coverage sublimit, such sublimit will be a minimum of \$5,000,000.

6.05 *Property Losses; Subrogation*

- A. The builder's risk insurance policy purchased and maintained at Contractor's expense in accordance with Paragraph 6.04 (or an installation floater policy if authorized), will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Engineer or its consultants, or their officers, directors, members, partners, employees, agents, consultants, or subcontractors.
 1. Owner and Contractor waive all rights against each other and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils, risks, or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Engineer, its consultants, all individuals or entities identified in the Supplementary Conditions as builder's risk or installation floater insureds, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, under such policies for losses and damages so caused.
 2. None of the above waivers extends to the rights that any party making such waiver may have to the proceeds of insurance held by Owner or Contractor as trustee or fiduciary, or otherwise payable under any policy so issued.

- B. Any property insurance policy maintained by Owner covering any loss, damage, or consequential loss to Owner's existing structures, buildings, or facilities in which any part of the Work will occur, or to which any part of the Work will attach or adjoin; to adjacent structures, buildings, or facilities of Owner; or to part or all of the completed or substantially completed Work, during partial occupancy or use pursuant to Paragraph 15.04, after Substantial Completion pursuant to Paragraph 15.03, or after final payment pursuant to Paragraph 15.06, will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Contractor, Subcontractors, or Engineer, or the officers, directors, members, partners, employees, agents, consultants, or subcontractors of each and any of them, and that the insured is allowed to waive the insurer's rights of subrogation in a written contract executed prior to the loss, damage, or consequential loss.
 - 1. Owner waives all rights against Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from fire or any of the perils, risks, or causes of loss covered by such policies.
- C. The waivers in this Paragraph 6.05 include the waiver of rights due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other insured peril, risk, or cause of loss.
- D. Contractor shall be responsible for assuring that each Subcontract contains provisions whereby the Subcontractor waives all rights against Owner, Contractor, all individuals or entities identified in the Supplementary Conditions as insureds, the Engineer and its consultants, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, relating to, or resulting from fire or other peril, risk, or cause of loss covered by builder's risk insurance, installation floater, and any other property insurance applicable to the Work.

6.06 *Receipt and Application of Property Insurance Proceeds*

- A. Any insured loss under the builder's risk and other policies of property insurance required by Paragraph 6.04 will be adjusted and settled with the Contractor and Owner. Contractor and Owner shall act as fiduciary for the other insureds, and give notice to such other insureds that adjustment and settlement of a claim is in progress. Any other insured may state its position regarding a claim for insured loss in writing within 15 days after notice of such claim.
- B. Proceeds for such insured losses may be made payable by the insurer to the Contractor and Owner as the fiduciary for other insureds, subject to the requirements of any applicable mortgage clause. Contractor and Owner receiving insurance proceeds under the builder's risk and other policies of insurance required by Paragraph 6.04 shall maintain such proceeds in a segregated account, and distribute such proceeds in accordance with such agreement as the parties in interest may reach, or as otherwise required under the dispute resolution provisions of this Contract or applicable Laws and Regulations.
- C. If no other special agreement is reached, Contractor shall repair or replace the damaged Work, using allocated insurance proceeds.

Attachment B

Drawings



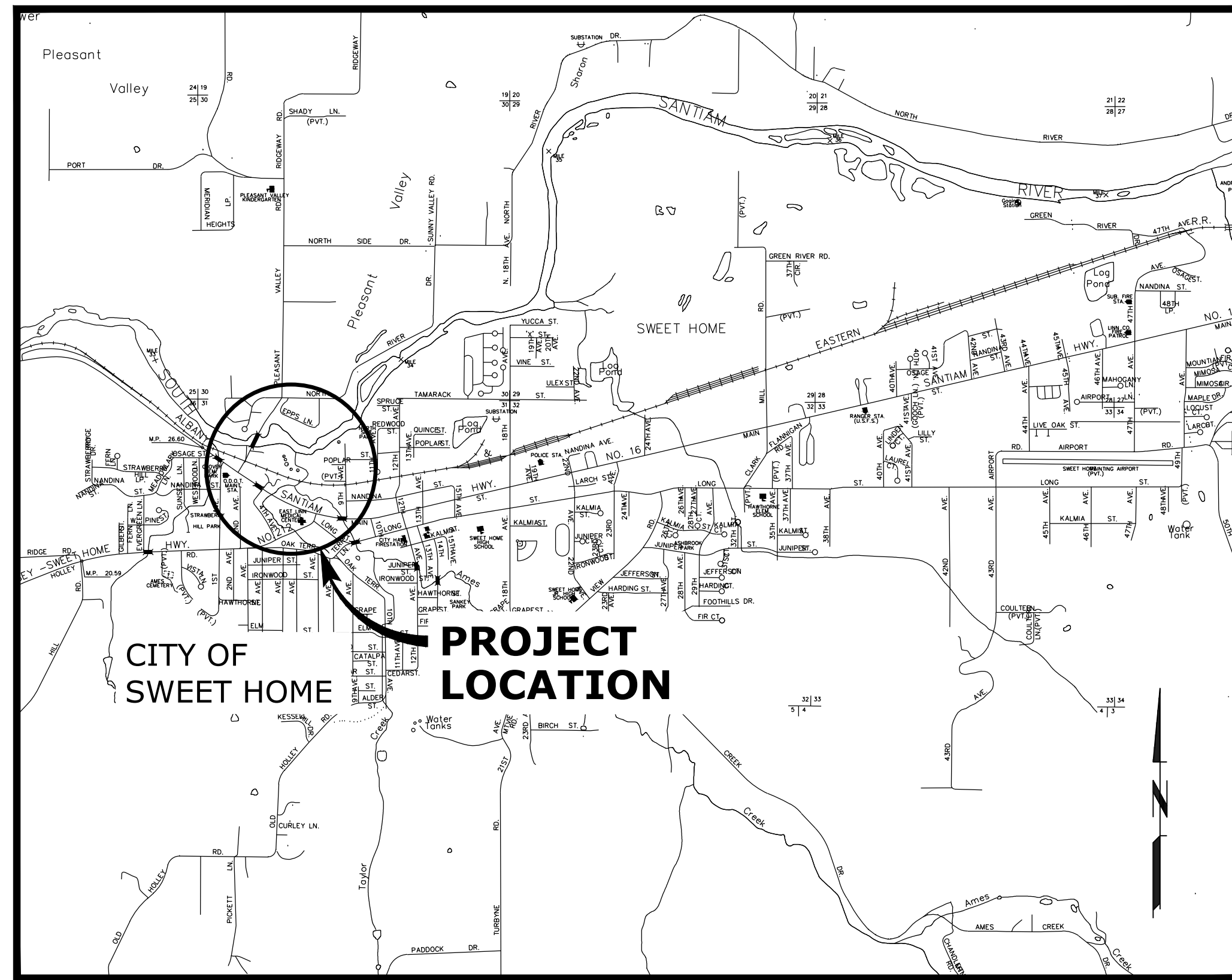
MAHLER WRF DRAWINGS

- G-000 Cover Sheet, Location and Vicinity Maps**
- G-005 Design Criteria – Phase 1**
- G-005 Design Criteria – Phase 2**
- G-006 Process Schematic Diagram**
- G-007 Solid Schematic**
- C-032 Site Plan Phase 1**
- C-032 Site Plan Phase 2**
- M-110 IPS Isometric**
- A-420 MEB Building Floor Plan**



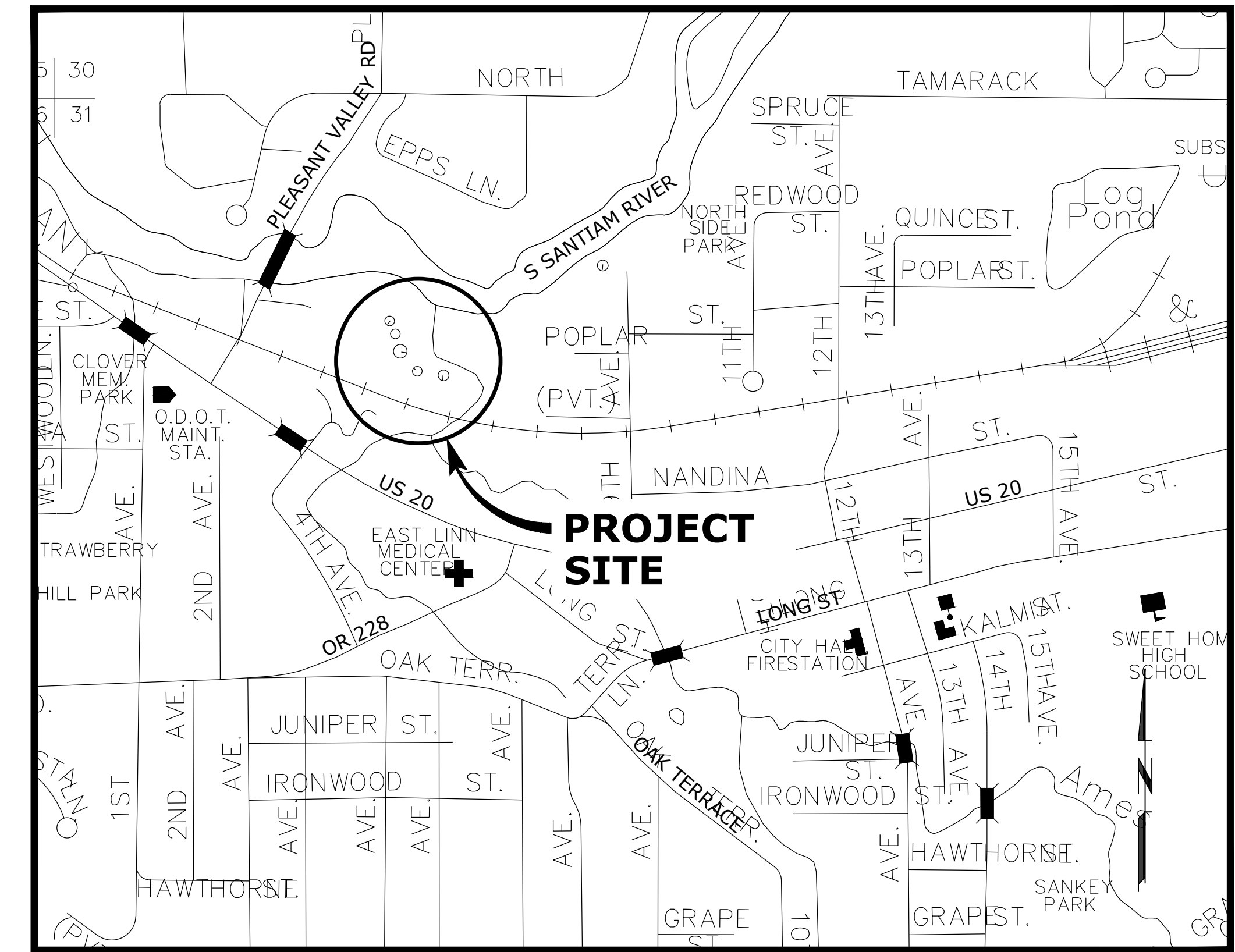
MAHLER WATER RECLAMATION FACILITY IMPROVEMENTS PROJECT

2022



VICINITY MAP

SCALE: 1"=2000'



LOCATION MAP

SCALE: 1"=500'



ATTENTION: OREGON LAW REQUIRES THE CONTRACTOR TO FOLLOW THE RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. THE CONTRACTOR MAY OBTAIN COPIES OF THE RULES BY CALLING THE UTILITY NOTIFICATION CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER IS 503-246-6699.)

