



CITY OF SWEET HOME CITY COUNCIL AGENDA

January 27, 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) Approval of Minutes:
 - i) [2025-01-13 City Council Meeting Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

V. New Business

- a) [Request for Council Action – Approving the Public Works Advisor Contract](#)
- b) [Request for Council Action – Resolution No. 1 for 2026 – Adopting the Sweet Home Public Library Donor Naming Rights Policy](#)

VI. 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

Planning Commission

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

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.

Chamber of Commerce – Councilor Hegge

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

Solid Waste Advisory Council – Councilor Richards

VII. Department Reports

Library

Planning & Building

• [Planning & Building Report – December 2025](#)

Public Works

Finance

Police

City Attorney

VIII. Reports of City Officials

City Manager's Report

i) Air Quality Monitor Update

Mayor's Report

IX. Council Business for Good of the Order

X. Adjournment



CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

January 13, 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.

Roll Call

PRESENT

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

ABSENT

Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Blair Larsen, City Attorney
Matt Brown, Finance Director (contracted)
Angela Clegg, Planning & Building Manager
Ryan Cummings, Police Captain
Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager
Leon Vineyard, Police Officer

GUESTS

Gary Jarvis, 2941 Foothills Drive, Sweet Home, OR 97386

Consent Agenda

Approval of Minutes:

- a) 2025-12-09 City Council Work Session Minutes
- b) 2025-12-09 City Council Meeting Minutes

Request for Council Action – Contract Approval for Finance Director Services

- a) Request for Council Action – Contract Approval for Finance Director Services

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

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

NAY: None

ABSENT: Sanchez

Recognition of Visitors & Hearing of Petitions

- a) Officer Swearing-in

City Manager Ogden recognized Police Officer Vineyard as a new officer and conducted the swearing in ceremony. Officer Vineyard received a standing ovation.

Mayor Coleman recognized those registered to speak.

Gary Jarvis expressed concern that the air quality monitor at the Sweet Home Fire Department through the Department of Environmental Quality was no longer in service and requested that the City consider installing one for public use.

New Business

- a) Request for Council Action – Adopting the Action Plan for the FY 2023 Audit

Director Brown stated that the City Council received a report on the Fiscal Year 2023 audit in their prior meeting and reviewed two findings from the auditors' report including untimely bank reconciliations and failure to file audit reports timely. He noted that both findings were being corrected and the Council was required to accept an action plan to submit to the Secretary of State.

Mayor Coleman thanked Director Brown and staff for their work to correct the findings and enhance transparency.

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

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

NAY: None

ABSENT: Sanchez

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

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

There were no reports to be heard.

Department Reports

Library

- a) • Library Report – December 2025

Planning & Building

Public Works

Finance

- a) • Finance Department Report – Quarter 2 & December 2025

Police

- a) • Police Department Report – 2025 Annual Statistics

City Manager Ogden provided a review of annual statistics for the Police Department, including a decrease in crime overall. He noted that charges and arrests had increased as well as clearance rates and warrant service. He highlighted Captain Cummings' recent participation in the prestigious FBI National Academy.

Director Dazey stated that nearly all library statistics had increased for the previous year. She highlighted an upcoming kids' clothing drive and requested donations.

Reports of City Officials

City Manager's Report

- a) January 2026 Newsletter

City Manager Ogden stated that he and Deputy City Manager Pretty would attend annual Water Day hosted by the Water Caucus at the Capitol on February 2nd. He requested applicants for vacancies on the Planning Commission and Park & Tree Committee. He asked the City Council for their availability on April 29th and 30th to convene the Budget Committee. There was consensus for same.

Mayor's Report

Mayor Coleman thanked the Police Department and Linn County for their work that day to apprehend a suspect.

Council Business for Good of the Order

Councilor Bronson requested an item regarding the air quality monitor. There was consensus for same.

Councilor Richards requested an update regarding the Willow-Yucca Local Improvement District. Deputy City Manager Pretty replied that the City's engineering firm was currently working with the U.S. Army Corps of Engineers and staff would receive an updated timeline soon.

Mayor Coleman stated that there would be a Council Work Session on January 27th. She requested an update regarding the old City Hall. Deputy City Manager Pretty replied that the Request for Proposals for demolition would be published the following day and would close in April.

Adjournment

There being no further discussion, the meeting was adjourned at 6:51 PM.

ATTEST:

Mayor

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Approving the Public Works Advisor Contract

Preferred Agenda: January 27, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Blair Larsen, City Attorney
Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading

Relevant Code/Policy: N/A

Towards Council Goal: Effective Government, Infrastructure, Essential Services

Attachments: Public Works Advisor Contract

Purpose of this RCA:

The purpose of this RCA is to approve a contract for a Public Works Advisor with Greg Springman, former City of Sweet Home Public Works Director.

