



# CITY OF SWEET HOME CITY COUNCIL AGENDA

June 08, 2021, 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.

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## Meeting Information

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This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

## Call to Order and Pledge of Allegiance

### Roll Call

### Consent Agenda:

Approval of Minutes:

- a) [2021-05-19 City Council Training Meeting Minutes \(pg. 3\)](#)
- b) [2021-05-25 City Council Minutes - ES \(pg. 8\)](#)
- c) [2021-05-25 City Council Minutes \(pg. 10\)](#)

### Recognition of Visitors and Hearing of Petitions:

#### Old Business:

- a) [Request for Council Action - Willow/Yucca Street Neighborhood Local Improvement District \(LID\) \(pg. 15\)](#)

#### New Business:

- a) [Request for Council Action - Regional Emergency Management Agreement \(pg. 26\)](#)

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- b) [Request for Council Action - 2021 Oregon Jamboree \(pg. 43\)](#)
- c) [Public Hearing - Resolution No. 16 for 2021 - Adopting a Budget for 2021-2022, Making Appropriations and Levying Taxes \(pg. 92\)](#)

**Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

- a) [Request for Council Action – Ordinance No. 5 for 2021 - Manufactured Home Code Changes \(pg. 98\)](#)

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

**Reports of Committees:**

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

**Reports of City Officials:**

Mayor's Report  
City Manager's Report

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

Library Services Director

- a) [Library Use Statistics \(pg. 105\)](#)

Community and Economic Development Director

Public Works Director

- a) [Public Works Monthly Report of Activities - May 2021 \(pg. 106\)](#)

City Attorney

**Council Business for Good of the Order**

**Adjournment**



# CITY OF SWEET HOME CITY COUNCIL MINUTES

May 25, 2021, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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## Call to Order and Pledge of Allegiance

The meeting was Called to Order at 6:30 PM.

## Roll Call

PRESENT

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

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STAFF

City Manager Ray Towry  
Finance Director Brandon Neish  
Public Works Director Greg Springman  
Community and Economic Development Director Blair Larsen  
Police Chief Jeff Lynn  
City Attorney Robert Snyder  
Communications Specialist Lagea Mull  
Administrative Assistant Julie Fisher

MEDIA

Benny Wolcott, The New Era

**Consent Agenda:**

Approval of Minutes:

- a) 2021-05-11 City Council Minutes

Motion to approve the Consent Agenda as presented made by President Pro Tem Gerson, Seconded by Councilor Coleman.

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

**Recognition of Visitors and Hearing of Petitions:**

None

**Old Business:**

- a) Request for Council Action - Jacobs CH2M/HILL/OMI Water/Wastewater Treatment Facilities Contract Amendment

City Manager Towry explained the request and gave a history of the Council decision to bring utility operations in-house. This decision resulted in the current amendment ending the contract with OMI/Jacobs on July 1, 2021. CM Towry explained the terms of Amendment #4.

Motion made to approve Amendment #4 with OMI/Jacobs by Councilor Gourley, Seconded by President Pro Tem Gerson.

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

- b) Information Only - 2021 Overlay Project Status Update

Engineer Rice presented on the 2021 Overlay Project explaining Kalmia and Juniper streets were going to be moved to phase 2 allowing a fair bid process. Grape Loop and Harding will be completed in Phase 1.

- c) Discussion Only: Library Needs Assessment

City Manager Towry presented the Council with the Library Needs Assessment and the recommendation from the Library Advisory Board to accept the assessment. Next steps would be an RFP for conceptual ideas with design and cost estimates.

Discussion ensued. Consensus of the Council was to move forward.

## **New Business:**

a) Request for Council Action - Community Park Donations

CEDD Larsen explained donors have come forward for park improvements to include two dog parks and fire truck playground equipment at Clover Park.

The Park and Tree Committee has discussed the donations and their recommendation was to accept the donations with the amendments of a dog park at New City Hall and Northside Park in lieu of Sankey Park to help spread amenities throughout the city. The fire truck playground was recommended Strawberry Park instead of Clover due to parking concerns. A small playground at New City Hall was proposed as well.

Motion made by Councilor Trask, Seconded by Councilor Coleman to approve the request and accept the donation and direct staff to plan, design and construct: a dog park at Northside Park, a dog park at City Hall, small playground and flower area at City Hall, and small playground at Strawberry Park.

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

b) Request for Council Action - Sankey Park Bandstand

CEDD Larsen and PWD Springman reported the bandstand was constructed in 1930's but was never added to any historic registry. In 2018 a tree fell and damaged the structure. In addition to rot, the bandstand does not meet building code, is not adequate for snow load bearing, the footings are undersize, and the headers are inadequate. The Park and Tree Committee recommendation is to replace the structure with a similar sized structure using similar elements.

Patrick Rodgers spoke toward preserving the structure using volunteer labor stating the structure is a representation of our timber community.

CM Towry read comments submitted from Shawn Shaffer and Elizabeth Anderson into the record that the City should build for the future, and restoration would cost more than replacement.

CM Towry also read comments by LL (Guest) agreed, recommending a new stage that can be used for so much more, but would have elements of current design.

Motion made by Councilor Gourley, Seconded by Councilor Richards to remove the bandstand as recommended by the Park and Tree Committee and incorporate elements of the bandstand in the design of a new structure.

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

## **Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

None

## Second Reading of Ordinance Bills

None

## Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance No. 4 for 2021- Ordinance Bill No. 1295 - An Ordinance Amending the Official Zone Map (pg. 153)

Ordinance Bill No. 4 for 2021 - Ordinance Bill No. 1295 i An Ordinance Amending the Official Zoning Map was read by Title Only.

Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman to approve Ordinance Bill No. 4 for 2021 - An Ordinance Amending the Official Zoning Map.

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

### **Reports of Committees:**

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Councilor Richards reported the Chamber of Commerce is making progress towards regaining their non-profit status.

Charter Review Committee

Councilor Gerson presented the recommendation from the Charter Review Committee that no changes be made to the Charter at this time. There was discussion among the Council.

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Councilor Gerson reported several of the Youth Advisory Committee members will graduate from the Rural Development Initiative (RDI) Leadership program tomorrow night at 6pm at the Senior Center.

### **Reports of City Officials:**

Mayor's Report

Mayor Mahler stated a Councilor suggested a random seating arrangement. Mayor Mahler agreed it is a good team building practice. The seating arrangement of the Council will now be random.

City Manager's Report

City Manager Towry reported a guest speaker, David Rabiner, participated in our staff training. Mr. Rabiner is a motivational speaker and presented on High Functioning organizations, personality types, and how good teams have different outlooks and perspectives. Mr. Rabiner then presented at the Council training that evening. Members from the Chamber of Commerce and Sweet Home Community Foundation attended.

City Manager Towry announced a group of students will graduate tomorrow night at 6pm from a Rural Development Initiative (RDI) Leadership program. The program is part of the Ford Family Leadership training from which several of our staff are graduates.

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

Finance Director

- a) April 2021 Monthly Report

Finance Director Neish presented the April Finance Reports. There were no questions of the Council.

Police Chief

- a) Police Department Monthly Report

Police Chief Jeff Lynn reported on the speed signs along Main Street and said the data collected will be released within a week. Chief Lynn also reported that extra policing in the 3200 block of Hwy 20 before and after school has occurred to ensure drivers are stopping for the school bus.

City Attorney

**Council Business for Good of the Order**

**Adjournment**

With no further business, the meeting adjourned at 8:15 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

May 25, 2021, 5:45 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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**Please sign in if you wish to speak as Executive Sessions are not open to the public.**

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## Call to Order

The meeting was Called to Order at 5:45 PM.

## Roll Call

### PRESENT

Mayor Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Lisa Gourley  
Councilor Susan Coleman  
Councilor Angelita Sanchez  
Councilor Dylan Richards  
Councilor Dave Trask (6:08 PM)

### STAFF

City Manager Ray Towry  
Finance Director Brandon Neish  
City Attorney Robert Snyder  
Public Works Director Greg Springman  
Engineer Technician Trish Rice  
Utilities Manager Steven Haney

### MEDIA

Benny Wolcott, the New Era

The Sweet Home City Council will meet in Executive Session pursuant to ORS 192.660 (2) (f), which allows the Council to meet in executive session to consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff are allowed to attend the Executive Session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced.

No decision may be made in Executive Session.

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Mayor Mahler read the Executive Session Announcement.

City Attorney Robert Snyder presented the Council with documents under attorney client privilege provisions.

There were no decisions made during the Executive Session.

**Adjournment**

The meeting was adjourned at 6:27 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



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Communications Specialist Lagea Mull

Administrative Assistant Julie Fisher

## MEDIA

Benny Wolcott, The New Era

### **Consent Agenda:**

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

### Approval of Minutes:

- a) 2021-05-11 City Council Minutes

### **Recognition of Visitors and Hearing of Petitions:**

None

### **Old Business:**

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Motion made by Councilor Gourley, Seconded by President Pro Tem Gerson.

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

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Second Reading of Ordinance Bills

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

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City Attorney

**Council Business for Good of the Order**

**Adjournment**

With no further business, the meeting adjourned at 8:15 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** Willow/Yucca Street Neighborhood Local Improvement District (LID)

**Preferred Agenda:** June 8, 2021

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** Sweet Home City Charter, Chapter VII, Section 28  
SHMC Chapter 3.16

**Towards Council Goal:** Aspiration I: Desirable Community, Aspiration III: Viable and Sustainable Infrastructure, Goal 1 Infrastructure

**Attachments:** Viewers Report  
Community Meetings Letter  
Notice of Public Hearing and Map  
Public Hearing Letter to Residents  
Proposed LID Water Improvements Map  
Proposed LID Street and Sidewalk Improvements Map  
Revised Cost and Assessment Spreadsheet

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## **Purpose of this RCA:**

To present to the City Council a revised cost estimate and assessment methodology for the proposed Willow/Yucca Street Neighborhood Local Improvement District (LID) and seek direction from the City Council regarding the formation of this LID, as set forth in SHMC Chapter 3.16.

## **Background/Context:**

In December 2019, residents of the Willow/Yucca Street neighborhood petitioned the City for the formation of a Local Improvement District (LID) to extend City water infrastructure and service to the neighborhood, and construct sidewalk and street improvements, all of which are currently lacking. City Staff developed a potential boundary, list of requested improvements, cost estimates, and an initial cost assessment methodology.

As dictated by SHMC Chapter 3.16, the four selected viewers met on January 18, 2021, and January 21, 2021 to investigate the proposed LID maps, cost estimates, and assessment methodology. They submitted their report and recommendations to the Council, which was reviewed at the February 23, 2021, Council Meeting.

The February 23, 2021, Council Meeting also included a public hearing on the matter. Residents of the neighborhood were given notice via certified mail of the public hearing, and several expressed their views on the issue. At that meeting, the City Council directed staff to research ways to bring down the cost of the project and develop a more reasonable assessment of the costs.

City Staff revised the project by reducing some of the street infrastructure in the proposal, and developed some revisions to the assessment of costs in order to reflect the development potential of larger properties and delay the related payment to the time of development or 20 years, whichever comes first. In addition, one of the property owners, who owns a majority of the properties in the proposed LID, offered to forego any grant or City funding on his properties, and allow any such funding to be spread among all the other properties. This has resulted in significant cost reductions for many of the properties, dependent, of course, upon any grant or City contribution.

City Staff organized two community meetings regarding the revisions and notified residents of the meetings. These meetings were held on April 20<sup>th</sup> and April 29<sup>th</sup>, 2021. While lightly attended, those meetings enabled staff to explain the methodology and options in detail, and answer questions from residents regarding the impact of the LID specific to them. In addition, a reporter from the New Era was present and able to gather information for his audience.

Although not required by City Code, Staff determined that another public hearing should be held before the City Council on June 8<sup>th</sup> before proceeding further. This public hearing was advertised in the New Era, and multiple notices were sent to the owners of property within the proposed LID.

### **The Challenge/Problem:**

How can the City Council meet their goal of providing Citizens with viable and sustainable infrastructure in the Willow/Yucca Street neighborhood? How should the City respond to residents who have petitioned for the formation of a Local Improvement District?

### **Stakeholders:**

- Sweet Home Residents – Sweet Home citizens deserve viable and sustainable infrastructure, effective and efficient government, and to have their taxes and fees spent wisely.
- Sweet Home City Council – The City Council has set a goal to provide viable and sustainable infrastructure to residents, and is responsible for adopting ordinances, such as the ordinances required for proposed local improvement districts.
- Willow and Yucca Street Neighborhood Residents – Residents within the LID deserve the same services and infrastructure that other City residents enjoy and deserve costs to be assessed in a fair and just way.