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| POPULATION | CURRENT | YEAR 2045 |
|------------------------------------|----------|-----------|
| INFLUENT FLOWS | 9,893 | 11,643 |
| AVERAGE DRY WEATHER FLOW (ADWF) | 0.9 MGD | 1.1 MGD |
| ANNUAL AVERAGE FLOW (AAF) | 1.5 MGD | 1.9 MGD |
| AVERAGE WET WEATHER FLOW (AWWF) | 2.2 MGD | 2.6 MGD |
| MAX MONTH DRY WEATHER FLOW (MMDWF) | 2.6 MGD | 3.1 MGD |
| MAX MONTH WET WEATHER FLOW (MMWWF) | 3.6 MGD | 4.3 MGD |
| MAX DAY WET WEATHER FLOW (MDWWF) | 7.8 MGD | 9.4 MGD |
| PEAK INSTANTANEOUS FLOW (PIF) | 11.8 MGD | 12.4 MGD |

| INFLUENT LOADS | CURRENT | YEAR 2045 |
|----------------|--------------|--------------|
| cBOD | | |
| ANNUAL AVERAGE | 1,200 LB/DAY | 1,400 LB/DAY |
| MAX MONTH DRY | 1,700 LB/DAY | 2,000 LB/DAY |
| MAX MONTH WET | 1,800 LB/DAY | 2,100 LB/DAY |
| TSS | | |
| ANNUAL AVERAGE | 1,700 LB/DAY | 2,000 LB/DAY |
| MAX MONTH DRY | 2,600 LB/DAY | 3,000 LB/DAY |
| MAX MONTH WET | 2,900 LB/DAY | 3,400 LB/DAY |

| NPDES PERMIT LIMITS | AVERAGE EFFLUENT | | | | MAX DAILY mg/L LB/D |
|--------------------------|------------------|-------|--------|------|------------------------|
| | MONTHLY | | WEEKLY | | |
| | mg/L | LB/D | mg/L | LB/D | |
| MAY 1 - OCT 31 | | | | | |
| CBOD5 < | 10 | 120 | 15 | 180 | 240 |
| TSS < | 10 | 120 | 15 | 180 | 240 |
| TOTAL AMMONIA-NITROGEN < | 5.1 | | | | 11 |
| pH | | 6.3-9 | | | 6.3-9 |
| NOV 1 - APRIL 30 | | | | | |
| CBOD5 < | 15 | 290 | 23 | 460 | 630 |
| TSS < | 20 | 350 | 30 | 520 | 690 |
| TOTAL AMMONIA-NITROGEN < | 5.1 | | | | 11 |
| pH | | 6.3-9 | | | 6.3-9 |

| INFLUENT PUMP STATION | |
|------------------------------|------------------------------------|
| HIGH FLOW | |
| PUMP TYPE | SUBMERSIBLE |
| CONTROL | VFD |
| NUMBER | 3 |
| HP (EACH) | 70 |
| DESIGN POINT | 12.4 MGD (8,757 GPM) @ 48' TDH |
| LOW FLOW | |
| PUMP TYPE | SUBMERSIBLE |
| CONTROL | VFD |
| NUMBER | 2 |
| HP (EACH) | 20 |
| DESIGN POINT | 1.8 MGD (1,251 GPM) @ 42' TDH |
| MIN SYSTEM CAPACITY | 0.50 MGD (348 GPM) @ 31' TDH |
| FIRM SYSTEM CAPACITY | 15.5 MGD (10,720 GPM) @ 50, 48 TDH |
| COMBINED FORCE MAIN VELOCITY | |
| CURRENT AAF (12" FM) | 3.43 FT/SEC |
| 2045 AAF (12" FM) | 4.35 FT/SEC |
| 2045 PIF (24" FM) | 7.44 FT/SEC |
| INFLUENT FLOW METER | |
| TYPE | MAGNETIC FLOW METER |
| NUMBER | 2 |
| SIZE | 24, 8 INCH |

PHASE 1 60% SUBMITTAL

| NO. | DATE | BY | REVISION |
|-----|------|----|----------|
| | | | |
| | | | |
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NOTICE

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO SCALE

BJS
 DESIGNED
 SMB
 DRAWN
 PLVM
 CHECKED

PRELIMINARY ONLY
DO NOT USE FOR CONSTRUCTION

MARCH 2022

West Yost



MAHLER WATER RECLAMATION FACILITY IMPROVEMENTS PROJECT PHASE 1

| GENERAL | | | |
|------------------------|-----------|--------|----------|
| DESIGN CRITERIA | | | |
| PROJECT NO.: | 19-2605 | SCALE: | NO SCALE |
| DATE: | June 2022 | | |

SHEET

G-005

XX of XXX

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| POPULATION | CURRENT | YEAR 2045 |
|------------|---------|-----------|
| 9,893 | | 11,643 |

| INFLUENT FLOWS | CURRENT | YEAR 2045 |
|------------------------------------|----------|-----------|
| AVERAGE DRY WEATHER FLOW (ADWF) | 0.9 MGD | 1.1 MGD |
| ANNUAL AVERAGE FLOW (AAF) | 1.5 MGD | 1.9 MGD |
| AVERAGE WET WEATHER FLOW (AWWF) | 2.2 MGD | 2.6 MGD |
| MAX MONTH DRY WEATHER FLOW (MMDWF) | 2.6 MGD | 3.1 MGD |
| MAX MONTH WET WEATHER FLOW (MMWWF) | 3.6 MGD | 4.3 MGD |
| MAX DAY WET WEATHER FLOW (MDWWF) | 7.8 MGD | 9.4 MGD |
| PEAK INSTANTANEOUS FLOW (PIF) | 11.8 MGD | 12.4 MGD |

| NPDES PERMIT LIMITS | AVERAGE EFFLUENT | | MAX DAILY |
|--------------------------|------------------|--------|-----------|
| | MONTHLY | WEEKLY | |
| MAY 1 - OCT 31 | mg/L | LB/D | mg/L LB/D |
| CBOD5 < | 10 | 120 | 15 180 |
| TSS < | 10 | 120 | 15 180 |
| TOTAL AMMONIA-NITROGEN < | 5.1 | | |
| pH | 6.3-9 | | 6.3-9 |
| NOV 1 - APRIL 30 | | | |
| CBOD5 < | 15 | 290 | 23 460 |
| TSS < | 20 | 350 | 30 520 |
| TOTAL AMMONIA-NITROGEN < | 5.1 | | |
| pH | 6.3-9 | | 6.3-9 |

| HEADWORKS | CURRENT | YEAR 2045 |
|-----------------------------------|----------------------|-----------|
| CHANNEL WIDTH | | |
| APPROACH CHANNEL | 2 FT | 2.5 FT |
| SCREEN CHANNEL | 2 FT | 4 FT |
| APPROACH CHANNEL VELOCITIES | | |
| VELOCITY @ AAF | | 1.7 FT/S |
| VELOCITY @ MMWWF | | 2.0 FT/S |
| VELOCITY @ PIF | | 2.8 FT/S |
| SCREEN CHANNEL VELOCITIES | | |
| VELOCITY @ AAF | | 2.4 FT/S |
| VELOCITY @ MMWWF | | 2.9 FT/S |
| VELOCITY @ PIF | | 3.9 FT/S |
| FINE SCREENS | | |
| TYPE | MULTIRAKE | |
| NUMBER | 2 | |
| OPENING | 4" | |
| CAPACITY (EACH) | 12.4 MGD | |
| HEAD LOSS (EACH) @ PIF | 6 INCH | |
| SCREENINGS CONVEYOR | | |
| TYPE | SLUICE | |
| NUMBER | 1 | |
| TROUGH WIDTH | 22 INCHES | |
| LENGTH | 17 FT | |
| SCREENING WASHING AND COMPACTION | | |
| TYPE | WASH PRESS | |
| NO. | 1 | |
| WATER DEMAND | 10 GPM | |
| GRIT REMOVAL | | |
| TYPE | VORTEX | |
| NUMBER | 1 | |
| CAPACITY | 12.4 MGD | |
| GRIT PUMP | | |
| TYPE | CENTRIFUGAL | |
| CAPACITY | 250 GPM @ 8.5 FT TDH | |
| HORSEPOWER | 10 | |
| GRIT CLASSIFICATION | | |
| GRIT CYCLONE (NUMBER/CAPACITY) | 1/12.4 MGD | |
| GRIT CLASSIFIER (NUMBER/CAPACITY) | 1/12.4 MGD | |

| PRIMARY CLARIFIER | CURRENT | YEAR 2045 |
|-------------------------------|--|-----------|
| NUMBER | 3 | |
| WIDTH X LENGTH | 20 FT X 80 FT | |
| SIDEWATER DEPTH | 12 FT | |
| VOLUME (EACH) | 143,616 GAL | |
| TOTAL SURFACE AREA | 4,800 FT ² | |
| TOTAL WEIR LENGTH | 348 FT | |
| DETENTION TIME | 0.8 - 11.5 HR | |
| CURRENT SURFACE OVERFLOW RATE | | |
| ADWF | 188 GPD/FT ² | |
| MMWWF | 750 GPD/FT ² | |
| PIF | 2,458 GPD/FT ² | |
| 2045 SURFACE OVERFLOW RATE | | |
| ADWF | 229 GPD/FT ² | |
| MMWWF | 896 GPD/FT ² | |
| PIF | 2,583 GPD/FT ² | |
| CURRENT WEIR LOADING RATE | | |
| ADWF | 2,586 GPD/FT | |
| MMWWF | 10,345 GPD/FT | |
| PIF (W/5.4 MGD BYPASS) | 33,908 GPD/FT | |
| 2045 WEIR LOADING RATE | | |
| ADWF | 3,161 GPD/FT | |
| MMWWF | 12,356 GPD/FT | |
| PIF | 35,632 GPD/FT | |
| PRIMARY SLUDGE PUMP | | |
| TYPE | ROTARY LOBE | |
| NUMBER | 3 | |
| HP | 5 | |
| CAPACITY (EACH) | 150 GPM @ 19 TDH, PRIMARY SLUDGE 2% SOLIDS | |