Background/Context:

Mr. Springman retired from his full-time position as Public Works Director effective December 31, 2025 and the Public Works Director position is currently vacant.

The Challenge/Problem:

There are currently numerous Public Works executive recruitments open in Oregon and nationwide and a shortage of qualified candidates. The City of Sweet Home does not plan to open a recruitment for the Public Works Director position immediately due to the competitive nature of the job market but has a need for industry knowledge to ensure continued operations in the Public Works Department. The City and Mr. Springman are mutually interested in a part-time employment agreement to provide transitional support, institutional knowledge, and general advisory services related to the City's Public Works Department. The City Manager's Office and Public Works management will provide day-to-day oversight and staff management.

Issues and Financial Impacts:

The contract will pay Mr. Springman \$25,000 annually and fund 25% of elected medical benefits. This amount is available in salary savings.

Elements of a Stable Solution:

A fiscally responsible arrangement to preserve continuity in Public Works operations within a challenging hiring climate.

Options:

1. Do nothing: The City will not retain Mr. Springman as a part-time employee.
2. Move to approve the item as proposed: Mr. Springman will begin employment with the City on a part-time basis.
3. Move to approve the item with amendments: City Council may propose revisions to the proposed contract.

Recommendation:

Staff recommends option #2: Move to approve the item as proposed.

**CITY OF SWEET HOME
EMPLOYMENT AGREEMENT
FOR
PUBLIC WORKS ADVISORY SERVICES**

This Employment Agreement (“Agreement”) is entered into between the City of Sweet Home, Oregon (“City”) and Greg Springman (“Employee”).

RECITALS

1. **Need.** The City is in need of services for transitional support, technical advisory services, institutional knowledge, and specialized expertise to the City’s Public Work Department, and the Employee represents that he is qualified and prepared to provide such services.
2. **Purpose.** The purpose of this Agreement is to establish the services to be provided by the Employee and the compensation and terms for such services. Employee shall hold the title “Public Works Consultant” and report to the City Manager or designee.

AGREEMENT

3. **Engagement.** Employee is hereby engaged to provide services related to public works consultation, and Employee accepts such engagement.
4. **Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence effective January 1, 2026 and once executed by both parties. City reserves the exclusive right to extend the contract with written notice acceptable by email from the City Manager and/or direction from the City Council and subject to budget appropriation.
5. **Scope of Work.** The duties and responsibilities of Employee shall be described Exhibit A attached hereto and incorporated herein by reference.
6. **Nature of Employment.**
 - 6.1. **Limited-Duration Part-Time Employee.** Employee is a limited-duration, part-time employee and shall not obtain full-time or permanent status.
 - 6.2. **Expected Hours.** Employee is expected to work up to approximately 20 hours weekly, not to exceed 1,040 hours annually. Employee shall not exceed 1,040 hours in any calendar year without written approval from the City Manager. Hours may include weekend or evening meetings as required within Employee’s scope of work; the City Manager shall notify Employee at least one week in advance of expected attendance at weekend or evening meetings.
 - 6.3. **Overtime.** Employee is exempt and shall not be eligible for overtime.
 - 6.4. **At-Will Employment.** Employee serves at the will of the City Manager.

6.5. Benefits Eligibility. Employee shall not be eligible for City benefits except as expressly provided in Section 8 of this agreement.

7. Compensation.

7.1. Rate of Pay. Employee shall be paid a flat rate of \$25,000 annually as a fixed monthly stipend of \$2,083.33 upon the same schedule as other City employees, subject to payroll deductions. Employee shall not be eligible for cost-of-living adjustments (COLAs) or other salary adjustments unless specifically agreed to by mutual amendment of this Agreement and subject to budget appropriations.

7.2. Dues & Professional Development. Employee shall not be eligible for compensation related to associations or organizations except as expressly authorized in writing by the City Manager.

7.3. Travel & Mileage. Employee shall not be eligible for compensation related to travel or mileage except as expressly authorized in writing by the City Manager.

7.4. Withholding. City may suspend or withhold payments if Employee fails to comply with any requirement of this Agreement.

8. Benefits.

8.1. Insurance. Employee shall be eligible for medical, dental, and vision insurance plans offered to non-represented City employees. Employee benefits shall not be extendable to spouse or dependents. The City shall contribute 25% of the medical and dental premiums and Employee shall pay 75% via payroll deduction. No other benefits are provided unless required by law.

8.2. Health Savings Account. Employee shall receive a pro-rated contribution to their Health Savings Account (HSA) not to exceed 25% of full-time amount.

8.3. Leave. Employee shall not be eligible to accrue leave or to receive additional compensation for holidays recognized by the City. Employee shall retain all existing leave balances upon the commencement of this Agreement and shall be eligible to utilize them in combination with or in lieu of document weekly work hours, not to exceed 20 hours total per week. Employee may request a total payout of leave in accordance with City policies at a rate equivalent to their most recent full-time hourly wage.

