



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

September 26, 2023, 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: 258 239 814 274. This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

I. Call to Order and Pledge of Allegiance

II. Roll Call

III. Consent Agenda:

- a) Approval of Minutes:
 - i) [2023-08-22 City Council Meeting Minutes](#)
 - ii) [2022-09-12 City Council Meeting Minutes](#)

IV. Recognition of Visitors and Hearing of Petitions:

V. Old Business:

VI. New Business:

- a) 14TH Avenue Street Closure for Harvest Festival
- b) [A Resolution Setting Rates for Stormwater Drainage Utility Services](#)
- c) [A Resolution Setting Rates for Water Utility Services](#)
- d) [A Resolution Setting Rates for Sewer Utility Services](#)
- e) [Purchase of Bathroom/Shower and Laundry Trailers](#)

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)

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.

VIII. Reports of Committees:

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

IX. Reports of City Officials:

City Manager's Report
Mayor's Report

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

Library Services Director
i) [Library Monthly Report](#)
Community and Economic Development Director
Public Works Director
i) [Public Works Monthly Report](#)

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

Finance Director
Police Chief
i) Police Department Monthly Report
City Attorney

XI. Council Business for Good of the Order

XII Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

August 22, 2023, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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Mission Statement

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Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

Roll Call

PRESENT

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

ABSENT

Councilor Dylan Richards
Councilor Josh Thorstad

STAFF

Kelcey Young, City Manager
Blair Larsen, Community and Economic Development Director
Robert Snyder, City Attorney
Megan Dazey, Library Services Director
Trish Rice, Engineering Technician
Jason Ogden, Police Chief
Adam Leisinger Communications Manager

MEDIA

Benny Westcott, New Era

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.

GUESTS

Ryan Vogt, Executive Director, Cascades West Council of Governments, 1400 Queen Ave SE, Suite 201, Albany, OR 97322

Preston Van Meter, West Yost Associates, 5 Centerpointe Dr, Suite 130, Lake Oswego, OR 97035

Matt Wadlington, Civil West Engineering Services, Inc., 200 SW Ferry St, Albany, OR 97321

Motion to excuse Councilor Richards and Councilor Thorstad absence made by Pro Tem Mahler, Seconded by Councilor Gourley.

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

Consent Agenda:

Motion to approve the Consent Agenda made by Councilor Gourley, Seconded by Pro Tem Mahler.

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

Absent: Councilor Thorstad, Councilor Richards

Approval of Minutes: August 8, 2023

- a) 2023-08-08 City Council Meeting Minutes

Recognition of Visitors and Hearing of Petitions:

Ryan Vogt, Executive Director, Cascades West Council of Governments (COG), 1400 Queen Ave SE, Suite 201 Albany, OR 97322. Vogt gave a brief description of COG services throughout the State of Oregon and in Sweet Home. He will provide information to the Council for future discussion. Mayor Coleman, Councilor Trask, and Councilor Gourley asked questions for further details of various COG services.

New Business:

- a) Discussion Only - Water Master Plan

Preston Van Meter, West Yost Associates, provided a presentation regarding the Water Master Plan. City Manager Young described the next steps in the process.

- b) Discussion Only - Stormwater Master Plan

Matt Wadlington, Civil West Engineering Services, Inc. provided a presentation regarding the Stormwater Master Plan.

- c) Willow-Yucca Street Neighborhood Local Improvement District (LID) Financing

Blair Larsen, Community and Economic Development Director provided updates to the Council regarding the Willow-Yucca Street Neighborhood Local Improvement District (LID) Financing.

Motion made to approve Resolution No. 22 for 2023 and sign the Special Public Works Fund Development Project made by Councilor Gourley, seconded by Pro Tem Mahler.

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

Absent: Councilor Thorstad, Councilor Richards

Old Business:

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Ad Hoc Committee on Health

Councilor Gourley gave a report on the Community Health Fair.

Ad Hoc Committee on Arts and Culture

Administrative and Finance/Property

Traffic Safety Committee

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

City Manager's Report

City Manager gave a report and thanked everyone for the assistance during the Wiley Fire and the Paint the Town Project.

Mayor's Report

City Manager gave a report and thanked everyone for the assistance during the Wiley Fire.

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

Library Services Director

- a) Library Director Monthly Report

Community and Economic Development Director

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

Public Works Director

- a) Public Works Monthly Report

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

Finance Director

Police Chief

- a) Police Department Monthly Report

City Attorney

Council Business for Good of the Order

Councilor Sanchez thanked the Council for the moment of silence for the victims of the fire in Hawaii.

Adjournment

The meeting was adjourned at 7:25 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

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

WIFI Passcode: guestwifi

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Mission Statement

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Call to Order and Pledge of Allegiance

Meeting called to order at 6:30 PM

Roll Call

PRESENT

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

STAFF

Jason Ogden, Police Chief
Greg Springman, Public Works Director
Megan Dazey, Library Services Director
Robert Snyder, City Attorney
Blair Larsen, Community and Economic Development Director
Matt Brown, Finance Director
Kelcey Young, City Manager
Adam Leisinger, Communication Manager
Angela Clegg, Associate Planner

MEDIA

Benny Westcott, New Era

GUESTS

Lagea Mull, Executive Director, Chamber of Commerce, 1575 Main St, Sweet Home, OR 97386

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Consent Agenda:

Motion to approve the Consent Agenda was made by Councilor Sanchez, Seconded by Councilor Richards.

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

- a) Amendment to Intergovernmental Agreement for Transportation System Plan

Recognition of Visitors and Hearing of Petitions:

Keith Sullivan, 5050 Mt. Fir Street, Apt. 104, Sweet Home, OR 97386, concerned about new crosswalks and visibility.

Old Business:

New Business:

- a) Request for Council Action – Approving Resolution 22 and 23 to forgive Interfund Loans
City Manager Young gave an introduction and explained the Interfund Loans. Finance Director Brown discussed Resolution No. 22 and Resolution No. 23 with the Council.
Motion to approve Resolution No. 22 and Resolution No. 23 was made by Councilor Trask, Seconded by Councilor Richards.
Voting Yea: Mayor Coleman, Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad.
- b) Request for Council Action – Approving Resolution 24 to update salary schedules
City Manager Young gave a report on the updated salary schedules.
Motion to approve Resolution No. 24 was made by Councilor Trask, Seconded by Councilor Sanchez.
Voting Yea: Mayor Coleman, Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad
Voting Nay: Councilor Richards
- c) Request for Council Action – Reviewing and Approving the Contract for the Visitor’s Center
City Manager Young reported on the past contract and the operations and funding moving forward.
Lagea Mull, Executive Director of the Chamber of Commerce, reported on changes to business hours and frequency of Chamber of Commerce reports.
Motion to approve the Contract for the Visitors Center was made by Pro Tem Mahler, Seconded by Councilor Richards.
Voting Yea: Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad.
Abstain: Mayor Coleman
- d) Request for Council Action – Approving a Personal Services Contract with the Community Services Consortium
City Manager Young discussed the Services Contract with the Councilors.

Motion to approve the Services Contract with the Community Services Consortium was made by Councilor Sanchez, Seconded by Councilor Richards.
Voting Yea: Mayor Coleman, Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Mayor Coleman gave a brief introduction of committees

Remove richards from Library, mahler appointed

Ad Hoc Committee on Health

Ad Hoc Committee on Arts and Culture

Councilor Gourley gave a report.

Administrative and Finance/Property

Traffic Safety Committee

Councilor Richards and Councilor Thorstad will be liaisons.

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Library Advisory Board

Councilor Richards asked to be removed as the Library Board liaison. Pro Tem Mahler volunteered to be the liaison.

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

City Manager's Report

City Manager Young gave a report.

Mayor's Report

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

Library Services Director

Community and Economic Development Director

Public Works Director

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

Finance Director

Police Chief

City Attorney

Council Business for Good of the Order

Adjournment

Meeting Adjourned 7:35 PM

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Resolution No. 25, Harvest Festival 14th Avenue Road Closure

Preferred Agenda: September 26, 2023

Submitted By: Angela Clegg, Tourism & Economic Development Coordinator

Reviewed By: Blair Larsen, CEDD Director
Kelcey Young, City Manager

Type of Action: Resolution X Motion X Roll Call Other

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

Towards Council Goal: N/A

Attachments: Resolution
Road Closure Notification
Special Events Application

Purpose of this RCA:

Request for City Council to adopt the attached Resolution concerning a temporary street closure during the Harvest Festival at Sankey Park on October 7, 2023. The closure would improve safety allowing Harvest Festival visitors an area with reduced interactions between pedestrians and vehicles.

Background/Context:

The 17th Annual Harvest Festival event is scheduled for Saturday, October 7, 2023 at Sankey Park on 14th Avenue. Staff is expecting a large turnout of attendees as well as many vendors who will be setting up in the park area prior to the event. It is recommended that pass-thru traffic be rerouted away from this area. Residential access would be allowed. Participants would be instructed to park in parking lots nearby and the City will open upper Sankey Park to use as a parking lot for the event. Vendors would be instructed to park in the designated parking lots. Handicapped participants shall be directed to the northern parking lot by the bridge.

If approved, letters will be sent to the homes along 14th Avenue informing them of this event and the subsequent closure. Traffic would continue to be allowed along Hawthorne, Grape and Fir Streets.

The Challenge/Problem:

Ensuring the safety of participants during the Harvest Festival by closing 14th Avenue from just below Grape Street to the Ames Creek Bridge. Residents in the area shall be notified of the closure.

Stakeholders:

- City of Sweet Home residents located around Sankey Park.
- Participants, families, and vendors attending the event.

Issues and Financial Impacts:

- Residents Adjacent to the Street Closure – Residents in the area would be notified of the closure.
- Closing the street would add no financial cost to the event.
- Police Department – notified of event for possible traffic issues.
- Fire Department – notified of the event in case services are needed.
- Street Department – staff has helped during past events with set up of event site, delivering signage and equipment, picking up signage and tear down of the event.
- Community and Economic Development Department – organizing and hosting the event in partnership with other City departments.

