



CITY OF SWEET HOME CITY COUNCIL AGENDA

February 11, 2025, 6:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

Mission Statement

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

Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 541-367-5128, choose option #1, and enter the meeting ID to be logged in to the call. Meeting ID: 276 473 769

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

I. Call to Order & Pledge of Allegiance

II. Roll Call

III. Consent Agenda

- a) Approval of Minutes:
 - i) [2025-01-28 City Council Work Session Minutes](#)
 - ii) [2025-01-28 City Council Meeting Minutes](#)
 - iii) [2025-01-29 City Council Executive Session Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Chamber of Commerce Annual Report

V. Ordinance Bills

- a) Request for Council Action and First Reading of Ordinance Bills
 - i) [Request for Council Action – Ordinance No. 1 for 2025 – Amending Ordinances No. 427, 825, 975, 1224, and 1322](#)
- b) Second Reading of Ordinance Bills

III. 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.

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

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

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

IV. Department Reports

Library Services Director

i) [Library Director Report – January 2025](#)

ii) [SHPL February 2025 Newsletter](#)

Planning & Building Manager

i) [Planning & Building Manager Report – January 2025](#)

Finance

i) [Finance Department Report – January 2025](#)

Public Works Director

i) [Public Works Director Report – January 2025](#)

V. Reports of City Officials

City Manager's Report

Mayor's Report

VI. Council Business for Good of the Order

VII. Adjournment



CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

January 28, 2025, 5:00 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 5:00 PM.

Roll Call

PRESENT

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

ABSENT

Councilor Dylan Richards

PLANNING COMMISSION

Vice Chair Jamie Melcher
Commissioner Joe Graybill (5:17 PM)
Commissioner Eva Jurney
Commissioner Nancy White

STAFF

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

MEDIA

Sarah Brown, The New Era

GUESTS

Garth Appanaitis, PE, Project Manager, DKS Associates

Joint Work Session with Planning Commission - Transportation System Plan

a) Transportation System Plan

Garth Appanaitis stated he would provide an update on the Transportation System Plan (TSP) and North Sweet Home Area Plan (NSHA). He provided an overview of the two projects and their purposes. He stated that a key component of the plans was to identify project opportunities.

Mr. Appanaitis reviewed three potential options for the NSHA: commercial/employment mix, employment south/residential north, and riverfront hospitality. He noted that common elements between the three options were related to transportation, neighborhood design, and parks and trails. He stated that flexibility in the area for uses was a priority based on public input. He reviewed maps showing the boundaries of each potential option and different scenarios for transportation connectivity from east to west.

Mr. Appanaitis provided an overview of the TSP and that projects were identified based on intersection capacity; safety; pedestrian, bike, and Safe Routes to School; and rail crossing improvements. He discussed options for funding transportation projects including System Development Charges (SDCs), grants, and state gas tax. He reviewed maps of potential projects in the following categories: bicycle/multimodal, pedestrian, rail, vehicle capacity, and safety. He noted that the TSP did not focus on residential streets but that those projects could also be a priority for the City. He highlighted that the intersection at Pleasant Valley Road and Main Street currently did not meet vehicle capacity standards.

Mr. Appanaitis reiterated that the City's two consistent funding sources for transportation projects were the state gas tax and transportation SDCs. He noted that the majority of state gas tax was needed for operations and maintenance costs with little remaining for capital improvements. He stated that operations and maintenance costs increased year over year. He noted that additional potential revenue sources included a local gas tax or a street utility fee, which were utilized by some neighboring communities. He stated that revenues from a local gas tax would vary based on the amount of fuel sold and the tax rate. He noted that a local gas tax would require voter approval. He stated that a street utility fee was typically added to residents' monthly utility bills. He noted that such fees were typically designated for maintenance and repair of the street system, freeing up state gas tax funds for capital improvements.

Mayor Coleman asked how long the City and DKS Associates had been working on the TSP. Mr. Appanaitis replied that it had been approximately two years. Mayor Coleman asked how the process had been initiated. Mr. Appanaitis replied that the City was awarded a planning grant through TGM to update the TSP and develop the NSHA.

Councilor Bronson expressed concern with the limited revenues available to complete the potential projects. Mr. Appanaitis stated that it was a common issue statewide and that the City would be constrained to approximately \$3.1 million in projects over the 20-year plan if no other revenue streams, including grants, were pursued.

President Pro Tem Thorstad asked how other cities across Oregon were generating revenues besides new taxes. Mr. Appanaitis replied that aside from a local gas tax or utility fee, some cities utilized local bond programs. He noted that it was important to identify projects that are high priority for the community in order to gain public support. He added that Local Improvement Districts (LIDs) were also an option. He stated that grants have increased in popularity as a primary way to obtain funding. President Pro Tem Thorstad asked of real estate development to generate revenue. Mr. Appanaitis stated that opportunities to increase the tax base or bring new jobs, such as could be supported by the NHSA, may provide additional revenue.