9. Location of Work & City Property.

9.1. Location. Employee shall work at City facilities and other locations as required by Employee's scope of work but shall not have any dedicated office space at any City facility. Employee shall be responsible for arranging and determining the location of needed office space.

9.2. City Property. Employee shall be provided a City-issued laptop for use related to Employee's scope of work. Employee may request use of other equipment, to be approved in writing by the City Manager. Employee recognizes and agrees that all property provided by the City to the Employee shall be and remain the property

of the City. Employee shall preserve, use, and hold City property only for the benefit of the City and to carry out the City's business. When Employee's employment is terminated, Employee shall immediately deliver to City all City property, including all originals and copies of records, that Employee has in their possession or control.

9.3. City Vehicle. Employee shall not be allowed use of City vehicle for work purposes.

10. Document Ownership. Employee shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Employee for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to the City shall become the property of the City who may use them without Employee's further permission for any lawful purpose related to the project. Upon execution of this agreement, the Employee grants to the City an irrevocable, nonexclusive license to use Employee's work products created through its services for the project. The license granted under this section permits the City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of the Employee's work product for purposes unrelated to the project shall be at the City's sole risk and without liability to the Employee.

11. Termination.

11.1. Without Cause. Either party may terminate this Agreement with 30 days' written notice.

11.2. With Cause. City may terminate immediately for misconduct, breach, violations of law or policy, or refusal to perform duties. City may also terminate immediately if funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding if agreed between both parties.

11.3. Effect of termination. Employee shall be paid for work performed through the termination date; insurance contributions shall end at the end of that month. Once terminated, neither party shall have any further obligations under this Agreement, except for any rights or obligations that by their nature should survive termination, including but not limited to payment obligations, confidentiality commitments, and intellectual property rights.

12. Notices. All notices shall be made in writing and may be given by personal delivery, mail, or email. Notices sent by mail should be addressed as follows:

CITY: City Manager
3225 Main Street
Sweet Home, OR 79386
OR
jogden@sweethomeor.gov

CONTRACTOR: Greg Springman
38795 SW 2nd Avenue
Scio, OR 97374
OR
gspringman@sweethomeor.gov

When so addressed, such notices shall be deemed given upon deposit in the United States mail, postage-prepaid.

13. Standard of Care. Employee shall comply with the applicable professional standard of care in the performance of the Services. Employee shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

14. Personnel Policies. The terms and provisions of the City's Personnel Policies shall apply to Employee, as now adopted or hereafter amended, except to the extent provided otherwise in this Agreement.

15. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Employee.

16. Modification or Amendment. No amendment, change, or modification of this Agreement shall be valid unless in writing and executed by both parties.

17. Acknowledgment. Employee acknowledges that they have not been induced to enter into this agreement by any representation or statement, oral or written, not expressly contained herein or expressly incorporated by reference. City makes no representations, warranties, or guarantees, expressed or implied, other than expressed representations, warranties, and guarantees contained in this agreement.

18. Entire Agreement. This Agreement constitutes the entire agreement between the parties, integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiation of previous agreements between the parties with respect to all or any part of the subject matter hereof.

19. Waiver. Failure of either party at any time to require performance of any provisions

of this Agreement shall not limit the parties' right to enforced the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of the provision itself or of any other provision. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

20. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

21. Arbitration. The parties agree that any issue which cannot be resolved informally or is waived subject to Section 19 of this Agreement shall be submitted to confidential, binding arbitration in Linn County, Oregon. The arbitration shall be conducted in confidence and pursuant to the then-current rules of the American Arbitration Association for employment disputes, unless the parties mutually agree to some other arbitration procedure. Except as otherwise required by law, the parties shall share equally the arbitrator's fees, and each party shall be responsible for its own attorney's fees and related costs at arbitration or in any litigation or court action relating to the arbitration.

ORS 36.620(6) Acknowledgment:

I acknowledge that I have received and read or have had the opportunity to read this arbitration agreement. I understand that this arbitration agreement requires that disputes that involved the matters subject to the agreement be submitted to mediation or arbitration pursuant to the arbitration agreement rather than to a judge and jury in court.

Signature

Date

22. Confidentiality. Employee shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement.

23. Assignment. This Agreement shall not be assigned by Employee without the express written consent of the City. Employee shall not assign Employee's interest in this Agreement or enter into subcontracts for any part of the scope of work without the prior written consent of the City.

24. Severability. If any provision, or any portion thereof, contained in the Agreement is held to be unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Employee has executed this Agreement on the date written below.