### **Issues and Financial Impacts:**

Local Improvement Districts offer significant flexibility for the City. They can be assessed entirely on the property owners of the District and cost the City nothing. The City can also choose to contribute funds to the LID and bring the cost down for residents within the District. The current estimate and assessment methodology assumes a City contribution of approximately \$300,000 over a 30 year period. This level of funding can be increased or decreased by the Council, to the benefit or detriment of LID property owners. The financial impact on LID property owners is detailed in the attached spreadsheet, however, those costs will likely be balanced by significant improvements to the neighborhood and a corresponding rise in property values.

### **Elements of a Stable Solution:**

A stable solution would provide water and street infrastructure to the Willow and Yucca Street Neighborhood in a fair and just way to both property owners within the District, and all Sweet Home citizens.

**Options:**

1. Do Nothing – Deny the petition for the formation of an LID.
2. Direct Staff to proceed with the formation of the LID as currently proposed – Direct staff to prepare the resolution and ordinance necessary to form the Willow and Yucca Street Neighborhood Local Improvement District as currently proposed.
3. Direct Staff to proceed with the formation of the LID with changes – Direct staff to prepare the resolution and ordinance necessary to form the Willow and Yucca Street Neighborhood Local Improvement District with specified changes to the existing proposal.
4. Direct Staff to research other options – Direct staff to research other ways to serve the Willow and Yucca Street with water and construct street and sidewalk improvements.

**Recommendation:**

Staff recommends option 2: Direct Staff to proceed with the formation of the LID as currently proposed.

VIEWERS' REPORT  
FOR  
WILLOW STREET NEIGHBORHOOD LID

This Viewers' Report is being made pursuant to Resolution No. 1 For 2021 of the City Council of the City of Sweet Home. The Viewers were Dave Holley, Charlene Adams, Tim McQueary, and Nancy Patton (Alternate Viewer), four freeholders and qualified electors, being citizens of the City of Sweet Home, Oregon. The Viewers met on January 18, 2021 (Dave, Charlene and Tim) and on January 21, 2021 (Dave, Charlene and Nancy) to investigate the Plat and City Manager's Report which included deed references, owners names (includes other persons that have interest in the property), maps and cost estimate of the project). City Staff explained the above documents to the Viewers with the Viewers each having copies of same and discussions followed among the Viewers with the Viewers making the following recommendations to the Sweet Home City Council:

1. The recommended methodology to be used to assess the cost per property should be the average of the cost based on the lineal foot frontage of each property and the cost based on an area of each property with a 150 foot maximum depth.
2. The Viewers recommend proceeding with the LID for the water improvements with the estimated assessment values as set forth on the cost chart breakdown presented herewith. This recommendation was made with 3 favorable for proceeding votes of the Viewers' on January 21, 2021.
3. The Viewers recommend proceeding with the LID for the street improvements with the estimated assessment values as set forth on the cost chart breakdown presented herewith (includes street, sidewalk, curb, gutter and storm drain improvements). This recommendation was made with a 2 to 1 vote of the Viewers' on January 21, 2021 with Nancy Patton and Charlene Adams voting for proceeding with the LID and Dave Holley voting not to proceed with the LID.
4. The Viewers recommend the City pay for any additional costs that are a direct cost of using an oversized water main improvement that benefits the City's water system conductivity.
5. The Viewers want the City Council to consider that the City not charge SDC fees for the LID and/or contribute funds to the LID that are of an equivalent amount.
6. The Viewers recommend that the City investigate any grant fund sources that may be available from other governmental and nongovernmental agencies that do not unnecessarily lengthen the LID process.

The Viewers discussed and expressed their concerns about the cost of the street improvements on some of the residents in the LID area with Staff Engineer stating that he could put other less costly options together for the City Council to consider. Also an overlay option was discussed for the street improvements that is outside the LID process.

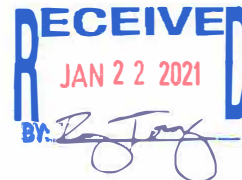
The Viewers' Report shall include the Request For Council Action (RCA) presented January 12, 2021 on Willow Street Neighborhood LID, Plat(updated), Maps(updated street), Resolution as stated above, Staff Engineer list, print out of estimated costs for water and street improvements(updated street), and the cost chart breakdown (with map and tax lot, tax account, site address, deed references and owner of record information, updated) for each property specially benefitted in the LID.

Dated: January 22, 2021

  
\_\_\_\_\_  
Dave Holley

  
\_\_\_\_\_  
Nancy Patton

  
\_\_\_\_\_  
Charlene Adams





**City of Sweet Home**  
Community and Economic Development Department  
3225 Main Street, Sweet Home, OR 97386 541-367-8113

April 5, 2020

Dear Resident of the 18th Avenue and Willow and Yucca Street Neighborhood,

Previously you received notice of a proposed Local Improvement District in your neighborhood. If approved, this project would bring City water service to your property and would include street and sidewalk improvements to your area. The City sent out a public notice detailing your property's potential financial impacts and other properties within the proposed district.

The City Council held a public hearing at City Hall on February 23rd. A few residents of the area gave testimony. They expressed their concerns regarding the project's cost that would be passed on to them. The City Council directed staff to make revisions and find ways to decrease the financial burden on property owners within the proposed district.

City Staff have made several revisions and would like to present options to residents and gather feedback. Enclosed is a map showing the currently proposed improvements. Please come hear about changes to the proposed Local Improvement District and let us know your thoughts about the project's future:

## **Open House for Proposed Willow and Yucca Street Neighborhood Local Improvement District**

Sweet Home City Hall, 3225 Main Street

Thursday, April 20th, and Tuesday, April 29th, 2021, 6:00 PM

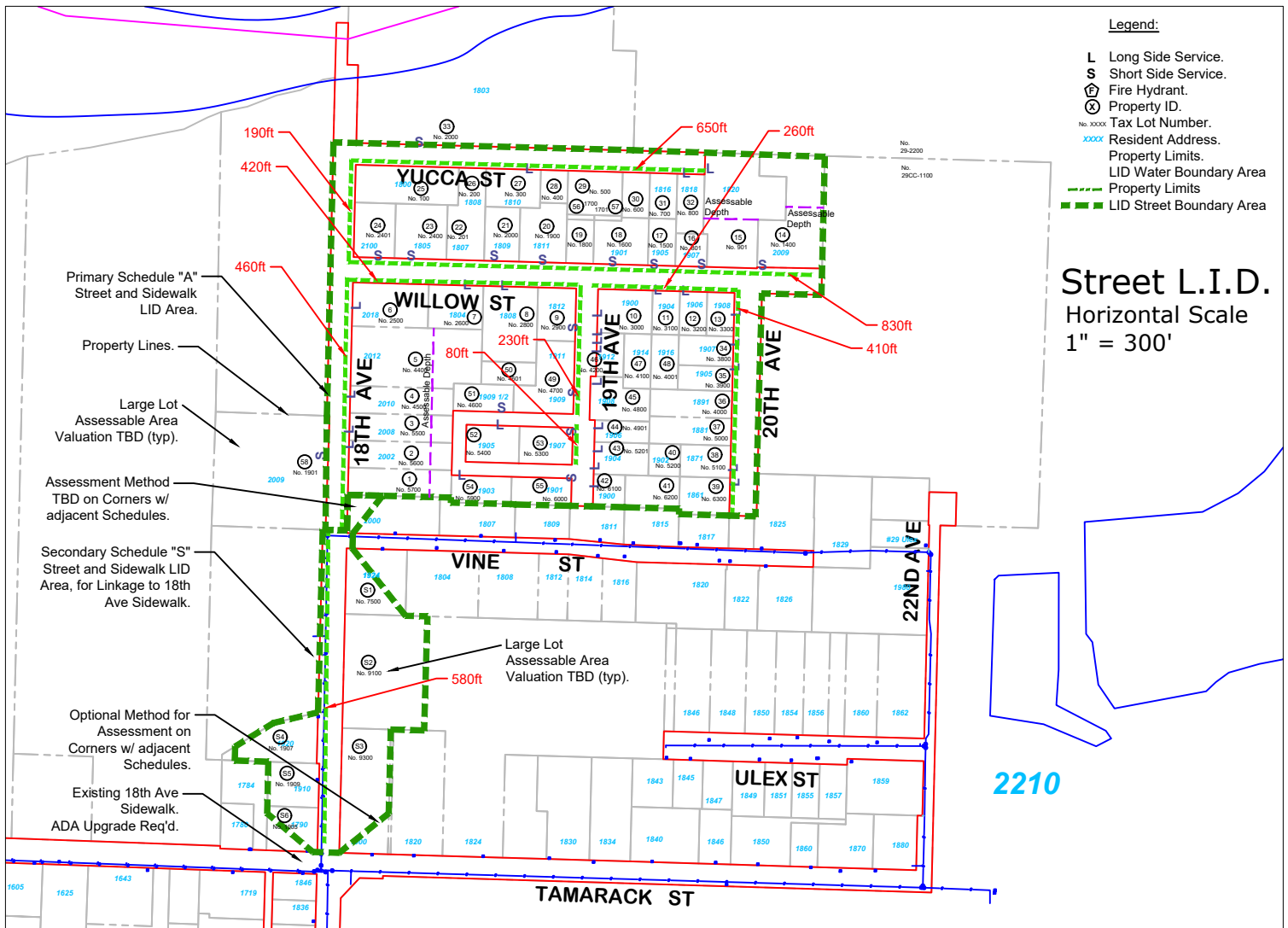
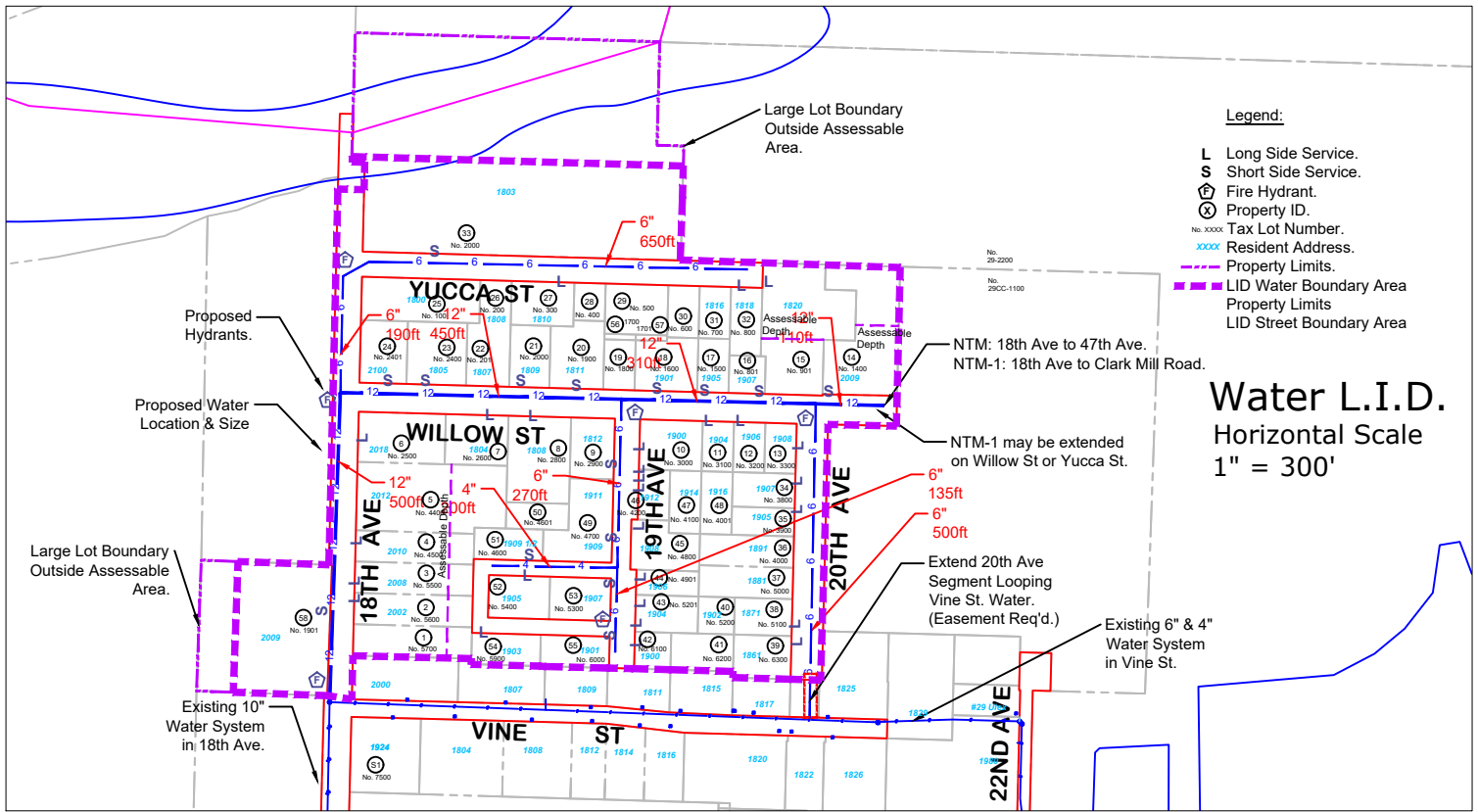
This meeting will be available for residents to attend in person or via the Internet at [live.sweethomeor.gov](http://live.sweethomeor.gov)

Please let me know if you have any questions or concerns regarding these meetings, the proposed Local Improvement District, or any other City actions.