Vice Chair Melcher asked if the NHSA had been considered for an Urban Renewal District. Mr. Appanaitis stated that the current constraints on access to the NSHA posed a challenge but could be thoughtfully considered.

Councilor Sanchez asked Mr. Appanaitis to define operations and maintenance. Mr. Appanaitis replied that it was typically for personnel, general materials, and minor maintenance. Councilor Sanchez asked of the different mechanisms for local gas taxes, utility fees, and SDCs. Mr. Appanaitis stated that SDCs were designed to cover the costs to install and maintain new infrastructure to support new development. He added that SDCs were limited to expansion of the existing system. He stated that a local gas tax was subject to voter approval and would be collected at the pump, then reimbursed to the City. He stated that a utility fee would be subject to City Council approval. Councilor Sanchez asked if the property owners in the proposed NSHA provided feedback. Mr. Appanaitis replied that they had and that they desired flexibility to embrace different opportunities and to react to market forces. Councilor Sanchez stated the importance of a plan to set a vision for the future and remain competitive for grants, but it was not prescriptive in that the City would be limited only to what is in the final plan.

Councilor Hegge asked if SDCs scaled based on the type of development. Mr. Appanaitis stated that there was a rate schedule based on the type of use and transportation SDCs were based on how much traffic the development was anticipated to generate.

Councilor Augsburger noted that the potential project at Pleasant Valley Road and Highway 20 was marked as a capacity project but there were significant safety concerns. Mr. Appanaitis stated that they had received significant feedback from the community regarding those concerns and that the capacity categorization would not be an issue for future opportunities. He added that it was a project with multiple merits that could be considered for various opportunities and would require significant coordination with the Oregon Department of Transportation (ODOT) for approval.

Councilor Sanchez asked of the likelihood of successfully coordinating with ODOT for Pleasant Valley Road and Highway 20 improvements. Mr. Appanaitis stated that a formal process for analysis and design would be required, as well as appearing before the Mobility Advisory Committee. He added that any additional vehicular crashes may elevate the project for consideration, but timelines were variable depending on the conditions at any given time. He recommended that the City continue to coordinate with ODOT following the adoption of the TSP.

City Attorney Larsen asked if working with the Area Commission on Transportation would improve the chances of a successful project. Mr. Appanaitis replied that it would be a helpful platform. He recommended coordinating with Linn County due to Pleasant Valley Road's connection north of the river.

City Manager Ogden asked of the timing requirement to adopt the TSP. Mr. Appanaitis stated that this current process was part of a time-limited grant through the TGM and the consultant contract for the process would be expiring in March.

Mr. Appanaitis requested feedback on the proposed plans for the NSHA.

Mayor Coleman expressed support for the riverfront hospitality option.

Councilor Sanchez expressed support for what had been proposed to date for the TSP and for any option that was most favorable to the property owners in the NSHA.

Adjournment

There being no further discussion, the meeting was adjourned at 6:16 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



CITY OF SWEET HOME CITY COUNCIL MINUTES

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

Mission Statement

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Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Jason Ogden, City Manager Pro Tem / Chief of Police
Cecily Hope Pretty, Assistant City Manager Pro Tem
Blair Larsen, City Attorney
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager

MEDIA

Sarah Brown, The New Era

GUESTS

Rejeana Hayes, 550 5th Avenue, Sweet Home, Oregon 97386

Consent Agenda

Approval of Minutes:

- a) 2025-01-14 City Council Work Session Minutes
- b) 2025-01-14 City Council Meeting Minutes
- c) 2025-01-23 City Council Executive Session Minutes

President Pro Tem Thorstad moved to approve the Consent Agenda. Councilor Sanchez seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

Recognition of Visitors & Hearing of Petitions

Rejeana Hayes expressed concern with traffic safety at 5th Avenue and Elm Street. City Manager Pro Tem Ogden stated he would assign the Traffic Safety Officer to investigate.

Old Business

There was no old business to be heard.

New Business

a) Mayoral Action – Board, Committee & Commission Liaison Appointments

Mayor Coleman stated that the Ad Hoc Committee on Arts and Culture would be closed. She made the following appointments:

- Administration, Finance & Property Committee: President Pro Tem Thorstad, Councilor Augsburger, Mayor Coleman
- Community Health Committee: Councilor Bronson
- Library Advisory Board: Councilor Augsburger
- Park & Tree Committee: Councilor Hegge
- Traffic Safety Committee: President Pro Tem Thorstad & Councilor Richards
- Area Commission on Transportation: Councilor Sanchez, Councilor Bronson (alternate)
- Council of Governments: Councilor Bronson, Councilor Sanchez (alternate)
- Chamber of Commerce: Councilor Hegge
- Solid Waste Advisory Committee: Councilor Richards