CITY OF SWEET HOME

PUBLIC WORKS CONSULTANT

Jason Ogden, City Manager

Greg Springman

Date

Date

EXHIBIT A SCOPE OF WORK

A. Leadership Transition & Mentorship

1. Provide mentorship, coaching, and leadership development to Public Works Operations leadership.
2. Assist with understanding operational workflows, regulatory frameworks, budget processes, and utility systems.
3. Document institutional knowledge, procedures, and operational practices.
4. Advise on long-term organizational and operational needs.
5. Train existing staff on producing required documents including but not limited to City Council reports and the Annual Consumer Confidence Report.

B. Operational & Technical Advisory Support

1. Provide advisory support on DEQ and other Public Works-related permits, compliance obligations, and operational risks.
2. Attend internal meetings to provide technical insight and historical context.
3. Review and advise regarding operational plans, consultant proposals, and utility system issues as requested.
4. Assist the City Manager with identifying risks and developing mitigation strategies.
5. Provide input related to annual budget development.

C. Capital Project & CIP Support

1. Review scopes, schedules, and documents for major public works projects.
2. Provide recommendations regarding constructability, sequencing, and operational impacts.
3. Assist with CIP review and planning.

D. Wastewater Treatment Plant (WWTP) Replacement Project (upon City Manager request)

1. Participate in planning, design review, permitting discussions, and constructability review upon written authorization.
2. Review engineering documents and provide advisory recommendations.

3. Provide knowledge of current WWTP operations and transition considerations.
4. Attend coordination meetings and, if requested, perform site visits.
5. Assist with project funding and permitting processes.
6. Provide verbal or written advisory updates to the City Manager.

E. General Conditions

1. Maintain communication with Public Works Operations leadership and the City Manager.
2. Collaborate professionally without exercising supervisory authority.
3. Submit monthly time summaries.
4. Comply with all City policies, ethics rules, and confidentiality requirements.

F. Restrictions

Employee shall not:

5. Supervise or discipline employees.
6. Oversee or direct City contractors or volunteers.
7. Direct day-to-day operations except in an advisory capacity.
8. Commit City funds.
9. Make or approve expenditures.
10. Exercise any signatory authority.
11. Make policy decisions.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 1 for 2026 – Adopting the Sweet Home Public Library Donor Naming Rights Policy

Preferred Agenda: January 27, 2026

Submitted By: Megan Dazey, Library Services Director

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Motion Resolution Reading Roll Call

Relevant Code/Policy: Resolution No. 32 for 2016

Towards Council Goal: Desirable Community, Effective Government, Infrastructure, Essential Services, Economic Strength

Attachments: Resolution No. 1 for 2026
Sweet Home Public Library Donor Naming Rights Policy
Resolution No. 32 for 2016

Purpose of this RCA:

The purpose of this RCA is to adopt the Sweet Home Public Library Donor Naming Rights Policy as an addendum to the City’s existing naming policy for publicly owned facilities. This RCA will only apply to Donations earmarked for the SHPL and will supplement Resolution 32 for 2016.

Background/Context:

In anticipation of a potential new facility or relocation of the Sweet Home Public Library, and in light of several recent memorial donations, the Library has identified the need to establish a Donor Naming Rights Policy to ensure that all donations are recognized and administered in an equitable and consistent manner. The Library Advisory Board and City Attorney have reviewed the proposed policy and approved it as currently written.

The Challenge/Problem:

In recent years, the Library has received both large and small donations. While some donors request specific forms of recognition or benefits and others do not, the Library seeks to establish a fair and equitable framework for acknowledging and managing all donations, particularly in anticipation of future fundraising efforts related to a potential new facility.

Issues and Financial Impacts:

There are no impacts associated with approval of this policy. Guaranteed recognition of donors tied to established donation levels will ensure clear and consistent treatment of donations.

Elements of a Stable Solution:

Adoption of a plan to ensure Library’s continued mission to treat all members of the community equally.

Options:

1. Do nothing: The Library's will continue to take in donations as they are received.
2. Move to approve Resolution No. 1 for 2026 as proposed: Library staff will implement the Sweet Home Public Library Donor Naming Rights Policy as written.
3. Move to approve Resolution No. 1 for 2026 with amendments: City Council may propose revisions to the policy for approval.

Recommendation:

Staff recommends option #2: Move to approve Resolution No. 1 for 2026 as proposed.

RESOLUTION NO. 1 FOR 2026

**A RESOLUTION ADOPTING THE SWEET HOME LIBRARY NAMING RIGHTS
POLICY AND AMENDING RESOLUTION NO. 32 FOR 2016**

WHEREAS, the City Council of the City of Sweet Home recognizes the need to establish a policy for recognizing persons who have supported the Sweet Home Public Library through substantial financial contributions towards a new facility; and

WHEREAS, the City Council recognizes that proper recognition of such donors may conflict with the existing facility naming policy, currently outlined in Resolution No. 32 for 2016; and

WHEREAS, the City Council wishes to establish a policy for encouraging donations to the Sweet Home Public Library and recognizing and honoring such donors.