Regards,

Blair Larsen

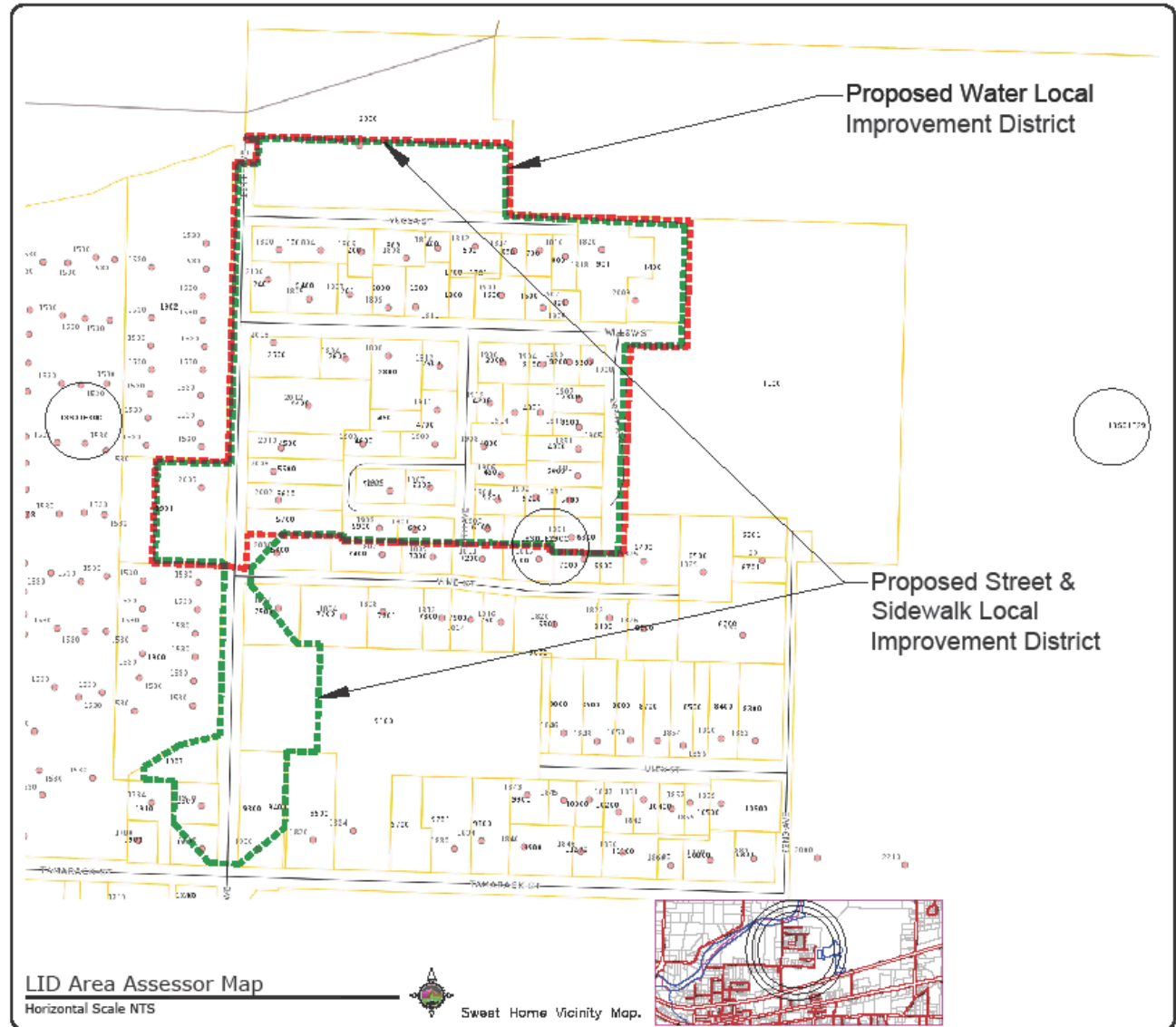
Director,  
Community and Economic Development Department  
City of Sweet Home  
541-818-8036  
[blarsen@sweethomeor.gov](mailto:blarsen@sweethomeor.gov)



**NOTICE OF PROPOSED WILLOW STREET NEIGHBORHOOD LID**

The Viewers' Report on the proposed Willow Street Neighborhood Local Improvement District (LID) is on file in the Recorder's Office (City Manager's Office) of the City of Sweet Home at 3225 Main Street, Sweet Home OR 97386, subject to examination. (The Viewers' Report can be accessed at [sweethomeor.gov](http://sweethomeor.gov)) The Viewers' Report was filed on January 22, 2021 with the City Recorder. After the Viewers' Report was filed, the Sweet Home City Council held a public hearing whereafter the Council directed staff to investigate additional options for the LID to present to the Council. Additional Public Meetings were held on April 20<sup>th</sup> and 29<sup>th</sup>, 2021 for citizen input, which has been used in adjusting the proposal. Options will be presented to the Sweet Home City Council at a public hearing as set below. The estimated probable cost of the proposed improvements is \$702,864 for water only, and \$927,634 for street, sidewalk, curbs, gutters, and storm drain improvements with the total cost of \$1,630,498 for all said improvements. The properties in the City of Sweet Home proposed to be assessed (through payment plans, liens, or other options for the owners of benefited properties) are properties with addresses on the following: 18<sup>th</sup> Avenue from the 1900 Block to the 2100 Block inclusive, Yucca Street in the 1800 Block, Willow Street from the 1800 Block to the 2000 Block inclusive, 19<sup>th</sup> Avenue in the 1900 Block including the unnamed looped alley off 19<sup>th</sup> Avenue and 20<sup>th</sup> Avenue from the 1800 Block to the 1900 Block inclusive and Map 29CC Lots 400, 1700, 1701, 1800, 4601, 5700 and 6200 in the district area. The proposed district area is shown in the adjacent map→

All persons interested are to present their objections to the proposed options if any they have, and the objections, if any there be, will be heard by the Sweet Home City Council on **June 8, 2021 at 6:30 pm** at its regular scheduled meeting at **3225 Main Street** Sweet Home OR 97386 (The City of Sweet Home City Council 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 City Council meeting live, online visit [live.sweethomeor.gov](http://live.sweethomeor.gov). If you don't have access to the internet, you can call in to 541- 367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID: 473 954 605#).





Community and Economic Development Department

**City of Sweet Home**  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8969  
Fax 541-367-5007  
[www.sweethomeor.gov](http://www.sweethomeor.gov)

May 14, 2021

Dear Resident of the 18th Avenue and Willow and Yucca Street Neighborhood,

Previously you received notice of a proposed Local Improvement District (LID) in your neighborhood. If approved, this project would bring City water service to your property and would include street and sidewalk improvements to your area. The City sent out a public notice detailing your property's potential financial impacts and other properties within the proposed district.

The City Council held a public hearing at City Hall on February 23<sup>rd</sup>. A few residents of the area gave testimony. They expressed their concerns regarding the project's cost that would be passed on to them. The City Council directed staff to make revisions and find ways to decrease the financial burden on property owners within the proposed district. City Staff modified the proposal to decrease costs and adjusted the assessment formulas in response to residents' concerns. Staff then presented these adjustments to residents at two community meetings on April 20<sup>th</sup> and April 29<sup>th</sup>. The proposed LID is now going before the City Council again at a public hearing on June 8<sup>th</sup>.

Enclosed is a map showing the currently proposed improvements, and a chart showing how the costs would be charged to individual property owners. The column labeled "Project Cost w/ City Partnership" shows the total amount that would be charged to each property, and the total amount for each property that the City would contribute. For some larger properties, there is potential for future additional homes, and those costs are reflected in the column labeled "Project Costs Future Development." If you would like help understanding the formulas and the charges to your property, please don't hesitate to contact me directly at the contact information below.

We urge you to come to the public hearing and make your voice and wishes known regarding the proposed improvements and resulting assessment on your property.

**Public Hearing for Proposed Willow & Yucca Street Local Improvement District**

Sweet Home City Hall, 3225 Main Street

Tuesday, June 8<sup>th</sup>, 2021, 6:30 PM

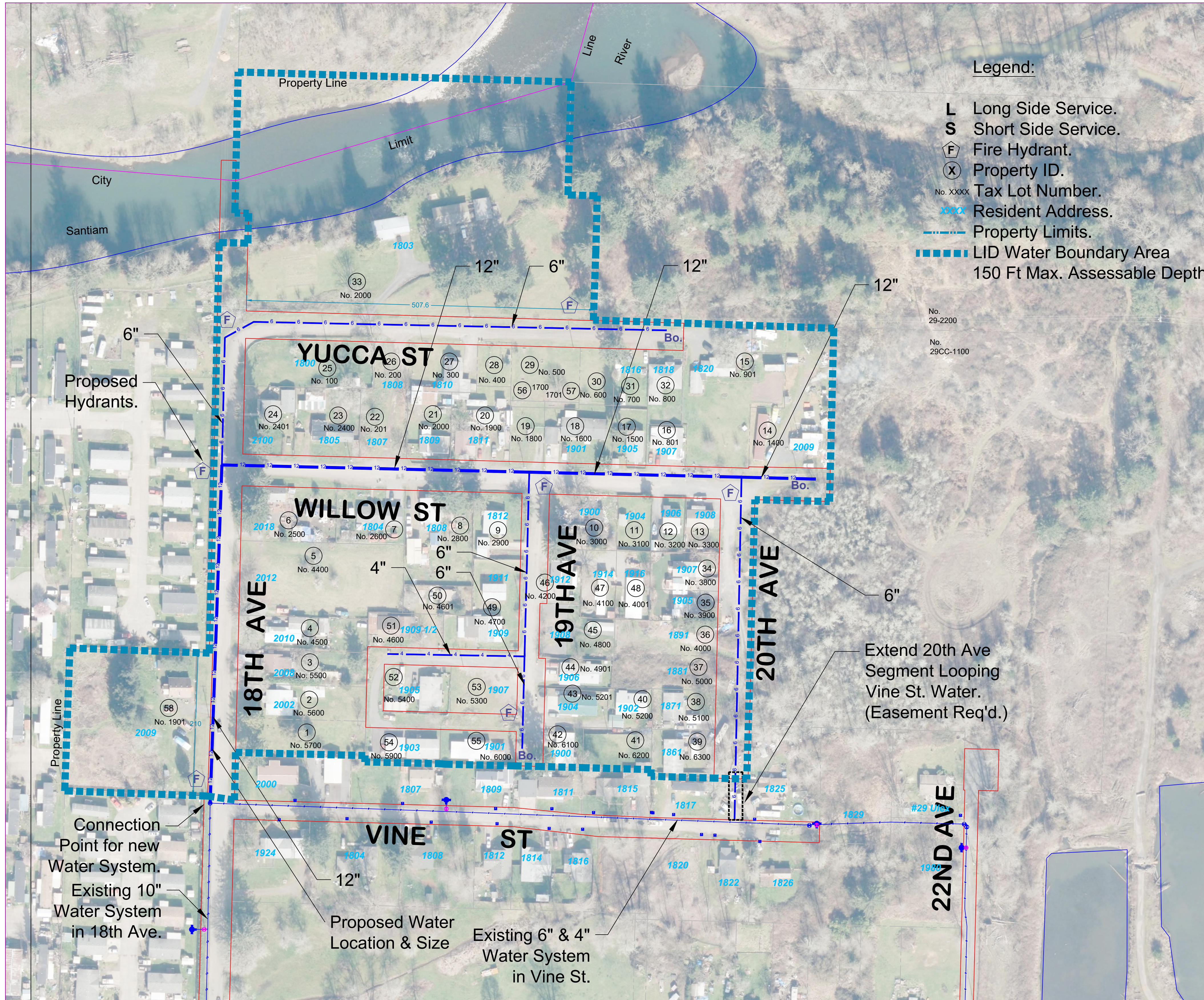
This meeting will be available for residents to attend in person or via the Internet at [live.sweethomeor.gov](http://live.sweethomeor.gov)

Please let me know if you have any questions or concerns regarding this public hearing, the proposed Local Improvement District, or any other City actions.