Mayor Coleman stated she would be opening the Charter Review Committee and it would consist of seven members. She noted that they would be tasked with reviewing the Sweet Home Charter for items consisting of but not limited to:

- Mayoral role, term, appointment, etc.
- Councilors' term of office end date
- Reading of Ordinances
- Filling Council vacancies
- Oath of Office
- Management of City Attorney and Municipal Judge
- Quorum definition
- Clarification on the agenda-setting process

Mayor Coleman stated that the Committee would consist of one current Councilor, one former Councilor, and five community members. She stated that the Committee would present their recommendations to Council for review and potential referral to the ballot. She appointed the following Committee Members:

- Gary Jarvis (Community Member)
- Melanie Jones (Community Member)
- Kristin Adams (Community Member)
- Mike Reynolds (Community Member)
- Jeff Parker (Community Member)
- President Pro Tem Thorstad (Current Councilor)
- Lisa Gourley (former Councilor)

b) Request for Council Action – Resolution No. 1 for 2025 – Appropriating Funds

City Manager Pro Tem Ogden stated that the Library received a large donation in December 2024 and it was discovered that the Library Fund did not contain the full amount of previous donations to the Library. He noted that the original donations were moved out of the Library Fund during a budgetary restructuring in 2022 under a previous City Manager Pro Tem and the Resolution would restore the funding to the Library for capital outlay.

Mayor Coleman thanked staff for proposing to restore the funds.

Councilor Sanchez moved to approve Resolution No. 1 for 2025. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

c) Request for Council Action – Resolution No. 2 for 2024 – Calling an Election Renewing the Police Services Levy

City Manager Pro Tem Ogden stated that the Resolution would allow the City to place the Police Services Levy on the ballot for a five-year renewal at the current level of \$7.85 per \$1,000 of assessed value. He noted that the current levy would expire on June 30, 2026.

Councilor Sanchez moved to approve Resolution No. 2 for 2025. Councilor Bronson seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

d) Request for Council Action – Resolution No. 3 for 2024 – Calling an Election Renewing the Library Services Levy

City Manager Pro Tem Ogden stated that the Resolution would allow the City to place the Library Services Levy on the ballot for a five-year renewal at the current level of \$1.17 per \$1,000 of assessed value. He noted that the current levy would expire on June 30, 2026.

President Pro Tem Thorstad moved to approve Resolution No. 3 for 2025. Councilor Sanchez seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

e) Request for Council Action – Resolution No. 4 for 2025 – Appointing a Budget Officer

City Manager Pro Tem Ogden stated that appointment of a Budget Officer was an annual requirement under Oregon State Law and that the Resolution would appoint Matt Brown, Finance Director, as the budget officer for the next fiscal year.

Councilor Bronson moved to approve Resolution No. 4 for 2025. Councilor Augsburger seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

f) Request for Council Action – Resolution No. 5 for 2025 – Appointing a City Manager Pro Tem

City Manager Pro Tem Ogden stated that the Resolution would appoint a new City Manager Pro Tem, which was required due to term limits set by the Sweet Home Charter. He noted that his term would expire on February 7, 2025. He stated that the Resolution would appoint Cecily Hope Pretty, current Assistant City Manager Pro Tem, effective February 8, 2025.

Councilor Bronson moved to approve Resolution No. 5 for 2025. President seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

Reports of Committees

Ad Hoc Committee on Arts & Culture

Administration, Finance & Property Committee

Community Health Committee

- a) 2025-01-22 Community Health Committee Meeting Minutes

Library Advisory Board

Park & Tree Committee

- a) 2025-12-18 Park & Tree Committee Meeting Minutes

Public & Traffic Safety Committee

Area Committee on Transportation

Chamber of Commerce

Council of Governments

Solid Waste Advisory Council

There were no reports to be heard.

Department Reports

Planning & Building Manager

- a) Planning & Building Manager Report – December 2024

Public Works Director

- a) Mahler Water Reclamation Facility Optimization Summary

Director Springman highlighted the inclusion of a report outlining recent improvements to the wastewater treatment plant.

Reports of City Officials

City Manager's Report

City Manager Pro Tem Ogden provided an update on a grant for additional housing at FAC and noted that some housing had already been installed on site. He asked Public Works for their support of the project. He highlighted the implementation of an internal communication policy to enhance public communication regarding Public Works projects. He stated that he would work to reschedule the Councilors' headshots. He thanked the City Council for their commitment to attending multiple Work Sessions.

Mayor's Report

Mayor Coleman thanked City Manager Pro Tem Ogden for the implementation of the communication policy. She highlighted the upcoming Chamber of Commerce banquet on February 8, 2025. She stated that she had been collaborating with the Sweet Home School District on a pilot project to improve local literacy rates, including through the use of volunteers who would read to children.