Elements of a Stable Solution:

Consideration of safety for event attendees, while not inconveniencing local neighbors for a significant length of time.

Options:

1. Do Nothing – traffic will continue on 14th Avenue as normal.
2. Approve Resolution No. 25 for 2023 as presented concerning street closures for the 2023 Harvest Festival.
3. Recommend different traffic control methods on 14th Avenue. Staff would work with the Sweet Home Police Department and the Public Works Department to revise the traffic control plan.

Recommendation:

Staff Recommends Option 2: Resolution No. 25 for 2023 as presented concerning street closures and restrictions for the 2023 Harvest Festival.

RESOLUTION NO. 25 FOR 2023

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS.

WHEREAS, traffic patterns and parking issues need to be addressed to safely accommodate the Harvest Festival event; and

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

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

Traffic regulations shall be kept in effect as follows:

- A. From 10:00 AM to 4:00 PM on October 7, 2023, 14th Avenue from the Ames Creek Bridge to the south side of the intersection at Grape Street shall be closed and blocked off to vehicular traffic at the direction of the City Manager or her designated representative.
- B. Residential access will be allowed.
- C. Appropriate signs or other markings shall be installed by the Community and Economic Development and Public Works Departments to carry safely out the provisions of this resolution and shall become effective immediately upon the installation of such barricades, signs, or other markings.

PASSED by the Council and approved by the Mayor this 26th day of September 2023.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

1. Name of Event: Harvest Festival Date(s) of Event 10.07.23
2. Setup Start Time/Date: 7:00 AM Event Start Time: 10:00 AM
3. Event End Time: 4:00 PM Clean Up End Time/Date: 7:00 PM
4. Sponsoring Organization: The City of Sweet Home
5. Event Coordinator/Primary Contact: Angela Clegg, Tourism & Econ Development Coord.
6. Mailing Address: 3225 Main Street, Sweet Home, OR 97386
7. Day Time Phone: 541-367-8113 Cell Phone: 541-405-9633
8. Email: aclegg@sweethomeor.gov Fax: N/A
9. Secondary Contact: Blair Larsen Phone: 541-818-8036
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)? Sankey 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? 2,000

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

APPLICANT:	<u>Angela Clegg</u>	<u>The City of Sweet Home</u>
	PRINT NAME	AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT:	<u>Angela Clegg</u>	<u>09.20.23</u>
	SIGN NAME	DATE

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



Community and Economic Development Department

Event and Equipment Rental Fees

N/A

Description	Fees: Non-Refundable	Fees: Refundable	Total Hours	Total Owed	Total Paid	Date Paid
Bandstand	\$15.00/hour or \$100 maximum	\$100.00				
Outdoor Event Center	\$15.00/hour or \$100 maximum	\$100.00				
Gazebo	\$15.00/hour or \$100 maximum	\$100.00				
Sankey Hut	\$15.00/hour or \$100 maximum	\$100.00				
Weddle Bridge	\$15.00/hour or \$100 maximum	\$100.00				

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

N/A

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

17th ANNUAL HARVEST FESTIVAL

October 7th, 2023 in Sankey Park at 847 14th Avenue, Sweet Home, OR

The Festival Starts at 11:00 AM and ends at 4:00 PM

Vendors can check in from 7:00 AM to 10:00 AM, and can load up after 4:00 PM.

The east side lane of 14th Avenue, next to the southern parking lot, will be closed off on Friday, October 6th for the Chili Cook-Off tent set up. The section of 14th Avenue between the Ames Creek Bridge and Grape Street will be closed off at 10:00 AM until 4:00 PM, except to local residents.

Activities:

- Annual Chili Cook-Off

- Annual Pie Bake-Off

- Live Music

- Kid Zone, including pumpkin painting, wagon rides, tree climbing, face painting, and a bouncy house

- Approximately 75 Food and Craft vendors



LIST OF VENDORS

NAME OF VENDOR	APP?	CONTACT	EMAIL	PHONE NUMBER
		** SEE ATTACHE VENDOR LIST		



Insert Event Overview Map

****SEE ATTACHED SITE MAP**



Insert Vendor Site Map

****SEE ATTACHED SITE MAP**

Harvest Festival Master Schedule

DRAFT

DATE	TIME	EVENT TASK	RESPONSIBLE PARTY
10.05.23	TBD	Pick up pumpkins at Thistle Down Farms	Public Works
10.06.23	TBD	Mark vendor booth locations, put up fencing	Angela, Public Works
10.06.23	TBD	Set Up Hut for Bands (cooler, couch, table, chairs, etc.)	Angela, Public Works
	TBD	Clean park bathroom & empty garbage cans	Public Works
10.06.23	TBD	Portable Restroom Delivery	Angela, Bucks
10.06.23	TBD	Tent Delivery	Angela
10.07.23	TBD	Sound & Stage Set-up	Ray & Crew
	6:00 AM	Put up wayfinding signs	Angela, Adam
	7:00 AM	Open vendor check-in	Adam, Greg
	7:00 AM	Set out street closure barricades, no parking & handicap signs	Public works, Blair, Lagea
	7:00 AM	Close 14th Avenue & adjoining streets	Public works
	8:00 AM	Set up Chili Cook-Off area	Angela, Maggots
	8:00 AM	Set up small tents, tables & chairs in all areas	Angela, Public Works, Volunteers
	8:00 AM	Set up hay bales & décor	Public Works, Volunteers
	8:00 AM	Spread straw in muddy areas	Public Works
	8:00 AM	Set up kids game area	Megan
	8:00 AM	Chili Cook-off Registration starts	Maggots
	8:00 AM	Set up chili cook-off judges station	Maggots
	9:00 AM	Set up pie bake-off area	Park & Tree Committee
	9:30 AM	Band #1 Set Up	Ray, TBD
	10:00 AM	Vendor set-up ends, move out all cars	Adam, Greg
	10:00 AM	Pie Bake-off Registration Starts	Park & Tree Committee
	11:00 AM	FESTIVAL STARTS	
	11:00 AM	Chili Cook-Off Judge check in	Maggots
	11:00AM	Pie Bake-Off Judge check in	Park & Tree Committee
	11:00 AM	Band #1 - 1st Set	Ray, TBD
	11:45 AM	Band Break	
	11:45 AM	Key to the City presented to FitzPatrick Painting	Kelcey, Mayor
	12:00 PM	Chili Cook-Off Judging Starts	Maggots
	12:00 PM	Pie Bake-Off judging starts	Park & Tree Committee
	12:00 PM	Band #1 - 2nd Set	Ray, TBD
	12:45 PM	Band #1 ends, Band #2 sets up	Ray
	1:00 PM	Pie bake-off - public serving starts	Park & Tree Committee
	1:00 PM	Chili cook-off - public serving starts	Maggots
	1:45 PM	Band #2 - 1st Set	Ray, TBD
	2:30 PM	Band Break	
	2:30 PM	Pie bake-off winners announced on stage	Angela, Ray
	2:45 PM	Band #2 - 2nd Set	Ray, TBD
	TBD	Pie bake-off area take-down / clean-up (when last piece is sold)	Park & Tree Committee
	3:30 PM	Chili cook-off winners announced on stage	Angela, Ray
	3:30/4:00 PM	Band #2 ends	Ray, TBD
	TBD	Chili cook-off area take-down / clean up (when last of chili is served)	Maggots
	4:00 PM	FESTIVAL ENDS	
	4:00 PM	Open gates & let vendors take-down	PW
	4:00 PM	Stage & Sound take-down	Ray
	4:00 PM	Volunteers in each areas take down, organize and clean up area	Site leads/Volunteers
	4:00 PM	Clean out hut	Angela
10.08.22	TBD	Confirm tent pick-up	Angela, All start rental
10.09.22	TBD	Confirm restroom pick-up	Angela, Bucks
	TBD	return all remaining tents, tables, chairs, etc.	Public Works
	TBD	Clean park restrooms, dump all garbages	Public Works