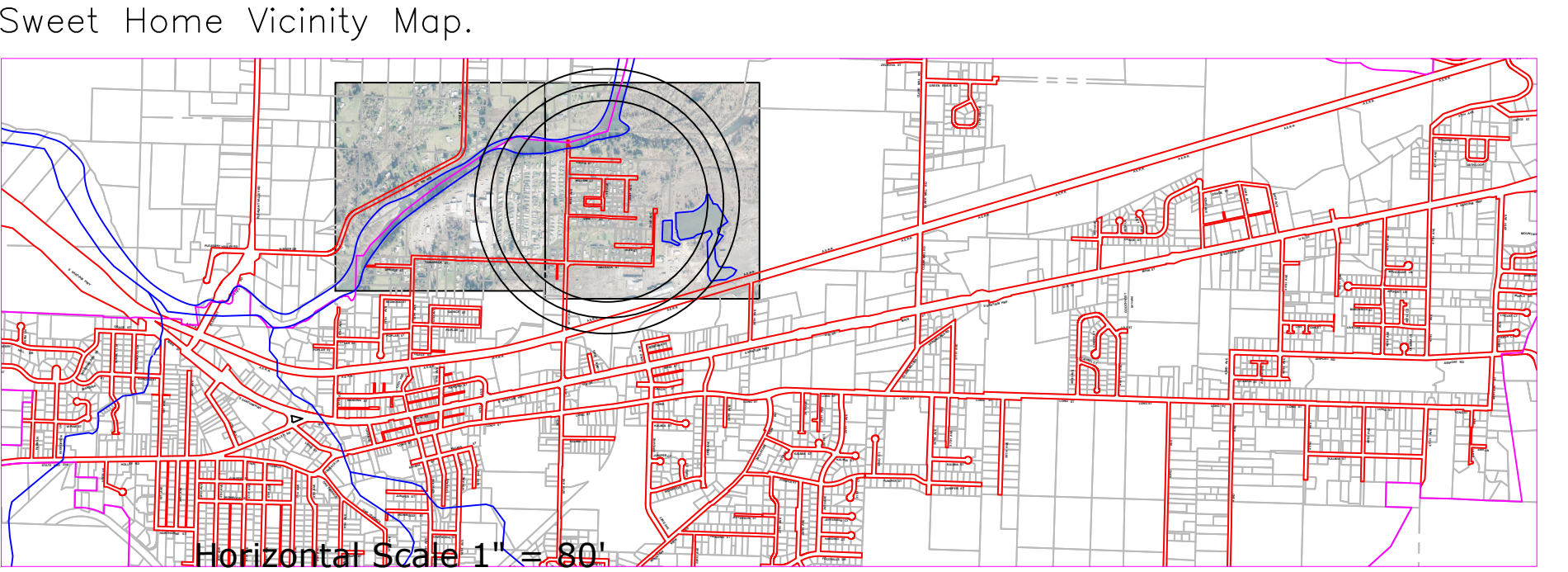
Regards,

Blair Larsen

Director,  
Community and Economic Development Department  
City of Sweet Home  
541-818-8036  
[blarsen@sweethomeor.gov](mailto:blarsen@sweethomeor.gov)



- Legend:**
- L** Long Side Service.
  - S** Short Side Service.
  - F** Fire Hydrant.
  - X** Property ID.
  - No. XXXX Tax Lot Number.
  - XXXX Resident Address.
  - Property Limits.
  - LID Water Boundary Area  
150 Ft Max. Assessable Depth



**Project Overview**  
Horizontal Scale 1" = 80'

DWG No.	Rev.	Description.	Date.
g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewWaterSys.dwg			

CITY OF SWEET HOME, Public Works Department  
Engineering Division, 1140 12th Avenue,  
T:541-367-6977, F:541-367-6440

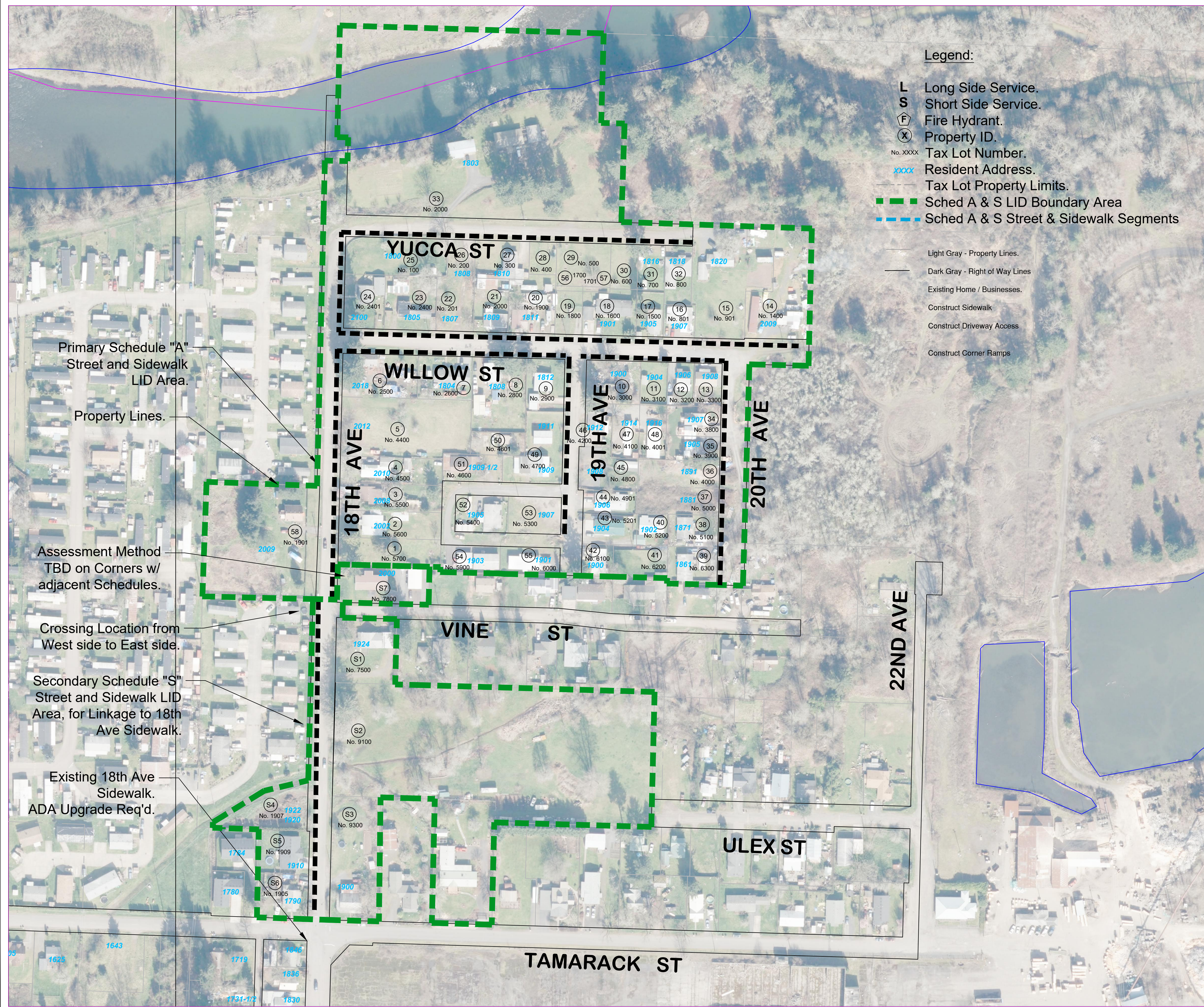
LINE IS 2 INCHES FULL SIZE  
IF NOT 2" SCALE ACCORDINGLY

# Willow St Neighborhood LID

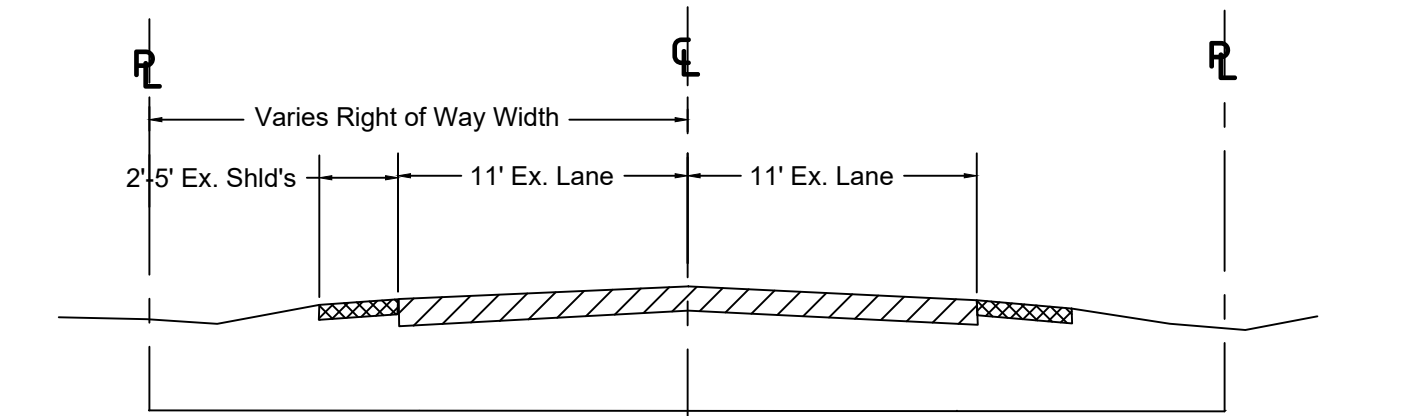
## Boundary Map of Waterline & Service Improvements

18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St.

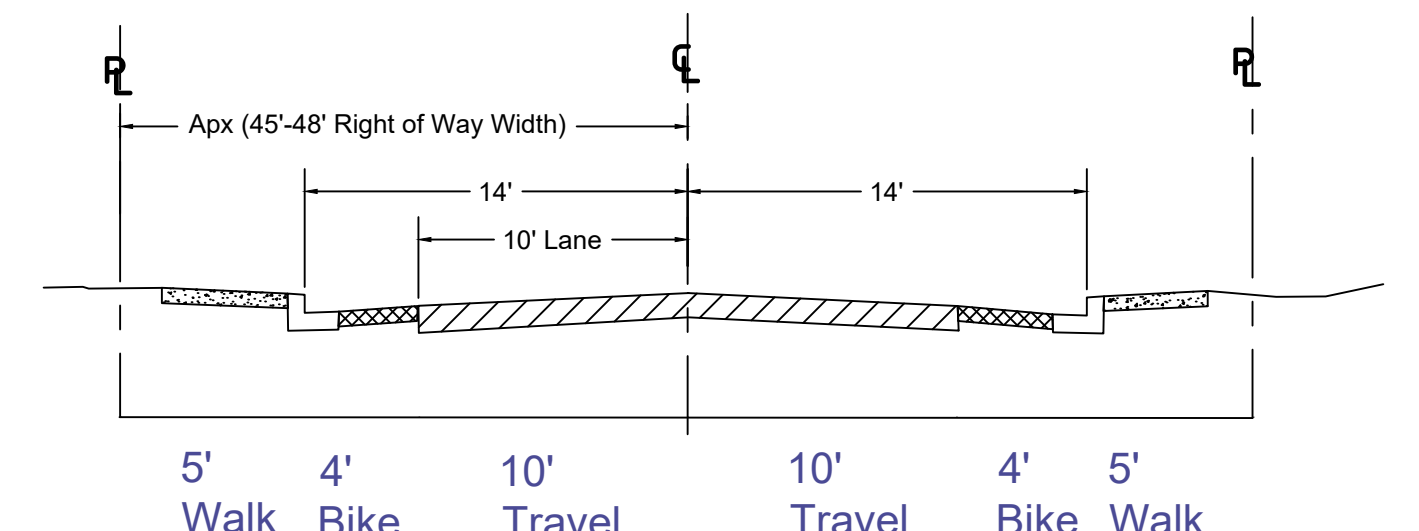
SHEET NUMBER  
3 of 4



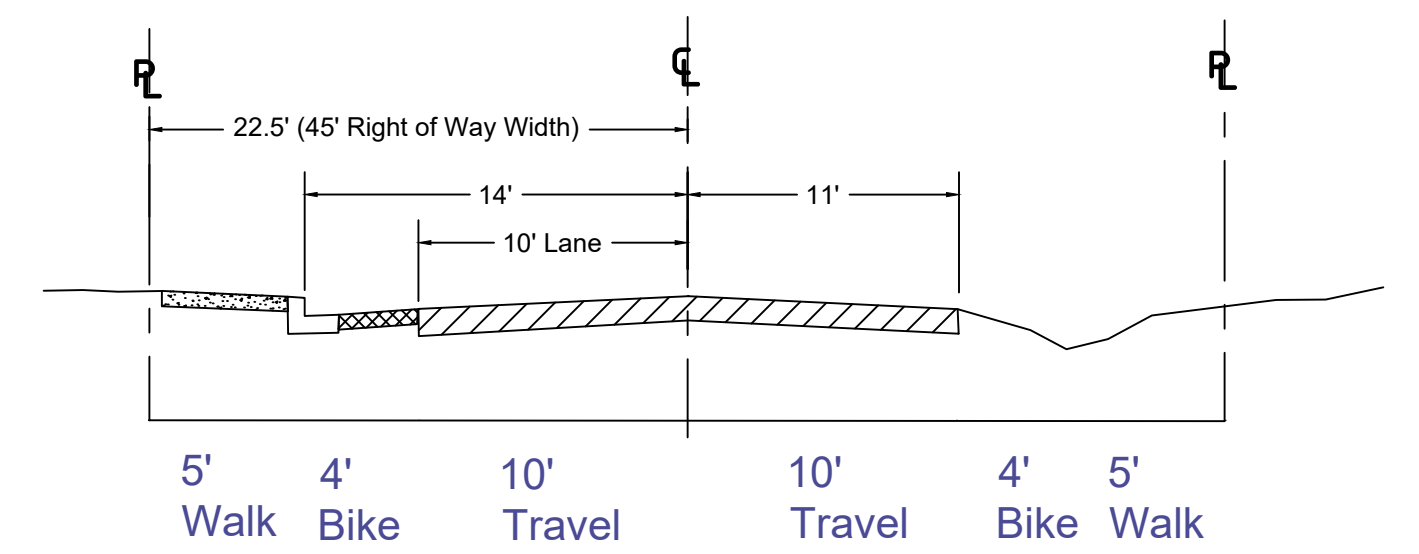
**Project Overview**  
Horizontal Scale 1" = 100'