Council Business for Good of the Order

Councilor Sanchez asked of the timing for a Work Session regarding potential Charter amendments. Assistant City Manager Pro Tem Pretty replied that the Work Session was tentatively scheduled for February 11th. Councilor Sanchez thanked Special Projects Manager Leisinger for representing Sweet Home at the League of Oregon Cities' City Day at the capitol earlier in the day.

Councilor Hegge thanked City Manager Pro Tem Ogden for stepping up as Pro Tem for the prior six months.

Adjournment

There being no further discussion, the meeting was adjourned at 6:58 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

January 29, 2025, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Call to Order

The meeting was called to order at 4:30 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, Assistant City Manager Pro Tem
Blair Larsen, City Attorney

MEDIA

Sarah Brown, The New Era

Executive Session

Mayor Coleman read the Executive Session announcement.

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

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

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

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

Mayor Coleman recessed the meeting at 5:40 PM.

Mayor Coleman reconvened the meeting at 5:52 PM.

Mayor Coleman exited the meeting at 6:00 PM.

Mayor Coleman reentered the meeting at 6:02 PM.

Adjournment

There being no further discussion, the meeting was adjourned at 6:04 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

DRAFT



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Ordinance No. 1 for 2025 – Amending Ordinances No. 427, 825, 975, 1224, and 1322

Preferred Agenda: February 11, 2025

Submitted By: Blair Larsen, City Attorney

Reviewed By: Cecily Hope Pretty, City Manager Pro Tem

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: Sweet Home Charter Chapter VII, Section 23

Towards Council Goal: Aspiration II: Effective and Efficient government

Attachments: Ordinance Bill No. 1 for 2025

Purpose of this RCA:

The purpose of this RCA is to present for City Council consideration an Ordinance that amends Ordinance Nos. 427 (pertaining to certain street names), 825 (pertaining to certain subdivision street names), 975 (pertaining to Wild, Exotic, or Dangerous Animals), 1224 (pertaining to Animals and Birds), and 1322 (the Alyrica Franchise Agreement).

Background/Context:

The previous City Attorney, Robert Snyder, discovered last year that several City Ordinances did not have the clause “the City of Sweet Home does ordain as follows” that is required by the Sweet Home Charter for enacting ordinances. Consequently, he drafted the proposed ordinance to correct this problem. The current City Attorney has reviewed his findings, and the Ordinance he drafted, and agrees that this correction should be made.

These ordinances are not being changed in content by the proposed ordinance except that each will now include the charter clause. Ordinance 427 was used to name some streets; Ordinance 825 was used to name a few subdivision streets; Ordinance 975 dealing with Wild, Exotic or Dangerous Animals (wolf, poisonous reptile, alligator, etc.) and Ordinance 1224 dealing with Animals and Birds (amount and area for certain animals). Ordinance 1322 is the Franchise Agreement with Alyrica Networks. The remaining text in these ordinances is to remain as passed. Ordinance 975 is found at SHMC 6.12 and Ordinance 1224 is found at SHMC 6.04. The other ordinances are contained in the Sweet Home Municipal Code.

The proposed ordinance will amend said Ordinances, which were previously passed by the City Council, with the enacting clause required by the City Charter.

The Challenge/Problem:

Should the City of Sweet Home pass the proposed Ordinance to have said Ordinances include the enacting clause as set forth in the City Charter?

Stakeholders:

- City of Sweet Home Staff: The ordinance provides a consistent approach to ordinances.
- Sweet Home City Council: The Council is responsible for passing ordinances that conform to the requirements of the City Charter.

Issues and Financial Impacts:

This Ordinance has no financial impact.

Elements of a Stable Solution:

The amendment of all non-conforming ordinances with the Enacting Clause required by the Sweet Home City Charter.

Options:

1. Do nothing: Keep the current Ordinances as passed. This leaves some ordinances out of compliance with the City Charter
2. Motion to conduct a first reading of the Ordinance as proposed: If the voting is unanimous, a second reading, by title only, may take place during the same meeting.
3. Motion to conduct a first reading of the proposed ordinance with changes: The Council may make changes to the proposed ordinance. If the voting is unanimous, a second reading, by title only, may take place during the same meeting.
4. Direct Staff to draft other or different provisions and terms for the ordinance.

Recommendation:

Staff recommends option 2: Move to conduct a first reading of the Ordinance as proposed.

ORDINANCE BILL NO. 1 FOR 2025

ORDINANCE NO. _____

SWEET HOME ORDINANCE AMENDING ORDINANCE NO. 427, 825, 975, 1224, and 1322
PERTAINING TO CHARTER ENACTING CLAUSE WITH EXPEDIENCY CLAUSE

WHEREAS, the following amendments to previously adopted Ordinances are necessary to include the Enacting Clause in the text of said Ordinances as required by the Charter of the City; and

WHEREAS, these ordinances affect the safety and welfare of the public on the topics of said Ordinances, therefore an expediency clause is included in this ordinance.