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

Section 1. The City of Sweet Home adopts the Sweet Home Public Library Naming Rights Policy contained in Attachment A.

Section 2. For the purposes of applications to name any Sweet Home Public Library Facilities only, while the donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property does not constitute an obligation or establish a right to name any library facility or assets, the City will make every effort to approve such applications. The City recognizes that failure to approve an application for the naming of Public Library facilities may result in the return of funding to the original donor, if the donor so chooses.

Section 3. Any conflict between the existing Public Facility Naming Policy contained in Resolution No. 32 for 2016 and this Resolution shall be resolved in favor of this Resolution.

Section 4. Effective Date. This Resolution shall be in full force and effect from and after its passage.

PASSED by the Council and approved by the Mayor, this 27th day of January, 2026.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



Attachment A

Sweet Home Public Library Naming Rights Policy

Purpose:

The Sweet Home Public Library (SHPL) seeks to recognize persons who have supported the Library through substantial financial contributions towards a new or upgraded facility. The SHPL provides naming opportunities in recognition of individuals and corporations for significant financial contributions. These naming opportunities may include, but are not limited to naming the new building, rooms or designated areas in the building, furnishings, equipment, library collections (whole collections or individual items) by way of a designated plaque or nameplate.

Only individuals and organizations whose action and/or programs are compatible with the mission, policies, goals and values of the SHPL will be considered in naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

This policy shall serve as a supplement to any existing naming or donation policies. In case of conflict with other approved policies, this policy shall take precedence.

General Definitions:

The Naming Rights Policy includes exterior and internal features, which may name the building, rooms in a building, furnishings, equipment, library collections (whole collections or individual items) by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the Library Director, Library Advisory Board, and Sweet Home City Council.

1. The *building* will encompass the entire exterior of the “new” building and will include the name of the Library itself, i.e. “*The O’Brien Memorial Library.*”
2. A *room* in a building may include an enclosed rooms, designated areas such a story-time corner, or interior wall.
3. A *designated plaque or nameplate* may include a inscribed commemorative thin, flat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture, or a name plate affixed to a book.
4. A *collection* is groups of books, media, and other library collection items.
5. *Furnishings and equipment* include furniture, computers, and similar articles that are not a fixed part of the building and have a short life span.
6. *Financial contributions* include outright gifts of money, securities, in-kind donations, and endowments.

Naming Regulations:

1. A naming opportunity must be consistent with the Library's mission and goals.
2. The naming of a building, room in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual or corporation has been honored in full and not on the basis of a pledge for future funds.
3. Recognition will be for 7 years, or for the life of the room, or 20 years for the building, unless the individual or corporation provides continuing or additional support.
4. The Library will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.
5. Name/Donation recognition in individual books will be for the life of the book. Books with no circulation in three years or more may be removed from the collection.

Request Procedures:

1. Proposals for naming the building, rooms in a building, furnishings, equipment, library collections, may be submitted at any time during the year to the Library Director for review via the City of Sweet Home Naming Application.
2. The Library Director will submit applications to the Library Advisory Board, and if approved, will submit applications to the Sweet Home City Council for final approval.
3. The Library Advisory Board and Library Director will approve the design, wording, and placement of any permanent plaques, inscriptions, or other recognitions.

Recognition of Gift Levels/Sponsorships:

- Small Study Room (2-4 persons): \$15,000
- Medium Study Room (4+ persons): \$20,000
- Public Service/Circulation Desk (x2): \$7,000
- Shelf Range (8-10 foot section; multiple available in public areas): \$5,000
- Staff Area: \$75,000
- Director's Office: \$25,000
- Librarian's Office (x2): \$15,000
- Tween Area: \$75,000
- Teen Area: \$100,000
- Adult Area: \$150,000
- Large Meeting Room: \$200,000
- Children's Area: \$400,000

- Furniture: \$50 + cost of item
- Books: \$5 + cost of item
- Building: \$1,000,000

Other areas will be determined by the Board according to the amount of donation and subject to the same request procedures.

Monetary gifts (other than those associated with naming rights and sponsorships) of \$50,000 or more may be recognized on a designated plaque or nameplate.

These monetary guidelines will be reviewed and revised as needed.

Gifts/Donations

Donations of materials/equipment and funds to purchase materials/equipment will be accepted with the understanding that SHPL reserves the right to determine if, and in what manner, the donated items will be used. SHPL will make a good faith effort to use monies in accordance with the wishes of the donor(s) and the instructions of the Gift/Donations Form. SHPL may refuse proposed gifts if restrictions are counter to SHPL or City of Sweet Home policies.

