



CITY OF SWEET HOME CITY COUNCIL AGENDA

April 28, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WiFi Passcode: guestwifi

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

Mission Statement

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

Meeting Information

This meeting is open to the public in person and virtually. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 635 790 974

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

I. Call to Order & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) [Request for Council Action – Committee Appointment](#)
- b) Approval of Minutes:
 - i) [2026-03-24 City Council Meeting Minutes](#)
 - ii) [2026-04-14 City Council Executive Session Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Student Honoree
- b) [Mental Health Awareness Month Proclamation](#)
- c) [National Day of Prayer Proclamation](#)

V. New Business

- a) [Request for Council Action – Resolution No. 6 for 2026 – Sweet Home High School May Day Parade](#)

VI. Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

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.

- [2026-04-22 Community Health Committee Meeting Minutes](#)

Library Advisory Board – Councilor Augsburger

- [2026-04-09 Library Board Meeting Minutes](#)

Park & Tree Committee – Councilor Hegge

- [2026-03-18 Park & Tree Committee Meeting Minutes](#)

Planning Commission

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

VII. Department Reports

Library

- [Library Report – March & April 2026](#)

Planning & Building

- [Planning & Building Report – March 2026](#)

Public Works

- [Public Works Report – March 2026](#)

Finance

- [Finance Department Report – 3rd Quarter & March 2026](#)

Police

- [Police Department Report – March 2026](#)

City Attorney

VIII. Reports of City Officials

[City Manager's Report](#)

Mayor's Report

IX. Council Business for Good of the Order

X. Adjournment



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Committee Appointment

Preferred Agenda: April 28, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: SHMC Chapter 2.10

Towards Council Goal: Be an Effective & Efficient Government

Attachments: Application – Josephine Olson

Purpose of this RCA:

To make appointments to the Budget Committee.

Background/Context:

The City has faced challenges in recruiting for the Budget Committee, which requires citizen appointees to live within City limits. There is currently one vacancy with a term to expire December 31, 2028.

The Challenge/Problem:

There is currently only one qualified applicant, Josephine Olson. The 2026 Budget Committee is scheduled to meet on April 29th and April 30th, so staff recommends direct appointment of Ms. Olson to ensure a full citizen roster this year. Her residency was verified with Linn County Elections.

Issues and Financial Impacts:

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

Elements of a Stable Solution:

Timely approval of qualified committee applicants.

Options:

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

Recommendation:

Staff recommends option 4: Move to approve the applicant as proposed.

Cecily Pretty

From: "Sweet Home, Oregon" <noreply@civicplus.com>
Sent: Thursday, March 19, 2026 12:51 PM
To: Cecily Pretty
Subject: Webform submission from: Board/Committee/Commission Application

Submitted on Thu, 03/19/2026 - 12:51 PM

Submitted by: Anonymous

Submitted values are:

Full Name:
Josephine Olson

Permanent Address:

Mailing Address:

Phone Number:

Type of Phone:

Type of Phone:
Cell

Email Address:

Preferred method of contact:

Preferred method of contact:
Email

Occupation:
insurance producer

Please choose the Board, Commission, or Committee(s) on which you are interested in serving:

Please choose t, Commission, or Committee(s) on which you are interested in serving:

Budget Committee, Community Health Committee, Library Advisory Board

Are you applying for reappointment?

Are you applying for reappointment?

No

If yes, how long have you served in this capacity (years & months)? If no, please put "N/A."

n/a

Do you live within the city limits of Sweet Home?

Do you live within the city limits of Sweet Home?

Yes

If no, do you live within the Sweet Home School District boundaries?

If no, do you live within the Sweet Home School District boundaries?11

Yes

Please give a brief description of your experiences or training that you feel qualifies you to serve on your selected board, commission, or committee(s)

I have a Bachelor of Arts (Spanish major, French minor) as well as an active property and casualty insurance license. I lived abroad in Spain and traveled extensively for two years.

How long have you lived in the area (years & months)?

Lived in Sweet Home since 2018.

List current involvement in other community groups and/or activities.

None currently

What special contribution do you feel you can make to the position(s) you are applying for?

I have a Bachelor of Arts; eleven years of experience in the insurance industry. I have global experience as I lived in Spain for two years and taught English in their public schools. Since I am well-traveled, I believe I have a unique perspective. I am also deeply interested in local affairs and willing to start contributing more in my community.

The following applies for appointments that require residency and elector status:

Josephine Olson

ELECTRONIC SIGNATURE:

Josephine Olson

Date of Signature

2026-03-19

The results of this submission may be viewed at:

https://www.sweethomeor.gov/admin/structure/webform/manage/webform_24226/submission/2711





CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

March 24, 2026, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

The meeting was called to order at 6:30 PM. (1:31 in video)

Roll Call

PRESENT

President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Dylan Richards
Councilor Angelita Sanchez

ABSENT

Mayor Susan Coleman
Councilor Aaron Hegge

STAFF

Jason Ogden, City Manager / Police Chief
Blair Larsen, City Attorney
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Advisor

GUESTS

Les Poole,

Consent Agenda

Approval of Minutes:

- a) 2026-03-10 City Council Work Session Minutes
- b) 2026-03-10 City Council Meeting Minutes

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

AYE: Thorstad, Augsburger, Bronson, Richards, Sanchez

NAY: None

ABSENT: Coleman, Hegge

Recognition of Visitors & Hearing of Petitions

President Pro Tem Thorstad recognized those registered to speak.

Les Poole expressed concern with the funds dedicated to the new fitness park. He asked City Council to be thoughtful as they consider the upcoming budget.

- a) Student Honoree

This item was not heard.

- b) 2026 Arbor Day Proclamation

President Pro Tem Thorstad read the Arbor Day Proclamation on behalf of Mayor Susan Coleman.

New Business

- a) Request for Council Action – Sankey Park Bandstand Contract Approval

City Manager Ogden stated that staff was seeking approval to move forward with construction of a new bandstand as a required component of the grant awarded for the Sankey Park Phase III project. He noted that \$70,000 had already been received for the project and it would have to be paid back if the City did not fulfill the requirements of the grant. He highlighted the project's compatibility with the City's Park System Plan.

Councilor Sanchez asked of other funding that might be lost if the City did not approve the bandstand. Planning & Building Manager Clegg replied that the total amount of the grant that would be lost was \$177,080. Councilor Sanchez asked of the deadline to decide. City Manager Ogden replied that a decision was needed quickly in order to meet the completion deadline of June 30, 2026.

Councilor Augsburger asked if it was confirmed that the contractor could meet the deadline. City Manager Ogden replied that they could.

Councilor Bronson moved to approve the contract as proposed. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Augsburger, Bronson, Sanchez

NAY: Richards

ABSENT: Coleman, Hegge

- b) Request for Council Action – Resolution No. 5 for 2026 – Adopting FY 2026-2027 City Council Goals

City Manager Ogden reviewed the development of the proposed goals for the next fiscal year. He noted the following goals:

DESIRABLE COMMUNITY

Weddle Bridge Restoration

Mountain View Pedestrian Improvements

Quarry Park Improvements

Northside Park Amenities Evaluation

EFFICIENT GOVERNMENT

Review Council Rules

Old City Hall Plan

INFRASTRUCTURE

Willow-Yucca Local Improvement District (LID)

Wastewater Treatment Plant Updates & Construction

ESSENTIAL SERVICES

Water Treatment Plant Generator

Canyon Creek Pump Station

ECONOMIC STRENGTH

Santiam Feed Store Plan

Fund Commercial Exterior Improvement Program (CEIP)

Councilor Bronson asked of old City Hall and potential demolition. City Manager Ogden stated that there was currently a Request for Proposals (RFP) open to get costs for demolition.

Councilor Sanchez noted the importance of preserving the Weddle Bridge before it needs to be torn down due to disrepair.

Councilor Richards moved to approve the goals as presented. Councilor Sanchez seconded the motion. The motion carried by the following vote:

AYE: Thorstad, Augsburger, Bronson, Richards, Sanchez

NAY: None

ABSENT: Coleman, Hegge

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

- 2026-02-18 Park & Tree Committee Meeting Minutes

Planning Commission

- 2026-03-05 Planning Commission Meeting Minutes

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

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

There were no reports to be heard.

Department Reports

Planning & Building

- Planning & Building Manager Monthly Report – February 2026

Planning & Building Manager Clegg stated that her reports would now be reported by fiscal year rather than calendar year.

Reports of City Officials

City Manager's Report

City Manager Ogden stated that staff established a traffic complaint procedure as required by Resolution No. 22 for 2024 in order to formalize a standard process for investigating traffic complaints. He highlighted the upcoming annual Child Abuse Awareness Walk. He stated that Blooms & Brews would take place on April 25th at Sankey Park. He noted that there would be another free electronic recycling event at City Hall on May 23rd.

Mayor's Report

There was no report to be heard.

Council Business for Good of the Order

Councilor Richards stated that he received concerns regarding road construction at 43rd Avenue. Planning & Building Manager Clegg stated that the road would be restored to its previous condition when the subdivision construction was completed. Councilor Richards thanked City Manager Ogden for a tour of the Police Department.

Councilor Sanchez wished everyone a happy Passover and Easter.

Adjournment

There being no further discussion, the meeting was adjourned at 6:52 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

April 14, 2026, 5:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

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

STAFF

Cecily Hope Pretty, Deputy City Manager
Blair Larsen, City Attorney

Executive Session

Mayor Coleman read the Executive Session statement at 5:30 PM.