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. The clause, "The City of Sweet Home does ordain as follows:", is hereby inserted in its own paragraph directly after the title in Ordinance No. 427, Ordinance No. 825, Ordinance No. 975, and Ordinance No. 1224 and directly after the "Ordinance No. 1322" in Ordinance No. 1322 of the City of Sweet Home Ordinances and the said five Ordinances are incorporated herein and made a part hereof as if fully set forth herein with any Ordinance amendments thereto passed by the Sweet Home City Council prior hereto.

Section 2. EXPEDIENCY CLAUSE. It is hereby adjudged and declared by the Sweet Home City Council that existing conditions are such that this Ordinance is needed to be in effect at the time and date of its passage by the City Council and approval by the Mayor and it is hereby declaring an emergency to promote the public safety and welfare.

PASSED by the Council and approved by the Mayor this ____ day of _____, 2025.

Mayor

ATTEST:

City Manager Pro Tem - Ex Officio City Recorder



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

Sweet Home Public Library

Statistics

January 2025	This month Jan 2025	Last month Dec 2024	Year to date 2025	Previous year 2024
Patron Activity				
Door Count	4254	3208	4254	45,620
Program participants (all ages)	300	207	300	3,697
Total programs(all ages)	30	27	30	323
Circulation and Renewals				
Checkouts & renewals	6473	6152	6473	72,250
E-audio & E-book checkouts	749	683	749	8,860
Total items checked out	7222	6835	7222	81,110
Public Computers				
Logins	209	223	209	3,016
Resource Sharing Savings				
Cost savings	5490.27	5136.54	5490.27	63,565.22
Items borrowed by consortium libraries	438	395	438	4,300
Items borrowed from consortium libraries	505	473	505	5,127
Volunteer Hours				
Hours worked by volunteers	16	11.5	16	450.50
New Library Patrons				
New patron cards issued	36	26	36	620

Events this month: Our Sourdough class, storytimes and Lego Creators Club are all super popular and we are needing to limit participation due to space constraints. Our seed lending library starts up on Feb. 4th. We received seed donations from different companies this year as our largest donation site was no longer available. We are happy to be able to continue this program for the community.

Building updates: On 1/30 we had a power surge and our heat system turned off. Our HVAC company was able to get it running again and ordered new parts to be installed the first week of February.

SWEET HOME LIBRARY NEWSLETTER

February 2025



NEW BOOK



Necy and Nay Nay and the
Tangled Hairy Mess

by Simone Dankenbring

Necy and Nay Nay always have the most twin-tastic ideas! Their latest is to open up a salon called Necy and Nay Nay's House of Style. They want to style their friends' hair, paint their nails, and give them facials. But, it turns out, the twins are not as good at being stylists as they think! Can Necy and Nay Nay work together to fix the hair-raising accidents?

Meet Simone on February 22nd at 2pm
in the Library!

FREE BOOKS

If you have a child under the age of 5 in your home, you can sign up with the Dolly Parton Imagination Library to receive one FREE book each month mailed to your home. Find more information here:
imaginationlibrary.com/

2024 IN REVIEW

45,620 people visited
323 programs presented
81,110 items checked out
29,509 items in the
collection
3,016 public computer uses
450 hours worked by
volunteers
620 New library cards
issued

SEED LENDING LIBRARY

Our Seed Lending Library
opens on February 4th!

Seeds are free if you will be
planting them in your garden!
Please only take what you will
use.



FEBRUARY EVENTS



KIDS

Every Thursday 10am Lapsit

Storytime

Every Thursday 11am Preschool

Storytime

TEENS

Thursday Feb 5 Teen Craft 4pm

Friday Feb 14 Teen Game Night

6pm

Thursday Feb 20 Anime Club 4-

6pm

Friday Feb 21 Teen Movie 6pm

ALL AGES

Every Tuesday 4pm Lego Creators

Club

Every Wednesday 3pm After

School Movie (G or PG rated)

Saturday Feb 15 Valentines Day

Afternoon Tea 2pm

Saturday Feb 22 Book Signing with

Simone Dankenbring 2pm



I DIDN'T KNOW THAT!?

Library storytime is a great way to get kids excited about books and learning while having fun. It gives families a chance to connect, and kids can make new friends while enjoying stories together.

Plus, it helps spark creativity and introduces little ones to all kinds of new ideas.

We offer two storytimes every week. All are welcome, no library card required



CONTACT INFO

1101 13th Ave Sweet Home

shpl@sweethomeor.gov

www.sweethomeor.gov/library

541-367-5007

follow us on Facebook and Instagram



TO: City Council
 Cecily Pretty, Interim City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: February 11, 2025

SUBJECT: Planning, Building and Engineering Department Report for January 2025

The Planning, Building, and Engineering Department consists of the City's Building, Planning, Engineering, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from January 1st to January 31st, 2025.