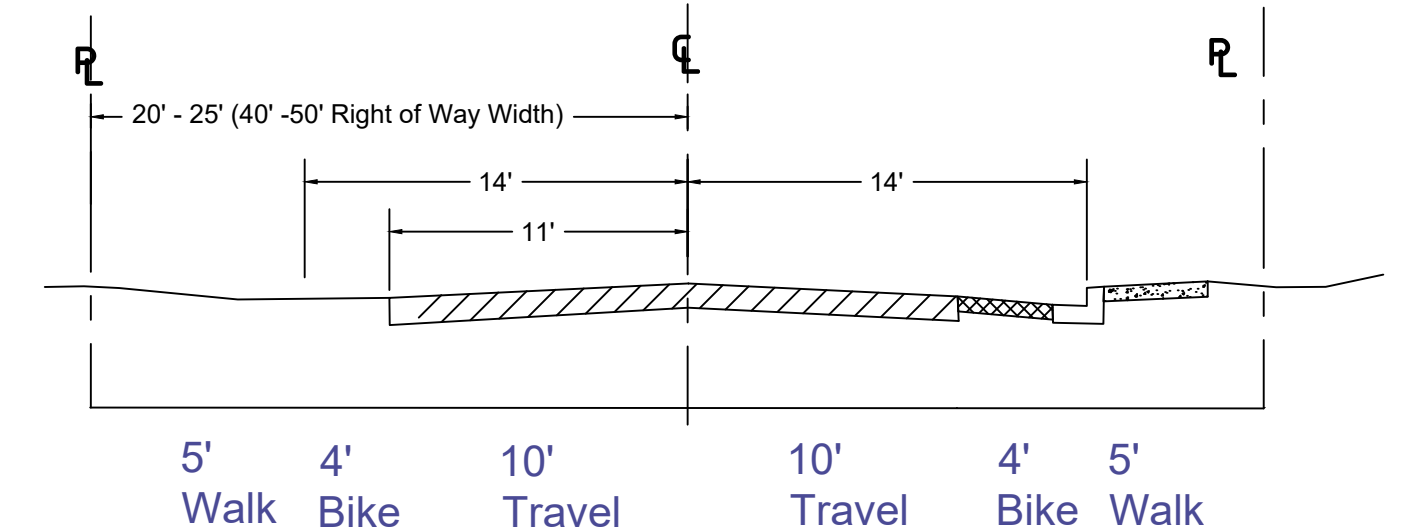
Existing - All Roadways



Proposed  
Willow Street Section (nts) : 18th Avenue to East End.  
45 to 48 Ft Wide Right-of-Way.  
Entire Length will have Curbside Sidewalk.



Proposed  
18th Avenue Roadway Section (nts) : Tamarack St to Vine St. 45 Ft Wide Right-of-Way.  
Entire Length will have Curbside Sidewalk.



Proposed  
18th Avenue Section (nts) : Vine Street to Yucca St. 45 Ft Wide Right-of-Way.  
Yucca St Section (nts) : 18th Avenue to East End. 40 Ft Wide Right-of-Way.  
19th Avenue Section (nts) : Willow St to South End. 40 Ft Wide Right-of-Way.  
20th Avenue Section (nts) : Willow St to South End. 50 Ft Wide Right-of-Way.  
Entire Length will have Curbside Sidewalk.

DWG No. g:\engr\Projects\Water\18thAve-WillowSt_WaterSys\ProposedNewStreetSidewalkSys.dwg	Rev.	Description.	Date.
PRINT DATE 01-24-2020			
SCALE 1" = 100'	Drawn:		
SHPW2008	Checked:		
	Approved:		
	Approved:		


CITY OF SWEET HOME, Public Works Department  
Engineering Division, 1140 12th Avenue,  
T:541-367-6977, F:541-367-6440

LINE IS 2 INCHES FULL SIZE  
IF NOT 2" SCALE ACCORDINGLY

TITLE

# Willow St Neighborhood LID

## Boundary Map of Street & Sidewalk Improvements

18th Ave, 19th Ave, 20th Ave, Willow St, Yucca St., Tamarack St Corner.

SHEET NUMBER  
4  
of  
4





# REQUEST FOR COUNCIL ACTION

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**Title:** Regional Emergency Management Agreement

**Preferred Agenda:** June 8, 2021

**Submitted By:** Ray Towry, City Manager

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_ Motion X Roll Call \_\_\_ Other \_\_\_

**Relevant Code/Policy:** [SHMC 2.52 Emergency Management Program](#)

**Towards Council Goal:** Goal #1: Be an Effective and Efficient Government  
Goal #3: Essential Services  
Look for methods to improve community safety, Police, Community Design, etc.  
Develop partnerships w/ regional services and work to connect them w/ the appropriate members of the public.

**Attachments:** IGA Disaster Preparedness Consultant DL  
Presentation[23] from Consultant

---

**Purpose of this RCA:**

Approve Inter-Governmental Agreement (IGA) for regional Emergency Management Consultant work.

**Background/Context:**

In the past year Sweet Home has endured two emergency and catastrophic situations, the COVID-19 Pandemic and wildfires. We learned a lot regarding our resources and what help may, or may not, come from larger agencies for the first couple of days as they mobilize their resources. This is consistent with windstorms we've experienced in the past as well.

Neighboring communities of Brownsville and Lebanon have had the same experience. After discussions with the City of Brownsville, Brownsville Fire District, Lebanon, Lebanon Fire District, and Sweet Home Fire District, we thought it would be advantageous to work together, combining local resources, in future events.

All three communities offer unique, local resources and contacts that can be helpful during emergent situations. For example, during the wildfires last fall our local logging community played an intricate role in containing the fire. They have both a spirit to serve our region and the equipment to do so in many situations. Lebanon offered to house our fleet and administrative functions should we need to evacuate. WE have offered services to Brownsville when they were concerned about their WWTP operations. Lebanon, Brownsville, and Sweet Home have a history and willingness to lend aid when needed. This agreement formalizes that

spirit and allows staff to formally begin working toward a regional/neighboring Emergency Management approach.

The staffs' initial discussion centered on an FTE that would work for all three communities. As we waded into the details, we realized having an experienced contractor outline the process for the collaboration, assess our current plans, define our capacity, identify our local partners, identify our local resources, and then help us identify funding for our efforts would be a much more efficient process and give us a better foundation to build from with the FTE if and when that occurs.

The outcomes should be the actual baseline for moving forward that will detail roles of each entity and goals for the collaborative efforts.

This document outlines parameters for the groups to operate as a regional team and outlines the first goal which will determine future efforts, if feasible.

**The Challenge/Problem:**

How do we work with regional and state partners to best prepare our community for future catastrophic, emergency situations?

**Stakeholders:**

- East Linn County Residents – During emergent, potentially catastrophic issues, borders should not play a role in aiding victims, or potential victims, caught in dire situations.
- City Staff – Staff believes this regional approach may benefit our community and lessen the workload, especially in the set-up of the program.

**Issues and Financial Impacts:**

This agreement outlines our ability to operate as a regional coalition moving forward. It does commit us to the Phase 1 study, anticipated to cost +/- \$36,000 total. These costs would be equitably distributed among the six entities and solidified in the forthcoming contract. The City of Sweet Home is set to be the fiscal agent, so while the entire amount of the project is in the expense section of the budget, we would be billing out the majority of the expenses for reimbursement.

**Elements of a Stable Solution:**

How do we develop a thorough and professional *regional* emergency management system/plan that maximizes local resources to protect local residents and assets during and after catastrophic events such as wildfires, windstorms and pandemics?

**Options:**

1. Do Nothing – City staff would continue to implement and develop the best plan possible with our given resources.
2. Suggest Edits to the IGA – Council could suggest some edits to the document.
3. Authorize staff to enter into the Intergovernmental Agreement for Shared Disaster Preparedness Consultant – The regional team would begin work on the Phase 1 of the project July 1.

**Recommendation:**

1. Staff recommends option 3, Authorize staff to enter into the Intergovernmental Agreement for Shared Disaster Preparedness Consultant. The regional team would begin work on the Phase 1 of the project July 1.

**INTERGOVERNMENTAL AGREEMENT  
FOR SHARED DISASTER PREPAREDNESS CONSULTANT**

**PARTIES:** Lebanon Rural Fire Protection District  
a rural fire protection district organized and operated pursuant to ORS  
Chapter 478,

Brownsville Rural Fire District  
a rural fire protection district organized and operated pursuant to ORS  
Chapter 478,

Sweet Home Fire and Ambulance District  
a rural fire protection district organized and operated pursuant to  
ORS Chapter 478,

City of Brownsville  
a municipal corporation of the State of Oregon,

City of Lebanon  
a municipal corporation of the State of Oregon,

City of Sweet Home  
a municipal corporation of the State of Oregon.

**RECITALS**

- A. Lebanon Rural Fire Protection District, Brownsville Rural Fire Protection District, Sweet Home Fire and Ambulance District, City of Brownsville, City of Lebanon, and City of Sweet Home (collectively the “Parties”) all provide emergency and disaster response services within their respective jurisdictions and are all located within close proximity in Linn County, Oregon (the “Response Area”).
- B. The Parties are all units of local government with the ability to enter into intergovernmental agreements pursuant to ORS 190.010.
- C. The Parties desire to enter into an intergovernmental agreement to allow them to jointly hire a consultant to assess the Parties’ existing capacity to respond to emergencies and disasters, identify opportunities for the Parties to improve their ability to respond to emergencies and disasters, and develop an emergency operation plan and training program (collectively the “Services”) that the Parties can use to coordinate mutual emergency and disaster response in the Response Area.

## AGREEMENT

In consideration of the terms and conditions of this Agreement and pursuant to the authority granted by ORS 190.010, the Parties agree as follows:

### **1. Term.**

The term of this Agreement will commence on July 1, 2021 and will continue unless terminated earlier pursuant to Section 9 of this Agreement.

### **2. Representatives and Meetings.**

a. Each party to this Agreement shall designate a representative to participate in work under this Agreement and to make decisions required under this Agreement on its behalf. Each party shall be responsible for providing its representative with sufficient lawful authority to act on its behalf. Any party may replace its representative by providing written notice to the Parties in accordance with Section 8 of this Agreement. The Parties may add additional entities as parties to this Agreement by unanimous vote and by executing an amendment to this Agreement.

b. As of the date of this Agreement, the Parties shall have the following representatives:

- i. Lebanon Rural Fire Protection District: Joseph Rodondi, Fire Chief
- ii. Sweet Home Fire & Ambulance District: Dave Barringer, Fire Chief
- iii. Brownsville Rural Fire Protection District: Kevin Rogers, Fire Chief
- iv. City of Brownsville: S. Scott McDowell, City Administrator
- v. City of Lebanon: Nancy Brewer, City Manager
- vi. City of Sweet Home: Raymond Towry, City Manager

c. The Parties shall meet to discuss Services under this Agreement on an as needed basis.

d. A quorum of 4 of the 6 Parties will be required to discuss Services under this Agreement.