First Name	Last Name	Business Name	Type of Vendor	Type of Products
Travis	Luttmer	Country Financial	Sponsor	insurance booth
Jamie & Shari	Melcher	HomeSmart Realty Group	Sponsor	photo booth
Sean	Morgan	Sweet Home Police Dept	non-profit	We'll distribute free gun locks and possibly bicycle locks. We'll have some public safety information available, and we'll have a spinning wheel with prizes and handouts.
Rose	Peda	SHOCASE	non-profit	
Kimberly	Gibbs	Scents Gotta Love It with Scentsy	other	wax warmers and kids stuffed smell good animals
Julia	Brown	Julia's Vintage Farmhouse	other	antique / home décor
Jessica	Tenbusch		crafts	purses, bags, shirts, cups, flags, etc.
Felicia	Sprague		crafts	hats, jewelry, candles, home goods, décor, flaxseed hot/cold pads
Madison	Godell	To Dye For	other	Quality handmade ice dyed clothing, tapestry
Dawnnita	Groce	Color Street	other	nail polish & make up
Charlene	Larsen	PaperPie	other	childrens books for newborns up to teens
Cassandra	Ramsdell	Ramsdell Reptile Rescue	non-profit/In	We will have info on our non profit rescue and products for sale. Plants, merchandise, a donation tank, and a raffle. We will have adoptable reptiles on display and up for adoption!
Amy	Berg	Cloud Divine Cotton Candy	Food	cotton candy
Aaron	Hegge	Sweet Home Rotary Club	food	kettle corn & water
Maegan	Reynolds	Earthly Little Scents	crafts	Soy wood wick candles, wax melts, room sprays, & car diffusers.
Debbie	Cope		crafts	hand made sewn items, upcycled furniture, cookies
Maria	Beltran	Mary's Regalitos	other	kids toys, stuffed animals, key chains, slime
Doug	Hite	Idletime Woodworking	crafts	hand made woodcutting boards, bird houses, feeders, and other small items
Reanna	Coonc	Coonc Crochet	crafts	crochet stuffed animals and plushies
Ina	Lee	Ina's Fashions	crafts	hanging towels, necklace, earrings, rings
Maxine	Martin	Worthy Arts LLC	crafts	handpainted jewelry, bath & body care
Lisa	Legg	The 6 Chicken Ranch	other	freeze dried candy and ice cream
Liz	Merritt	PB Jewelry Cooperative (Old Crow Designs	crafts	handmade jewelry
Wendy	Kuczynski	Kreations by Kurtk	crafts	handmade wood toys, home décor, artwork
Cynthia	Webster	Floppin Quail	crafts	handmade soaps, candles, jewelry, farm cr
Cynthia	Webster	Floppin Quail	food	carnival food
Jo	Solis		crafts	handcrafted, repurposed, recycle fall, harve
Murya	Scherer	Sweet Home Senior Center	other	raffle quilt & Linn Shuttle info
Aly	Stobie	Girl Scouts of Oregon and Southwest Wash	non-profit/In	short activities, fliers, stickers, pencils, brack
Ben	Mattheisen	Sweet Home Community Singing Christmas	non-profit/In	advertising for 2023 program
Trixy	Savage	Blue Eyes Ceramics	crafts	Painted ceramics, unpainted ceramics, & paint kits
Nicole	Downs	Rooted Treasures	other	succulents and cacti planted in vintage, rust
Hannah	McCluskey		Food	hand made pies
Keith	Manning	Woodmann's Whimzies	crafts	wood artwork (Intarsia), bandsaw boxes, cu
Sarah	Fernandez	Da'Kine Naturals	Crafts	Bug repellent, sunscreen, bath bombs, lotio
Nicole	Borruel	Colie is a Monsta	crafts	Handmade bags, purses and accessories
Kim	Blanchard	Wiley Creek	other	Information on Memory care opening in Octob
Meaghan	Estep	Divine Magic LLC	other	metaphysical and holistic supplies and servi
Gina	Riley	Gina's Pampered Chef	Other	Quality Kitchen Tools
Kelcey	Wilder	Prehistoric to Present	other	fossils, crystals, jasper, petrified wood, jewe
Brenda	Passmore	Passmore Jams & More	Food	Homemade jams and jellys
Sue	Scott	Scandicraftsus	crafts	crocheted , sewn , leather, jewelry, scandinavi
Katie	Bryan	Central Willamette Credit Union	other	Credit Union
Cetiva	Dabbling	Vendors United	Crafts	Paintings, wands, wire dolls, metal work, epox
Donald	Herbison	Storybook Farms	food	Honey, bee wax candle, dried apple
Hannah	Meisenheimer	H.M. - Hand Made	Crafts	Jewelry, wire wrapping, ornaments, & various i
Kelly	Lehto	ONE Sweet Home	Non-Profit/Informational	
Michelle	Carpenter	Damsel in Defense	other	Stun guns, pepper spray, roadside safety item
Shelley	Niemann	Alyrica Networks	other	internet services
Denita	Kenyon	Love It Unique Boutique	crafts	Homemade Jewlery, Art
Tracy	Olin	Mesh Wreath Décor Store	crafts	Mesh wreaths and seasonal decor
Renee	Gerlach	Bunny's Quilting	crafts	quilts, fabric items
Sarah	Couch		crafts	pencil drawings, jewelry, wood burnings, etc.
Nancy	Patton	9th Annual Kids Free Christmas Store	Non-Profit/In	opportunity drawings for baskets and tickets t
Raelyn	McCarthy	Gypsy Lee Gifts	other	Glass Balls, wood products, rocks, jewelry, hor
Jodie	Begley	Blue Happiness Crochet	crafts	crochet stuffed animals, hats, scarves, blanke
Linda	Ivie	Sugar City Gleaners	Non-Profit/Informational	
Sharon	Noll		food	apple butter, scones, cinnamon rolls, muffins
Patty	Hankins	Oak Heights PTC	Food	Krispy Kreme donuts and hot/cold apple cider
Virginia	Evans	Ginnys Pastry Shack	food	Pretzels and pastries, hotdogs, popcorn, chips
Michelle	Daniels	Tipsy Gypsy Tap Trailer	Food	Beer, Cider
Heidi	Wixson	Heidi's Hats / Exekiel Wixson	Crafts	Crochet hats, my son sells handmade cards, b
Deena	Bechtel	Shoppe of Wonders	crafts	Prism suncatchers, jewelry, mystery boxes,
Wendi	Melcher	Pumpkin Painting	Sponsor	
Party Perfection		Face Painting		
Joshua	Bichler	Twisty the Great		

Complete Site Map (not to scale) **DRAFT**

Restrooms & wash station



Food



Vendor Booths



Kids Booths



Competitions



Section A



Section B



Section C



Section D



General Traffic



General Seating

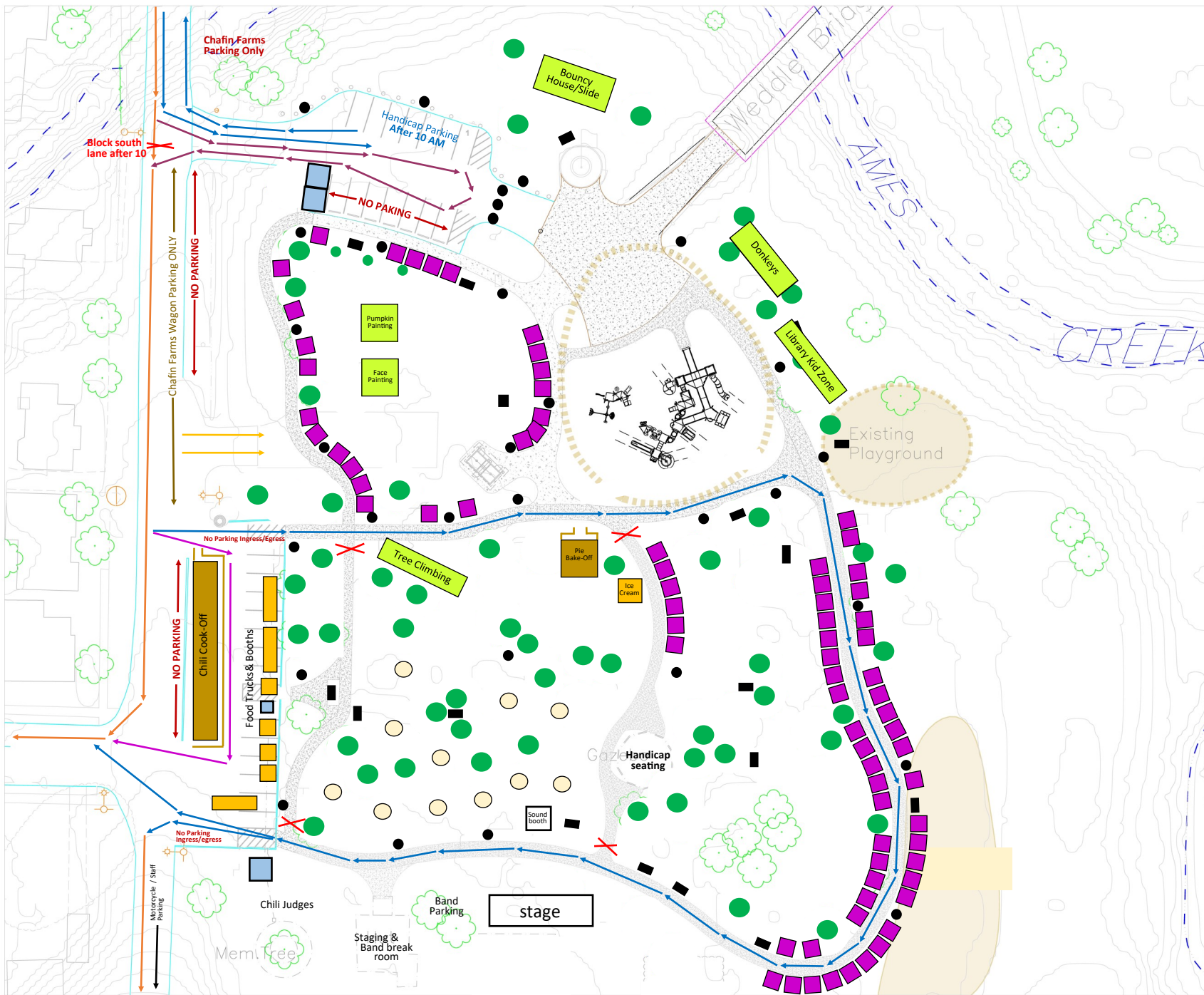


Trees



Light Poles

Tables/Benches





REQUEST FOR COUNCIL ACTION

Title: A Resolution Setting Rates for Stormwater Drainage Utility Services

Preferred Agenda: September 26, 2023, 2023

Submitted By: Matt Brown, Finance Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Updating City Storm Utility Fees

Towards Council Goal: Infrastructure, efficient government, rejuvenate essential services, and economic strength.

Attachments: Resolution No. 26 for 2023: A Resolution Setting Rates for Stormwater Drainage Utility Services

Purpose of this RCA:

The purpose of this RCA is to request Council authorization for the Mayor to sign Resolution No. 26 for 2023 setting rates for stormwater drainage utility services.

Background/Context:

The City of Sweet Home staff and Council have been reviewing utility rates over the past couple of months and reviewing different scenarios based on current economic known factors and forecasted unknown factors.

The Challenge/Problem:

With rising costs and large capital projects on the horizon, the storm utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements.

Stakeholders:

- Sweet Home Residents – Residents of Sweet Home will be impacted by these rate adjustments if approved as recommended.
- Sweet Home Employers – Commercial businesses will be impacted by these rate adjustments if approved as recommended.
- Sweet Home City Council – There is no direct impact to City Council
- Sweet Home City Staff – There is no direct impact to City Staff

Issues and Financial Impacts:

With rising costs and capital projects on the horizon, the storm utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements and maintain a policy driven appropriate fund balance.

Elements of a Stable Solution:

Moderate increases on a regular yearly basis will help in continuing to maintain a health fund balance. Rate adjustments in future years will be mainly based the capital improvement plan from Public Works related to storm projects and ongoing operational costs.