| AERATION BASINS | CURRENT | YEAR 2045 |
|------------------------------------|----------------------|-----------|
| NUMBER OF BASINS | 2 | |
| EXISTING BASINS | | |
| NEW BASINS | 1 | |
| BASIN VOLUME (EA) | 0.17 MG | |
| AVERAGE SIDEWATER DEPTH (2045 AAF) | 12.2 FT | |
| MLSS | 2,400 - 3,400 MG/L | |
| OBSERVED YIELD RATIO | 0.77 LB VS/LB BOD | |
| WAS | 300-4100 PPD | |
| WAS (2045 AVE) | 1500 PPD | |
| NUMBER OF CELLS PER BASIN | 3 | |
| CELL VOLUME PER TRAIN | | |
| CELL A=SWING | 37,000 GAL | |
| CELL B=AEROBIC 1 | 75,000 GAL | |
| CELL C=AEROBIC 2 | 61,000 GAL | |
| BASIN EQUIPMENT (TOTAL) | | |
| SUBMERSIBLE MIXER | 3 | |
| HP (EACH) | 4 | |
| INTERNAL RECYCLE PUMPS | | |
| QUANTITY | 3 | |
| TYPE | AXIAL FLOW | |
| HP (EACH) | 20 | |
| CAPACITY (EACH) | 2,000 GPM @ 8' TDH | |
| DIFFUSER TYPE | 9" DISC, FINE BUBBLE | |
| PROCESS BLOWERS | | |
| LARGE | | |
| NUMBER | 2 | |
| HP (EACH) | 40 | |
| CAPACITY (EACH) | 800 SCFM | |
| DISCHARGE PRESSURE | 7.3 PSI | |
| SMALL | | |
| NUMBER | 2 | |
| HP (EACH) | 25 | |
| CAPACITY (EACH) | 400 SCFM | |
| DISCHARGE PRESSURE | 7.3 PSI | |

| SECONDARY CLARIFIERS | CURRENT | YEAR 2045 |
|--|-----------------------------|-----------|
| NUMBER | 2 | |
| DIAMETER (EXISTING) | 1 @ 60 FT | |
| DIAMETER (NEW) | 1 @ 90 FT | |
| SIDEWATER DEPTH (SMALL) | 12 FT | |
| SIDEWATER DEPTH (LARGE) | 16.5 FT | |
| VOLUME (SMALL) | 0.32 MG | |
| VOLUME (LARGE) | 0.79 MG | |
| TOTAL SURFACE AREA (SF) | 9,189 FT ² | |
| TOTAL WEIR LENGTH | 714 FT | |
| SURFACE OVERFLOW RATE (BOTH IN SERVICE) | | |
| MMWWF | 751 GPD/FT ² | |
| PIF | 2,024 GPD/FT ² | |
| AVERAGE WEIR OVERFLOW RATE (BOTH IN SERVICE) | 14,600 GPD/FT | |
| MMWWF | 39,500 GPD/FT | |
| PIF | | |
| SOLIDS OVERFLOW RATE (BOTH IN SERVICE) | | |
| MMWWF (ASSUMES ML=3,500 MG/L) | 0.91 LB/DAY/FT ² | |
| PIF (ASSUMES ML=3,500 MG/L) | 1.06 LB/DAY/FT ² | |

| NEW | CURRENT | YEAR 2045 |
|--|-----------------------------|-----------|
| NUMBER | 1 | |
| DIAMETER | 86 FT | |
| SIDEWATER DEPTH | 15 FT | |
| VOLUME | 0.54 MG | |
| TOTAL SURFACE AREA | 5809 FT ² | |
| TOTAL WEIR LENGTH | 270 FT | |
| SINGLE CLARIFIER OPERATION | | |
| SURFACE OVERFLOW RATE | | |
| MMWWF (0.33Q TO CL4) | 545 GPD/FT ² | |
| PIF (0.33Q TO CL4) | 1462 GPD/FT ² | |
| WEIR LOADING RATE | | |
| MMWWF (0.33Q TO CL4) | 8,488 GPD/FT | |
| PIF (0.33Q TO CL4) | 29,230 GPD/FT | |
| SOLIDS LOADING RATE (3000MG/L IN AB, @ 0.5Q RAS) | | |
| MMWWF (0.33Q TO CL4) | 13.7 LB/DAY/FT ² | |
| PIF (0.33Q TO CL4) | 36.6 LB/DAY/FT ² | |

| TERTIARY FILTER | CURRENT | YEAR 2045 |
|----------------------------|-------------|-----------|
| NUMBER | 3 | |
| NUMBER OF DISKS PER FILTER | 6 | |
| MAX FILTER LOADING RATE | 27 GPM/SF | |
| MIN FILTER LOADING RATE | 1.4 GPM/SF | |
| SOLIDS LOADING RATE | 2.0 LB/SF/D | |
| INFLUENT TSS | 20 MG/L | |
| EFFLUENT TSS | 5 MG/L | |

| UV DISINFECTION CHAMBER | CURRENT | YEAR 2045 |
|-----------------------------|-------------------------|-----------|
| MINIMUM UV TRANSMITTANCE | 65% | |
| DESIGN DOSE | 30 MJ/CM ² | |
| NUMBER OF CHANNELS | 2 | |
| NUMBER OF BANKS PER CHANNEL | 3 (2 DUTY, 1 REDUNDANT) | |

| UTILITY WATER PUMPS | CURRENT | YEAR 2045 |
|---------------------|------------------------|-----------|
| NUMBER | 2(1 DUTY +1 REDUNDANT) | |
| TYPE | VERTICAL TURBINE | |
| CONTROL | VFD | |
| HP (EACH) | 25 | |

| SC60 RAS PUMP STATION | CURRENT | YEAR 2045 |
|-----------------------|-------------|-----------|
| RAS PUMP TYPE | SUBMERSIBLE | |
| CONTROL | VFD | |
| NUMBER | 3 | |
| HP | 15 HP | |

| SC60 WAS PUMP STATION | CURRENT | YEAR 2045 |
|-----------------------|-------------|-----------|
| WAS PUMP TYPE | SUBMERSIBLE | |
| CONTROL | VFD | |
| NUMBER | 2 | |
| HP | 10 HP | |

| SC90 RAS PUMP STATION | CURRENT | YEAR 2045 |
|-----------------------|-------------|-----------|
| RAS PUMP TYPE | SUBMERSIBLE | |
| CONTROL | VFD | |
| NUMBER | 3 | |
| HP | 20 HP | |

| SC90 WAS PUMP STATION | CURRENT | YEAR 2045 |
|-----------------------|-------------|-----------|
| WAS PUMP TYPE | SUBMERSIBLE | |
| CONTROL | VFD | |
| NUMBER | 2 | |
| HP | 15 HP | |

| SCUM PUMP STATION | CURRENT | YEAR 2045 |
|-------------------|--------------------|-----------|
| PUMP TYPE | PROGRESSIVE CAVITY | |
| CONTROL | LEVEL SENSOR | |
| NUMBER | 1 | |
| HP (EACH) | 5 | |
| DESIGN POINT | 40 gpm @ 8'TDTH | |
| FORCE MAIN SIZE | 4 INCHES | |

| SLUDGE BLENDING | CURRENT | YEAR 2045 |
|-------------------------------------|--------------------------|-----------|
| SLUDGE BLEND TANK | | |
| SLUDGE BLEND TANK TYPE | GLASS-LINED BOLTED STEEL | |
| QUANTITY | 1 | |
| VOLUME | 60,000 GAL | |
| MIXING SYSTEM | PUMP MIX | |
| QUANTITY | 2 | |
| HP | 5 | |
| CAPACITY | 140 GPM | |
| FLOCCULATION TANK | | |
| NUMBER | 1 | |
| VOLUME | 345 GAL | |
| FLOCCULATION TANK MIXER | | |
| NUMBER | 1 | |
| HP | 1 | |
| ROTARY DRUM THICKENER | | |
| NUMBER | 1 | |
| FLOW RATE | 65 GPM | |
| MIN INLET CONCENTRATION | 0.7% | |
| MIN OUTLET CONCENTRATION | 4% | |
| AVG INLET CONCENTRATION | 1% | |
| AVG OUTLET CONCENTRATION | 6% | |
| DRIVE TYPE | DIRECT COUPLED | |
| HP | 1 | |
| EMULSION POLYMER MAKEUP/FEED SYSTEM | | |
| NUMBER | 1 | |
| HP | 1 | |
| POLYMER METERING PUMP RANGE | 2.42 GAL PER HOUR | |

| RDPS | CURRENT | YEAR 2045 |
|----------------|----------------|-----------|
| RDPS PUMP TYPE | SUBMERSIBLE | |
| CONTROL | CONSTANT SPEED | |
| NUMBER | 3 | |
| HP | 45 HP | |

| PRIMARY ANAEROBIC DIGESTION | CURRENT | YEAR 2045 |
|---|---------|-------------|
| MAX MONTH DS TSS (2045) | | 3,273 PPD |
| MAX MONTH VSS (2045) | | 1,285 PPD |
| GAS PRODUCTION (2045) | | 23,559 CF/D |
| ASSUMED AVERAGE SOLIDS CONCENTRATION IN DIGESTION/STORAGE | | 2.6 % |
| NEW PRIMARY ANAEROBIC DIGESTER | | 1 |
| DIAMETER | | 40 FT |
| DEPTH | | 45 FT |
| PROCESS VOLUME | | 400,000 GAL |
| DETENTION TIME @ MAX MONTH TSS (2045) | | 36 DAYS |
| DIGESTER GAS PRODUCTION | | |
| START-UP (2023) | | 13 SCFM |
| MINIMUM LOADING | | 13 SCFM |
| AVERAGE LOADING | | 16 SCFM |
| FUTURE (2045) | | 40 SCFM |

| ANAEROBIC DIGESTER MIXING SYSTEM | CURRENT | YEAR 2045 |
|-----------------------------------|--------------------------|-----------|
| PRIMARY ANAEROBIC DIGESTER MIXING | | |
| TYPE | PUMP MIX | |
| NUMBER | 1 | |
| HP | 30 | |
| DESIGN POINT | 2,200 GPM @ 38 FT TDH | |
| DIGESTED SLUDGE HOLDING TANK | | |
| TYPE | GLASS-LINED BOLTED STEEL | |
| NUMBER | 1 | |
| VOLUME | 100,000 GAL | |

| DIGESTER HEATING SYSTEM | CURRENT | YEAR 2045 |
|-----------------------------|----------------------|-----------|
| DIGESTER RECIRCULATION PUMP | | |
| NUMBER | 2 | |
| TYPE | SCREW CENTRIFUGAL | |
| HP | 5 | |
| DESIGN POINT | 500 GPM @ 25 FT TDH | |
| PRIMARY BOILER | | |
| NUMBER | 1 | |
| TYPE | INDIRECT FIRE | |
| PRIMARY FUEL TYPE | BIO GAS | |
| BACKUP FUEL TYPE | NATURAL GAS | |
| CAPACITY (OUTPUT) | 775,000 BTU/H | |
| HOT WATER FLOW RATE | 25 GPM | |
| HOT WATER LOOP DESIGN TEMP | 160 F | |
| HOT WATER PUMPS | | |
| NUMBER | 2 | |
| TYPE | CENTRIFUGAL | |
| HP | 1/8 | |
| DESIGN POINT | 25 GPM @ 10 FT TDH | |
| SLUDGE HEAT EXCHANGER | | |
| PRIMARY | | |
| NUMBER | 1 | |
| TYPE | TUBE IN TUBE | |
| SLUDGE FLOW RATE | 500 GPM | |
| HOT WATER FLOW RATE | VARIABLE, 50 GPM MAX | |
| SLUDGE TEMPERATURE | 95 - 96 F | |
| HOT WATER TEMPERATURE | 145 - 160 F | |
| CAPACITY | 250,000 BTU/H | |