### **3. Consultant.**

The Parties agree to hire a consultant (the “Consultant”) to perform Phase I of Services, as identified in Section 4 of this Agreement. The Parties shall agree on the method they will use to select the Consultant by July 1, 2021, which shall at least conform with each parties’ applicable public contracting rules but may exceed those procedural solicitation requirements. Such agreement must be unanimous. Each Party shall require that the Consultant performing responsibilities pursuant to this Agreement have insurance coverage that the Party typically requires for the type of work, with each Party and its governing Board or Council members, officers, employees, and agents covered as additional insureds for general and any auto liability coverage. Each Party shall also require in any contracts with Consultant that the independent contractors, licensees, invitees or vendors agree to indemnify each of the Parties to this Agreement in accordance with the terms in Section 10. After selecting the Consultant, The City of Sweet Home shall:

- a. Serve as the primary point of contact to coordinate Services under this Agreement with Consultant;
- b. Execute a contract (the “Contract”) with Consultant to perform Phase I of Services under this Agreement;
- c. Coordinate payments to Consultant for Phase I of Services performed under this Agreement; and
- d. Distribute billings to the Parties for Services performed by Consultant under this Agreement.

**4. Services.**

a. The Parties agree that any contract entered for the stated purpose will include the following deliverables:

- i. Assess the strengths and weaknesses of Parties’ existing local emergency and disaster response plans and responses to recent emergencies;
- ii. Assess the Parties’ existing operational capacity and infrastructure to respond to emergencies and disasters;
- iii. Identify potential partners and sources of expertise that could help the Parties respond to emergencies and disasters in the Response Area;
- iv. Identify potential sources related to the purpose;
- v. Develop a written report (the “Report”) detailing findings from Services any services performed including necessary presentation of finding.

b. The Parties agree that the tentative timeline and any payments will be handled under contract with the third-party. See Exhibit A.

c. After any contract is completed, the Parties shall evaluate the findings and evaluate any third-party’s performance. Any decisions made under this subsection shall be unanimous.

**6. Payments.**

a. The City of Sweet Home will provide monthly invoices to the Parties that reflect the cost of Services performed by Consultant. Cost sharing between the Parties will be outlined in Exhibit B. Payment shall be due within 30 days of the date of invoice. Invoices may be made by electronic means.

b. Notwithstanding Section 13 of this Agreement, any disputes with regard to required payments under this Agreement shall be resolved by the representatives of the Parties. Any dispute that cannot be resolved by the representatives shall be presented to each party's respective governing body for possible resolution prior to initiation of any conflict resolution, collection or enforcement proceedings.

**7. Inspection of Records.**

Each of the Parties shall have the right to inspect, at any reasonable time, such records in the possession, custody, or control of any other party necessary for review of the Parties' rights and obligations under this Agreement. The cost, if any, of such inspection shall be borne by the inspecting party. This right does not extend to records privileged or otherwise exempt from disclosure under applicable law. Any party required under this Agreement to create or develop records must maintain those records for inspection. The City of Sweet Home shall be responsible for communications with Consultant regarding Services under this Agreement and shall forward all communications and deliverables to the other parties. Each of the Parties shall receive a copy of any deliverables that Consultant produces under this Agreement and shall have an equal ownership interest in such deliverables.

**8. Notice.**

a. All notices allowed or required by this Agreement shall be deemed to be given: (i) when delivered personally to the individual designated below; (ii) three (3) calendar days following deposit in the United States mail in a sealed envelope, registered or certified mail, postage prepaid, return receipt requested; or (iii) on the following business day if sent by overnight delivery. Notices allowed or required by this Agreement will be sent to the following addresses:

Joseph Rodondi, Fire Chief  
Lebanon Rural Fire Protection District  
1050 W. Oak Street  
Lebanon, OR 97355

Dave Barringer, Fire Chief  
Sweet Home Fire & Ambulance District  
1099 Long Street  
Sweet Home, OR 97386

Kevin Rogers, Fire Chief  
Brownsville Rural Fire Protection District  
P.O. Box 189  
Brownsville, OR 97327

S. Scott McDowell, City Administrator  
City of Brownsville  
P.O. Box 188  
255 N. Main Street  
Brownsville, OR 97327

Nancy Brewer, City Manager  
City of Lebanon  
925 S. Main St.  
Lebanon, OR 97355

Raymond Towry, City Manager  
City of Sweet Home  
3225 Main St.  
Sweet Home, OR 97386

b. Any party may change its notice address at any time by delivering written notice of the new address to the other Parties.

**9. Termination.**

The Parties may terminate this Agreement immediately by expressing their intent to terminate in a mutually signed writing, but each shall remain responsible for its pro-rata share of payments due to Consultant for Services performed up to the date of termination. The withdrawing party shall not be responsible for any costs incurred by or for the remaining Parties after the withdrawal date. The withdrawing party shall receive all Consultant communications and deliverables produced under this Agreement until withdrawal becomes effective.

**10. Indemnity.**

a. Each party shall be responsible for the acts of its respective employees, officers, and agents under this Agreement. No party, nor any elected or appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failures to act, or willful misconduct of any other party, its officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any Services performed under this Agreement.

b. Notwithstanding anything to the contrary in Section 10(a) above and subject to the Oregon Constitution and the Oregon Tort Claims Act, each of the Parties agrees to defend and indemnify the others against any and all third-party liabilities, causes of action, damages, or costs for injury or damage to life or property related to or arising from actions or failures to act under this Agreement. The obligations assumed in this Section 10(b) shall survive the termination or expiration of this Agreement.

**11. Insurance.**

Each party to this Agreement will obtain and maintain commercial general liability insurance or equivalent coverage, or self-insurance, covering its activities under this Agreement in at least an amount equal to the party's liability limits under the Oregon Tort Claims Act.

**12. Personnel.**

a. Each party to this Agreement agrees to provide workers' compensation insurance coverage to its employees and volunteers and each party shall supervise its individual employees performing work under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.

b. The Parties to this Agreement are each an independent agency for purposes of this Agreement. No representative, agent, employee, or contractor of one party shall be deemed to be an employee, agent, or contractor of any other party for any purpose, except to the extent specifically provided in this Agreement. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, employee, partnership, joint venture, or any similar relationship, and each party hereby specifically disclaims any such relationship.

c. The employees of each party to this Agreement are not employees of any other party and are not eligible for any benefits through any other party, including without limitation federal social security, health benefits, workers' compensation, unemployment compensation, or retirement benefits.

**13. Dispute Resolution.**

a. The Parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the designated representatives. In the event that the Parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.

b. In any litigation or arbitration between the Parties arising from or in any way pertaining to the interpretation or enforcement of this Agreement, each party to this Agreement shall be responsible for its own attorney fees.

**14. No Third-Party Beneficiaries.** This Agreement is entered into for the sole benefit of the Parties and nothing contained herein is intended for the benefit of any other person or entity.

**15. Modification.** No modification of this Agreement will be valid unless it is in writing and signed by the Parties.

**16. Waiver of Breach.** The waiver by any party of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other provision of this Agreement or of any subsequent breach of the same provision of this Agreement.

**17. Headings.** Paragraph headings are used solely for convenience and are not to be used in construing or interpreting this Agreement.

**18. Severability.** If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity will not affect any other provisions of this Agreement, and this Agreement will be construed as if the invalid provision had never been included in this Agreement.

**19. Entire Agreement.** This Agreement embodies the entire agreement of the Parties. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement supersedes all prior communications, representations, or agreements between the parties on the subject of this Agreement, either oral or written.

**20. Governing Law and Venue.** This Agreement will be construed in accordance with and governed by the laws of the State of Oregon. Any litigation between the Parties arising out of or in connection with this Agreement shall take place in the Linn County Circuit Court, Linn County, Oregon.



**EXIBIT A – Consultant Contract with the Parties**

**EXHIBIT B – Cost Sharing Between Parties**

*Will be determined after contact costs are established and require a unanimous vote as outlined in Section 3 of this Agreement.*

# Regional Emergency Operations Initiative (REOI)

Presented by Sequoia Consulting

# Leadership



**Regional Knowledge and Networks**



**Strategic Initiative Expertise**



**40yrs Fundraising and 25yrs Senior Leadership Experience**



**On the ground Emergency Operations knowledge**



**Private, Public Partnership Development**



**Excellent Customer Service**

## BENEFITS-CONSULTING AGENCY VS. NEW HIRE



- Phased approach to hiring
- Multiple skill sets needed
- 2 heads are better than one

# PHASE I-ASSESSMENT

IDENTIFY CURRENT RESOURCES, PARTNERS AND GOALS

## ASSESSMENT OF LOCAL EMERGENCY PLANS

SWOT analysis of individual city and fire district plans  
Assessment of recent emergency response : COVID and Fires

## ASSESS OPERATIONAL CAPACITY

What core infrastructure is needed

## IDENTIFY LOCAL PARTNERS AND EXPERTISE

Outreach and engagement of key local partners

## DEVELOP PIPELINE OF FUNDING SOURCES

Assess current funding sources, identify opportunities to support EOSI process and an EOC

## OUTPUTS

Sector report completed, goals and deliverables identified, initial project backbone developed, local partners engaged, funding conversations started

# PHASE 2-PLANNING

## Small and Effective Working Groups

Agile project management-iterative process



# Timeline and Budget Considerations

- **Local Capacity**
  - Internal champions
  - **Leadership buy-in**
- **Timeline:**
  - Phase I- 6-12 months
  - Phase 2- 9-12 months
- **Budget:**
  - Phase I \$150/hr.
  - Phase 2 \$200/hr.

Rachael Maddock-Hughes  
[Rachael@sequoiaconsulting.org](mailto:Rachael@sequoiaconsulting.org)  
503-810-4985



# REQUEST FOR COUNCIL ACTION

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**Title:** 2021 Oregon Jamboree Packet

**Preferred Agenda:** May 25, 2021

**Submitted By:** Angela Clegg, Associate Planner  
Jeff Lynn, Chief of Police

**Reviewed By:** R. Towry, City Manager

**Type of Action:** Resolution  X  Motion \_\_\_\_ Roll Call \_\_\_\_ Other \_\_\_\_

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

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

**Attachments:** Oregon Jamboree Packet  
Resolution 14 for 2021

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## **Purpose of this RCA:**

The Oregon Jamboree has presented a list of requests to the City to conduct the 2021 Oregon Jamboree. The requests are:

1. Complete closure of Sankey Park and Weddle Bridge from 6:00 AM on Monday, July 26<sup>th</sup>, 2021 to 10:00 PM on Monday, August 2nd, 2021.
2. Partial closure of sections of 14<sup>th</sup> Ave from Kalmia St. to Grape St.
3. Partial closure of 18th Avenue from Long St. to Mountain View Rd. with designation of portions of 18<sup>th</sup> Ave (between Long St. and concert grounds) as Disabled Parking Only and the designation of No Parking (on Ames Creek Rd. between Grape St. and Mountain View Rd.)
4. Approval of OLCC Temporary Sales License Applications.
5. Waiver of SHMC 5.12.010 Transient Merchant License requirements for all Oregon Jamboree vendors.
6. Waiver of water service, equipment and some employee service fees.
7. Granting of Public Address System Permits; One for the Main Stage, another for Sankey Park and a third for Thursday night only on 18<sup>th</sup> Avenue adjacent to Jamboree Grounds.
8. Permission to use City property, including a portion of Sankey Park, for beer gardens and recommended approval of Liquor License.
9. Permission to use Upper Sankey Park, Northside Park and City Hall for camping
10. Waiver of Event Fee as established under SHMC 5.04.010 which is \$50 per day.

## 11. General assistance from the City.

### **Background/Context:**

This is the twenty-eighth Oregon Jamboree. Because of Covid-19, the Jamboree will be modifying and limiting the attendance at the site. During typical years, the Oregon Jamboree estimates approximately 18,000 people in attendance and volunteering. This year, they are planning on 5,000 guests, a sharp decrease. Sankey Park will again be utilized by the event and will host a beer garden, a second stage, a children's play area and various vendor booths.

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

The Police Department will maintain staffing during the event. With the reduced crowds, we anticipate being able to reduce our presence both inside the Jamboree grounds and outside, around the City. Officers will still be on foot and in vehicles covering not only the Jamboree Grounds but also the nearby surrounding campgrounds. The jamboree will continue to augment police staffing using DPSST certified private security personnel to deal with unruly patrons.

The Oregon Jamboree also has 18 camp sites of varying sizes throughout the City and surrounding area. There are roughly 1959 camp sites that are rented out throughout the weekend.