1. BUILDING

- Summary of Building Program Permits Issued.

Permit Category	January 2025	December 2024	2025 YTD	2024 Total	2020-2024 Annual Average
Residential 1 and 2 Family Dwellings	4	4	4	27	24
Residential Demolition		1		4	7.8
Residential Manufactured Dwellings		0		5	6.8
Residential Mechanical	5	6	5	112	103.2
Residential Plumbing	2	0	2	13	25.8
Residential Site Development		0		0	0.2
Residential Structural	5	1	5	39	47.4
Commercial Alarm or Suppression Systems		0		2	3.6
Commercial Demolition		0		0	3
Commercial Mechanical	1	1	1	19	16.6
Commercial Plumbing		0		7	8.2
Commercial Site Development		0		1	2.4
Commercial Structural	1	1	1	28	32.2
Total Permits	18	14	18	243	278.4
Value Estimate of All Permits	\$1,357,540.00	\$1,171,667.00	\$1,357,540.00	\$17,738,221.41	\$18,256,308.81
Fees Collected	\$19,018.98	\$14,802.35	\$19,018.98	202,214.77	\$227,074.23

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

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

2. PLANNING

- Summary of Final Decisions of Planning Division Applications:

Application Type	January 2025	December 2024	2025 YTD	2024 Total	2020-2024 Annual Average
Adjustments	0	0	0	1	N/A
Annexations	0	0	0	0	0.4
Code Amendments	0	0	0	0	1.4
Conditional Use	0	0	0	4	7.4
Fence Permit	1	0	1	40	TBD
Home Occupation	0	0	0	0	0.20
Partition	0	0	0	3	11.8
Planned Development/ Subdivision	0	0	0	3	1.8
Property Line Adjustments	0	0	0	6	13.4
Temp RV Permit	0	1	0	4	TBD
Vacation	0	0	0	0	0.2
Variance	0	0	0	1	3.0
Zoning Map Amendment	0	0	0	1	2.2

- Total Planning Division Applications Submitted

Total Completed Application	1	1	1	61	31.20
Total Fees Collected	20.00	85.00	20.00	\$10,150.00	\$15,883.50

- 4 Land Use Applications were submitted in January.
- 5 Land Use Applications are pending final approval.
- The City received a grant from the State to update our Transportation System Plan and create an Area Plan for the undeveloped land on the north side of the City. The project is fully underway. Completion has been delayed and is now expected in the Spring of 2025. The Technical Advisory and Public Advisory Committee met with consultants on January 9th to discuss technical memo #6. There is a City Council and Planning Commission work session scheduled for January 28th at 5:00 PM. **The City held a joint work session with the Planning Commissioners and City Council on January 28th. Next steps are the final submittal from the consultants and public hearing with the Planning Commission tentatively scheduled for March 2025.**
- The Planning Commission last met for a regular meeting on December 19th. There have been no meetings since December due to lack of business.
- **38th Year being designated as a Tree City USA member.**

3. ENGINEERING

City Projects:

- Engineering is doing a round of cleanup and usability improvements on Right of Way and Erosion Control Permit Application forms, which should lead to a lower turnaround time for permit issuance in busy times

GIS & Engineering Housekeeping:

- Regular address/tax lot GIS updates
- Updating digital records of Comprehensive and Zone maps
- Map exhibit creation for various illustrative purposes
- Reviewing plans and processing right of way permits
- **Replaced deteriorating legacy GIS/Land Use Notice tools with modern, low maintenance alternatives**

Property Development:

- Engineering Processed 20 Right of Way permits for the month of January. A vast majority were for communications installation and should bring a wider variety of internet providers to the community.

Application Type	January 2025	December 2024	2025 YTD	2024 Total	2023-2024 Annual Average
ROW	\$60	\$180.00	\$60.00	\$510.00	\$1,005.00
SC Inspections	\$30	\$0	\$30.00	\$50.00	\$510.00
Erosion Control	\$0	\$0	\$0	\$50.00	\$412.50
Parks SDC	\$1,201.00	\$1,201.00	\$1,201.00	\$12,708.00	\$22,729.36
Sewer SDC	\$5,245.00	\$900.00	\$5,245.00	\$41,822.39	\$75,911.03
Storm SDC	\$983.00	\$983.00	\$983.00	\$10,238.00	\$19,968.50
Streets SDC	\$2,947.00	\$2,947.00	\$2,947.00	\$30,764.88	\$72,691.07
Water SDC	\$5,524.00	\$0	\$5,524.00	\$62,483.00	\$92,623.87
Total	\$15,990.00	\$6,211.00	\$15,990.00	\$158,626.00	\$285,851.00