Options:

1. Do Nothing – Authorize no Stormwater Drainage Utility Serves fee increase.
2. Adopt Resolution No. 28 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise storm utility services as recommended.
3. Adopt Resolution No. 28 for 2023 with Changes – Adoption of the resolution with specified changes would authorize staff to adjust storm utility rates with adjusted changes.
4. Direct Staff to research other options – Direct staff to research other ways to not impact the storm utility fee.

Recommendation:

Staff recommends option 2: Adopt Resolution No. 26 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise sewer utility rate services.

RESOLUTION NO. 26 for 2023

A RESOLUTION SETTING RATES FOR STORMWATER DRAINAGE UTILITY SERVICES

WHEREAS, the City of Sweet Home provides a valuable public service by providing Stormwater Drainage facilities for the collection and disposal of Stormwater discharge from properties and public rights-of-way within the City; and

WHEREAS, the Sweet Home City Council has provided that Stormwater Drainage Utility Fees shall be established by resolution in accordance with Ordinance No. 1196; and

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL effective October 16, 2023 the Stormwater drainage utility fees shall be as follows:

Equivalent Dwelling Unit (EDU): Single-family “Residential” property shall equal One (1) EDU regardless of actual amount of impervious surface. All properties other than single-family “Residential”, shall be assigned EDU’s equal to the actual amount of impervious surface with a minimum of 3,200 square feet. Impervious surfaces shall be calculated in increments of no less than 100 square feet. The amount of impervious surface that shall constitute one (1) EDU is 3,200 square feet.

Stormwater Fee Code	Previous Rate	New rate
In City – Base	\$0.60	\$0.80
In City – Commodity	\$2.40	\$3.20
Outside City – Base	\$0.90	\$1.10
Outside City - Commodity	\$3.60	\$4.40

This resolution supersedes any/all prior resolutions on Stormwater drainage utility fees.

PASSED by the Council and approved by the Mayor this 26th day of September, 2023.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: A Resolution Setting Rates for Water Utility Services

Preferred Agenda: September 26, 2023, 2023

Submitted By: Matt Brown, Finance Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Updating City Water Utility Services

Towards Council Goal: Rejuvenate Essential Services, Infrastructure, maintaining an effective and efficient government, and economic strength

Attachments: Resolution No. 27 for 2023: A Resolution Setting Rates for Water Utility Services

Purpose of this RCA:

The purpose of this RCA is to request Council authorization for the Mayor to sign Resolution No. 27 for 2023 setting rates for water utility services.

Background/Context:

The City of Sweet Home staff and Council have been reviewing utility rates over the past couple of months and reviewing different scenarios based on current economic known factors and forecasted unknown factors.

The Challenge/Problem:

With rising costs and large capital projects on the horizon, the water utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements and maintain a policy driven fund balance.

Stakeholders:

- Sweet Home Residents – Residents of Sweet Home will be impacted by these rate adjustments if approved as recommended.
- Sweet Home Employers – Commercial businesses will be impacted by these rate adjustments if approved as recommended.
- Sweet Home City Council – There is no direct impact to City Council
- Sweet Home City Staff – There is no direct impact to City Staff

Issues and Financial Impacts:

With rising costs and large capital projects on the horizon, the water utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements and maintain a policy driven fund balance.

Elements of a Stable Solution:

Moderate increases on a regular yearly basis will help in continuing to maintain a health fund balance. Rate adjustments in future years will be mainly based on the outcome of completing financing for major capital projects set to take place over the next couple of years.

Options:

1. Do Nothing – Authorize no Water Drainage Utility Serves fee increase.
2. Adopt Resolution No. 28 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise water utility services as recommended.
3. Adopt Resolution No. 28 for 2023 with Changes – Adoption of the resolution with specified changes would authorize staff to adjust water utility rates with adjusted changes.
4. Direct Staff to research other options – Direct staff to research other ways to not impact the water utility fee.

Recommendation:

Staff recommends option 2: Adopt Resolution No. 28 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise water utility rate services.

RESOLUTION NO. 27 for 2023
A RESOLUTION SETTING RATES FOR WATER UTILITY SERVICES

WHEREAS, the Sweet Home City Council water utility fees shall be established by resolution in accordance with Ordinance No. 1174; and

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL effective October 16, 2023, the water utility fees shall be as follows:

Section 1 – The rates inside city limit customers are as follows:

A minimum charge for each water service will be made according to the meter sizes as follows.

Meter Size	Previous Monthly Base	New Monthly Base
¾ Inch	19.99	20.59
1 Inch	25.27	26.03
1-1/2 Inch	32.31	33.28
2 Inch	51.67	53.22
3 Inch	194.23	200.06
4 Inch	247.03	254.44
6 Inch	370.23	381.34
8 Inch	511.03	526.36

Customer Type	Previous Consumption Charge	New Consumption Charge
Residential	9.25	9.53
Commercial	9.22	9.50
Bulk - Inside	9.14	9.41

Section 2 – The rates outside city limit customers are 1.5 times inside customers and as follows:

A minimum charge for each water service will be made according to the meter sizes as follows.

Meter Size	Previous Monthly Base	New Monthly Base
¾ Inch	29.98	30.89
1 Inch	37.90	39.05
1-1/2 Inch	48.46	49.92
2 Inch	77.50	79.83
3 Inch	291.34	300.84
4 Inch	370.54	381.66
6 Inch	555.34	572.01
8 Inch	766.54	789.54

Customer Type	Previous Consumption Charge	New Consumption Charge
Residential	13.87	14.30
Commercial	13.83	14.25
Bulk - Inside	13.71	14.12

Section 3 – Miscellaneous water service fees are established by resolution and contained in the city’s Public Information, Records, Research and Miscellaneous Fees Schedule. Other associated fees, practices, and charges for water installation and hookup are described in the city’s code of ordinances.

This Resolution supersedes all prior resolutions on water rates.

PASSED by the City Council and approved by the Mayor this 26th day of September, 2023.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: A Resolution Setting Rates for Sewer Utility Services

Preferred Agenda: September 26, 2023, 2023

Submitted By: Matt Brown, Finance Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution X Motion Roll Call Other

Relevant Code/Policy: Updating City Sewer Utility Services

Towards Council Goal: Rejuvenate Essential Services, Infrastructure, maintaining an effective and efficient government, and economic strength

Attachments: Resolution No. 28 for 2023: A Resolution Setting Rates for Sewer Utility Services

Purpose of this RCA:

The purpose of this RCA is to request Council authorization for the Mayor to sign Resolution No. 28 for 2023 setting rates for sewer utility services.

Background/Context:

The City of Sweet Home staff and Council have been reviewing utility rates over the past couple of months and reviewing different scenarios based on current economic known factors and forecasted unknown factors.

The Challenge/Problem:

With rising costs and large capital projects on the horizon, the sewer utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements and maintain a legally obligated fund balance due to current debt service agreements.

Stakeholders:

- Sweet Home Residents – Residents of Sweet Home will be impacted by these rate adjustments if approved as recommended.
- Sweet Home Employers – Commercial businesses will be impacted by these rate adjustments if approved as recommended.
- Sweet Home City Council – There is no direct impact to City Council
- Sweet Home City Staff – There is no direct impact to City Staff

Issues and Financial Impacts:

With rising costs and large capital projects on the horizon, the sewer utility service must remain with an appropriate balance of revenue to satisfy the ongoing requirements and maintain a legally obligated fund balance due to current debt service agreements.

Elements of a Stable Solution:

Moderate increases on a regular yearly basis will help in continuing to maintain a health fund balance. Rate adjustments in future years will be mainly based on the outcome of completing financing for major capital projects set to take place over the next couple of years. The debt service repayment will play a major role in rate adjustments in the future.

Options:

1. Do Nothing – Authorize no Sewer Drainage Utility Serves fee increase.
2. Adopt Resolution No. 28 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise sewer utility services as recommended.
3. Adopt Resolution No. 28 for 2023 with Changes – Adoption of the resolution with specified changes would authorize staff to adjust sewer utility rates with adjusted changes.
4. Direct Staff to research other options – Direct staff to research other ways to not impact the sewer utility fee.

Recommendation:

Staff recommends option 2: Adopt Resolution No. 28 for 2023 as currently proposed – Adoption of the resolution authorizes staff to raise sewer utility rate services.

RESOLUTION NO. 28 for 2023
A RESOLUTION SETTING RATES FOR SEWER UTILITY SERVICES

WHEREAS, the Sweet Home City Council sewer utility fees shall be established by resolution in accordance with Ordinance No. 1127 and 1175; and

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL effective October 16, 2023, the water utility fees shall be as follows:

Section 1 – User Rates

For each metered residential and commercial user, the monthly sewer Customer Charge is \$42.10 (previously \$40.87).

Residential sewer customers without water meters shall pay a flat rate monthly Customer Charge of \$72.32 (previously \$70.21) based upon a citywide 600/cf average. This charge includes the I & I and Commodity Charge. However, any sewer customer without a water meter may, at their own expense and effort, install a City Approved water meter on their water source according to any/all applicable City, County and/or State requirements in order to pay the corresponding sewer use and commodity charge associated with their actual consumption as according to this resolution. Therefore, \$72.32 shall be considered one (1) ERU, a duplex shall be two (2) ERUs, a triplex shall be three (3) ERUs, etc.

Any non-metered structure that is not a residence(s) shall be considered to be a Commercial or Industrial customer and charged a flat rate based upon the following formula:

$$\text{Customer Charge} + (\text{Commodity Charge} \times \text{Citywide Average}) = \text{Monthly Charge}$$

Commodity charges follow in the Resolution and shall be based upon the Classification Chart. Citywide Average shall be 600/cf.

Section 2 – Commodity Charge

Each metered Residential user, who exceeds a monthly use of 300/cf, is charged a Commodity Charge of \$10.07/Ccf (previously \$9.78).