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

ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

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

Adjournment

There being no further discussion, the meeting was adjourned at 5:56 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

DRAFT



Mental Health Awareness Month 2026 Proclamation

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's group, and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the Linn County Mental Health Advisory Board and the City of Sweet Home Community Health Committee are emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers, and various trainings regarding mental health issues;

NOW, THEREFORE, I, Susan Coleman, do hereby proclaim May 2026 as Mental Health Awareness Month in Sweet Home. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses, and schools in Sweet Home to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Proclaimed this 28th Day of April, 2026.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



National Day of Prayer 2026 Proclamation

WHEREAS, no truth is more evident, both from reason and from history, than that the safety, prosperity, and happiness of a nation depends, upon the favor of Almighty God; and

WHEREAS, throughout the history of our Nation, the people of America have lifted their prayers to God, seeking His guidance, provision, and protection; and

WHEREAS, from the Mayflower Compact to the prayers of the First Continental Congress which formed our nation, and to the Creator acknowledged in our Declaration of Independence itself, our Founders affirmed their reliance upon Divine Providence; and

WHEREAS, as we mark the two hundred and fiftieth anniversary of the United States, we are called to gratefully remember the blessings bestowed upon us and to renew our acknowledgment of their Source; and

WHEREAS, The National Day of Prayer is a Public Law established in the United States Congress in 1952 and approved by Joint Resolution, invites all people to humble themselves and to seek the Lord according to the dictates of conscience; and

WHEREAS, as a descendant of John Adams, I am mindful of the enduring call that both individuals and nations acknowledge their dependence upon Almighty God;

NOW, THEREFORE, I, Susan Coleman, Mayor of the City of Sweet Home, do hereby proclaim May 7, 2026, as a

DAY OF PRAYER

and I invite all citizens to offer prayers; whether in houses of worship, in their homes, or in quiet reflection; giving thanks for our many blessings; seeking mercy for our shortcomings; and asking for wisdom, unity, and peace for our City, State, and Nation; and that Almighty God would guide us to act with justice, to love mercy, and walk humbly before Him; that we may be people worthy of His continued favor and blessing.

Proclaimed this 28th Day of April, 2026.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 6 for 2026 – Sweet Home High School May Day Parade

Preferred Agenda: April 28, 2026

Submitted By: Jason Ogden, City Manager / Police Chief

Reviewed By: Cecily Pretty, Deputy City Manager

Type of Action: Motion Resolution Reading

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

Towards Council Goal: Economic Strength

Attachments: Resolution No. 6 for 2026
Special Event Permit Application
Parade Permit Application

Purpose of this RCA:

The purpose of this RCA is to request City Council approval of the attached Resolution authorizing a temporary street closure during Sweet Home High School May Day Parade on May 15th 2026. The closure is intended to enhance safety by reducing interactions between pedestrians and vehicles during the event.

Background/Context:

This will be the first year the City has implemented street closures for the Sweet Home High School May Day Parade. Although a closure was requested in the previous year, the sponsoring organization did not submit a Special Event Application in time to allow for Council approval.

For 2026, the event organizers have submitted the necessary materials. The event is scheduled as follows:

- **Set-up time:** 1:00 PM
- **Event start time:** 1:15 PM
- **Event end time:** 1:30 PM

The sponsoring organization is Sweet Home High School, and participation is expected to include approximately 700 students.

The parade will be led by a color guard coordinated through the local veterans club, with police requested to provide escort support at the front and rear of the procession.

The Challenge/Problem:

How to ensure participant and public safety during the Sweet Home High School May Day Parade by temporarily closing portions of Long Street and adjacent intersections along the parade route from 15th Avenue to 22nd Avenue.

Issues and Financial Impacts:

Potential impacts include temporary traffic disruptions along Long Street and adjacent intersections, as well as the need for coordinated traffic control to ensure participant and public safety. Police and Public Works staff will be required to assist with traffic control, barricade placement, and parade escort. Associated costs are limited to staff time and use of existing equipment and are expected to be absorbed within current departmental budgets.

Elements of a Stable Solution:

Prioritize participant and public safety while minimizing traffic disruptions during the event.

Options:

1. Do nothing: The City would not approve the temporary street closures, and the Sweet Home High School May Day Parade would not be permitted to utilize public streets as proposed. The event would need to be modified, relocated, or canceled.
2. Move to approve Resolution No. 6 for 2026 as proposed: Adopt the Resolution authorizing temporary street closures along Long Street and adjacent intersections on May 15, 2026, to accommodate the Sweet Home High School May Day Parade.
3. Move to approve Resolution No. 6 for 2026 with amendments: Adopt the Resolution with modifications as directed by City Council, which may include changes to the approved route, duration, or traffic control measures.

Recommendation:

Staff recommends option #2: Move to approve Resolution No. 6 for 2026 as proposed.

RESOLUTION NO. 6 FOR 2026

A RESOLUTION CONCERNING STREET CLOSURES AND RESTRICTIONS FOR THE SWEET HOME HIGH SCHOOL MAY DAY PARADE

WHEREAS, Sweet Home High School has requested to hold the May Day Parade on May 15, 2026; and

WHEREAS, temporary traffic regulations are necessary to safely accommodate the May Day Parade; and

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

WHEREAS, the Sweet Home City Council finds that it is in the best interest of the community that the May Day Parade be safely held as requested.

NOW, THEREFORE, THE CITY OF SWEET HOME DOES RESOLVE AS FOLLOWS:

Traffic regulations shall be kept in effect as follows:

- A.** The parade route shall be as follows: beginning at the Sweet Home High School parking lot, proceeding onto 15th Avenue, east on Long Street to 22nd Avenue, south on 22nd Avenue, and concluding at the high school football field parking lot.
- B.** Streets and intersections along the route, including Long Street between 15th Avenue and 22nd Avenue, and intersections at 15th Avenue, 18th Avenue, and 22nd Avenue at Long Street, shall be temporarily closed to vehicular traffic from approximately 1:00 PM to 1:30 PM on May 15, 2026, or as directed by the City Manager or their designated representative.
- C.** Appropriate signs, barricades, and traffic control devices shall be installed by the Public Works Department to carry safely out the provisions of this resolution and shall become effective upon placement.
- D.** The Sweet Home Police Department shall assist with traffic control and provide escort for the parade.
- E.** The Public Works Department shall assist with placement and removal of traffic control devices and support event operations as needed.

PASSED by the Council and approved by the Mayor this 28th day of April, 2026.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



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

PARADE OR PROCESSION PERMIT

Date of Application: 4/16/26

Requestor's Name: Tuter Lori Jo
 (Last) (First) (Middle)

Home Address: _____

Date of Birth: _____ Phone: _____ Email: _____

Organization Name: Sweet Home High School

Organization Address: 1641 Cong St SH

Organization Phone: _____ Email: _____

Nature of parade or procession: May Week parade from SHHS to football stadium

Requested Parade/Procession Route (Attach detailed map): Attached Separately

Parade/procession to be held from 1:00 to 1:45 on 5/15/26
 (hour) (hour) (date)

Permission is hereby granted subject to the following conditions:

This permit is granted with the specific understanding and condition that the permittee shall be responsible and liable for all accidents, damages or injuries to persons or property resulting from the construction, installation, maintenance repair or removal of said signs and barricades legally chargeable to the permittee. The permittee shall hold the City of Sweet Home, its officers, agents, and the employees blameless and the said permittee shall indemnify them against any loss, injury or damage which they or any of them may sustain by the reason of acts, conduct or operations of the permittees, its agents or employees in connection with the construction, installation, maintenance, repairs or removal of the said signs or barricades. An liability insurance policy naming the City of Sweet Home in the amount of \$2,000,000 must be submitted at the time of this application.

Lori Tuter 4/16/26
 Signature of Applicant Date

Permit Issued By: _____ Date Issued _____
 Chief of Police

Approved By: _____ Date Approved _____
 City Manager



Community and Economic Development Department

SPECIAL EVENT AND PARK RENTAL PERMIT APPLICATION

- Name of Event: SHHS May Day Parade Date(s) of Event 5/15/26
- Setup Start Time/Date: 1:00 Event Start Time: 1:15
- Event End Time: 1:30 Clean Up End Time/Date: 1:30 No Cleanup needed
- Sponsoring Organization: SH High School
- Event Coordinator/Primary Contact: Lori Tuter
- Mailing Address: 1641 Long Street
- Day Time Phone: _____ Cell Phone: _____
- Email: _____ Fax: 541-208-6167
- Secondary Contact: Tomas Kosa Phone: _____
- Is Alcohol Being Served? Yes No If YES include a copy of the State Liquor Permit.
- Do you wish to utilize any City property, such as a park? Yes No
If YES, which one(s)? block street for parade (Long St and 15th to Long street and 18th to the football stadium)
- 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.
- Anticipated Number of Attendees? SHHS student body (700 ish)

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

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

PAYMENT AMOUNT: N/A CASH CC CHECK # _____

RECEIVED BY: AC DATE: 04.11.26

PERMIT APPROVED: Yes No Entered on Events Calendar

Authorized City Signature: _____ Date: _____



SPECIAL EVENT AND PARK RENTAL POLICIES AND PROCEDURES

1. Special Event and Park rental 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

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: Lori Tuter SH High School
 PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT: Lori Tuter 4/16/26
 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.