### **The Challenge/Problem:**

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

### **Stakeholders:**

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

### **Issues and Financial Impacts:**

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

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

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

<b>City Property Fee Waiver</b>	<b>Amount</b>	<b>Days</b>	<b>Total</b>
Sankey Park	\$ 100.00	8	\$ 800.00
Northside Park	\$ -	4	\$ -
Outdoor Event Center	\$ 100.00	8	\$ 800.00
Event Fee	\$ 50.00	4	\$ 200.00
<b>Water Service Fee Waiver</b>	<b>2019*</b>	<b>2018</b>	<b>2017*</b>
Water Consumption Waived	\$ -	172.92	\$ -
<b>Transient Merchant Fee</b>	No Fee	No Fee	No Fee
<b>Public Works</b>	<b>2019*</b>	<b>2018</b>	<b>2017</b>
Personnel Costs	\$ 1,807.00	\$ 1,807.00	\$ 1,750.00
Equipment Costs	\$ 322.00	\$ 322.00	\$ 192.00
"Local Traffic" sign waiver fee	\$ 120.00	\$ 120.00	\$ 120.00
"Street Closed" sign waiver fee	\$ 160.00	\$ 160.00	\$ 160.00
"No Through Traffic" sign waiver fee	\$ 240.00	\$ 240.00	\$ 240.00
"No Parking" sign waiver fee	\$ 216.00	\$ 216.00	\$ 216.00
Water Jersey Barricade waiver	\$ 96.00	\$ 96.00	\$ 96.00
Lighted Barricade waiver fee	\$ 132.00	\$ 132.00	\$ 132.00
Street Barricade waiver fee	\$ 264.00	\$ 264.00	\$ 264.00
<b>Police</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Total Personnel Costs	\$ 12,460.00	\$ 11,401.00	\$ 8,584.00
Jamboree Reimbursement	\$ 9,010.00	\$ 7,661.00	\$ 6,285.00
Personnel Expense	\$ 3,450.00	\$ 3,740.00	\$ 2,299.00
<b>Estimated City Costs and Waivers</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
	\$ 8,607.00	\$ 9,069.92	\$ 7,269.00
<b>Transient Occupancy Tax</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Revenue Received	\$ 18,070.20	\$ 8,307.00	\$ 12,746.94
* No Records			

**Elements of a Stable Solution:**

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

**Options:**

1. Approve Application as submitted and Move to approve Resolution No. 14 for 2021. The Oregon Jamboree has been holding the event at its current location for 27 years. Most requests are a result of past experiences to improve the overall safety and function of the event.
2. Approve a portion of the application or alter the submitted application.
3. Direct staff to re-engage the Oregon Jamboree to modify their application.

**Recommendation:**

Staff recommends option 2, Motion to approve the Application and Resolution No. 14 for 2021.



Date: May 11, 2021

To: City of Sweet Home  
City Council Members  
1140 12<sup>th</sup> Ave  
Sweet Home, OR 97386

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

Contact: Robert Shamek

Subject: The 2021 Oregon Jamboree in Sweet Home

The Sweet Home Economic Development Group, Inc. (SHEDG) and the Oregon Jamboree Management (OJM) are proud to present the 28<sup>th</sup> Annual Oregon Jamboree in Sweet Home on July 30-August 1, 2021. The event will be held at the community field located behind the high school. With the support of the City of Sweet Home, Sweet Home School District #55, the Sweet Home community and the dedication of over 800 volunteers; the Oregon Jamboree in Sweet Home has become a national entertainment attraction which offers tremendous benefit and unlimited potential for the community of Sweet Home.

List of attached documents:

1. City of Sweet Home Special Event Permit Application
2. Letter of Intent regarding insurance
3. 2021 Oregon Jamboree Additional Information
  - a. Land Use City Property
  - b. Dates and intentions of use: Sankey Park/Weddle Bridge, Camping, Beer Garden, Street Closures, Street Closure Schedule with Map
  - c. Residential Passes
  - d. Requested Assistance from the Sweet Home Police Department
  - e. Conflict Resolution
  - f. Event Chain of Command
  - g. Admission Policy
  - h. Requested Assistance from Public Works & **Equipment Request**
  - i. Liability Insurance; named additional insured
  - j. Requested Assistance from City of Sweet Home
  - k. Sample of Team plans
4. Security Proposal
5. City Permit Addendum #1 regarding additional concrete barriers
  - a. Street Closure with Rental Request
  - b. Barricade Map
6. RV Parking Proposal and Campground Description & Marking plan
7. Overview city map of campground locations
8. Oregon Jamboree RV & Tent Regulations
9. Vendor Attachment
10. COVID-19 Proposed Safety Plan
11. Oregon Health Authority Occupancy Resource

## Angela Clegg

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**From:** Robert Shamek <robert@oregonjamboree.com>  
**Sent:** Friday, April 16, 2021 9:52 AM  
**To:** Angela Clegg  
**Subject:** Re: Jamboree Special Events Application

Your point of contact will be Peggy Curtis.  
[Peggy@oregonjamboree.com](mailto:Peggy@oregonjamboree.com)

The insurance for the event does not get issued until right before the event but I do have a letter from our insurance company that stated what our coverage is going to be. OBS is in the same situation and both policies could change based on how many people the state will allow at the time.

On Tue, Apr 13, 2021 at 12:12 PM Angela Clegg <[aclegg@sweethomeor.gov](mailto:aclegg@sweethomeor.gov)> wrote:

Robert,

Moving forward, I will be the point of contact for the Special Events Application that you submitted for the Jamboree. A couple of things that I still need from you:

- A copy of the Liquor License for Oregon Beverage Services
- Certificate of Insurance with the Endorsement

If you can get these to my by this Friday, latest Monday then I can get the RCA on the April 27<sup>th</sup> City Council meeting, if not it will be in May.

I will be out for training tomorrow and Thursday, but will be checking emails.



p:541-367-8113

CONNECT WITH US

**Angela Clegg** | Associate Planner  
 Community and Economic Development  
 Dept.  
 City of Sweet Home  
[3225 Main Street](https://www.cityofsweethome.com/3225>MainStreet)  
[Sweet Home, OR 97386](https://www.cityofsweethome.com/3225>MainStreet)





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

April 12, 2021

To whom it may concern:

Sweet Home Economic Development Group Inc. (SHEDG Inc.) has intent to purchase Commercial General Liability insurance for the 2021 Oregon Jamboree. I, Blake Keesecker, licensed insurance agent, have submitted applications on behalf of SHEDG Inc. for Commercial General Liability Insurance and are in the process of reviewing pricing and coverages.

SHEDG Inc. will be obtaining insurance with a \$2,000,000 per occurrence and \$3,000,000 aggregate limit of liability.

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

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

Regards,



Blake Keesecker  
Keesecker Insurance Inc.  
PO BOX 9  
Sweet Home, OR 97386  
541-367-2141  
[blake@kee-ins.com](mailto:blake@kee-ins.com)



SPECIAL EVENT PERMIT APPLICATION

- 1. Name of Event: The 28th Annual Oregon Jamboree Date(s) of Event July 30-August 1, 2021
- 2. Setup Start Time/Date: Monday, 7/26/2021 6:00am Event Start Time: Friday, 7/30/2021 1:00 pm
- 3. Event End Time: Monday, 8/2/2021 11:00am Clean Up End Time/Date: Monday 8/2/2021 10:00 pm
- 4. Sponsoring Organization: Sweet Home Economic Development Gropu, Inc. dba The Oregon Jamboree
- 5. Event Coordinator/Primary Contact: Robert Shamek
- 6. Mailing Address: 401 Main St, Suite D., Sweet Home, OR 97386
- 7. Day Time Phone: 541-367-8800 Cell Phone: 541-730-0194
- 8. Email: robert@oregonjamboree.com Fax: 541-367-8400
- 9. Secondary Contact: Peggy Curtis Phone: 541-367-8800 or Cell: 269-967-1711
- 10. Is Alcohol Being Served?  Yes  No If YES include a copy of the State Liquor Permit.
- 11. Do you wish to utilize any City property, such as a park?  Yes  No  
If YES, which one(s)? Sanky Park for festival grounds; Upper Sankey Park, Northside Park and City Hall for Camping
- 12. Will this event include Food Vendors of any type?  Yes  No  
If YES, all vendors must apply for a Temporary Restaurant License with the Linn County Health Department 541.967.3821, (ORS 624.025). The Vendors must apply three weeks before the start of the event. A list of vendors is required to be submitted with this application.
- 13. Anticipated Number of Attendees? 5000 patrons

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

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

PAYMENT AMOUNT: \_\_\_\_\_ CASH CC CHECK # \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT APPROVED:  Yes  No

Authorized City Signature: \_\_\_\_\_ Date: \_\_\_\_\_



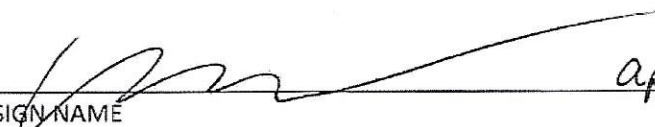
**HOLD HARMLESS AGREEMENT**

**IN CONSIDERATION OF BEING PERMITTED TO PRODUCE THIS SPECIAL EVENT OR ACTIVITY OR USE OF ANY CITY PROPERTY OR FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED APPLICANT ("INDEMNITOR") AGREES TO THE FOLLOWING:**

1. THE INDEMNITOR HEREBY AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS the City of Sweet Home from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the City's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the City or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the City.
2. The INDEMNITOR agrees to reimburse the City for any loss, theft of, or damage to City property, equipment and/or facilities.
3. The INDEMNITOR agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by Fire Department as safe for the particular event or facility.
4. The INDEMNITOR expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Oregon law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM REQUIRE IMMEDIATE NOTIFICATION TO THE CITY.

I, the undersigned representative, have read the Special Events Application and the Policies and Procedures contained herein, and I am duly authorized by the event organization/business to submit this application on its behalf. The information herein is complete and accurate.

APPLICANT: Robert Shamek The Oregon Jamboree  
 PRINT NAME AUTHORIZED AGENT FOR

SIGNATURE OF APPLICANT:  April 1, 2021  
 SIGN NAME DATE

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



Event and Equipment Rental Fees

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

Total Equipment Items not to exceed a \$400.00 replacement costs. Items described below are subject to availability. A 24-hour notice is required before pick-up. Two-day maximum rental.

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



SANKEY HUT RENTAL

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

Please read and initial each line below:

- I agree to not share my pass code with anyone else.
  - Pass codes will be distributed by authorized City employees only.
- I agree to report any problems or damage to the Community Development Department immediately. During regular business hours (7am-4pm), call **541-367-8113**. At other times call the police non-emergency number, **541-367-5181**.
- I agree to set up and remove all equipment, structures, and materials for the reserved hut activity within the block of time specified in the park permit.
- I agree to pick up and properly dispose of all trash, litter, and food from the reserved hut activity.
- I agree to properly dispose of garbage that exceeds the capacity of the garbage receptacles at the hut facility. You can rent a dumpster through a private vendor or haul off your bagged garbage and recyclables yourself. Excess garbage left at the rental facility will be removed at your expense. A fee for service will be deducted from your security deposit.
- I agree to remove all signs or markings associated with the reserved hut activity. Paint is not permitted for marking pavement or structures. Chalk is acceptable but must be removed immediately after the event.
- I agree to obtain an underground utility locate and permission from the Community Development Department if sign posts, stakes, or spikes will be driven into the ground.
- I agree to accept the hut facilities, including the premises and equipment, in their present condition.
- I agree to reimburse the City for all damages to the premises or property resulting from their use, other than ordinary wear and depreciation, as determined by the City.
- I agree to conform to all rules and regulations of the City.
- I agree to provide adequate supervision and be responsible for any improper conduct of the attendees, both individually and collectively, while on the City premises or utilizing facilities.
- I agree that the use of the facilities and this permit is revocable by the City at any time at the City's option.
- I agree to hold the city harmless and indemnify the city from any and all liability for injury to persons or property occurring as a result of the activity sponsored by the permittee.
- I agree that the permittee and any other person who allows or causes damage to hut facilities, park areas, and any other property owned by the city shall be liable to the city for the damage caused.
- I agree to abide by all Federal, State, and municipal equal opportunity laws and regulations prohibiting discrimination.

Staff Use Only:

Clean up verified by Staff \_\_\_\_\_  
Date signature of staff

Deposit Returned \_\_\_\_\_  
Date signature of staff



FACT SHEET

[See Pages 10-33...](#)





## 2021 Oregon Jamboree Additional Information

### Land Use Proposal City Property

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

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

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

### Dates and Intentions of Use

**Monday, July 26, 2021 6:00 AM through Monday, August 2, 2021 10:00 PM**

#### Sankey Park and Weddle Bridge Use

We propose to close Sankey Park/Weddle bridge to the public from 6:00 AM of Monday July 26, 2021 through Monday, August 2, 2021 to provide maximum-security and eliminate potential safety hazards. Lower Sankey Park will be used for a children's activity area, patron attractions, beer gardens, a seating area, a second stage, Jamboree volunteer check-in, and volunteer parking. On-site RVs may be provided for the convenience of the volunteers. Only authorized Jamboree Volunteers, paid security services, personnel and working staff will be admitted through the park during this time. During the festival, the general public will only have access to the Sankey park amenities by crossing the Weddle Bridge. Special passes will be issued for vehicle admission.