4. PARKS

- The Park and Tree Committee last met on January 15th. Their next meeting will be February 19th.
- Staff have applied for a grant from the Oregon Park and Recreation Department for Phase III of Sankey Park improvements, which will include a replacement structure for the now-demolished bandstand and trail connections to the upper portion of the park. The engineers will have a 90% review set ready for staff review by the beginning of December. **The engineers submitted 100% design documents. Staff are in the process of final review.**
- Staff have applied for the Oregon Department of Forestry Community Green Infrastructure Grant. If approved, the grant funds will support the DEQ water quality project, which serves as mitigation for the fines issued to the WWTP in 2023. The City plans to collaborate with the South Santiam Watershed Council for project management and implementation.
- Park & Tree Committee members will be reaching out to Mill City regarding their campaign to save their bridge. The Committee members hope to gain some insight into how to move forward with a successful Weddle Bridge campaign.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	January 2025	December 2024	2025 YTD	2024 Total	2023-2024 Annual Average
Chair & Table Rental	\$0	\$0	\$0	\$260.00	\$325.00
Gazebo Rental	\$0	\$0	\$0	\$640.05	\$607.58
Hut Rental	\$0	\$0	\$0	\$150.00	\$125.03
Racquetball Membership	\$0	\$75.00	\$0	\$257.00	\$391.13
Weddle Bridge Rental	\$0	\$0	\$0	\$135.00	\$117.53
Total Fees Collected	\$0	\$75.00	\$0	\$1,442.00	\$1,566.27

6. OTHER PROJECTS

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



Finance Department January 2025

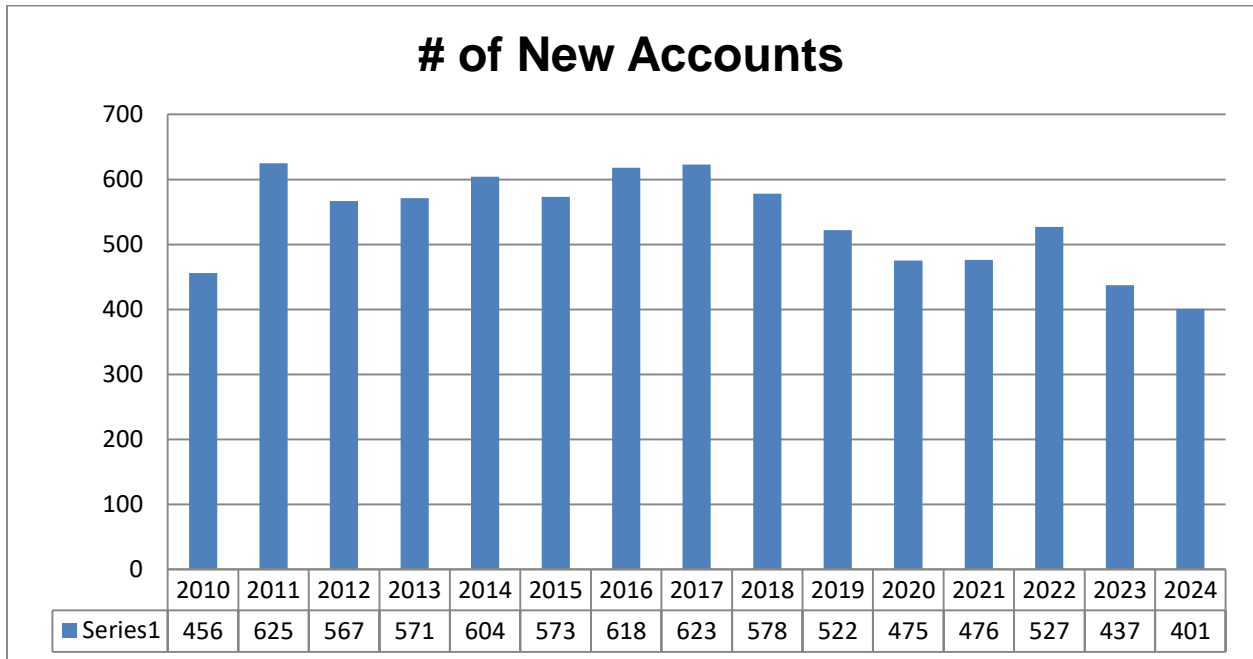
Finance Activities

Accounts Payable: 136 Payments Processed
 Passport Applications Processed: 42
 Passport Photos: 42
 Lien Searches: 16