Each metered Commercial & Industrial users, shall be charged a Commodity Charge according to the following “Strength Category” classification:

Low (< 275 mg/1 = \$8.79/Ccf (previously \$8.53)

Medium (275 mg/1 – 450 g/1) = \$10.54 (previously \$10.23)

High/Industrial (over 450 g/1 – 750 mg/1 average) = \$13.52 (previously \$13.13)

Section 3 – Additional Fee Information

Summer Irrigation: The monthly residential sewer charge for the billing cycles of May through October shall be based on the customer’s average monthly water consumption for the prior winter month bills

from November through April. Because non-metered residential sewer customers are already charged on an average, no additional allowance for summer irrigation will be granted on these accounts.

Miscellaneous:

Vacation sewer on and off verification fee for sewer accounts is \$16.00 per visit.

Late fees are \$2.00 per month on delinquent bills.

Interest Fee: 1.5% per month on outstanding delinquent account balance including all interest, service charges, or other relevant fees/charges.

Deposits of an additional \$50.00 will be required for each new water/sewer account and shall be administered in conjunction with Ordinance No. 1174 or as updated.

Refunds will not be made for amounts less than \$10.00

This Resolution supersedes all prior resolutions on water rates.

PASSED by the City Council and approved by the Mayor this 26th day of September, 2023.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Purchase of Bathroom/Shower and Laundry Trailers

Preferred Agenda: September 25, 2023

Submitted By: Blair Larsen, Community & Economic Development Director

Reviewed By: Kelcey Young, City Manager

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

Relevant Code/Policy: N/A

Towards Council Goal: Aspiration I, Desirable Community

Attachments: Elk Creek Bathroom/Shower Trailer Quote 1
NRT Bathroom/Shower Trailer Quote 2
AMS Global Bathroom/Shower Trailer Quote 3
NRT Laundry Trailer Quote 1
Elk Creek Laundry Trailer Quote 2
AMS Global Laundry Trailer Quote 3

Purpose of this RCA:

The purpose of this RCA is to approve the purchase of Shower and Laundry trailers as part of the City's effort to fight homelessness.

Background/Context:

The City Manager has worked with Linn County and Community Services Consortium (CSC) to obtain federal funding that can be used on the City's efforts to fight homelessness. One use of this funding that has been fully approved by the funding agency is the purchase of shower/bathroom trailers and a laundry trailer. One shower/bathroom trailer would be placed at the Police Department, and another shower/bathroom trailer, plus one laundry trailer, would be placed at the FAC facility.

Due to the costs of the equipment involved, Council approval is required for the purchase. City Staff have obtained the attached quotes and recommend Quote #1 in each category.

The Challenge/Problem:

How does the City address the impacts of homelessness?

Stakeholders:

- Sweet Home Residents and Businesses – Residents and businesses deserve a neat, clean, and orderly city. Facilities that allow unsheltered residents clean themselves and their belongings help accomplish this purpose.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent and are responsible for determining the uses and services offered on City property.
- Family Assistance and Resource Center Group – FAC has partnered with the City to provide help for the unsheltered and others in the community, and this equipment will help them accomplish their purpose.

Issues and Financial Impacts:

The full cost (including delivery) from the recommended vendors of the bathroom/shower trailers is \$133,972, and the cost of the laundry trailer is \$41,414, for a total of \$175,386. 100% federal funding through CSC has already been approved for these costs, and no City match is required. Once the City has paid for this equipment, Staff will submit our expenses for full reimbursement.

Elements of a Stable Solution:

A stable solution is one that provides help to the unsheltered with little financial impact on the City.

Options:

1. Do nothing – Make no purchase, which result in no money spent, and no money gained from granting agencies.
2. Approve the Purchase of two Shower/Bathroom Trailers from Elk Creek Trailers, LLC for \$133,972 and one Laundry Trailer from NRT Specialty Trailers for \$41,414 as detailed in the attached documents– After approval, Staff will make the purchases and submit for reimbursement from the funding agency.
3. Direct Staff to research other options to accomplish the same goal.

Recommendation:

Staff recommends option 2: Approve the Purchase of two Shower/Bathroom Trailers from Elk Creek Trailers, LLC for \$133,972 and one Laundry Trailer from NRT Specialty Trailers for \$41,414 as detailed in the attached documents.

Elk Creek Trailers LLC

2740 Hwy 260 _ UPS/FedEx
 PO BOX 2440 - US Mail
 Overgaard, AZ 85933-2440



Invoice

Date	Invoice #
9/20/2023	23533

ELK CREEK TRAILERS

Bill / Ship To

City of Sweet Home
 1400 24th Avenue
 Sweet Home, OR 97386

Terms	P.O. Number

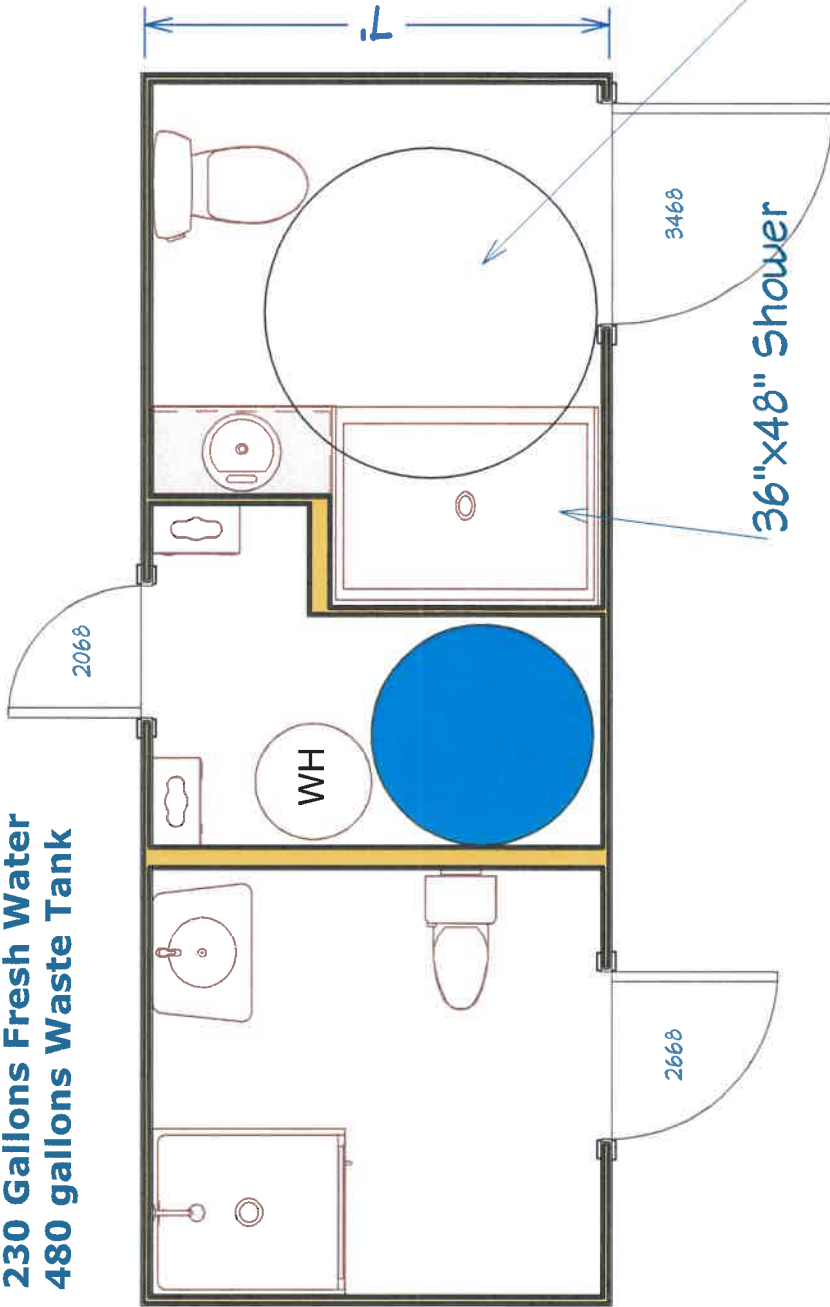
Quantity	Description	Price Each	Amount
2	<p>ECT ADA+ 1- Stall Restroom & Shower Lowering Trailer 18' x 7' Includes delivery to your address</p> <p>Thank you for your business, I just wanted to write a note to let you know how much your business is appreciated by all of us here at Elk Creek Trailers.</p> <p>In a world filled with so many different choices, we thank you so much for choosing to do business with us.</p> <p>It is our privilege to do business with you, and it will be our pleasure to continue working with you in the future.</p> <p>AGREEMENTS/UNDERSTANDINGS/WARRANTY/YOUR FLOORPLAN All- Attached separately and made part of this sale/agreement</p> <p>Terms: 40% Due with Signed Contract to Reserve Spot on Production Schedule.....\$53,588.80 Balance Due At completion of Job before pickup or shipping.....\$80,383.20 NOTE: Balance can be Paid in Full Now for a 1.5% Discount on the Total Price, That is a \$2,009.58 Savings. If doing this let us know and we will send a new updated Invoice. All Balance Due payments to be made in Good Funds i.e. Wire Transfers, or a check that has cleared our bank before trailers will be released. Checks take at least 10 Business days to clear our bank. NOTE: Balance on Trailer Build is payable VIA Wire Transfer 72 Hours BEFORE Trailer can be released.</p> <p>We cannot accept CASH or Cashier's Check for the Balance on the build out. NOTE: All Payments are Made Payable to Elk Creek Trailers LLC 40% deposit can be paid by check:</p>	66,986.00	133,972.00

Thank you, for the opportunity to serve you, We appreciate your business.	Total	\$133,972.00
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928.535.5252	Info@ElkCreekTrailers.com	www.ElkCreekTrailers.com
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Licensed by: NHTSA & SAE International

**Custom Designed 18' x 7'
ADA W/Shower + 1 Restroom W/Shower
230 Gallons Fresh Water
480 gallons Waste Tank**



ADA Compliant Restroom

Designed By: Elk Creek Trailers LLC
Paul L Meacham C.928.275.6880 E. Info@ElkCreekTrailers.com
2740 Hwy 260 Overgaard, AZ 85933-2440