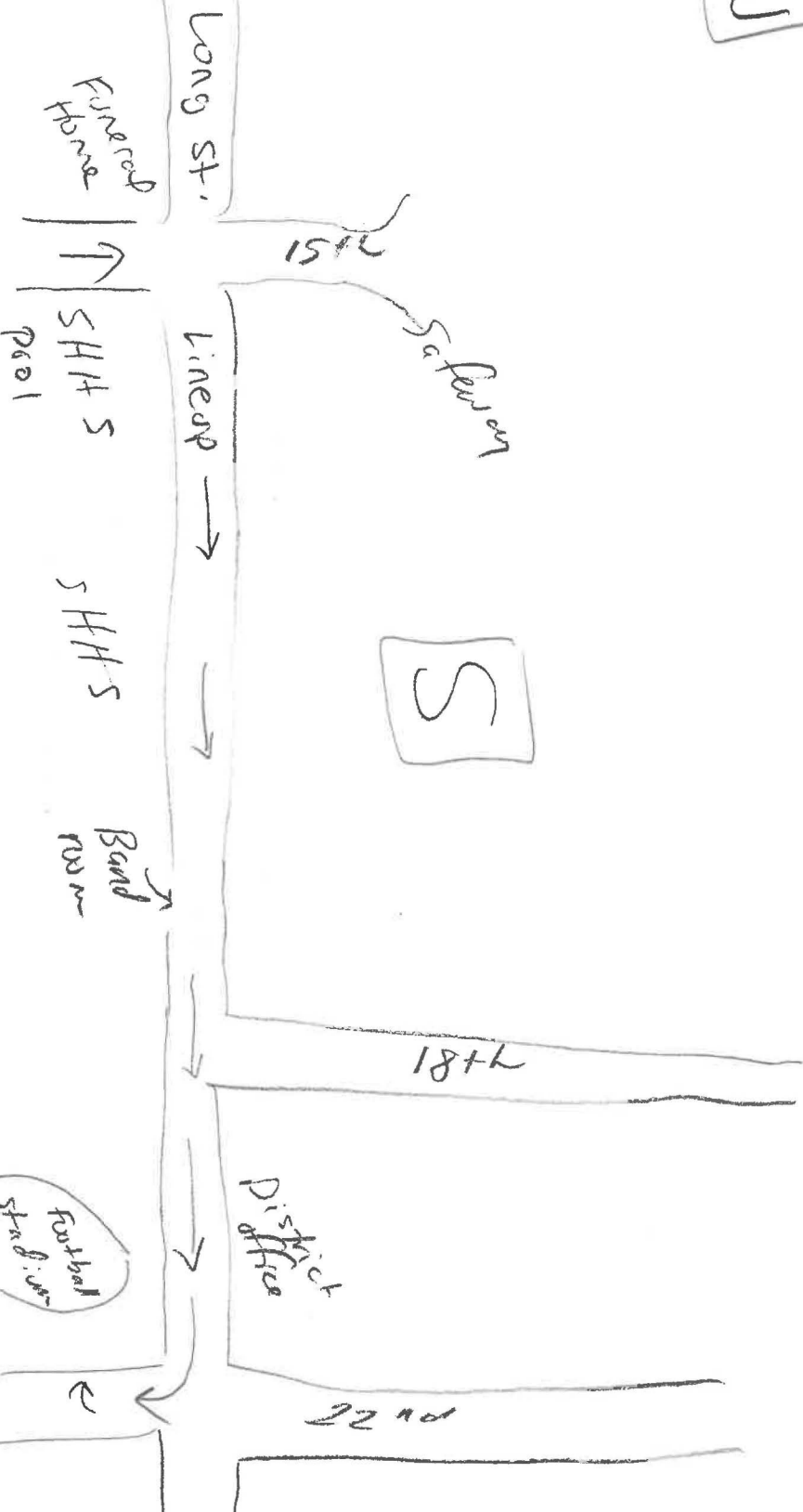
FACT SHEET

For May Week, SHHS students will lineup on Long Street in front of the High School. We will march in a parade formation to the football field. We will lineup about 1200-ish and begin the parade about 1:15 arriving to the stadium about 1:30.

I am coordinating with the Vets to have the color guard lead the parade. Also, we are asking for police to lead and follow the parade.



Insert Event Overview Map





Community Health Committee Meeting Minutes

April 22, 2026, 4:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order & Pledge of Allegiance

The meeting was called to order at 4:00 PM.

Roll Call

PRESENT

Chair Kelsey Ann Wray
Vice Chair Bob Dalton
Committee Member Michael Grenz
Committee Member Dr. Larry Horton
Committee Member Wanda Jones
Committee Member Dick Knowles
Committee Member Shirley Schumacher

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects

GUESTS

Heidi Womack, Samaritan Hospital Nutrition & Diabetic Center

Approval of Minutes

- a) 2025-02-25 Community Health Committee Meeting Minutes

Committee Member Schumacher moved to approve the minutes of the Community Health Committee. Vice Chair Dalton seconded the motion. The motion carried by the following vote:

AYE: Wray, Dalton, Grenz, Horton, Jones, Knowles, Schumacher
NAY: None

Recognition of Visitors / Public Comment

There were no visitors to be heard.

Chair Wray recognized Heidi Womack to present under Community Partner Presentations.

Community Partner Presentations

- a) Samaritan Lebanon Hospital Nutrition & Diabetic Center – Heidi Womack

Heidi Womack stated that she was a registered nurse and certified diabetic educator. She reviewed Samaritan Lebanon Hospital's available diabetes services including diabetes self-management therapy, medical nutrition therapy, and diabetes foot care. She stated that self-management therapy was covered by most insurances including Medicare and Medicaid. She noted that classes were currently available in

person and would soon also be available virtually. She highlighted services related to accessing and using diabetes technology. She reviewed the components of the diabetes foot clinic and potential requirements to participate, particularly for Medicare and Medicaid patients. She noted that some services were available in the Sweet Home Clinic on Fridays, including one-on-one counseling for nutrition, monitoring, medications, and on-going support.

Committee Member Knowles asked how many patients were served by the program. Ms. Womack replied that it was approximately 1,200. She noted that overall, participants saw a reduction in their A1C.

Vice Chair Dalton invited Ms. Knowles to attend the Community Health Fair.

Committee Member Schumacher asked if family members could participate as well. Ms. Womack replied that family members and supporters were encouraged to participate.

Committee Member Jones noted the value of diabetic education to supplement the clinical experience and expand access to services.

Committee Member Grenz asked if there was typically a copay associated with Medicare patients. Ms. Womack stated that it depended on the provider and what kind of staff member was seen. She added that financial assistance was available for qualified applicants.

No action was required for this item. New Business was heard at this time.

New Business

a) Health Fair/Banners

Vice Chair Dalton stated that he would likely begin sending out applications for the Health Fair in May. He noted that he would send last year's list of participants to the Committee and asked for input on additional providers to invite. He asked the Committee to consider what kinds of banners to create to do more public advertising. Chair Wray suggested yard signs.

No action was required for this item.

b) Mental Health Resources

Vice Chair Dalton noted challenges with accessing a mental health provider in a timely fashion. He suggested that the Committee do more to put together a resource list centered around mental health resources.

Discussion ensued regarding the challenges to accessing mental health due to barriers with insurance coverage.

No action was required for this item.

c) Transportation

Vice Chair Dalton asked of challenges related to using transportation to access health services. Committee Member Jones replied that she saw issues with educating people about what is available and how to use the services in a way that could reduce their barriers.

No action was required for this item.

Committee Business for the Good of the Order

Committee Member Schumacher stated that Western University came to the Senior Center looking to advertise for participants in a class regarding falling and fall prevention.

Committee Member Knowles stated that May was Mental Health Awareness Month.

Adjournment

There being no further discussion, the meeting was adjourned at 4:54 PM.

ATTEST:

Chair

City Manager – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME LIBRARY BOARD MEETING MINUTES

April 09, 2026, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

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

Call to Order

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

Roll Call

PRESENT

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

STAFF

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

Review & Approval of Minutes

- a) 2026-02-12 Library Board Meeting Minutes

Board Member Wise moved to approve the minutes of the February 12, 2026 Library Board meeting. Board Member Castaneda seconded the motion. The motion carried by the following vote:

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

Report of the Library Services Director

- a) Director's Report – March & April 2026

Director Dazey stated that the library received additional children's books from Senator Ron Wyden's office. She highlighted the availability and use of the Free Little Pantry and Seed Library. She stated that staff was finalizing the Summer Reading Program and anticipated releasing the schedule mid-May. She noted that the Teen Movie Night would now include tweens. She reviewed some new and renewed grants, including support for teen programs and a technology grant that would replace existing laptops and allow the purchase of new laptops and tablets that could be checked out by the public.

No action was required for this item.

Statistics

a) Statistics – March 2026

Director Dazey stated that e-books and e-audio use continued to increase.

No action was required for this item.

Fiscal Report

a) Library Proposed Budget FY26-27

Director Dazey reviewed the proposed budget and its approval process. Discussion ensued regarding various line items.

Board Member Corley moved to recommend the budget as proposed to the City Budget Committee. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Corley, Wise

NAY: None

Old Business

There was no old business to be heard.

New Business

a) Laptop Lending Policy – Draft

Director Dazey stated that a laptop lending policy was required by the technology grant. She reviewed the proposed policy.

Chair Journey asked of the proposed process for the City's IT consultant to review returned laptops for damage since they were not based in Sweet Home. Director Dazey replied that staff would note any potential damage and the consultant would inspect further during their weekly visits. Chair Journey expressed with concern with the City's ability to recoup costs for overdue or damaged laptops. She suggested requiring the borrower themselves to return the device and mandating that they wait until staff has examined the device. She expressed concern that a \$25 per day late return fine was not sufficient to deter late returns. Deputy City Manager Pretty noted that the fine would have to be adopted separately as part of the City's fee schedule and it may be better to leave an exact amount out of the policy, but that staff could take the Board's recommendation of the amount to City Council. There was consensus to recommend \$25 per day.

Director Dazey stated that she would bring the policy back to the Board for consideration with edits.

No action was required for this item.

b) SHPL April 2026 Newsletter

Director Dazey stated that the newsletter was included in the agenda packet. She noted that she wanted to highlight the Library Board members in the newsletter.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:10 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

DRAFT



CITY OF SWEET HOME PARKS & TREE COMMITTEE MINUTES

March 18, 2026, 8:30 AM
3225 Main Street, Sweet Home, OR 97386

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

Mission Statement

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

Call to Order and Pledge of Allegiance

The meeting was called to order at 8:31

Roll Call of Park and Tree Committee Members:

PRESENT

Member Matthew Bechtel
Vice Chair Lena Tucker
Member Debra Northern
Member Deena Bechtel
Member Scott Swanson - 8:34 AM
Member Nancy Patton – via speaker phone 8:50 AM
Councilor Aaron Hegge

ABSENT

Member Melanie Jones

STAFF

Angela Clegg, Planning & Building Manager
Dominic Valloni, Public Works Operations Manager
Sean Hegge, Crew Lead: Facilities and Parks
Adam Leisinger, Special Projects Manager

GUESTS

Candice Snyder, Beautification Committee

Time Reports

Manager Clegg informed the Committee that Member Bechtel gave her time reports.