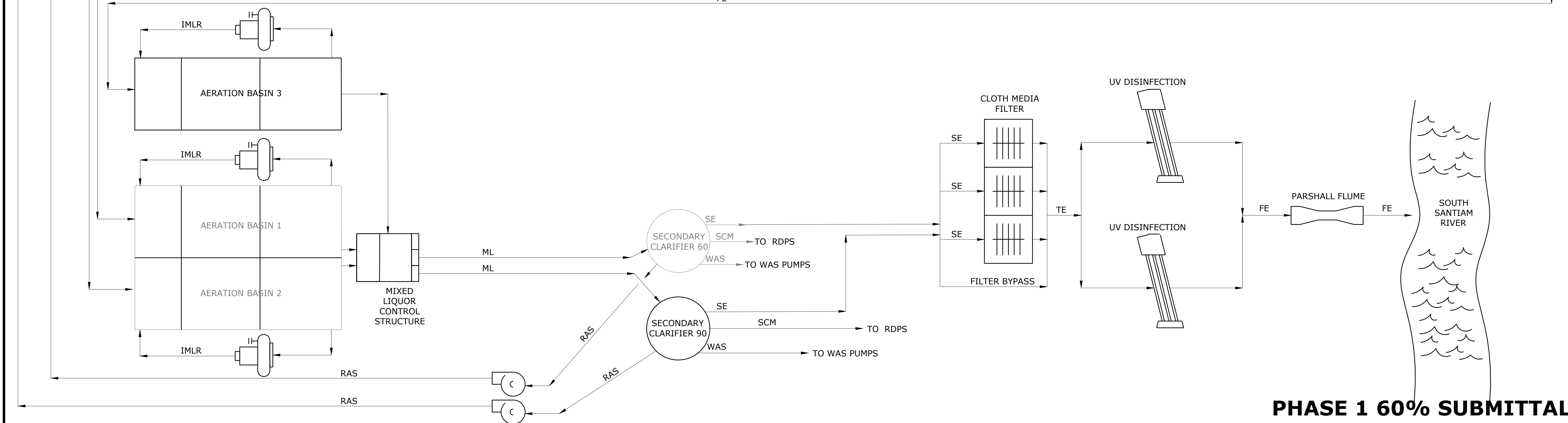
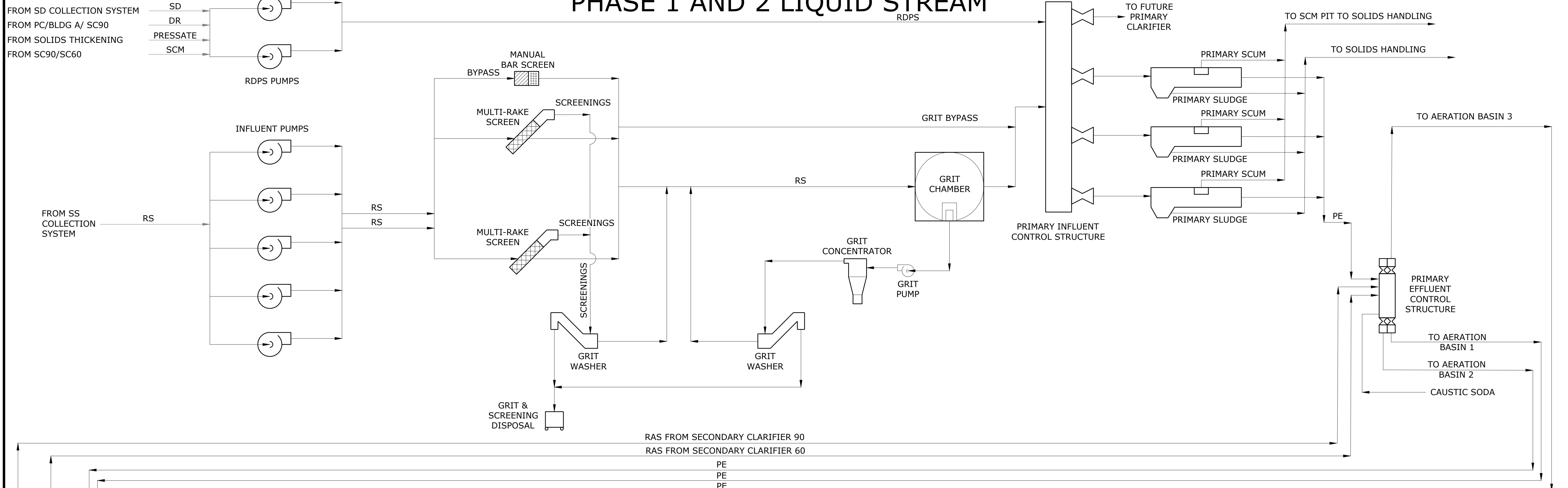
| DEWATERING EQUIPMENT | CURRENT | YEAR 2045 |
|---|-----------------------------|-----------|
| FLOCCULATION TANK | | |
| NUMBER | 1 | |
| VOLUME | 285 GAL | |
| FLOCCULATION TANK MIXER | | |
| NUMBER | 1 | |
| HP | 1 | |
| SCREW PRESS | | |
| NUMBER | 1 | |
| 2043 MMWW SOLIDS LOADING | 569 DRY LBS PER HOUR | |
| CAPACITY | 45 GPM @ 2.5% TOTAL SOLIDS | |
| | 57 GPM @ 2% TOTAL SOLIDS | |
| | 76 GPM @ 1.5% TOTAL SOLIDS | |
| DEWATERED SLUDGE % SOLIDS | 18-22% | |
| SOLIDS CAPTURE RATE | 95% | |
| SCREW CONVEYOR | | |
| TYPE | SHAFTLESS SCREW CONVEYOR | |
| NUMBER | 1 | |
| CAPACITY | 566 LB/HR @ 2043 MMWW LOADS | |
| HP | 3 | |
| EMULSION POLYMER MAKEUP/FEED SYSTEM | | |
| NUMBER | 1 | |
| HP | 1 | |
| POLYMER METERING PUMP RANGE | 2-9 GAL PER HOUR | |
| DEWATERED CAKE PRODUCTION @ 18% SOLIDS (2045) | 584 DRY TONS/YR | |

| DEWATERING EQUIPMENT | CURRENT | YEAR 2045 |
|---|-----------------|-----------|
| DEWATERED CAKE PRODUCTION @ 18% SOLIDS (2045) | 584 DRY TONS/YR | |

| ELECTRICAL LOADS (KVA) | CURRENT | YEAR 2045 |
|------------------------|---------------------------|-----------|
| TRANSFORMER | 1.5 MVA | |
| GENERATOR | 900 KW | |
| TANK TYPE | 24 HR BELL | |
| ATS MOUNT | SWITCHBOARD MOUNT (MSB-1) | |

PHASE 2 60% SUBMITTAL

PHASE 1 AND 2 LIQUID STREAM



PHASE 1 60% SUBMITTAL

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GENERAL

PROCESS FLOW DIAGRAM PHASES 1 AND 2

PROJECT NO.: 19-2605 SCALE: AS SHOWN DATE: June 2022

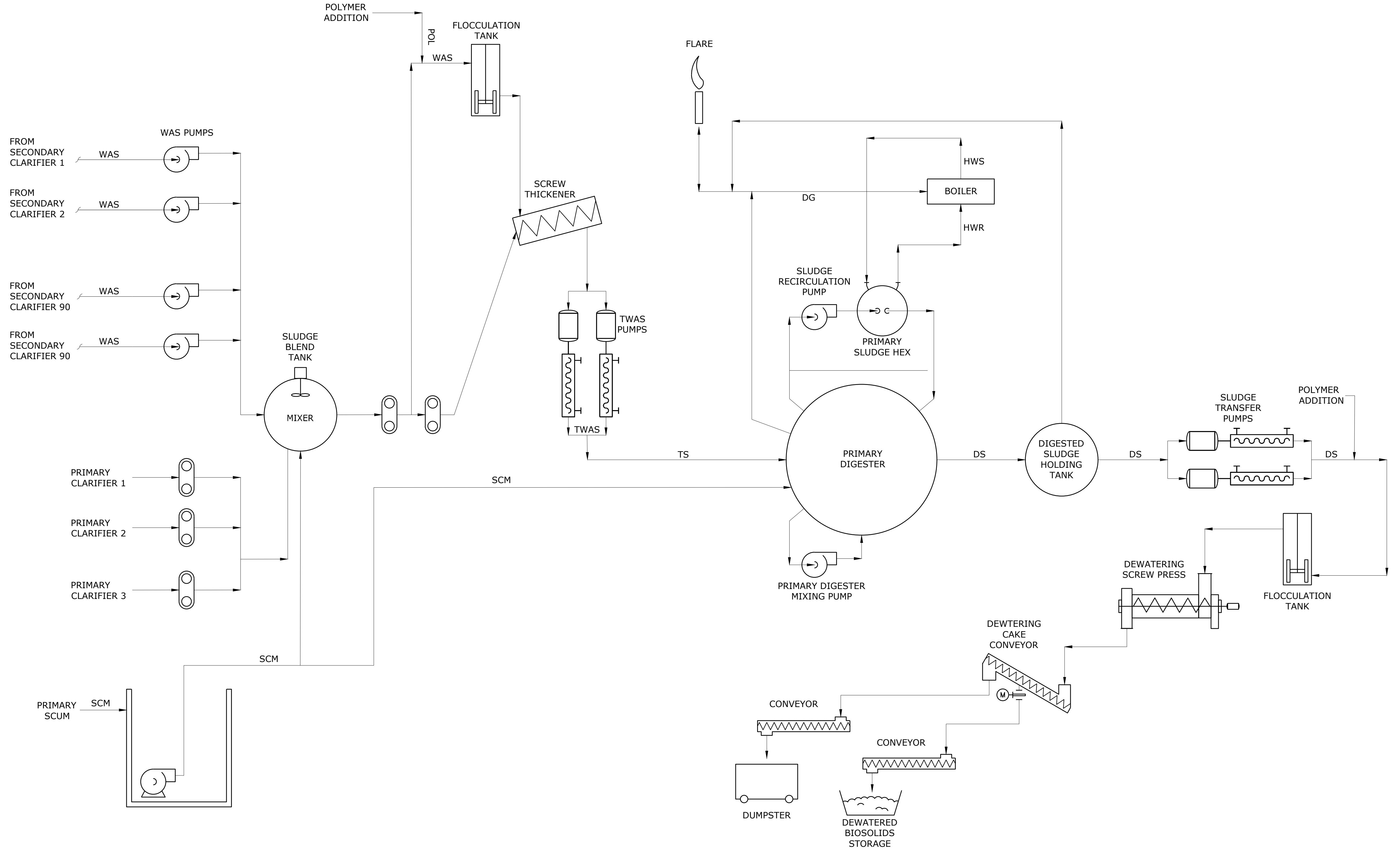
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G-006