Gifts of materials/equipment and items donated become the property of SHPL, and are accepted with the understanding that they are subject to the same selection criteria as purchased materials/equipment. Items not selected for the collection may be passed on to another institution or library, or to the Friends of the Library for sale. All proceeds from the sale of donated materials will go to the Friends of the Library to benefit SHPL. Acknowledgement of gifts for tax records may be provided, but appraisal of the value of donated items is not made.

Morality Clause

SHPL is a public-serving institution whose mission is dependent on maintaining the trust and goodwill of the community. In the event that the Donor/Named Individual, or any principal or public representative thereof, engages in, or is credibly alleged to have engaged in, any act or conduct involving moral turpitude, is convicted of a felony, or is otherwise involved in any situation or controversy that in the reasonable judgment of SHPL, Library Advisory Board, or the City of Sweet Home may cause public disrepute, contempt, scandal, or otherwise harm the reputation of SHPL, SHPL shall have the right, upon written notice to the Donor, to terminate this Agreement and immediately remove the Donor/Named Individual's name. In such event, SHPL shall have no obligation to return any portion of the donation.

RESOLUTION 32 for 2016

A RESOLUTION OF THE SWEET HOME CITY COUNCIL ESTABLISHING A POLICY FOR NAMING PUBLICLY OWNED PROPERTIES OR FACILITIES

WHEREAS, the City Council of the City of Sweet Home recognizes the need to establish a policy for naming parks, buildings and other city owned properties or facilities; and

WHEREAS, the City Council recognizes that there are City-owned properties and facilities which already have names commonly known throughout the community; and

WHEREAS, the City Council wishes to establish a procedure for recognizing and honoring persons by naming publically owned facilities after them; and

NOW THEREFORE, THE SWEET HOME CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. The City of Sweet Home adopts the following Public Facility Naming Policy:

- I. PURPOSE: To establish a uniform policy which will provide direction regarding naming or renaming city owned land, facilities, parks, and buildings, which are compatible with the community interest and which will enhance the values and heritage of the City of Sweet Home.

- II. GENERAL:
 - a. This policy establishes the guidelines, criteria and process for naming or renaming of city-owned property.
 - b. The City Council shall have the final authority to name and rename any or all City-owned property or portion thereof. This shall include the authority to revoke the name of a City-owned property. Names which would be detrimental to the mission or image of the City of Sweet Home will not be used to identify City-owned property.
 - c. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of City-owned property shall not constitute an obligation or establish a right to name any land or facilities granted to the City.

- d. It is the intent of the City Council to keep the name of any existing park, City-owned facility or other City-owned property unless there are compelling reasons to consider a name change.
- e. Official street names and addresses shall be established by the City of Sweet Home in accordance with the policies and procedures already outlined in City policy and Ordinance; the naming of streets and creation of addresses do not fall under this policy.
- f. All costs including staff time, labor and materials associated with the installation of plaques, monuments, and signs will be borne by the individual, group or organization sponsoring the request.

III. NAMING CRITERA:

- a. The size, wording and materials of any memorial or sign associated with the name of a City-owned property shall be reviewed by City staff for compliance with the City's Sign Code. Content of such shall be reviewed by staff and approved by the City Council prior to production.
- b. Whenever possible, naming shall begin early in the development and/or acquisition of City-owned property.
- c. Names shall be appropriate to the park, building or other City-owned facility and are encouraged to reflect the following:
 - i. history, flora, fauna, geographic area, or natural geologic features related to the City of Sweet Home;
 - ii. significant historical events, cultural attributes, local landmarks, or a historical figure; or
 - iii. City's ethnic and cultural diversity.
- d. Signs shall be written using the English alphabet.
- e. The City Council may consider the following when making a determination regarding names which honor individuals or families:
 - i. Have they made a lasting and significant contribution to the protection of natural, cultural, or historic resources of the City of Sweet Home; or
 - ii. Have they made significant contribution to the betterment of a specific City-owned property; or
 - iii. Have they made a substantial contribution to the advancement of recreational opportunities within the City of Sweet Home; or

- iv. Are they associated with an economic development or redevelopment activity the City is undertaking; or
 - v. Have they had a positive impact on the lives of Sweet Home residents; or
 - vi. Have they volunteered or worked for the city for ten (10) years or more; or
 - vii. Have they distinguished themselves through military service; or
 - viii. Are they a current or past resident of Sweet Home who has distinguished themselves?
- f. The City Council may name city-owned property after an individual who has served as a city official or was an employee of the City of Sweet Home provided that:
- i. They no longer work for the city: and,
 - ii. They made a contribution over and above the normal duties required by their position; or
 - iii. They had a positive impact on the past and future development of programs, projects or facilities within the City of Sweet Home; or
 - iv. They have made significant volunteer contributions to the community outside the scope of their job; or
 - v. They have had exceptionally long tenure with the City of Sweet Home (at least ten (10) years); or
 - vi. There is significant public support for a memorial to the city official or city employee on the occasion of their death or retirement.