Meeting Minutes

a) 2026-02-18 Park & Tree Committee Meeting Minutes

A motion to approve the 2026-02-18 Park & Tree Committee Meeting Minutes was made by Member Matthew Bechtel and seconded by Member Northern. The motion carried by the following vote:

AYE: Member Bechtel, Vice Chair Tucker, Member Jones, Member Northern

NAY: None

ABSTAIN: Member Deena Bechtel

ABSENT: Member Swanson, Member Patton

Public Comment.

None

Beautification Committee Update

Candice Snyder gave a report. The Committee plans to meet next on April 9th, and the Committee plans to weed the median on March 31st to coincide with pinwheel placement in the medians.

Old Business

Arbor Day / Blooms & Brews

Manager Clegg reported on participating vendors and noted that ODF will provide EAB outreach materials along with general urban forestry and arboriculture resources. Vice Chair Tucker reminded the Committee that the event is scheduled for April 25th. Member Swanson shared that he may be unable to attend due to a track meet. Manager Clegg stated that check-in, setup, and takedown details will be available by the next meeting. Vice Chair Tucker asked whether the Tree City USA flag could be flown beneath the American flag. The Committee also discussed the Arbor Day proclamation and photos needed for the annual report.

Sankey Park Phase III

Manager Clegg provided an update on the project's progress. Member Bechtel inquired about the bandstand design, and Manager Clegg explained that the design has not yet been finalized. The Committee discussed potential uses for wood from trees removed during the project. Manager Valloni described staff plans for using the logs.

New Business

Introduction of New Member:

Member Deena Bechtel gave a brief background and the reason why she wanted to be on the Committee.

Chair and Vice Chair Nominations

Vice Chair Tucker recommended Member Matthew Bechtel for Chairman. Member Bechtel accepted the recommendation.

A nomination was made by Member Swanson, and the motion was seconded by Member Northern. The motion carried by the following vote:

AYE: Member Bechtel, Vice Chair Tucker, Member Jones, Member Northern, Member Swanson, Member Patton

NAY: None

ABSENT: Member Jones

Member Matthew Bechtel recommended Lena Tucker for Vice Chair. Member Patton made a recommendation for herself for Vice Chair.

Manager Clegg asked each Member for their vote for Member Tucker for Vice Chair. The motion carried by the following vote:

AYE: Member Matthew Bechtel, Vice Chair Tucker, Member Jones, Member Northern, Member Swanson, Member Deena Bechtel

NAY: None

ABSENT: Member Jones

Member Patton removed herself as a candidate.

New Meeting Day and Time

Member Patton submitted an email statement to the Committee prior to the meeting.

Manager Clegg explained that the proposed schedule change is primarily to align with other City committees, which all meet in the afternoons.

Manager Clegg noted that Tuesday afternoons are the only time Member Jones is available, as she has prior commitments on Wednesday and Thursday afternoons.

Member Patton expressed her opposition to the schedule change and shared her reasons with the Committee.

Manager Leisinger provided a statement explaining why afternoon meetings are preferred from a staff perspective.

Member Swanson asked Manager Clegg when the peak time is for contractors to visit her department. Manager Clegg responded that mornings are typically the busiest.

Member Patton expressed concern about being unable to attend afternoon meetings in person. Manager Clegg reviewed the available online and call-in participation options.

Member Swanson stated that he prefers Tuesday afternoons. Member Northern said she is comfortable with Tuesday afternoons. Member Matthew Bechtel noted that he prefers mornings but can meet on Tuesdays. Member Deena Bechtel confirmed that Tuesdays work for her. Member Northern reiterated that she can attend on Tuesdays. Vice Chair Tucker stated that although she prefers mornings, she is able to meet Tuesday afternoons.

Member Swanson made a motion to move the Park & Tree Committee meetings to the 3rd Tuesday of the month at 4:00 PM. The motion was seconded by Member Matthew Bechtel. The motion carried by the following vote:

AYE: Member Matthew Bechtel, Vice Chair Tucker, Member Jones, Member Northern, Member Swanson, Member Deena Bechtel

NAY: None

ABSENT: Member Jones

Round Table Discussions

Skate Park Partnership and Project Updates: Manager Clegg informed the Committee that the City will be partnering with the School District to update the skate park. The project is being led by the High School Interact Club. Member Bechtel provided an update on current skate park conditions and noted the need for letters of support for Larry Horton, who is leading the effort on behalf of the Interact Club.

Beautification and Planting Updates: Member Tucker asked about flowers for the median. Beautification Committee Member Snyder reported that the Committee has ordered red, white, and blue flowers. She also mentioned that there will be additional plants available to give away during the Arbor Day event.

Beautification Committee Member Snyder asked staff about the volunteer forms required for members. Manager Clegg advised her to check with Ryan at the front desk for the correct form. Member Snyder noted that the current forms do not include emergency contact information. Manager Clegg stated she will send volunteer forms to all Committee members to complete.

Arbor Day Preparations: Member Patton asked whether there was a weeding schedule planned for Sankey Park prior to the Arbor Day event. The Committee discussed meeting on April 8 at 8:30 AM for this purpose. Member Patton also asked whether flowers would be planted in the flagpole area. Manager Clegg responded that she would check with staff but noted that irrigation is not available in that area, and staffing levels do not allow for regular hand watering. Vice Chair Tucker volunteered to plant pansies before the Blooms & Brews Festival and said she will also provide additional plants to give away during the event.

Pie Contest: Member Patton gave an update on the pie contest, including sponsors and donations. Vice Chair Tucker thanked her for her work on the event.

Adjournment

The meeting was adjourned at 9:20 AM

DRAFT

Report of the Library Director for March-April 2026 Activities

This is a summary since the last meeting in February 2026.

Collection updates:

We continue to purchase books for our Harm Reduction grant. These books are checking out at a good rate and people are enthusiastic about the subject matter, We received another box of kid's books from the Library of Congress/Senator Wyden. We did our first weed of the puzzle/game collection. Less than 5 items haven't checked out in the last 2 years! These were mostly puzzles.

Building issues:

We purchased a commercial vacuum for the building. We hope this will allow our carpet to continue to hold up!

In building updates:

We continue to use every inch of space that we have! The Seed Library and Food Pantry in our Lobby area continue to be heavily used. We are giving out over 100 packets of seeds every day. Donations to our food Pantry come in and go out every day. Most items are only there for a few hours before someone takes it (except canned tomato products...still).

In-person Programming:

Our Summer Reading Programs are almost all set up! Kira has done amazing work lining up presenters for this summer.

We are shifting our Teen movie night to invite Tweens and Teens (ages 10-19). This change means that all movies shown will be rated PG. We already shifted out teen game night to include tweens and had 15 participants (up from our typical 8-10)

New Building:

Nothing new to report

Other updates:

Our System of Care grant that covers the needs of rural teens was renewed. This grant allows us to purchase hygiene supplies, food and a few other needed items that are used by teens.

We just received word of another grant being accepted that will cover technology geared towards work, education and health monitoring. More details to come (*I should know the amount by the time of this meeting*)

I will be at an ARSL Board Leadership in Birmingham retreat the first week of May.

APRIL 2026

SWEET HOME PUBLIC LIBRARY NEWSLETTER

Little Free Seed Library

Our seed library offers free seeds to grow food, support community sharing, preserve biodiversity, encourage sustainability, and empower people to learn gardening and save seeds. We have seeds for vegetables, fruits, herbs, and flowers. Stop in and get some today!

Kids Computers

Did you know that the Library has two computers just for kids? They are safe and internet-free for kids to learn new skills or practice old skills with over 4000 educational STEM related computer games. For ages 2-12

April Tween/Teen Events

- April 3 6-8pm Tween/Teen Game Night ages 10-19
- April 10 3:30pm Teen Craft - Button Making
- April 17th 6-8pm Teen/Tween Movie Night ages 10-19
- April 23 4pm Anime Club
Ages 10+

April Events

- Every Tuesday at 4pm - Lego Creators Club- ages 6+
- Every Wednesday at 3pm - Afternoon Movie - All ages
- Every Thursday at 10am- Baby and Toddler Storytime
- Every Thursday at 11am - Preschool Storytime
- April 25th at 2pm - Author Talk with Sue Demarinis- The Station Master's Wife: A Scandalous Life Exposed



New Books

Hiking Oregon's Fire Lookouts by Cheryl Hill

Your guide to 45 current and former Fire Lookouts in Oregon. Included are driving directions, trail maps, GPS coordinates, elevation details, permit info, and notes on wildflowers, wildlife, and wildfire history.

The Momster at the End of This Book by Grover

Grover and his friends learn all about the loving characteristics of a momster, who is waiting at the end of the book.



Contact Info

shpl@sweethomeor.gov

541-367-5007

sweethomeor.gov/library

1101 13th Ave Sweet Home
OR 97386

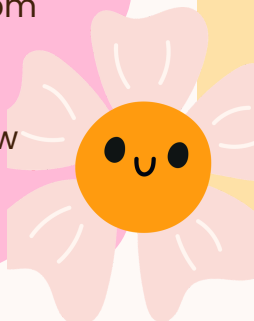
Hours

Tuesday-Thursday 10am-6pm

Friday 10am-5pm

Saturday 10am-3pm

1st Monday 1pm-2pm for Low
Sensory hour



Staff spotlight

Tawyna

What's your favorite snack at work?
Donuts, all flavors and styles! I love everything except pickles.