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SOLIDS STREAM



PHASE 2 30% SUBMITTAL

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MAHLER WATER RECLAMATION FACILITY IMPROVEMENTS PROJECT PHASE 2

GENERAL

SOLIDS FLOW DIAGRAM

PROJECT NO.: 19-2605 SCALE: AS SHOWN DATE: June 2022

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G-007

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TO PLEASANT VALLEY ROAD

EXIST BATHROOM RELOCATION SEE SHEET C-033

CHAIN LINK FENCE 1 C-002

BLOWER/ELEC BLDG

BOAT RAMP ACCESS DRIVE

NOTES:
1. REFER TO SPECIFICATIONS FOR PARKING SIGNAGE AND MARKINGS.

CONNECT TO EXIST FENCE


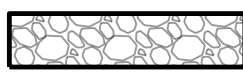
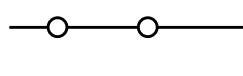
WALL MOUNTED CHAIN LINK FENCE 2 C-002

ALBANY AND EASTERN RAILROAD

AMES CREEK

| Point Table | | | |
|-------------|-----------|------------|---------------------------|
| Point # | Northing | Easting | Description |
| 1 | 275690.80 | 7616951.23 | SW CORNER OF BATHROOM |
| 2 | 275701.41 | 7616962.95 | NE CORNER OF BATHROOM |
| 3 | 275605.98 | 7616989.76 | SW CORNER OF GEN SET |
| 4 | 275623.41 | 7617011.24 | NW CORNER OF GEN SET |
| 5 | 275582.40 | 7616997.98 | SW CORNER OF MEB BLDG |
| 6 | 275627.32 | 7617052.96 | NW CORNER OF MEB BLDG |
| 7 | 275360.55 | 7617327.47 | SW CORNER OF IPS WET WELL |
| 8 | 275359.50 | 7617367.51 | NE CORNER OF IPS WET WELL |

SITE PLAN LEGEND

-  PROPOSED CONC SIDEWALK 3 C-001
-  PROPOSED GRAVEL 2 C-001
-  PROPOSED CHAIN-LINK FENCE 1 C-002 2 C-002

ALBANY AND EASTERN RAILROAD

PLAN
SCALE: 1"=30'

CHAIN LINK FENCE 1 C-002

CONNECT TO EXIST FENCE

90% SUBMITTAL

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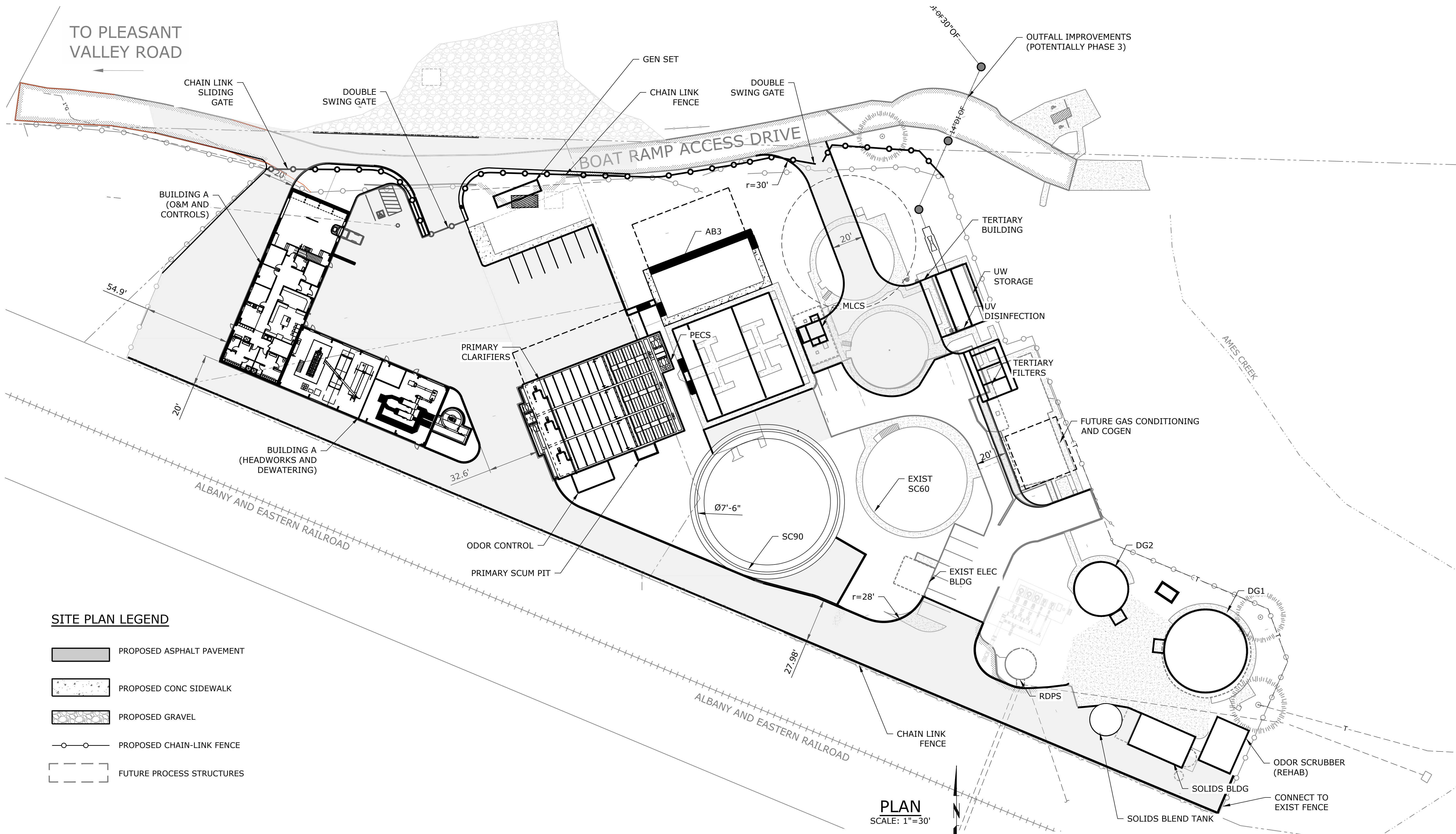


MAHLER WATER RECLAMATION FACILITY IMPROVEMENTS PROJECT PHASE 1


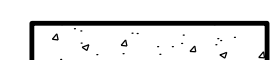

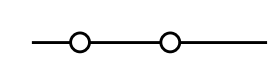

CIVIL SITE
OVERALL SITE PLAN AND STRUCTURE COORDINATES
PROJECT NO.: 19-2065 SCALE: AS SHOWN DATE: JUNE 2022

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SITE PLAN LEGEND

-  PROPOSED ASPHALT PAVEMENT
-  PROPOSED CONC SIDEWALK
-  PROPOSED GRAVEL
-  PROPOSED CHAIN-LINK FENCE
-  FUTURE PROCESS STRUCTURES

PLAN
SCALE: 1"=30'