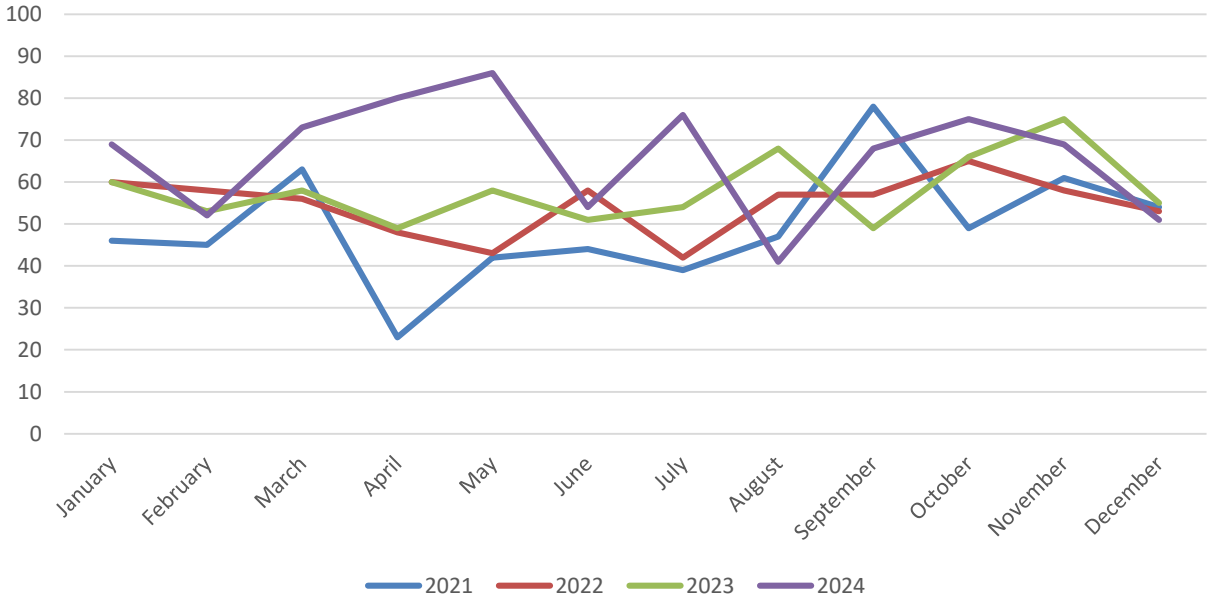
Utility Billing Activities

Service Requests Processed	145
Accounts Opened	26
Accounts Closed	34
Utility Statements Processed	3517
Statements Mailed	2920
Statements Emailed	597
Past Due Notices Mailed	811
Accounts Turned Off for Non-Payment	79

2024 Summary



Turn Off History



MEMORANDUM



TO: City Council
FROM: Greg Springman, Public Works Director
DATE: February 11, 2025
SUBJECT: Public Works Monthly Report/January 2025

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

WWTP Activities - Mahler Water Reclamation Facility

- 87.54 MG of wastewater treated this month
- 5.84 MG max daily flow discharged
- 1.46 MG average daily flow discharged

Compliance:

- No violations for January 2025.

O&M Projects:

- Muhler Water Reclamation Facility Project has been fully designed and is waiting for funding. Staff is working to complete the WIFIA application; application is completed but 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 to WIFIA. Staff met with WIFIA and was approved to apply for an extension, along with the \$25,000 application fee. WIFIA stated that application extensions are common as most projects are complex navigating construction approval process.

WTP Activities - Sweet Home Water Treatment Plant

- 29.01 MG finish water treated this month
- 0.94 MG average daily demand

Compliance:

- No violations for January 2025.

Raw Turbidity NTUs:

- Levels currently range below 10 NTUs.

O&M Projects:

- WTP Filter #3 parts arrived onsite in January 2025. Staff have scheduled the repair of WTP Filter #3 for the week of February 10th through February 15th.

Engineering Projects

- Linn County RV Dump Station, staff assisting Engineering and the County adjust site plans, and performed site inspections. Work has begun onsite.
- ACP overlay of Nandina Street from 9th Avenue to 12th Avenue, was set to take place in November but was pushed out until spring of 2025 due to weather.
- Reviewing Willow-Yucca LID project, approaching final adjustments to plan set with Civil West.
- Staff is currently monitoring our wet weather flows on 43rd Avenue for a potentially large, 4 phase subdivision that will likely require an upsize of our sewer mainline from Coulter Lane to Long Street.

Public Works Field Activities & Projects

Water Division

- Staff continues to repair water mains and services as needed due to age.
- Staff repaired several water main leaks in the public ROW due to sustained freezing temperatures.

Collections System Division

- Staff performed normal sewer line cleaning this month.

Streets Division

- Staff removed Christmas decorations and lights along Main Street and medians.
- Street Sweeper is currently in the shop for mechanical repair, parts are ordered.

Parks & Facilities Division

- Staff continues to maintain City parks, cleaning restrooms, and collect public trash cans.
- Staff continues to manufacture Park picnic tables.

Stormwater Division

- Staff began ditch cleaning and stormdrain catch basin throughout the City.