NRT Sales LLC
 NY, IL, TN, CA
Office: 1-877-727-3621 ext. 111
Fax: 716-276-0640
Email: Wayne@nrtsales.com
Contact: Wayne 716-622-8500

PURCHASE AGREEMENT
 2023-9-15.2

Date: 9/20/2023
Quote is good for 20 days

Town of Sweet Home

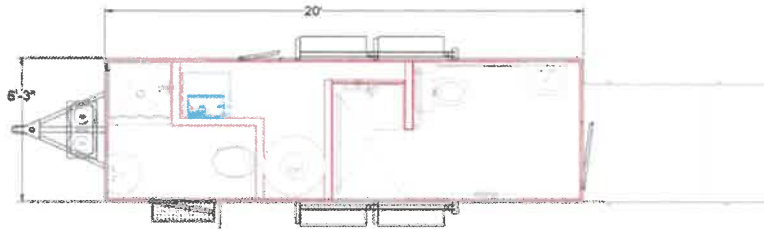
Name: Town of Sweet Home
Address: 1400 24th Ave
City, State: Sweet Home, OR
Zip: 97386

Phone: (541)818-8006
Fax:
Email: Gspringman@sweethomeor.gov

SHIP TO:
Business: Same
Address:
City, State:
Contact: Greg Springman
Phone:

2 Station 20' Handicap Accessible Lowering Restroom trailer with 300 gallon waste tank

ACTUAL FLOORPLAN (SUBJECT TO ENGINEER REVIEW)



Quantity -	2
Each -	\$69,333.00
BASE PRICE	
\$138,666.00	

			<p>STANDARD ITEMS:</p> <ul style="list-style-type: none"> • Heavy Duty Fold-up Alum. Steps & Handle • Oversized Structural Steel Beams • Steel Construction (No Wood Framing) • HD Tube Framed Doors & Hydraulic Closures • Battery Powered Trailer Runaway Protection • Poly Insulation • Smooth Aluminum Exterior Siding • One Piece Aluminum Seamless Roof • Dexter (ITS) Independent Torsion Axles • Scissor Jack Levelers • Keyed alike Locks • LED Interior-Exterior Trailer Lighting Package • Commercial PEX Water Lines • Electric Brakes • 2- 5/16" Trailer Receiver • Chip Resistant Undercoating • 3" Waste Connection

[See the next page for Optional Items](#)

[Pictures are for reference only and will not reflect the final product](#)

				Subtotal		\$	138,666.00
Discount applied to sub total						\$	-
Options from page 2				\$0.00			
Delivery charge per mile	\$2.90	Mileage	2060	Number of units	2	\$	11,948.00

FINAL PRICE
\$150,614.00

Financing Available -

EST LEAD TIME: 16 weeks	50% DEPOSIT	\$	75,307.00
	50% Due Upon Completion	\$	75,307.00

Notes:

Color Choice - Exterior	Crystal White
Color Choice - Exterior - Upgrade	
Color Choice - Flooring	New Grey
Color Choice - Flooring - Upgrade	
Color Choice - Partition	
Color Choice - Interior	Gray FRP
Color Choice - Interior - Upgrade	
Color Choice - Interior Trim	White Wood



OPTIONAL ITEMS

Qty	Option	\$/ea	Total \$
	Interior upgrade to Smooth White, Grey or Taupe FRP Panels with White Chair Rail (per Trailer foot)		
	Interior upgrade to Stainless Steel Subway Tile or Siplap Accent Wall behind sink(s) - (per square foot)		
	Upgrade to High Privacy Metal Partitions from Standard Partitions - Increased Height w/ Privacy Door (per Stall)		
	Upgrade to Panel Doors from Standard Partitions (per Door)		
	Generator Mount on Tongue of Trailer with Matching Aluminum Encasement		
	Generator to Power Trailer per Trailer Design TBD		
	Custom Vinyl Wrap of Exterior of Trailer (Customer to supply graphics for wrapping) (per sq. ft.)		
	Remote Monitoring Application (Includes Deep Cycle Battery)		
	Solar Panel Charging (per Solar Panel) - Includes Deep Cycle Battery		
1	Lowering Trailer with Fold Up Ramp and Railing (Wheelchair access, Grinder Pump Toilet required)		INC
	Lowering ADA Module with Fold Up Ramp and Railing - Hydraulic Lowering (Wheelchair access, Grinder Pump Toilet required)		
	Outreach Lift System - Handicap lift ramp with additional step (Attendant is required)		

Qty	Option	\$/EA	Total \$	Qty	Option	\$/ea	Total \$
	Coin Rubber Floor (per Trailer foot)				Standard Residential Toilet (upgrade)		
	Aluminum Wheels (each)				Additional Urinal		
2	Powered Vent/ Skylight with Vent Cover (each)		INC		Upgrade to Single Sink Vanity Cabinet		
	Diamond Plate Rock Guard				Upgrade to Double Sink Vanity Cabinet		
	Spare Tire - mounted				Pedestal or Wall Mounted Sink		
	Utility Room w/ Door				Single Framed Mirror		
	Vacant/ Occupied LED Indicators				Double Framed Mirror		
	Water tank/ pump, 105 gallons				Tamper Proof SS Mirror		
	Water tank/ pump, 140 gallons				Baby Changing Station		
1	Water tank/ pump, 225 gallons		INC		12" x 4" Stainless Steel Shelf		
	Water tank/ pump, 300 gallons			1	Complete 32 x 32 Shower Stall		INC
	Water tank/pump, 400 gallons			1	Complete ADA Shower Stall		INC
	Hot Water Heater (Cabinet/ Utility)			1	ADA Macerator Toilet		INC
3	Wall heaters (each)		INC	1	ADA Sink		INC
20	Cold Weather Package (per Trailer foot)		INC				
	Fiberglass Subfloor (per Trailer foot)				ACCESSORIES - installed at factory		
	Outlets - GFI protected				Electric Hand Dryer (no heat)		
	Floor Drain			2	Double Roll Toilet Paper Dispenser		INC
1	Dual 40# Propane Tanks mounted on Tongue		INC		Stainless Steel C-Fold Towel Dispenser		
	Dual 100# Propane Tanks mounted on Tongue			2	Enmotion Hands Free Towel Dispenser		INC
1	SCAD TM1 Tank monitoring system		INC		Stainless Steel Garbage Can		
				2	Foaming or Liquid Soap Dispenser		INC
					Sanitary Napkin Disposal SS		

CUSTOMIZED ITEMS (some items may increase lead time)

Qty	Customized Additions	\$/ea	Total \$
			\$0
			\$0
			\$0
			\$0
			\$0

Optional items included in final cost are highlighted in yellow.

New builds: Deposit or PO must be received within 72 hours to secure production space.

Pre owned trailers: Full payment due prior shipping or pick up

Terms and Conditions all trailers:

By Signing Below, Buyer Agrees to NRT Sales LLC Terms and Conditions on this sheet.

National Restroom Trailers is not responsible for State, Local or any "other" financial requirements related to Building Codes, Compliance or Registration of product. Your signature represents a binding contract between you, your company or organization and NRT Sales. Buyer understands that orders cancelled within seven (7) days of receiving deposit or full payment (if more than thirty (30) days before scheduled delivery) will be subject to a 5% cancellation fee and any credit card or processing fees will not be refunded.

Orders cannot be cancelled or refunded if more than seven (7) days of receiving deposit or orders are less than thirty (30) days from scheduled delivery.

*Items are the sole property of NRT Sales LLC until full payment is made and must be turned over if payment isn't made within 90 days of delivery.

*Quoted lead times are estimated. Production times may vary due to circumstances beyond our control. NRT is not responsible for delays in production or delivery resulting in delivery outside estir

*Any specific requests must be noted on this quote form, or we will build to our standards. This includes but is not limited to materials, fixture locations, and overall design.

*Items discussed, but not listed on this quotation, will not be added to your final trailer build. This is a custom trailer being built for you.

INITIAL HERE _____

INITIAL HERE _____

OPTIONS PRICE

\$0.00

*Your signature below will serve as acceptance and approval of all trailer pricing, specifications, accessories, and designs listed on this quote.

Signature: _____

Date: _____

Print Name: _____



A.M.S. GLOBAL, INC.

De Queen, AR 71832

Quote

Date	Quote #
9/21/2023	00014182

Name / Address
City of Sweet Home 3225 Main Street Sweet Home OR 97386

Terms	Rep	Project
	CN	

Description	Qty	U/M	Total
Omega Lite 16 ADA 2STS (\$77,592 ea) ADA Compliant room with Shower, Toilet, Sink & Bench Extra Large Non ADA Room with Toilet, Shower, Bench and Sink 250 Gallon storage capacity Rotationally molded vertical tanks Retractable Torflex suspension Double Foil Radiant Barrier Insulation 16 x 6.75 14 ply Radial Tires & Easy Lube Bearings All metal & composite construction LED 50,000 hour burn automatic lighting Dawn to Dusk LED Porch Lighting 50 AMP 230 AC Power Inlet Aluminum ADA Ramp with Stainless Steel Railing 2 Turbo vent Fans Two 40# LP Tanks with a LP on Demand Water Heater Jets Sanitation System & Fixtures. (Pint per flush). ADA Compliant to 2010 Guidelines Freight to Sweet Home OR (\$6,001 ea) Sales Tax	2		155,184.00T
	2		12,002.00 0.00

		Total	\$167,186.00
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Phone #	Fax #	E-mail	Web Site
903-667-0264		megt@msglobal.us	www.msglobal.us



NRT Sales LLC
 NY, IL, TN, CA
 Office: 1-877-727-3621 ext. 111
 Fax: 716-276-0640
 Email: wayne@nrtsales.com
 Contact: Wayne 716-622-8500

PURCHASE AGREEMENT
 2023-9-15.1

Date: 9/20/2023
 Quote is good for 20 days

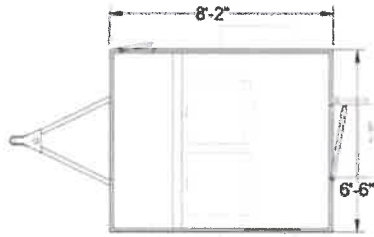
Town of Sweet Home

Name: Town of Sweet Home
 Address: 1400 24th Ave
 City, State: Sweet Home, OR
 Zip: 97386