30% SUBMITTAL

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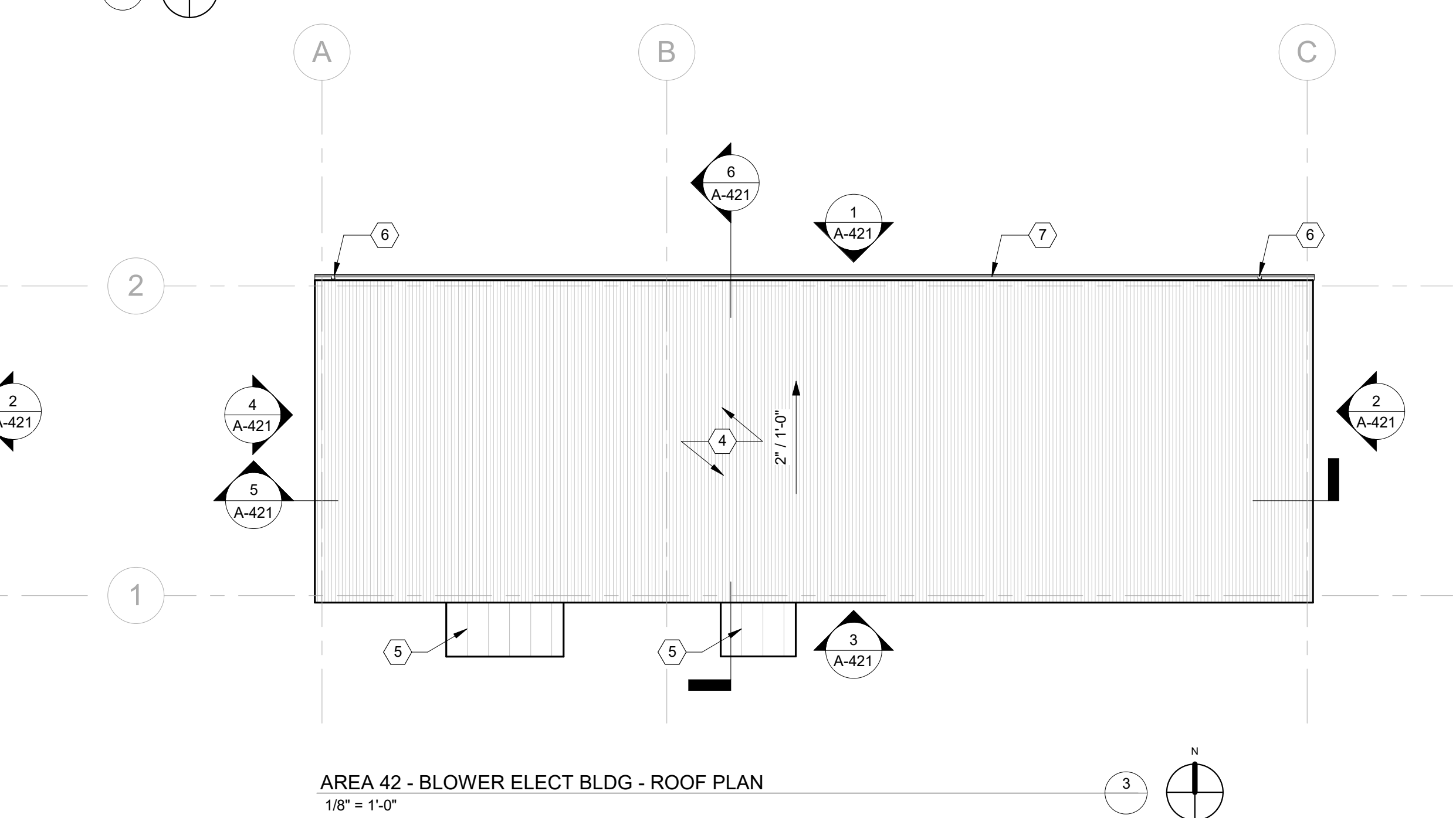
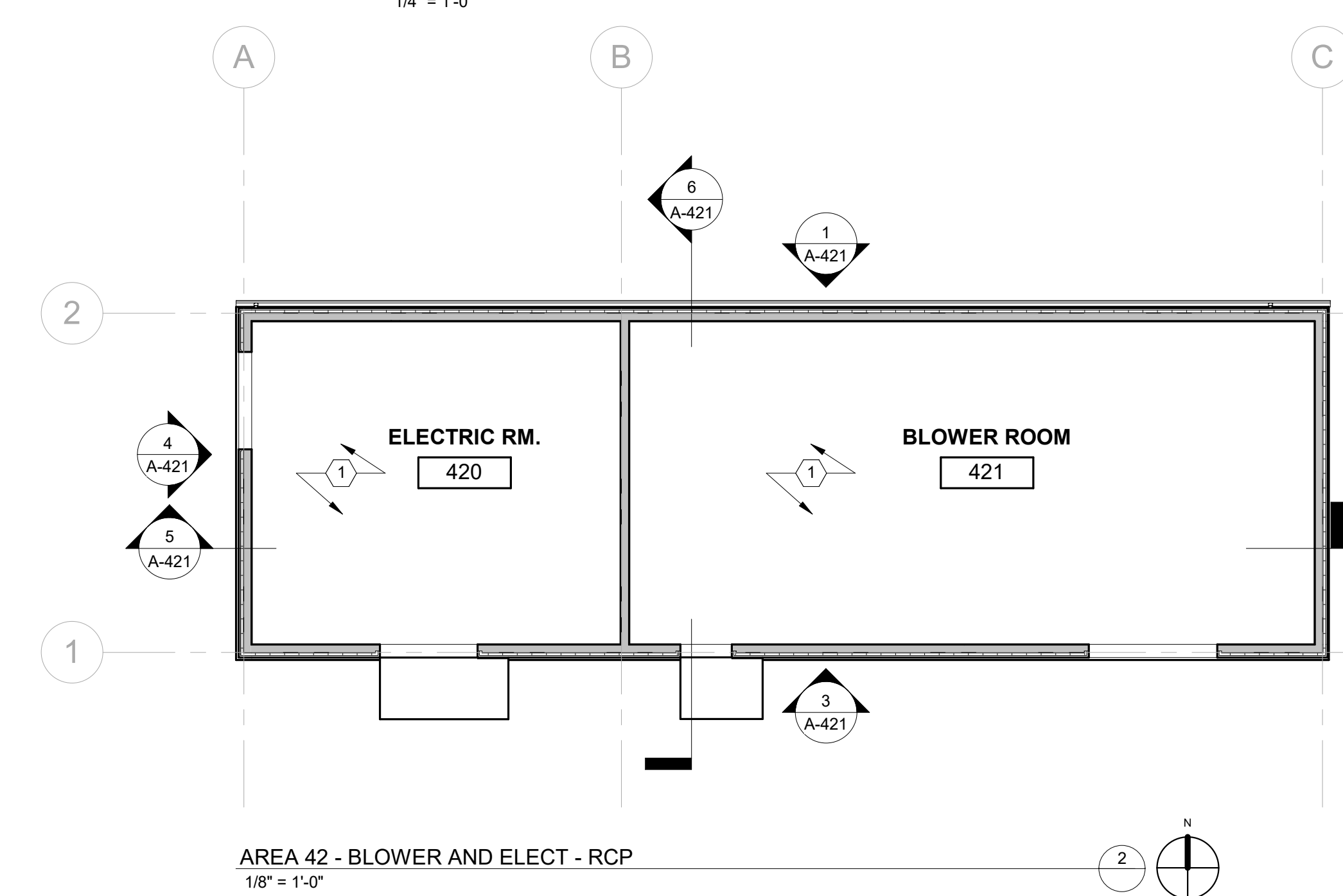
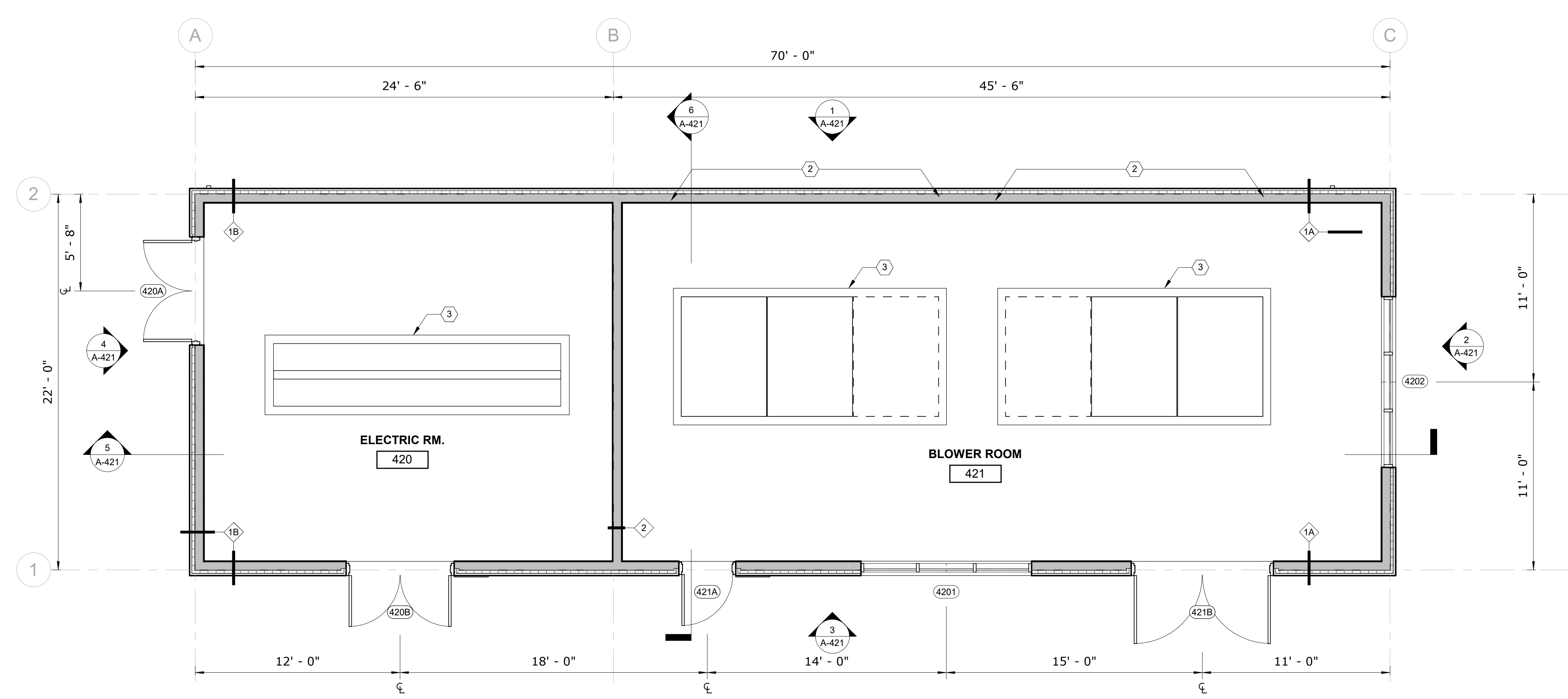
CIVIL SITE
OVERALL SITE PLAN
PHASE 2
PROJECT NO.: 19-2065 SCALE: AS SHOWN DATE: JUNE 2022

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- GENERAL NOTES**
1. SEE GEN-A-2 FOR FINISH SCHEDULE.
 2. SEE SPECIFICATION SECTION 22 00 00 FOR PLUMBING FIXTURE INFORMATION
 3. SEE SPECIFICATION SECTIONS 06 41 16 AND 12 36 23.13 FOR CASEWORK AND COUNTERTOP INFORMATION
 4. SEE SPECIFICATION SECTION 10 28 00 FOR LAVATORY ACCESSORIES

KEYNOTES

- 1 OPEN TO STRUCTURE
- 2 FRAMING BLOCKOUTS FOR FUTURE EQUIPMENT, SEE STRUCTURAL
- 3 EQUIPMENT PAD, SEE STRUCTURAL
- 4 STANDING SEAM METAL PANEL, MP-X
- 5 CANOPY
- 6 DOWNSPOUT
- 7 GUTTER



STRONGWORK ARCHITECTURE

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MAHLER WATER RECLAMATION FACILITY IMPROVEMENTS PROJECT PHASE 1

MEB BUILDING FLOOR PLAN
PROJECT NO.: Project Number SCALE As indicated DATE 1/11/2022

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Evaluation Criteria

Attachment C

SOQ Evaluation Criteria and Scoring



Bidders SOQ’s which pass the Part I pass/fail criteria will be quantitatively evaluated by the Owner using a 2-step process as follows:

Step 1 (200 total points): Evaluation of SOQ Part II and Part III related to Company history, performance, compliance and project and leadership team experience.

Step 2 (additional 100 points): Reference checks and interviews, if required.

Step 1 Evaluation, Scoring Criteria and Points Allocated

| SOQ Scoring Section | Points Allocated |
|---|------------------------------|
| Company History, Performance and Compliance | |
| History of Business and Organizational Performance | 15 |
| Licenses | 10 |
| Disputes | 15 |
| Criminal Matters and Related Civil Suits | 10 |
| Bonding | 20 |
| Compliance | 30 |
| Part II: Company History, Performance and Compliance | 100 (min 60 to pass) |
| Part III: Company Project and Leadership Team Experience | 100 (min 60 to pass) |
| Step 1 Total Points Allocated | 200 (min 120 to pass) |

Step 1 Intermediate Determination of Prequalification Status

Following Step 1 review, Owner will make the following determinations:

Step 1 Pre-Qualified Bidders: Bidders receiving a score of 75 points or higher for both Parts II and III will be listed as pre-qualified by the Owner. Owner reserves the right to conduct reference checks for Step 1 pre-qualified Bidders. **Bidders pre-qualified by Owner in Step 1 will not be subject to Step 2 scoring.**

Step 1 Not Pre-Qualified: Bidders receiving less than 60 points on either Part II or Part III will be listed as not pre-qualified following Step 1 and will not be considered for Step 2 scoring

Step 2 Reference Checks Required: Bidders receiving a score between 60-74.9 points on either Part II or Part III will be listed as requiring Step 2 reference checks and interviews.