IV. PROCEDURE:

- a. A request to name or rename City-owned property shall be made on an application specifically designed for this purpose (Exhibit A).
- b. Fees associated with administrative and hard costs may be assessed and are the responsibility of the applicant. The administrative and processing fees shall be established by the Sweet Home City Council and shall be reflected on the City's fee schedule.

The fees shown below are intended as a guideline to the applicant. Fees will be assessed on actual costs and will be due throughout the process at the time when expenditures are to be made or prior to staff review. An

applicant may choose to submit fees in a lump sum at the beginning of the process; any unused fees will be returned at the completion of the project.

The City Council has to right to adjust fees at their discretion upon application and consideration at a regularly scheduled City Council meeting.

Action	Fee
Notification of Public Hearing – legal notice includes staff time to process	\$ 400
Packaging, Mailing & Posting	\$ Actual Cost
Cost of Dedication Ceremony	\$ Actual Cost

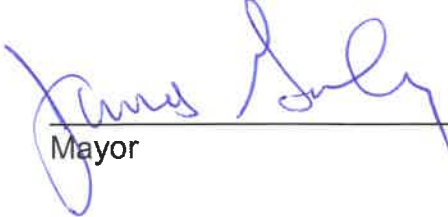
- c. The applicant shall supply clear evidence that the proposed name meets the naming requirements outlined in this policy (See Naming Criteria).
- d. The application will be reviewed by the Sweet Home City Council at a regular City Council meeting. All requests will be given the same consideration without regard to the source of the nomination. Upon a motion by the Council, the application may be sent to committee for further review.
- e. The City Council may return the application to the applicant for further clarification if they so desire.
- f. After City Council review of the application a notice of intent to name a City-owned property shall be posted in public places and published at least once in the City’s paper of record for a thirty (30) day review process prior to City Council decision.
- g. After the thirty (30) day review period is completed a public hearing shall be placed on the agenda of the next regular meeting of the City Council.
- h. City Council will make a decision regarding the proposed name at the same City Council meeting.

If the City Council rejects an application the applicant must wait a minimum of six (6) months before resubmitting the name for consideration.

Section 2. This policy shall take effect on the date of its adoption by the Sweet Home City Council.

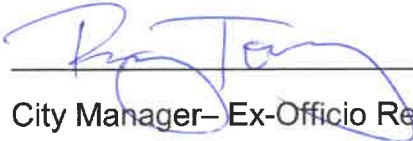
ADOPTED this 13th day of December 2016, by the City Council of the City of Sweet Home.

APPROVED BY:



Mayor

ATTEST:



City Manager- Ex-Officio Recorder

City of Sweet Home Application for Naming Publicly Owned Facilities



The Sweet Home City Council has sole responsibility for establishing formal legal names for City-owned facilities. The policy for naming Publicly Owned Facilities is attached. Please complete the following form and return completed form and the appropriate fees to City Hall for consideration.

Publicly Owned Facilities or Property Considered for Naming:	
Current Name:	Proposed Name:

Applicants Name:			
Organization:			
Contact Info:	Address:		
	City	State:	Zip:
	Email:	Phone:	

Please provide an explanation of why the City should take this action:

For Official Use Only			
Date:	Received By:	Fee Pd:	Receipt #:

Application Review:	Date:	Recommendations (Approve, Approve with Conditions, Deny):
() Library Board	_____	_____
() Park Board	_____	_____
() Traffic Safety	_____	_____
() Tree Commission	_____	_____
() City Council	_____	_____
() _____	_____	_____



TO: City Council
 Jason Ogden, City Manager
 Interested Parties

FROM: Angela Clegg, Planning and Building Manager

DATE: January 27, 2026

SUBJECT: Planning, Building & Engineering Department Report – December 2025

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 December 1 to December 31, 2025.

1. BUILDING

SUMMARY OF BUILDING PROGRAM PERMITS ISSUED					
Permit Category	December 2025	November 2025	2025 YTD	2024 Total	2021-2025 5 Year Average
Residential 1 and 2 Family Dwellings	4	0	26	27	25
Residential Demolition	0	0	8	4	8
Residential Manufactured Dwellings	1	0	5	5	6.4
Residential Mechanical	5	13	83	112	101
Residential Plumbing	1	2	22	13	24.6
Residential Sign	0	0	0	0	0.2
Residential Site Development	0	0	1	0	0.6
Residential Structural	4	19	86	39	53.2
Commercial Alarm or Suppression Systems	0	0	0	2	3.2
Commercial Demolition	0	0	0	0	2.2
Commercial Mechanical	1	0	14	19	16
Commercial Plumbing	1	2	4	7	7.2
Commercial Phased	0	0	2		0.4
Commercial Site Development	0	0	0	1	2
Commercial Structural	0	2	17	28	29.6
Total Permits	17	38	268	243	279.6
Value Estimate of All Permits	\$1,414,391.00	\$313,660.00	\$16,442,382.20	\$17,738,221.41	\$18,543,818.64
Fees Collected	\$34,847.44	\$8,025.00	\$205,035.76	202,214.77	225,821.32