Phone: (541) 818-8006
 Fax:
 Email: Gspringman@sweethomeor.gov

SHIP TO:
 Business: Same
 Address:
 City, State:
 Contact: Greg Springman
 Phone:

8' 2 unit laundry trailer with 300 gallon waste tank



Quantity -	1
Each -	\$36,058.00
BASE PRICE	
\$36,058.00	



- STANDARD ITEMS:**
- Heavy Duty Fold-up Alum. Steps & Handle
 - Oversized Structural Steel Beams
 - Steel Construction (No Wood Framing)
 - HD Tube Framed Doors & Hydraulic Closures
 - Battery Powered Trailer Runaway Protection
 - Poly Insulation
 - Smooth Aluminum Exterior Siding
 - One Piece Aluminum Seamless Roof
 - Dexter (ITS) Independent Torsion Axles
 - Scissor Jack Levelers
 - Keyed alike Locks
 - LED Interior-Exterior Trailer Lighting Package
 - Commercial PEX Water Lines
 - 13,500 BTU AC
 - 2- 5/16" Trailer Receiver
 - Chip Resistant Undercoating
 - 3" Waste Connection

See the next page for Optional Items

Pictures are for reference only and will not reflect the final product

			Subtotal		\$	36,058.00
Discount applied to sub total					\$	-
Options from page 2			\$0.00		Number of units	1
Delivery charge per mile	\$2.60	Mileage	2060	Number of units	1	\$ 5,356.00

Financing Available -

FINAL PRICE
\$41,414.00

EST LEAD TIME: 6-10 Weeks	50% DEPOSIT	\$	20,707.00
	50% Due Upon Completion	\$	20,707.00

Notes:

Color Choice - Exterior	
Color Choice - Exterior - Upgrade	
Color Choice - Flooring	
Color Choice - Flooring - Upgrade	
Color Choice - Partition	
Color Choice - Interior	
Color Choice - Interior - Upgrade	
Color Choice - Interior Trim	



OPTIONAL ITEMS

Qty	Option	\$/ea	Total \$
	Interior upgrade to Smooth White, Grey or Taupe FRP Panels with White Chair Rail (per Trailer foot)		
	Interior upgrade to Stainless Steel Subway Tile or Shiplap Accent Wall behind sink(s) - (per square foot)		
	Upgrade to High Privacy Metal Partitions from Standard Partitions - Increased Height w/ Privacy Door (per Stall)		
	Upgrade to Panel Doors from Standard Partitions (per Door)		
	Generator Mount on Tongue of Trailer with Matching Aluminum Encasement		
	Generator to Power Trailer per Trailer Design TBD		
	Custom Vinyl Wrap of Exterior of Trailer (Customer to supply graphics for wrapping) (per sq. ft.)		
	Remote Monitoring Application (Includes Deep Cycle Battery)		
	Solar Panel Charging (per Solar Panel) - Includes Deep Cycle Battery		
	Lowering Trailer with Fold Up Ramp and Railing (Wheelchair access, Grinder Pump Toilet required)		
	Lowering ADA Module with Fold Up Ramp and Railing - Hydraulic Lowering (Wheelchair access, Grinder Pump Toilet required)		
	Outreach Lift System - Handicap lift ramp with additional step (Attendant is required)		

Qty	Option	\$/EA	Total \$	Qty	Option	\$/ea	Total \$
	Coin Rubber Floor (per Trailer foot)				Standard Residential Toilet (upgrade)		
	Aluminum Wheels (each)				Additional Urinal		
1	Powered Vent/ Skylight with Vent Cover (each)		INC		Upgrade to Single Sink Vanity Cabinet		
	Diamond Plate Rock Guard				Upgrade to Double Sink Vanity Cabinet		
	Spare Tire - mounted				Pedestal or Wall Mounted Sink		
	Utility Room w/ Door				Single Framed Mirror		
	Vacant/ Occupied LED Indicators				Double Framed Mirror		
	Water tank/ pump, 105 gallons				Tamper Proof SS Mirror		
	Water tank/ pump, 135 gallons				Baby Changing Station		
1	Water tank/ pump, 225 gallons		INC		12" x 4" Stainless Steel Shelf		
	Water tank/ pump, 300 gallons				Complete 32 x 32 Shower Stall		
	Water tank/pump, 400 gallons				Complete ADA Shower Stall		
	Hot Water Heater (Cabinet/ Utility)				ADA Macerator Toilet		
1	Wall heaters (each)		INC		ADA Sink		
8	Cold Weather Package (per Trailer foot)		INC				
	Fiberglass Subfloor (per Trailer foot)						
	Outlets - GFI protected						
	Floor Drain						
1	Dual 40# Propane Tanks mounted on Tongue		INC				
	Dual 100# Propane Tanks mounted on Tongue						
	SCAD TM1 Tank monitoring system						
	AC with heat pump						
2	LG or equivalent Washer and dryers stacked sets		INC				

ACCESSORIES - Not Installed at factory unless requested

	Electric Hand Dryer (no heat)		
	Double Roll Toilet Paper Dispenser		
	Stainless Steel C-Fold Towel Dispenser		
	Enmotion Hands Free Towel Dispenser		
	Stainless Steel Garbage Can		
	Foaming or Liquid Soap Dispenser		
	Sanitary Napkin Disposal SS		

CUSTOMIZED ITEMS (some items may increase lead time)

Qty	Customized Additions	\$/ea	Total \$
			\$0
			\$0
			\$0
			\$0
			\$0

Optional items included in final cost are highlighted in yellow.

OPTIONS PRICE

\$0.00

New builds: Deposit or PO must be received within 72 hours to secure production space.

Pre-owned trailers: Full payment due prior shipping or pick up

Terms and Conditions all trailers:

*By Signing Below, Buyer Agrees to NRT Sales LLC Terms and Conditions on this sheet.

National Restroom Trailers is not responsible for State, Local or any "other" financial requirements related to Building Codes, Compliance or Registration of product.

Your signature represents a binding contract between you, your company or organization and NRT Sales. Buyer understands that orders cancelled within seven (7) days of receiving deposit or full payment (if more than thirty (30) days before scheduled delivery) will be subject to a 5% cancellation fee and any credit card or processing fees will not be refunded.

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*Quoted lead times are estimated. Production times may vary due to circumstances beyond our control. NRT is not responsible for delays in production or delivery resulting in delivery outside estir

*Any specific requests must be noted on this quote form, or we will build to our standards. This includes but is not limited to materials, fixture locations, and overall design.

*Items discussed, but not listed on this quotation, will not be added to your final trailer build. This is a custom trailer being built for you.

INITIAL HERE _____

INITIAL HERE _____

*Your signature below will serve as acceptance and approval of all trailer pricing, specifications, accessories, and designs listed on this quote.

Signature: _____ Date: _____

Print Name: _____

Elk Creek Trailers LLC

2740 Hwy 260 _ UPS/FedEx
 PO BOX 2440 - US Mail
 Overgaard, AZ 85933-2440



Invoice

Date	Invoice #
9/20/2023	23534L

ELK CREEK TRAILERS

Bill / Ship To

City of Sweet Home
 1400 24th Avenue
 Sweet Home, OR 97386

Terms	P.O. Number

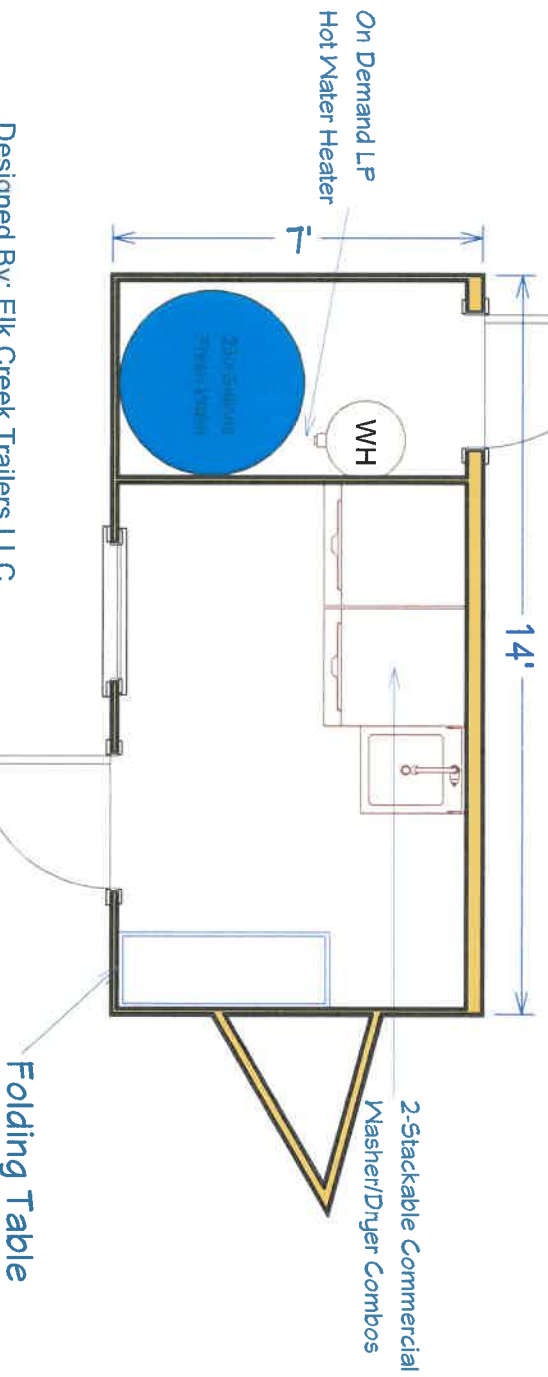
Quantity	Description	Price Each	Amount
1	<p>ECT 2-Unit Laundry Trailer 14'x7' Includes delivery to your address</p> <p>Thank you for your business, I just wanted to write a note to let you know how much your business is appreciated by all of us here at Elk Creek Trailers.</p> <p>In a world filled with so many different choices, we thank you so much for choosing to do business with us.</p> <p>It is our privilege to do business with you, and it will be our pleasure to continue working with you in the future.</p> <p>AGREEMENTS/UNDERSTANDINGS/WARRANTY/YOUR FLOORPLAN All- Attached separately and made part of this sale/agreement</p> <p>Terms: 40% Due with Signed Contract to Reserve Spot on Production Schedule.....\$21,536.00 Balance Due At completion of Job before pickup or shipping.....\$32,304.00 NOTE: Balance can be Paid in Full Now for a 1.5% Discount on the Total Price, That is a \$807.60 Savings. If doing this let us know and we will send a new updated Invoice. All Balance Due payments to be made in Good Funds i.e. Wire Transfers, or a check that has cleared our bank before trailers will be released. Checks take at least 10 Business days to clear our bank. NOTE: Balance on Trailer Build is payable VIA Wire Transfer 72 Hours BEFORE Trailer can be released.</p> <p>We cannot accept CASH or Cashier's Check for the Balance on the build out. NOTE: All Payments are Made Payable to Elk Creek Trailers LLC 40% deposit can be paid by check:</p>	53,840.00	53,840.00