Step 2 Evaluation, Scoring Criteria and Points Allocated

Owner will conduct reference interviews for Bidders based on Step 1 scoring indicated. A total of 100 additional points will be allocated for Step 2 reference checks and interviews, bringing the total available points to 300. Scores from Step 1 and Step 2 will be added. A minimum total score of 200 out of 300 points shall be required to be pre-qualified following Step 2.

Concord

1001 Galaxy Way, Suite 310
Concord CA 94520
925-949-5800

Davis

2020 Research Park Drive, Suite 100
Davis CA 95618
530-756-5905

Eugene

1650 W 11th Avenue, Suite 1-A
Eugene OR 97402
541-431-1280

Lake Forest

23692 Birtcher Drive
Lake Forest CA 92630
949-420-3030

Lake Oswego

5 Centerpointe Drive, Suite 130
Lake Oswego OR 97035
503-451-4500

Oceanside

804 Pier View Way, Suite 100
Oceanside CA 92054
760-795-0365

Olympia

825 Legion Way SE, Suite A6
Olympia WA 98501
360-350-4523

Phoenix

4505 E Chandler Boulevard, Suite 230
Phoenix AZ 85048
602-337-6110

Pleasanton

6800 Koll Center Parkway, Suite 150
Pleasanton CA 94566
925-426-2580

Sacramento

8950 Cal Center Drive, Bldg. 1, Suite 363
Sacramento CA 95826
916-306-2250

San Diego

11939 Rancho Bernardo Road, Suite 100
San Diego CA 92128
858-505-0075

Santa Rosa

2235 Mercury Way, Suite 105
Santa Rosa CA 95407
707-543-8506



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
3rd Reading June 14, 2022

Submitted By: Angela Clegg, Associate Planner

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

Type of Action: Resolution 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: Original Application
Ordinance No. 3 for 2022, Ordinance 1303, 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 completed the second reading of Ordinance No. 3 for 2022 for Application ZMA22-01. On June 14, 2022 the City Council will complete the third reading of Ordinance Bill No. 3 for 2022, Ordinance No. 1303 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 approve Ordinance Bill No. 3 for 2022, Ordinance No. 1303.
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 approve Ordinance Bill No. 3 for 2022, Ordinance No. 1303.

ORDINANCE BILL NO. 3 FOR 2022

ORDINANCE NO. 1303

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.



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

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

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.

City Council Hearing Date: _____

Applicant's Name:
 Eric Lund

Property Owner:
 Eric Lund

Applicant's Address:
 6321 Lake Pointe Way Sweet Home, OR 97386

Owner's Address:
 6321 Lake Pointe Way Sweet Home, OR 97386

Applicant's Phone and e-mail:
 541-223-3864 // Eric@theaxdom-group.com

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.

| COUNCIL MEETING DATE | ISSUE/TASK | SYNOPSIS | ASSIGNED TO | UPDATE/COMPLETION DATE | | |
|----------------------|----------------------------------|---|------------------------------|---|--|--|
| 4/26/2022 | Vacant Buildings | Provide City Council with information on what is being done in other communities with vacant commercial buildings. | Blair Larsen | 05/12/2022 Update: Scheduled for Council Work Session on 05/24/2022 following the 05/10/22 presentation to the City Council. | | |
| 4/26/2022 | Conestoga Huts | Invite SHS students to council meeting to be recognized | Christy Wurster | 05/12/2022 Update: Invitation has been sent. 5/2/2022-City Manager Pro Tem Wurster reached out to School District to suggest 05/24/2022. | | |
| 4/26/2022 | FAC Transitional Housing Project | Prepare video of the project to post on city's website | Blair Larsen Christy Wurster | 05/2/2022-City Manager Pro Tem Wurster reached out to the School District to suggest a time lapse video of the huts being constructed. CEDD staff will work on overall video development. | | |
| 5/10/2022 | Speed Studies | Research traffic paint options and consider pilot project near parks and schools to control speeds. | Jeff Lynn | | | |
| 5/10/2022 | Railroad Depot | Update community on availability of Railroad Depot. Continue to explore options. Bring recommendation to a future City Council meeting. | Greg Springman | | | |
| 5/10/2022 | Ordinance #3 | Zone Map Amendment | Blair Larsen | | | |
| 5/10/2022 | Quarry Park Property | Schedule Work Session to discuss development options. Include discussions on ODOT Rail and County Easement. | Blair Larsen | | | |
| 6/8/2022 | Traffic Safety Issues | Address Traffic Safety Issues on Mtn View Road and 12th Avenue | Jeff Lynn | "CSO Morgan is working with Joe Graybill to map out the design and placement of round bump reflectors on Mtn View Road. Staff is also working on a pilot design to add striping on 12th Avenue and will monitor the data to evaluate the impact." | | |
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City of Sweet Home
 Sweet Home Public Library
 1101 13th Avenue
 Sweet Home, OR 97386
 541-367-5007

Sweet Home Public Library

Statistics

| | This month May 2022 | Last month April 2022 | Year to date 2022 | Previous year 2021(total) |
|--|------------------------|--------------------------|----------------------|---------------------------------|
| Patron Activity | | | | |
| OPAC Logins | 205 | 195 | 1031 | 3081 |
| SIP2 Logins | 673 | 602 | 3095 | 6775 |
| Main Door Count | 2611 | 2062 | 10718 | n/a |
| Circulation and Renewals | | | | |
| Checkouts | 3547 | 3250 | 14543 | 28723 |
| Renewed items | 388 | 669 | 3593 | 9125 |
| E-audio & E-book checkouts | 521 | 461 | 2142 | 5491 |
| Total items checked out | 4456 | 4380 | 20278 | 43339 |
| Holds Requested | | | | |
| Holds by Staff | 120 | 164 | 628 | 1683 |
| Holds by OPAC | 104 | 77 | 507 | 1495 |
| Item Counts | | | | |
| Total items in library | 30660 | 31389 | 30660 | 32879 |
| Public Access Computers | | | | |
| Logins | 199 | 191 | 995 | 2104 |
| Resource Sharing Savings | | | | |
| Cost savings | 3860.71 | 3125 | 15862.29 | n/a |
| Items borrowed by consortium libraries | 282 | 232 | 1081 | n/a |
| Items borrowed from consortium libraries | 260 | 188 | 1032 | n/a |

Events

Summer Reading starts on June 16th. Art in the Park and Storytime will take place in Sankey Park on the 2nd and 4th Friday through the end of August. Teen game afternoons are held in the library on the 2nd and 4th Wednesdays through the end of August.

Projects ongoing

Preparing for Summer Reading activities and continuing to update and clean up library collections.

Expanded the Teen Central area by converting a closet into additional room space, need to add a mural or something to the wall made by teens.

New Library update

None

MEMORANDUM



TO: City Council
Christy Wurster, Pro Tem City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: June 14, 2022

SUBJECT: Community and Economic Development Department Report for May, 2022

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from May 1st, to May 31st, 2022.

1. BUILDING

- Summary of Building Program Permits Issued.

| Permit Category | May, 2022 | April, 2022 | 2022 YTD | 2021 Total | 2017-2021 Annual Average |
|---|-----------------------|-----------------------|------------------------|------------------------|--------------------------|
| Residential 1 and 2 Family Dwellings | 1 | 2 | 25 | 23 | 28.0 |
| Residential Demolition | 0 | 1 | 5 | 9 | 8.2 |
| Residential Manufactured Dwellings | 1 | 1 | 2 | 16 | 13.8 |
| Residential Mechanical Permits | 14 | 4 | 42 | 120 | 110.2 |
| Residential Plumbing | 4 | 4 | 13 | 35 | 28.8 |
| Residential Site Development | 0 | 0 | 1 | 0 | 1.2 |
| Residential Structural | 7 | 4 | 19 | 56 | 48.8 |
| Commercial Alarm or Suppression Systems | 0 | 0 | 0 | 11 | 3.4 |
| Commercial Demolition | 1 | 1 | 2 | 4 | 3.4 |
| Commercial Mechanical | 4 | 2 | 10 | 19 | 14.6 |
| Commercial Plumbing | 0 | 0 | 2 | 9 | 11.0 |
| Commercial Site Development | 0 | 0 | 1 | 3 | 2.8 |
| Commercial Structural | 3 | 2 | 11 | 45 | 41.4 |
| Total Permits | 35 | 21 | 133 | 350 | 315.6 |
| Value Estimate of All Permits | \$1,571,857.00 | \$1,831,430.00 | \$10,568,835.28 | \$16,811,721.35 | \$17,061,471.73 |
| Fees Collected | \$19,806.42 | \$25,885.78 | \$138,839.14 | \$250,671.91 | \$233,439.18 |

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

| Application Type | May, 2022 | April, 2022 | 2022 YTD | 2021 Total | 2017-2021 Annual Average |
|-------------------------------------|-----------|-------------|----------|------------|--------------------------|
| Annexations | 0 | 0 | 0 | 0 | 0.4 |
| Code Amendments | 0 | 0 | 0 | 1 | 0.8 |
| Conditional Use | 2 | 4 | 9 | 11 | 8.0 |
| Partition | 2 | 0 | 7 | 20 | 9.0 |
| Planned Development/ Subdivision | 0 | 0 | 2 | 4 | 1.2 |
| Property Line Adjustments | 3 | 0 | 7 | 21 | 12.0 |
| Vacation | 0 | 0 | 0 | 0 | 0 |
| Variance | 2 | 0 | 2 | 1 | 4.4 |
| Zoning Map Amendment | 0 | 0 | 0 | 4 | 2.2 |

- 5 Land Use Applications were submitted in May.
- 10 Land Use Applications are pending final approval.
- 4 Fence Permits were issued in May.
- 0 Temporary RV Permits were issued in May.
- The overhaul of development code portions of the Sweet Home Municipal Code (SHMC) is progressing as planned. The Planning Commission has completed their review of the draft code. Due to state notice requirements, the required Planning Commission public hearing will take place on July 21, 2022, after which the Commission may make a recommendation to the City Council that the updated code be adopted. The Council will then have an opportunity to review the document and consider changes. Based on Council feedback, after the required public hearing, Staff will schedule a special Council meeting for the first reading of the adoption ordinance. The reading will require approximately 6 and a half hours. We expect that this will take place sometime in August.
- The City has received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. A consultant for the work is now on board, and the City has met with them to kick off the project.
- The City has also received a State grant for a Housing Needs Analysis (HNA). The consultant has been selected and will begin work soon. The purpose is to ensure that the City has both sufficient residential lands, and the proper mix of types and densities. This project is now underway, and Staff are meeting with the consultants every two weeks on the project.
- The Planning Commission last met on June 2nd. The next scheduled meeting is June 16th, 2022.