What is the favorite part of your job?
Helping all the littles with crafts during storytime and just interacting with everyone in the community!

Why did you move to Sweet Home?
My parents retired here and I loved the town everytime I visted them here, especially Foster Lake. Oregon is so much greener than Southern California.

What do you do when you aren't at work?
I take care of my chickens, dogs and garden at my new house!



Tawyna working at a Summer Reading Event at Sankey Park last year. We love our events in the park, fresh air, books, kids and fun!



Tawyna wanted to show off her pups and chickens to everyone.





TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: April 28, 2026

SUBJECT: Planning, Building & Engineering Department Report – March 2026

The Community and Economic Development Department consist of the City’s Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from March 1 to March 31, 2026.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	March 2026	February 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	4	6	13	26	24.4
Residential Demolition	1	1	7	8	7.2
Residential Manufactured Dwellings	1	1	2	5	6.2
Residential Mechanical	3	4	19	83	101.4
Residential Plumbing	4	1	8	22	25.8
Residential Sign	0	0	0	0	.2
Residential Site Development	0	0	0	1	.6
Residential Structural	10	4	17	86	49.4
Commercial Alarm or Suppression Systems	0	0	0	0	3.4
Commercial Demolition	0	0	0	0	2.8
Commercial Mechanical	2	0	2	14	17
Commercial Plumbing	0	1	1	4	25.8
Commercial Phased	0	0	0	2	.4
Commercial Site Development	0	0	0	0	2.2
Commercial Structural	0	0	2	17	31.6
Total Permits	25	18	71	268	280
Value Estimate of All Permits	1,877,297.18	\$1,981,997.00	\$4,897,479.18	\$16,442,382.20	\$19,451,756.92
Fees Collected	\$26,469.96	\$59,719.32	\$182,427.67	\$205,035.76	\$233,879.51

BUILDING PERMIT COMPLETION TIMELINE				
Permit Type	Submitted	Accepted for Review	Ready to Issue	Processing Time (days)
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/16/26	12
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/16/26	12
1 & 2 Family Dwelling (New Only)	3/4/26	3/4/26	3/23/26	19
Structural	3/4/26	3/4/26	3/9/26	5
Demolition	3/9/26	3/9/26	3/9/26	0
Manufactured Dwelling	3/11/26	3/11/26	3/23/26	12
Structural	3/11/26	3/17/26	3/19/26	2
Structural	3/11/26	3/11/26	3/23/26	12
Mechanical	3/10/26	3/10/26	3/11/26	1
Structural	3/16/26	3/16/26	3/18/26	2
Structural	3/16/26	3/16/26	3/23/26	7
Average Processing Time (from review to issue):				7.6

- Submitted: The application is brought to the counter or submitted through Accela online.
- Accepted for Review: The building permit tech has determined that all paperwork has been completed and it's ready for review within the department, including the Building Official review.
*Dwellings need to go through all departments therefore they have longer review times.
- Ready to Issue: the permit has been approved by each department and is ready to be issued once the fees are paid.

Developments of Note:

- Coulter Subdivision is finalizing the infrastructure phase of the project and is expected to start submitting building plans in the next few months.

2. PLANNING

- Summary of **Final Decisions** on Planning Division Applications:

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2021-2025 5 Year Average
Adjustments	0	1	1	0	.2
Annexations	0	0	0	0	.2
Comp Plan Amendments	0	0	0	0	0
Conditional Use	0	0	0	2	5.8
Fence Permit	6	1	9	36	34.8
Home Occupation	0	0	0	2	.2
MFU	0	0	0	2	0
Partition	0	1	1	11	11.6
Planned Development/ Subdivision	0	0	0	0	2.2
Property Line Adjustments	1	0	1	7	7.8
Temp RV Permit	1	1	3	1	5.2
Vacation	0	0	0	0	.2
Variance	1	0	1	0	1
Zoning Map Amendment	0	0	0	1	1.6

- Total Planning Division Applications **Submitted**:

Total Applications	9	4	17	26	70.8
Total Fees Collected	\$2,700.10	\$1,220.00	\$5,460.00	\$9,055.00	\$16,333.68

- 5 Land Use Application were submitted in March.
- 4 Land Use Applications are pending final approval and 1 was withdrawn.
- The Planning Commission last met for a regular meeting on March 5th.

3. ENGINEERING

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2023-2025 Average
ROW	\$150.00	\$180.00	\$450.00	\$2,520.00	\$1,510.00
SC Inspections	\$60.00	\$180.00	\$340.00	\$2,522.00	\$1,180.67
Erosion Control	0	0	0	\$150.00	\$325.00
Parks SDC	\$3,794.82	\$12,649.40	\$21,503.98	\$27,494.86	\$24,317.86
Sewer SDC	\$13,729.71	\$45,765.70	\$77,801.69	\$118,883.95	\$90,235.33
Storm SDC	\$3,105.42	\$10,351.40	\$17,596.38	\$20,259.48	\$20,065.49
Streets SDC	\$9,310.11	\$31,033.70	\$50,757.29	\$67,023.26	\$70,801.80
Water SDC	\$24,553.76	\$66,579.20	\$119,404.64	\$122,064.23	\$102,437.32
Total	\$54,703.82	\$166,739.40	\$287,853.98	\$360,917.78	\$285,851.32

Projects of Note:

- Storm system project work
- Road closure map alterations
- Development agreement process work
- ArcGIS File organization / cleanup
- Large file cleanup work

4. PARKS

- The Park and Tree Committee last met on March 18th.
- Staff applied and received a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will provide trail connections (including ADA access) to the upper portion of the park and seating in the hillside.
 - Staff have awarded a contractor the bid for the ADA trail and sidewalk portion of the project. Council approval of the final construction contract is anticipated in February 2026.
 - The extension for the OPRD Grant was approved.
 - Construction is expected to begin in April.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	March 2026	February 2026	2026 YTD	2025 Total	2023-2025 Average
Chair & Table Rental	0	0	0	\$250.00	\$300.00
Gazebo Rental	\$30.00	0	\$30.00	\$800.00	\$671.72
Hut Rental	0	0	0	\$267.50	\$172.52
Racquetball Membership	0	0	\$257.00	\$10.00	\$264.08
Weddle Bridge Rental	0	0	0	\$0	\$78.35
Total Fees Collected	\$30.00	\$0	\$287.00	\$1,327.50	\$1,486.67

MEMORANDUM



TO: City Council
FROM: Greg Springman, Public Works Consultant
DATE: April 28, 2026
SUBJECT: PW Monthly Report – March 2026

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

WWTP Activities - Mahler Water Reclamation Facility

April 2026:

- 88.75 million gallons (MG) of wastewater treated this month
- 4.33 MG max daily flow discharged
- 2.86 MG average daily flow discharged

Compliance:

- The WWTP process has had “zero” process violations for the last 22 months.
- The City received a Notice of Civil Penalty from DEQ for wastewater discharge violations from the Wastewater Treatment Facility into Ames Creek and South Santiam River between October, 2022 through May, 2024. Staff will meet with DEQ to discuss it in detail. DEQ and the City staff agreed to modify the Notice of Penalty. City received and signed the Mutual Agreement and Final Order (MAO) on March 24, 2026.

O&M Projects:

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

WTP Activities - Sweet Home Water Treatment Plant

April 2026:

- 28.43 MG finish water treated this month
- 1.77 MG max daily demand
- 0.95 MG average daily demand

Compliance:

- No process violations for February 2026.

Raw Turbidity NTUs:

- Recent heavy rains caused NTU levels to range as high as 80 NTUs during the month February 2026. NTU's are currently less than 40 NTUs.

Engineering Projects

- Ongoing ROW inspections throughout the community.
- Ongoing Coulter subdivision inspections (ADA and sidewalk forms).
- Open bidding for Old City Hall, Hazardous Materials Survey. Awarded Job.
- Staff accepted Civil West's proposal for drainage design on 3rd Ave.
- Updated new water T&M sheet for service tap installations up to 2".
- Staff began updating meter placements on GIS including Kamstrup meter numbers.
- Ongoing plan review for Public Works right of way (ROW) projects.

Public Works Field Activities

Water Division

- Staff continued with water distribution system leak detection citywide. Found and repaired 4 large water leaks. Continue to get water loss down.
- Staff continue to locate all City owned utilities for contractors throughout the service area.
- Staff installed 10 new water services this month.

Collections System Division

- Staff started sewer main cleaning throughout the service area.
- Staff started to inspect the sewer mains with CCTV inspections.
- Collections staff continues winter Infiltration and Inflow (I&I) flow monitoring in basins 8, 13, & 16.

Streets Division

- Staff cleaned ditches for stormwater.
- Staff continues with a small amount asphalt patch work for water leak repairs, and winter potholes.
- Staff started annual vegetation management.

Parks & Facilities Division

- Staff began mowing and spring maintenance of parks and lawns.
- Staff maintained City parks, cleaned restrooms, and collected garbage from public trash cans.
- Staff installed infrastructure for the Phase III project which included power conduits and irrigation lines. Also, started constructing the pad for the pavilion.

Stormwater Division

- Staff are cleaning storm drain lines as needed.
- Staff are cleaning storm ditches along street easements as time allows.



Sweet Home Oregon

FY2026 Quarterly Financial Report - July-March

Overall, the city is in a good financial position. Most revenues are where we expected at this time of year. Expenditures are generally appearing within projections, which is good news to share.

General Fund

Revenue = 93%

Expenditures = 66% (Overall)

The beginning fund balance is lower than budgeted, which I am not concerned about at this time, especially with revenues above what was anticipated at this point. This balance will be cleared up as audits are completed up to date. The majority of revenue is above anticipated budgets.

Expenditures by Department: (general assumption of 75% spent by March)

Administration - 64%

City Council - 54%

Community/Economic Development - 81%

Finance - 92% (high mainly due to additional audit fees)

Court - 64%

Parks - 76%

Community Center - 47%

General Services - 75%.