Thank you, for the opportunity to serve you, We appreciate your business.	Total	\$53,840.00
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928.535.5252	Info@ElkCreekTrailers.com	www.ElkCreekTrailers.com
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Licensed by: NHTSA & SAE International

ECT 2-Unit Laundry Trailer 14'x7'
230-Gallons fresh Water | 550-Gallon Holding Tank



Designed By: [Elk Creek Trailers LLC](http://ElkCreekTrailers.com)
Paul L Meacham C.928.275.6880 E.Info@ElkCreekTrailers.com
2740 Hwy 260 Overgaard, AZ 85933-2440



A.M.S. GLOBAL, INC.

De Queen, AR 71832

Quote

Date	Quote #
9/21/2023	00014183

Name / Address
City of Sweet Home 3225 Main Street Sweet Home OR 97386

Terms	Rep	Project
	CN	

Description	Qty	U/M	Total
APF 12 1S2WD Two Double Stack Washer/Dryers with a utility sink and counter 50G Electric Water Heater 250G Fresh Water Storage Low profile close to the ground does not lower to the ground All composite and steel construction NO WOOD (1)50AMP/240V electrical outlet Heavy tubular beam coated chasis 1.5 steel tubing frame walls .040 Aluminum bonded exterior 8000 lb Dexter axle w/ wet bearings, 17.5 radial tires/ electric brakes (4) stabilizer jacks with tongue jack One step landings w/ 18" stainless steel grab bar LED 50,000 hr trailer & interior lighting Dusk till dawn porch lights Body sensing room lighting Double Foil sided radiant barrier ply cell insulation (1)15,000 BTU AC with 5000 BTU heat pump remote control Radiused Entry doors with obscure skylight Automatic commercial grade door closer Vandal resistant pebble finished FRP interior wall panels Industrial Grade Rubber Coin Flooring	1		59,446.00T
Freight to Sweet Home OR	1		6,001.00
Sales Tax			0.00

Total		\$65,447.00
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Phone #	Fax #	E-mail	Web Site
903-667-0264		megt@amsglobal.us	www.amsglobal.us



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

Sweet Home Public Library

Statistics

August 2023	This month August 2023	Last month July 2023	Year to date 2023	Previous year 2022
Patron Activity				
Door Count	6301	2762*	20255	30342
Program participants (all ages)	169	432	1491	589
Total programs(all ages)	13	12	90	41
Circulation and Renewals				
Checkouts & renewals	5829	4952	40534	52702
E-audio & E-book checkouts	531	550	4412	5692
Total items checked out	6360	5452	44896	58394
Public Computers				
Logins	249	236	1808	2497
Resource Sharing Savings				
Cost savings	5224.93	3832.85	39951.21	35892.88
Items borrowed by consortium libraries	385	312	2782	2949
Items borrowed from consortium libraries	386	231	2562	2873
Volunteer Hours				
Hours worked by volunteers	59	158.5	490	528
New Library Patrons				
New patron cards issued	85	29	364	606

Events this month: Our final Summer Reading Program was Oregon Rocks with the UO's MNCH. Our Community Read was this month and 1 storytime with Captain Cummings. We had a record high number of Summer Reading Program participants this year.

Building updates: We continue to use our space as best as possible, but need more space.

Items of note: Kira Mikutaitis started as our Programming Librarian on August 15th. Kira and Megan attended the Orange Frog training with the School District.

We received a \$10,000 grant to hire a person to assist with a Federal internet connectivity program and basic computer assistance. We received another grant to help clean up the exterior of the building. More details will be forthcoming.

MEMORANDUM



TO: Kelcey Young, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: September 26, 2023
 SUBJECT: Public Works Activities Report – August 2023

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	August, 2023	July, 2023	2023 YTD	2022	3 Yr Avg
Bathrooms/Garbage	0	4	76	168	360
Catch Basin Inspection/cleaning	0	0	42	3	13
Leaf Collection	0	0	1	1454	1105
Hydrant Flushing	0	0	70	200	276
Locates	6	49	310	498	479
Meter Re-Read	0	20	292	613	705
Mowing	0	9	80	117	95
Playground EQ Inspection	0	1	12	68	72
Pothole Repair	0	0	321	416	513
Sewer CCTV Miles	0.00	0.13	2.92	0.40	0.71
Street Sweeping Miles	0	40	451	1180	2072
Water Main Repair	1	0	5	11	12
Water Service Repair	0	1	10	38	30
Water Turn Ons/Offs	0	44	398	568	762
Total Completed Work Orders	81	265	3658	6790	7137

WWTP and WTP Key Performance Indicators (KPIs)

	August, 2023	July, 2023	2023 YTD	2022	5 Yr Avg
Potable					
MG Treated	41.58	43.2	260.33	346.58	389.07
Backwash Water in MG	0.79	0.78	6.85	15.66	19.99
Ave daily demand in MG	1.34	1.39	1.07	0.95	1.07
Sanitary					
MG Treated	19.66	22.38	408.40	677.61	587.83
Max Daily Flow in MG	0.73	0.93	5.21	6.01	6.01
Average Flow in MG	0.66	0.75	1.71	1.86	1.61

MG is Million Gallons

Note: Sweet Home Wastewater treatment plant experienced 0 exceedance for the month of August 2023.

Current & Upcoming Projects

Small Diameter Water Main Replacement – 9th Avenue

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 starting with 9th Avenue.

Status: Construction completed, June 2023.

Water Master Plan – West Yost

Scope: Develop Water Master Plan to support development.

Status: Water Master Plan Completed, June 2023.

Stormwater Master Plan – West Yost

Scope: Develop Stormwater Master Plan to support development

Status: Stormwater Master Plan Completed, 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: Project awarded to Pacific Excavation. Backwash pump has been back ordered, waiting projected arrival date.

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: Project awarded to Pacific Excavation, with VFD installation coordinated with The Automation Group (TAG). Backwash pump has been back ordered, waiting projected arrival date.

Fluoride at WTP

Scope: Fluoride system at WTP has failed/End of life budgeted for replacement this FY23.

Status: Replacement parts have been received by TAG and will be programed prior to installation.

Water Meter Modernization

Scope: Replace water meters through the entire water distribution system.

Status: Public Works staff purchased 3200 Kamstrup Smart Ultrasonic water meters. Public Works staff has installed 3100 meters to date, project is 97% complete.

Mahler WRF - Interim Improvement Project

Scope: Filter Belt Press was installed in approx. 1974 and is an operational and financial challenge to keep operating. Staff and West Yost prepurchase new dewatering equipment (screw press), sludge blend tank, and additional electrical components for the wastewater treatment plant as part of the upgrade project.

Status: IIP broke ground in March 2023. Project waiting for valves for Sludge Blend Tank mixers.



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

August

	This Month	Last Month	Last Year	Year to Date	5 Year
	08/31/23	07/31/23	08/31/22	07/31/23	
Call Volume	894	873	865	6730	6086
CAD Calls	1751	1595	1509	12829	6951
ONIBR Person Crimes	22	15	20	166	70
ONIBR Person Crimes Cleared	16	14	15	132	50
ONIBR Property Crimes	74	68	67	463	197
ONIBR Property Crimes Cleared	15	25	14	140	56

Trends:

Our person crimes clearance rate is sitting at 73%.

Our property crime clearance rate is still sitting at 20%.



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

	<u>8/31/2023</u>	<u>8/31/2022</u>	<u>% Change</u>
Call volume:	6730	6100	9.36%
Cad Calls:	12829	11004	14.23%
ONIBR Person Crimes:	166	122	26.51%
ONIBR Person Crimes Cleared:	132	100	24.24%
ONIBR Person Crimes Clearance Rate:	80%	82%	
ONIBR Property Crimes:	463	413	10.80%
ONIBR Property Crimes Cleared:	140	96	31.43%
ONIBR Property Crimes Clearance Rate:	30%	23%	

Person Crimes are defined as:

	<u>AUG-23</u>	<u>AUG-22</u>
Assault(All)	8	6
Child Neglect	0	0
Criminal Homicide	0	0
Elder Abuse	0	0
Forcible Rape	1	1
Harassment	8	4
Menacing	1	2
Other Person Crime	2	1
Other Sex Offense	1	5
Reckless Endanger	0	0
Violation Court Stalking Order	0	0
Violation Restraining Order	1	1
	<hr/> 22	<hr/> 20

Property Crimes are defined as:

	<u>AUG-23</u>	<u>AUG-22</u>
Arson	0	0
Burglary	1	5
Criminal Mischief	15	14
Forgery	0	2
Fraud	7	5
Motor Vehicle Theft	2	2
Other Property Crimes	2	3
Robbery	1	0
Theft	43	25
Unlawful Entry into Motor Vehicle	3	11
	<hr/> 74	<hr/> 67