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

- The Sweet Home Planning Commission approved a 157-lot, low-density residential subdivision at 43rd Avenue and Coulter Lane. The project will be developed in four phases. Because the property contains wetlands, mitigation and permits from the Department of State Lands will be required, which may reduce the final number of lots. The first phase is unaffected by wetlands and is expected to proceed once market conditions allow. The developer has submitted an amended site plan and infrastructure plans, which are under staff review, and has already begun infrastructure and utility work.

They are completing the 43rd Avenue storm main from Coulter Lane to A Street (stacking manholes, pouring channels, etc.), and CCTV inspection footage will be available shortly after. Utility installation within the subdivision is ongoing: approximately 80% of sewer mains and laterals are complete, 85% of stormwater mains and catch basins are complete, and 20% of water mains are complete. The first on-site stormwater detention structure was finished on 9/2.

Next, they will begin connecting to the City's sewer and water mains on 43rd Avenue to serve the subdivision's homes facing that street. In addition, grading has begun for curb and gutter installation along 43rd Avenue, which is expected to be completed within the next few weeks.

2. PLANNING

- Summary of Final Decisions on Planning Division Applications:

Application Type	December 2025	November 2025	2025 YTD	2024 Total	2021-2025 5 Year Average
Adjustments	0	0	0	1	0.4
Annexations	0	0	0	0	0.2
Code Amendments	0	0	1	1	1.4
Comp Plan Amendments	0	0	0	0	0.2
Conditional Use	0	0	2	4	5.4
Fence Permit	0	1	36	40	36
Home Occupation	0	0	2	0	0.6
MFU	0	2	2		0.4
Partition	0	1	11	3	10.6
Planned Development/ Subdivision	0	0	0	3	1.6
Property Line Adjustments	1	0	7	6	8
Temp RV Permit	1	0	1	4	5
Vacation	0	0	0	0	0
Variance	0	0	0	1	1
Zoning Map Amendment	0	0	1	1	1.2

- Total Planning Division Applications Submitted:

Total Completed Applications	2	5	26	61	72
Total Fees Collected	\$975.00	\$790.00	\$9,055.00	\$10,150.00	\$14,644.68

- 2 Land Use Application were submitted in November.
- 5 Land Use Applications are pending final approval.
- The Planning Commission last met for a regular meeting on September 18th.

3. ENGINEERING

Application Type	December 2025	November 2025	2025 YTD	2024 Total	2023-2025 Average
ROW	\$300.00	\$120.00	\$2,520.00	\$510.00	\$1,510.00
SC Inspections	\$220.00	\$2,082.00	\$2,522.00	\$50.00	\$1,180.67
Erosion Control	0	0	\$150.00	\$50.00	\$325.00
Parks SDC	\$1,264.94	\$179.32	\$27,494.86	\$12,708.00	\$24,317.86
Sewer SDC	\$9,153.14	\$10,419.72	\$118,883.95	\$41,822.39	\$90,235.33
Storm SDC	\$1,035.14	\$141.92	\$20,259.48	\$10,238.00	\$20,065.49
Streets SDC	\$3,103.37	\$75.62	\$67,023.26	\$30,764.88	\$70,801.80
Water SDC	\$8,317.92	\$7,690.21	\$122,064.23	\$62,483.00	\$102,437.32
Total	\$23,394.51	\$20,708.79	\$360,917.78	\$158,626.00	\$285,851.32

4. PARKS

- The Park and Tree Committee last met on November 19th. The December meeting was cancelled due to weather.
- 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 has tentatively 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.
 - Staff are submitting an extension request for the OPRD Grant.

5. SPECIAL EVENTS, RENTALS, AND MEMBERSHIPS

Application Type	December 2025	November 2025	2025 YTD	2024 Total	2023-2025 Average
Chair & Table Rental	0	0	\$250.00	\$260.00	\$300.00
Gazebo Rental	0	0	\$800.00	\$640.05	\$671.72
Hut Rental	0	0	\$267.50	\$150.00	\$172.52
Racquetball Membership	\$10.00	0	\$10.00	\$257.00	\$264.08
Weddle Bridge Rental	0	0	\$0	\$135.00	\$78.35
Total Fees Collected	\$10.00	0	\$1,327.50	\$1,442.00	\$1,486.67