Capital Outlay - 10%

Police Fund

Revenues = 97% (majority of revenue is property taxes)

Expenditures = 72% Overall (73% on personnel, 66% on materials, 72% on capital outlay)

Library Fund

Revenues = 101%

Expenditures = 33% Overall (73% on personnel, 83% on materials, 0% on capital outlay)

The original budget had \$850k for capital outlay that has not been spent and is the cause for overall expenditures at an overall of 33%

Transportation Fund

Revenue = 87%

Expenditures = 63%



Water Fund

Revenue = 77%

Expenditures = 60%

Sewer Fund

Revenue = 76%

Expenditures = 77%

Storm Fund

Revenue = 73%

Expenditures = 29%

Economic Development Fund

Revenue = 124%

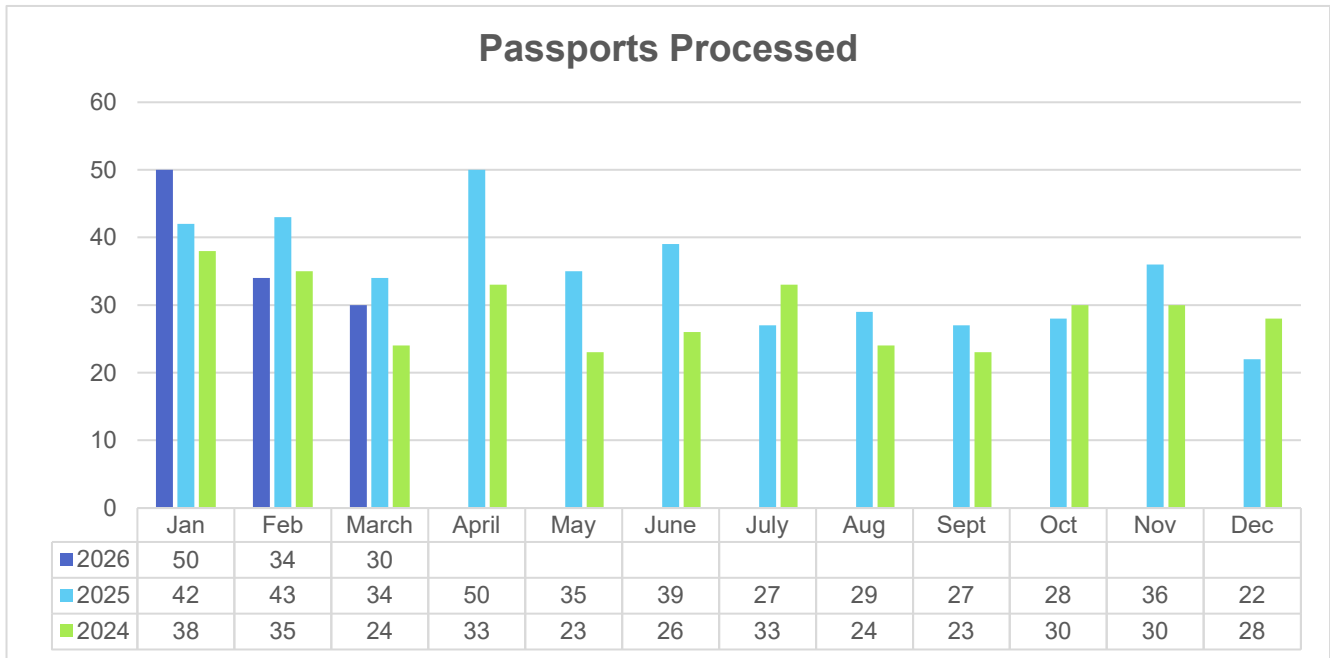
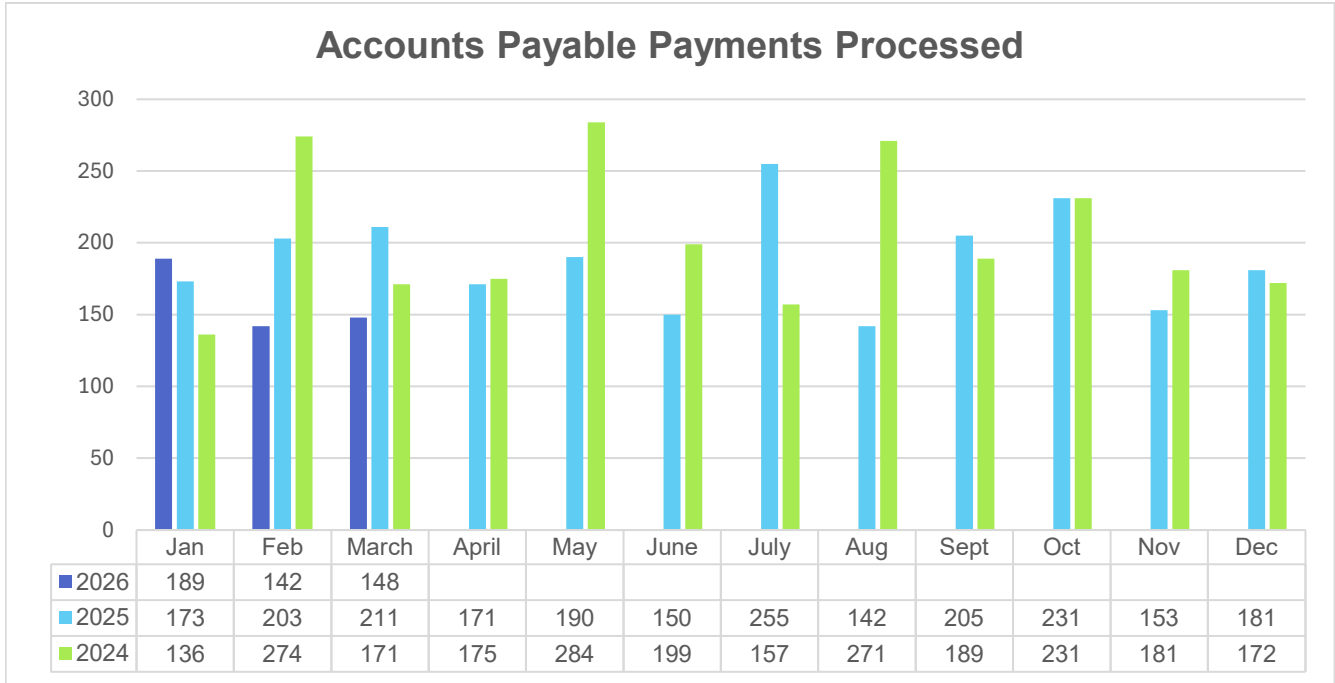
Expenditures = 84%

Revenues come from lease payments and EV charging, budgeted at only \$20k.

Finance Department March 2026

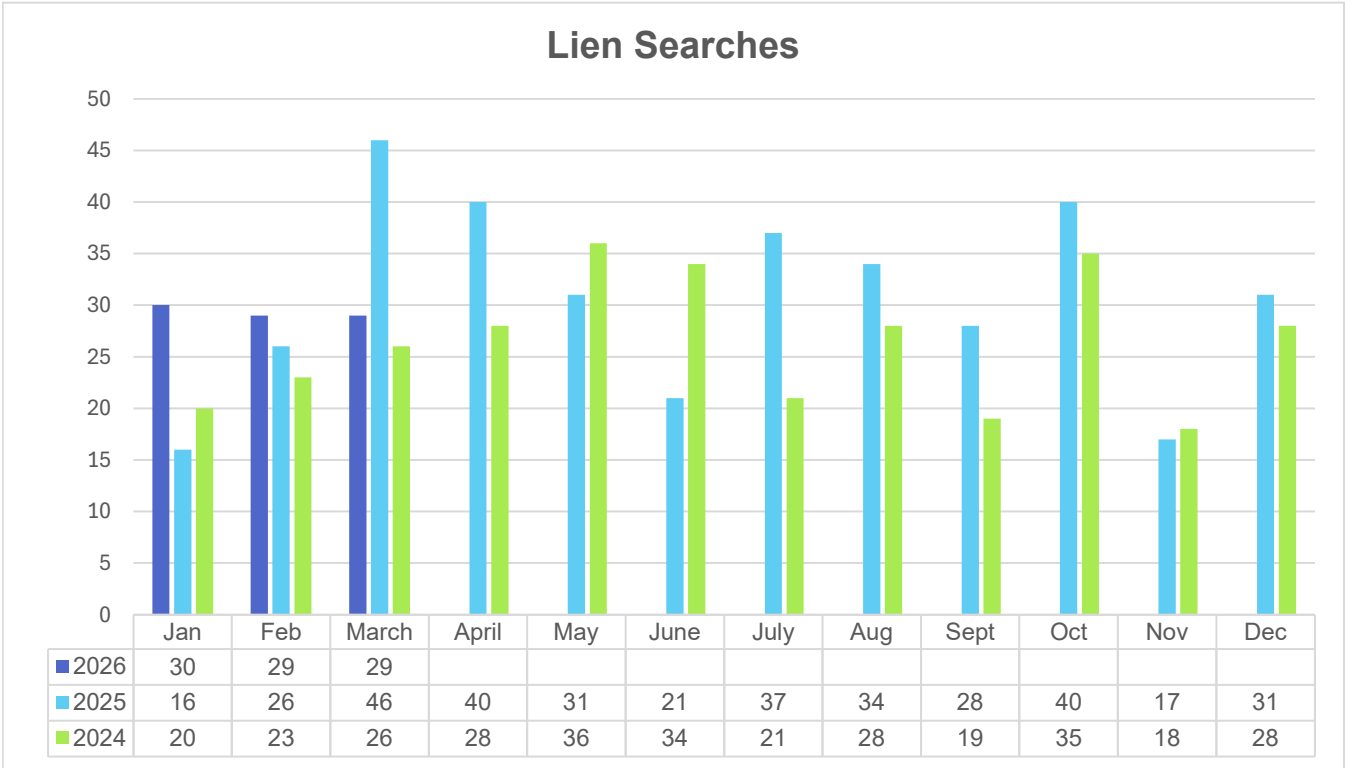
Finance Activities

Payroll was processed for 75 employees.