3. ECONOMIC DEVELOPMENT

- The Council recently adopted the Downtown Streetscape and Parking Plan. Staff is now working on dividing the project into phases and seeking funding for construction of the first phase.

- City Staff are organizing a promotional booth for the Icebox Cookoff barbecue event held by Radiator Supply House on July 2nd and 3rd.

4. CODE ENFORCEMENT

- Summary of Actions.

| Case Status | May, 2022 | April, 2022 | 2022 YTD | 2021 Total | 2018-2021 Annual Average |
|--|-----------|-------------|----------|------------|--------------------------|
| New Complaints | 4 | 9 | 37 | 92 | 84.00 |
| New Officer-Detected Violations | 22 | 3 | 34 | 74 | 74.00 |
| Violations Resolved | 8 | 8 | 38 | 166 | 286.25 |
| Complaints Noted with No Violation Found | 1 | 1 | 7 | 16 | 22.75 |
| Open Cases at End of Period | 22 | 5 | 22 | 12 | 20 |
| Citations | 0 | 0 | 0 | 7 | 4.00 |
| Abatements | 0 | 0 | 2 | 1 | 0.33 |
| Enforcement Type | May, 2022 | April, 2022 | 2022 YTD | 2021 Total | 2018-2021 Annual Average |
| Animal | 0 | 6 | 11 | 35 | 46.50 |
| Blight | 0 | 0 | 0 | 2 | 1.25 |
| Illegal Burn | 0 | 0 | 2 | 1 | 1.75 |
| Illegal Dumping | 0 | 0 | 1 | 0 | 0.50 |
| Illegal Parking | 1 | 1 | 5 | 11 | 9.75 |
| Illegal Sign | 0 | 0 | 0 | 1 | 2.75 |
| Junk/Abandoned Vehicle | 0 | 1 | 5 | 4 | 9.00 |
| Minimum Housing | 0 | 0 | 0 | 0 | 3.25 |
| Occupying an RV | 2 | 2 | 7 | 26 | 42.00 |
| Open Storage | 4 | 1 | 13 | 31 | 67.25 |
| Other | 0 | 0 | 3 | 11 | 20.75 |
| Public Nuisance | 0 | 0 | 2 | 17 | 48.5 |
| Public Right-of-way | 0 | 0 | 0 | 2 | 12.75 |
| Tall Grass & Weeds | 21 | 1 | 22 | 65 | 122.75 |
| Vacant Lot | 0 | 0 | 0 | 0 | 0.25 |

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

5. PARKS

- The Park and Tree Committee will meet next on June 15th, 2022.
- Construction of Phase II of the Sankey Park Improvements is now complete. Design work is now underway for Phase III of the park improvements, which will focus on the upper portion of the park.

- Design work is underway for a new park adjacent to City Hall. The Park will include a donated playground structure and dog park.
- We are holding “Movies in the Park” in Sankey Park again this year. They are scheduled for June 17th (“Encanto”), July 15th (“Sing 2”) and August 19th (“Space Jam 2”).

6. OTHER PROJECTS

- The Council has authorized ownership of the sculpture in the ODOT right-of-way near the East Linn Museum, and we have received a proposed Intergovernmental Agreement from ODOT. However, Citizens have come forward seeking to add a roofed structure over the artwork to protect it from the weather. ODOT recently transferred a portion of their property on that corner to the East Linn Museum, and Staff is now assisting the Museum with permit applications for any changes to the property. As this project is now entirely within private hands to move forward, Staff considers this project complete.
- Willow Street Neighborhood LID: Staff recently met with representatives of several state agencies at a “one stop” meeting and have a tentative plan for financing that will include a package of both forgivable loans and other loans with very attractive interest rates. Staff is currently working on loan applications. One application has been submitted, but the other program won’t be reviewing applications until September.
- The ODOT Foster Lake Sidewalk Project: Construction is starting soon. The Council recently approved an updated IGA with ODOT for this project. Staff completed the necessary waterline relocation.
- Staff is working with ODOT on a pedestrian crossing at 22nd Avenue and Main Street. State Funding has been identified, and we have an agreement with ODOT on what improvements will be constructed and where. This will come at little to no cost to the City. This improvement will be combined with an existing ODOT project to replace ADA ramps at intersections on Main Street. The Council recently approved an IGA with ODOT for this project. Construction on the overall ramp replacement project has begun, and the pedestrian crossing will follow soon.
- CEDD Staff have been developing designs for the budgeted City Hall renovation and emergency generator installation. This project has been included in the budget for the next fiscal year, and plans will be ready at that time.
- CEDD Staff continue to provide key support for the efforts to create a managed homeless facility. The site has been cleared, and a new fence has been erected along the south side of the easement. Staff is meeting with FAC on a weekly basis to coordinate site development.

MEMORANDUM



TO: Christy Wurster, City Manager Pro Tem
 FROM: Greg Springman, Public Works Director
 DATE: June 14, 2022
 SUBJECT: Public Works Activities Report – May 2022

This memorandum provides a brief periodic update of specific projects, WTP/WWTP O&M and Compliance status, and activities performed by the Public Works Department.

This table section summarizes work done on key maintenance activities.

| Work Type | May, 2022 | April, 2022 | 2022 YTD | 2021 | 3 Yr Avg |
|------------------------------------|------------|-------------|-------------|-------------|-------------|
| Bathrooms/Garbage | 22 | 28 | 78 | 169 | 503 |
| Catch Basin Inspection/cleaning | 1 | 0 | 3 | 6 | 28 |
| Leaf Collection | 0 | 0 | 0 | 1637 | 666 |
| Hydrant Flushing | 0 | 4 | 39 | 324 | 302 |
| Locates | 28 | 64 | 223 | 491 | 486 |
| Meter Re-Read | 53 | 66 | 277 | 1060 | 777 |
| Mowing | 21 | 18 | 33 | 40 | 84 |
| Playground EQ Inspection | 6 | 3 | 34 | 49 | 56 |
| Pothole Repair | 32 | 87 | 275 | 514 | 597 |
| Sewer CCTV Miles | 0.00 | 0.00 | 0.36 | 0.16 | 2.48 |
| Street Sweeping Miles | 128 | 137 | 475 | 893 | 2374 |
| Water Main Repair | 1 | 2 | 6 | 9 | 10 |
| Water Service Repair | 0 | 2 | 17 | 20 | 41 |
| Water Turn Ons/Offs | 40 | 58 | 251 | 677 | 877 |
| Total Completed Work Orders | 664 | 837 | 2501 | 6050 | 6973 |

WWTP and WTP Key Performance Indicators (KPIs)

| | May, 2022 | April, 2022 | 2022 YTD | 2021 | 5 Yr Avg |
|------------------------|-----------|-------------|----------|--------|----------|
| Potable | | | | | |
| MG Treated | 25.29 | 26.88 | 104.68 | 363.99 | 406.97 |
| Backwash Water in MG | 1.08 | 1.2 | 6.01 | 30.07 | 19.92 |
| Ave daily demand in MG | 0.82 | 0.87 | 0.87 | 1.00 | 1.12 |
| Sanitary | | | | | |
| MG Treated | 69.81 | 69.15 | 284.85 | 641.31 | 586.99 |
| Max Daily Flow in MG | 3.55 | 3.45 | 6.01 | 5.89 | 6.08 |
| Average Flow in MG | 2.33 | 2.23 | 2.36 | 1.76 | 1.61 |

* MG is Million Gallons

Note: Sweet Home Wastewater treatment plant experienced 0 exceedances for the month of May 2022.

Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance

Status: Engineer of Record (West Yost) completing WWTP Final Design for Phase I and Phase II. West Yost provided Council a WWTP Improvement Project update in April 2022. Phase 1 will be funded by city funds on a smaller scope and is currently at 90%. Phase II design will be completed in the spring 2023.

Small Diameter Water Main Replacement

Scope: Engineer of Record and Staff has identified aged water mains throughout the 54 miles of water distribution system. Staff and West Yost will take a phase approach to replace the 5 miles of small diameter water mains.

Status: Phase I & Phase II project documents were presented to Council on May 10, 2022. Documents will include an RFP from Contractors. Engineer of Record and Staff will continue to provide updates as available.

Sankey Park Improvements

Scope: Install new paths, lighting, and playground equipment.

Status: Project was completed by January 2022. Final concrete path was poured in February 2022. Minor punch list of lighting remains to be finished by PW Staff.

Water & Stormwater Master Plans – West Yost

Scope: Develop Water & Stormwater Master Plans to support development

Status: Kick off meetings for both projects commenced October 2021. Staff will provide periodic updates. Water Master Plan is scheduled for completion in July 2022.

Consultants and staff are collecting data regarding storm events from the community. Stormwater Master Plan is scheduled for completion by June 2023.

Backwash Pump Evaluation – West Yost

Scope: Install backwash pump, utilizing the clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

Status: Design completed by West Yost, materials starting to be ordered for 1st stage of project. Contract approved by council to Pacific Excavation, pre-construction meeting occurred in January 2022. Pump has been ordered. Construction started May 2022.

Finished Water Pump VFD Evaluation – West Yost

Scope: Evaluate feasibility to add a Variable Frequency Drive (VFD) to the current finish water pumps to maintain a constant level in clearwell to help facilitate backwash pumping.

Status: Design completed by West Yost, materials starting to be ordered for 1st stage of project. Contract approved by council to Pacific Excavation, pre-construction meeting occurred in January 2022. Construction started May 2022.

Fluoride at WTP

Scope: Fluoride system at WTP has failed/End of life budgeted for replacement FY21/22.

Status: PW Staff obtaining updated quotes for replacement. This project is budgeted for FY 22/23.

Wastewater Filter Belt Press

Scope: Filter Belt Press was installed in approx. 1974 and is an operational and financial challenge to keep operating, looking to prepurchase new dewatering equipment for the wastewater treatment plant as part of the upgrade project.

Status: PW staff currently working with Engineer of Record to confirm sizing of dewatering equipment.



June 2, 2022

The Honorable Greg Mahler, Mayor
City of Sweet Home
3225 Main St,
Sweet Home, OR 97386

RE: Project Closeout for Direct Legislative Appropriation House Bill 5530, City of Sweet Home, Wastewater Treatment Plant Upgrades, Project Number C2019172, (\$2,000,000)

Dear Mayor Mahler:

We have determined that the project is complete and the terms and conditions related to project completion have been met. This letter signifies that the project has been formally closed. We are pleased to have been a part of your project, which has been successful in strengthening the local community.

Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Michelle Bilberry, at 503-856-2483.

Sincerely,

Melisa Drugge

Melisa Drugge, Regional Development Manager
Business Oregon

c: Brandon Neish, Finance Director
Christy Wurster, City Manager
Melissa Murphy, Regional Development Officer