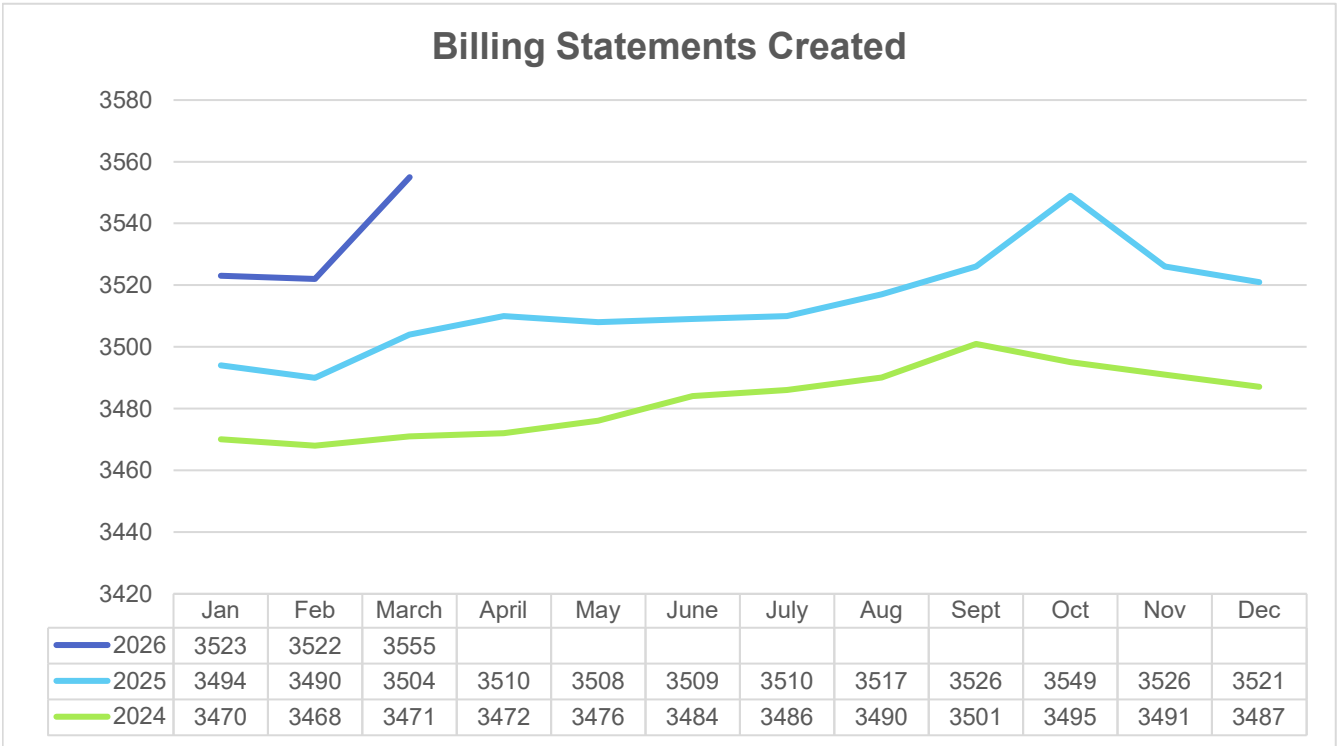
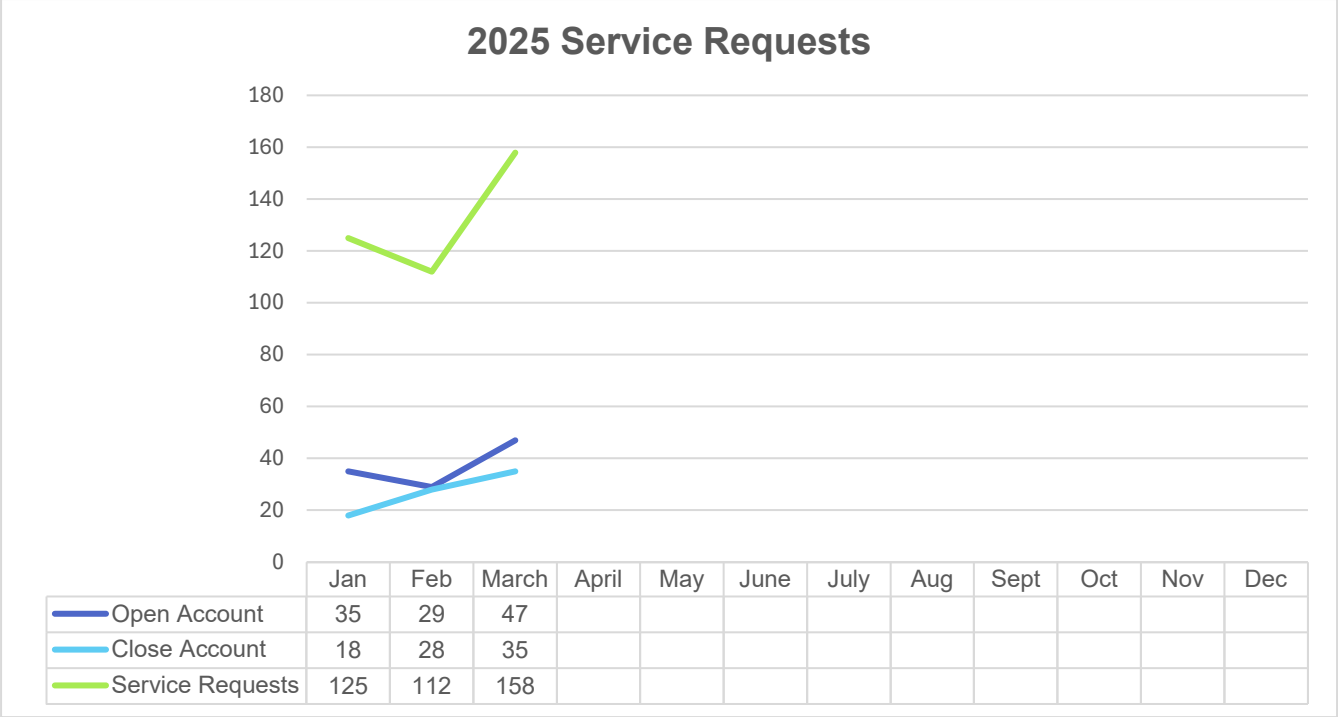
Finance Department

March 2026

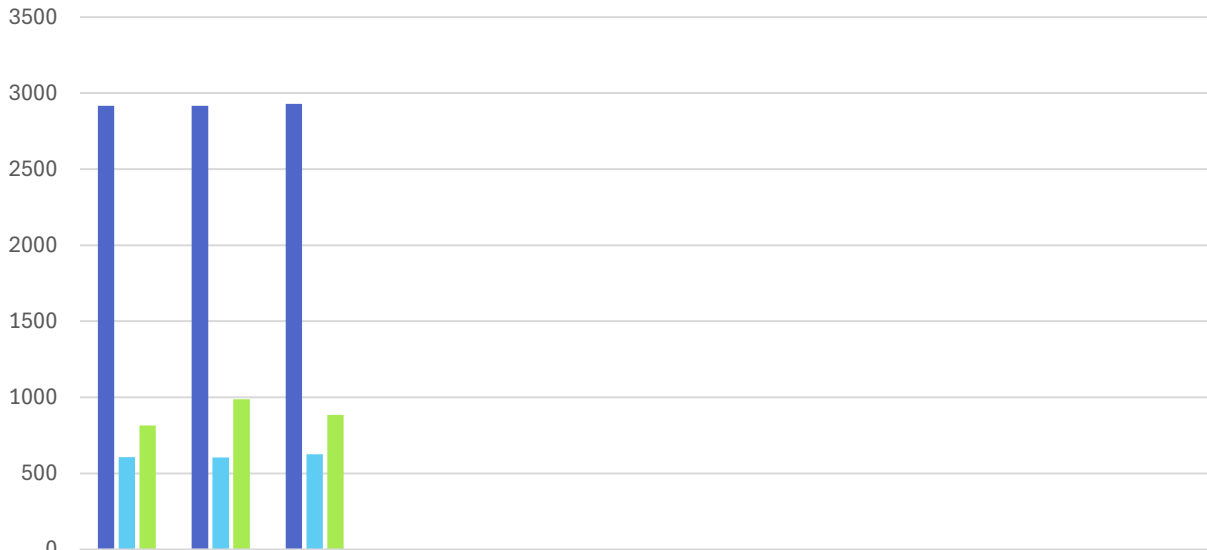


Finance Department March 2026

Utility Billing Activities

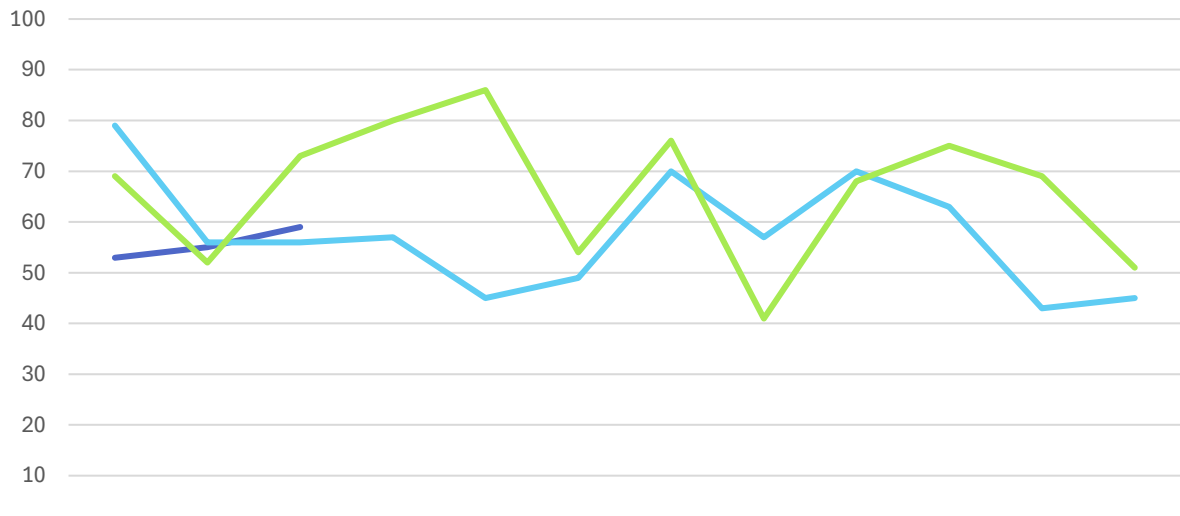


Statements Mailed



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mailed	2916	2917	2930									
Emailed	607	605	625									
Past Due	815	988	885									

Turn Off History



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2026	53	55	59									
2025	79	56	56	57	45	49	70	57	70	63	43	45
2024	69	52	73	80	86	54	76	41	68	75	69	51

Submitted by:

Cindi Robeck
 Financial Operations Manager
crobeck@sweethomeor.gov

October 2023 Council Report-Traffic

CITATIONS ISSUED	Mar-26	Mar-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	0	0	7	4	42.86%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	17	9	57	42	26.32%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	2	6	6	12	-50.00%
Chapter 811 Rules of the Road for Drivers (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	17	20	63	82	-23.17%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	4	1	6	3	50.00%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	0	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	0	1	0	2	-100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	0	0	0	1	-100.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	0	0	0.00%
TOTAL CITATIONS ISSUED	40	37	99	146	-32.19%
TOTAL PERSONS CITED	26	30	83	86	-3.49%
TOTAL WARNINGS ISSUED	140	104	362	360	0.55%
TOTAL OFFICER INITIATED TRAFFIC STOPS	160	127	603	439	27.20%

MOTOR VEHICLE CRASHES	Mar-26	Mar-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	0	0.00%
MVC-INJURY	2	3	7	10	-30.00%
MVC-NON INJURY	4	9	18	19	-5.26%
HIT & RUN VEHICLE INJURY	0	1	1	3	-66.67%
HIT & RUN PROPERTY	5	1	9	9	0.00%
TOTAL CRASHES	11	14	35	41	-14.63%

CRASHES INVOLVING DUII ARREST	0	1	0	2	-100.00%
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OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

CALLS FOR SERVICE	Mar-26	Mar-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	9	12	29	51	-43.14%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	25	25	82	91	-9.89%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	20	23	58	92	-36.96%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	63	74	177	196	-9.69%
TOTAL CRIMES REPORTED	117	134	346	430	-19.53%
TOTAL CRIMES CLEARED	93	107	275	217	21.09%
NON CRIMINAL CALLS FOR SERVICE (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	657	610	1981	1800	9.14%
TOTAL CALLS FOR SERVICE	774	744	2327	2230	4.17%
TOTAL INCIDENT NUMBERS ISSUED	727	704	2198	2055	6.51%
TOTAL CAD NUMBERS ISSUED	1424	1221	4167	4004	3.91%

CUSTODIES	Mar-26	Mar-25	2026 TO DATE	2025 TO DATE	YEAR TO DATE CHANGE
TOTAL PERSONS TAKEN INTO CUSTODY	66	72	181	191	-5.24%
TOTAL ADULTS ARRESTED	64	66	174	183	-4.92%
TOTAL JUVENILES IN CUSTODY	2	6	7	8	-12.50%
TOTAL CHARGES	119	133	336	364	-7.69%
TOTAL ADULT CHARGES	117	127	327	355	-7.89%
TOTAL JUVENILE CHARGES	2	6	9	9	0.00%

NEWSLETTER

CITY OF SWEET HOME

April 2026



SWEET HOME LOOKS AHEAD

This is an exciting time for the City, with lots going on in terms of projects and planning. The City Council has adopted its goals for the next fiscal year (starting July 1st), which are:

- Weddle Bridge restoration
- Mountain View pedestrian improvements
- Quarry Park improvements
- Northside Park amenity evaluation
- Review Council rules
- Old City Hall plan
- Willow-Yucca LID
- Wastewater Treatment Plant updates & construction
- Water Treatment Plant construction
- Canyon Creek Pump Station
- Santiam Feed Store plan
- Fund the Commercial Exterior Improvement Program (CEIP)

These goals set work priorities for the year, but they're certainly not all that staff will do! Staff is applying for a lot of grants right now, particularly for more park improvements. The City Manager also just signed a contract with Avery Jenkins, a world champion disc golf player, for design of an 18-hole disc golf park at Quarry Park. We can't wait to see the design and make a plan for construction to bring this incredible amenity to Sweet Home.

ELECTIONS ON THE HORIZON

Sweet Home is looking at a busy elections year. In May, voters will have the opportunity to consider major revisions that were proposed after months of work by a citizen Charter Review Committee and the City Council. Staff prepared a [Charter election website](#) with information about all of the proposed changes.

Also in May, primary races are happening for multiple state offices. The deadline to register to vote in the May 2026 election is April 28th - contact [Linn County Elections](#) for assistance or questions.

Looking ahead to November, elections for City Council are coming! As usual, City Councilors will be on the ballot but for the first time, Sweet Home will be directly electing its Mayor. The Mayoral seat (two-year term) and three City Councilor seats (four-year terms) will be up for election.

Election information and a handbook for prospective candidates are already available [on the City's website](#). The City is also planning to issue a digital voters' pamphlet for November to help voters feel more informed.

If you have any questions about any of these items, please don't hesitate to reach out to the City Manager's Office. Your voice is important!

CITY MANAGER'S MESSAGE



As we head into a busy spring and summer season, much of the work happening across Sweet Home reflects both progress and preparation. From park improvements and infrastructure projects to new community events, our team is focused on delivering results that residents can see and experience every day. At the same time, we're continuing to plan thoughtfully for the future to ensure these efforts are sustainable and aligned with community priorities. What makes this work meaningful is the strong partnership between Council, staff, volunteers, and residents. Your engagement, whether attending events, participating in meetings, or simply staying informed, helps shape the direction of our community. I appreciate the continued support and involvement that make Sweet Home such a special place to live and work.

Yours in Service, Jason Ogden



www.sweethomeor.gov



541-818-7110



3225 Main Street
Sweet Home, OR 97386



Check out our website
and social media!

FESTIVAL SEASON BEGINS!

The time to gather together is almost here, and we're doing it up right this year with a tripling of community festivals for 2026.

This month, we are so excited to host **Blooms & Brews**. It gives us the opportunity to honor Sweet Home's 30+ year tenure as a Tree City USA while enjoying vendors that sell plants, use natural resources to create products, and produce wine and beer. We'll also have some great live music, celebrate the accomplishments of the City's Park & Tree Committee, hear a proclamation for Arbor Day, and enjoy fellowship in the park together as a community. We hope to turn this into an annual tradition, so please join us to make it a success!

We are also planning a **4th of July** celebration at Sankey Park. The City received a small grant for interpretive signage so we'll be posting information throughout the park to honor Sweet Home's history and our valuable place in the context of our country. We'll also have food, music, and more to celebrate the upgrades that are currently happening at Sankey Park as part of the Sankey Park Phase III project.

In October, we'll celebrate the **20th anniversary of Harvest Festival**, which has become the hallmark event of our community and always supports great local causes.

Finally, after Thanksgiving, we'll have the **annual tree lighting ceremony** at City Hall. We are so excited to host an event for each season this year, and we hope you'll support us by showing up and participating so we can keep growing each event.

UPCOMING MEETINGS

- 4/9, 4:30 PM: Library Board
- 4/14, 5:30 PM: City Council Executive Session
- 4/14, 6:30 PM: City Council Meeting
- 4/21, 4:00 PM: Park & Tree Committee
- 4/22, 4:00 PM: Community Health Committee
- 4/28, 6:30 PM: City Council Meeting
- 4/29, 5:30 PM: Budget Committee
- 4/30, 5:30 PM: Budget Committee



CITY OF SWEET HOME
BLOOMS & BREWS
SPRING FESTIVAL

SATURDAY, 4/25/2026
11:00 AM - 3:00 PM

SANKEY PARK
877 14TH AVE
SWEET HOME, OR 97386

FEATURING:

- Local beer & wine vendors
- Native plants & flowers for sale
- Nature-based vendors
- Live music
- Plant education
- Family-friendly activities
- And more!


SWEETHOMEOR.GOV

JOIN US FOR AN ARBOR DAY
CELEBRATION FEATURING THE
CITY'S PARK & TREE COMMITTEE



SANKEY PARK PHASE III PROJECT

If you're a regular visitor to Sankey Park, you've probably noticed some changes recently related to the Sankey Park Phase III project in terms of some tree removal. Trees were removed to make space for an ADA-accessible trail that will connect upper and lower Sankey as part of this grant-funded project. After the project is complete, we'll be working with the Park and Tree Committee to select trees for replacement and replanting.

Construction is anticipated to last until the end of June. While some areas of the park will be closed off, we will still be able to use the majority of the space. We ask that you please stay out of construction areas to ensure we can complete the project on time.

One of the most important project components is the construction of a new bandstand. We can't wait for this to be completed and to create a new gathering space that everyone can enjoy for weddings, baby showers, family reunions, or just a picnic lunch!

We are still looking for project donors and sponsors - please contact aclegg@sweethomeor.gov if you're interested in donating.