Beginning at 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree or the Chief of Police.

#### Camping

We propose to use Upper Sankey Park and the City Hall location for RV/tent campsites and Northside Park for tent-only campsites. The sites will be sold for \$120-\$140 each for the entire weekend. Each camp site will have a pass allowing them to go in and out with their vehicle only; RV's will remain parked for the duration of the festival, with the exception of emergency situations. Attached, please find a Camp Site Map, individual *Campground Maps and the Oregon Jamboree RV& Tent Camping Rules and Regulations*.

Historically, the Oregon Jamboree pays an occupancy tax to the City of Sweet Home based on camping sites sold within the city limits. This year we would like to propose, that in the spirit of economic development and increased tourism within Sweet Home, a portion of that tax would be utilized for marketing of other events within the community.

#### Beer Garden and Serving Areas

We propose to use city owned property to the south and the west of the concert site and a portion of the Sankey Park area for Beer Gardens (see attached map). The beer gardens will be managed by Oregon Beverage Services. Oregon Beverage Services personnel will ensure



that beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.

### Street Closures

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

### Street Closure Schedule (Map Attached)

Thursday July 29, 2021 through Sunday August 1, 2021.

18<sup>th</sup> Avenue from Long Street to Mountain View shall be closed and blocked off to "through traffic" from 7:00 AM on Thursday 7/29/2021 through 9:00 PM on Sunday 8/1/2021 at the direction of the Chief of Police. Residential traffic will be allowed to ingress and egress by use of special permits.

The portion of 18<sup>th</sup> Avenue immediately adjacent to the concert grounds and serving no residential properties shall be completely blocked off to all vehicles from 11:00 AM on Thursday 7/29/2021 to 10:00 PM on Sunday 8/1/2021. In addition, during the above time frame, all areas of 18<sup>th</sup> Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as "Disabled Parking" only and the Chief of Police is directed to enforce the provisions of ORS 811.615.

### Residential Passes

All residents of 18<sup>th</sup> Avenue and Kalmia Street will receive passes allowing them to proceed to and from their homes. In order to establish a safety corridor, this will also include "No Parking" along 18<sup>th</sup> Avenue; resident vehicles must be parked on their property and not on the street. In addition, 18<sup>th</sup> Avenue between Long Street and the concert entry (including the 1800 block of Kalmia Street) will be designated "Disabled Parking" only; 18<sup>th</sup> Avenue between Grape Street and the bus barn will be designated "No Parking." Residents will be notified by mail on Monday, July 5, 2021 with a letter and a map instructing them how to pick up their passes. All passes not picked up by Friday, July 16, 2021 will be mailed out via USPS with a return receipt on Monday, July 26, 2021.

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

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

### Requested Assistance from the Sweet Home Police Department

We are requesting adequate manpower from the Sweet Home Police Department to assist with concert security and safety based on our projection of between 4500-5000 patrons per day. In addition, we request the assistance of a police officer at the bus loading area each night. This manpower will be based on a financial proposal/contracted bid provided by the Chief of Police.





### **Liability Insurance**

The Oregon Jamboree will provide proof of liability insurance policy purchased by the Oregon Jamboree with a list of parties that will be named as additional insured entities (this is not an all-inclusive list):

- City of Sweet Home
- Comcast
- Freeman Enterprises, Inc.
- MVI Multi-vision Inc
- Oregon Department of Transportation (ODOT)
- Pacific Power
- Safeway
- Stage Pro
- Sweet Home Fire and Ambulance District
- Sweet Home School District #55
- Sweet Home Church of Christ
- Sweet Home Community Chapel
- Gary Burns
- Brent Ellis
- Lee
- Other campground owners

### **Requested Assistance from the City of Sweet Home**

Deliver barricades and requested signs to Sankey Park on set up day (Thursday, July 29, 2021) and pick them up on Monday, August 2, 2021. The Security Director and Public Works Maintenance Superintendent will coordinate the deliver and set up of the barricades and signs on 14<sup>th</sup> Avenue and 18<sup>th</sup> Avenue.

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



## Sample Team Plans

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

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

### **1. Clean Up/Sanitation Team Plan**

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

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

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

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

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

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

### **2. Concessions Team Plan**

We have planned for a maximum of 25 food booths, three drink booths and six merchandise booths.

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

Vendor team schedule is as follows: \*

- Thursday, July 29, 2021—Set up 10:00 AM—6:00 PM
- Friday, July 30, 2021—Health inspections begin 11:30 AM
- Friday, July 30, 2021—Vendor Booths open 1:00 PM- 11:30 PM
- Saturday, July 31, 2021—Vendor booths open 11:00 AM-11:45 PM
- Sunday, August 1, 2021—Vendor Booths open 11:00 AM- 9:00 PM

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

### **3. Safety Team Plan**

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

The Safety Team gives the following items utmost priority:



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

#### **4. Staff Team Plan**

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

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

Provide the following equipment for staff use:

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

## 2021 Oregon Jamboree Safety & Security Proposal

### Safety & Security Purpose:

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

### Safety & Security Plan:

The 2021 Oregon Jamboree will be held on July 30<sup>th</sup> – 31<sup>st</sup> & August 1<sup>st</sup>, 2021.

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

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

Capacity at the 2021 event will be limited to approximately 5,500 individuals.

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

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

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

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

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

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

### Staff:

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

3. 60-80 Guest Services Volunteers at various key locations working a minimum of two 8-hour shifts.
  - a) Front gate directing patrons.
  - b) General seating chair placement.
  - c) Reserved seating ushering.
  
4. 48 National Guard Soldiers or Paid Security manning the traffic barricades.  
A minimum of 16 soldiers per day.
  - a) 18<sup>th</sup> & Long
  - b) 18<sup>th</sup> & Kalmia
  - c) 18<sup>th</sup> & Grape
  - d) 14<sup>th</sup> & Kalmia
  - e) 14<sup>th</sup> & Hawthorne

Please refer to the 2021 Oregon Jamboree Safety Addendum and Covid guidelines.

Prepared By: Penny Leland, Security Director

Approved By:



## City Permit Addendum #1

At the request of the Sweet Home Chief of Police, in the interest of heightened public safety, additional concrete barriers will be placed on the traffic side of the water jersey barricades located in front of the baseball field and tennis courts on 18<sup>th</sup> avenue.



## Street Closure and Rental Form Attachment #1

### Location of Equipment

“No Through Traffic” signs will be posted at the following locations:

- 18<sup>th</sup> Avenue and Long Street
- 18<sup>th</sup> Avenue and Mountain View Street
- 14<sup>th</sup> Avenue and Kalmia Street
- 18<sup>th</sup> Avenue and Baseball Field
- 18<sup>th</sup> Avenue and Tennis Courts

“Local Traffic Only” signs will be posted at the following locations:

- 14<sup>th</sup> Avenue and Elm Street
- 14<sup>th</sup> Avenue and Grape Street
- 15<sup>th</sup> Avenue and Kalmia Street

“Street Closed” signs will be posted at the following locations:

- 18<sup>th</sup> Avenue and Kalmia Street
- 18<sup>th</sup> Avenue and Long Street
- 18<sup>th</sup> Avenue and Mountain View Street
- 18<sup>th</sup> Avenue and Hawthorne Street

“Handicapped” signs will be posted at the following locations:

- 18<sup>th</sup> Avenue between Long Street and Kalmia Street

Barricades will be posted at the following locations:

- 14<sup>th</sup> Avenue and Kalmia Street
- 14<sup>th</sup> Avenue and Sankey Park
- 14<sup>th</sup> Avenue and Hawthorne Street
- 15<sup>th</sup> Avenue and Kalmia Street
- Ames Creek Road and Mountain View
- 18<sup>th</sup> Avenue and Long Street
- 18<sup>th</sup> Avenue and Entrance to Auto Shop
- 18<sup>th</sup> Avenue and Entrance to Rear of High School
- 18<sup>th</sup> Avenue and Grape Street

Lighted Barricades will be placed at the following locations:

- 14<sup>th</sup> Avenue and Kalmia Street
- 14<sup>th</sup> Avenue and Elm Street
- 14<sup>th</sup> Avenue and Hawthorne Street
- Ames Creek Road and Mountain View
- 18<sup>th</sup> Avenue and Long Street
- 18<sup>th</sup> Avenue and Baseball Field
- 18<sup>th</sup> Avenue and Tennis Courts
- 18<sup>th</sup> Avenue and Grape Street

Water Jersey Barricades will be placed at the following locations:

- 18<sup>th</sup> Avenue and Baseball Field
- 18<sup>th</sup> Avenue and Tennis Courts





## RV Parking Proposal

### Objective:

To ensure there is an adequate controlled RV parking system set up in a safe and friendly manner. We are working with 16 RV parking areas and two tent camping areas for approximately 2,160 spaces.

### Campgrounds

**#1 Upper Sankey**—Located in the 600 block of 14<sup>th</sup> Avenue on city property, southwest of the concert site in upper Sankey Park; with the entrance and exit on 14<sup>th</sup> Avenue. 59 spaces.

**#2 High School Pool**—Located at 1641 Long Street on school district property northwest of the concert site and west of the High School; with the entrance and exit on Long Street. 38 spaces.

**#3 Parking Lot**—Located in the 1100 block of 22<sup>nd</sup> Avenue on school district property east of the concert site and north of the High School track; with the entrance and exit on 22<sup>nd</sup> Avenue. 53 spaces.

**#4 Football Field**—Located in the 1000 block of 22<sup>nd</sup> Avenue on school district property east of the concert site and south of the High School Track; with the entrance and exit on 22<sup>nd</sup> Avenue. 265 spaces.

**#6 Hawthorne**—Located at 3205 Long Street on school district property approximately one mile east of the concert site and south of the High School track; with the entrance and exit on 22<sup>nd</sup> Ave. 265 spaces.

**#7 Oak Heights**—Located at 605 Elm Street on school district property approximately 15 blocks SW of the concert site; with the entrance and exit on Elm Street. 123 spaces. Serviced by shuttle bus.

**#8 Junior high School**—Located at 880 22<sup>nd</sup> Avenue on school district property approximately southeast of the concert site; with the entrance and exit on 22<sup>nd</sup> Avenue through the school parking lot. 46 RV/tent sites and 19 tent-only spaces.

**#9 Rodeo Grounds West**—Located at 4001 Long Street on leased city property approximately 1.2 miles east of the concert site; with the entrance and exit on Long Street. 199 RV/tent spaces. Serviced by shuttle bus.

**#10 Rodeo Grounds East**—Located at 4001 Long Street on leased city property approximately 1.3 miles east of the concert site; with the entrance and exit on Long Street. 185 RV/tent spaces. Serviced by shuttle bus.



**#12 Long Street**—Located on school district property north of the concert site and across the street from the front of the High School, with the entrance and exit on Long Street. 21 RV spaces.

**#14 Tent**—Located at 42250 Ames Creek Road on the property of Gary Burns just one mile southeast of the festival entrance. 129 tent spaces. Serviced by shuttle bus.

**#15 RV**—Located at 42250 Ames Creek Road on the property of the Sweet Home Community Chapel just one mile southeast of the festival entrance. 173 RV spaces. Serviced by shuttle bus.

**#16 RV2**—Located at 42250 Ames Creek Road on the property of Hyung Lee just one mile southeast of the festival entrance. This camping site has about 194 RV spaces. Serviced by shuttle bus.

**#18 Sweet Home City Hall** (formally known as Ranger Station)—Located at 3225 Main Street. 111 Tent and RV spaces. Serviced by shuttle bus.

**#20 Clark Mill**—Located approximately .9 miles east of the concert site, owned by Marilyn Richards and Michael Garber, entrance and exit on Clark Mill Road. 106 RV/tent spaces. Serviced by shuttle bus.

**#21 Foothills**—Located on city property north of the concert site with entrance and exit on Foothills Drive. 119 RV/tent spaces.

**#22 Northside Park**—Located on city property north of the concert site in Northside Park with the entrance and exit on 11<sup>th</sup> Avenue. Volunteer camping only. 10 RV spaces and 30 tent spaces.

**#23 RV**—Located at the 3700 Block of Long Street. Entrance and Exit is from Main street, near the City Hall. 110 RV/tent spaces. Serviced by shuttle bus.

**Tent A, Baseball Diamond**—Located in the 1100 block of 18<sup>th</sup> Avenue on school district property east of the concert site; with the entrance and exit on 18<sup>th</sup> Avenue. 79 tent spaces.

**Strawberry Park**—Located at the end of Westwood Lane in the Strawberry Loop area, on City property. This will be used for RV and Tent camping. 100 RV/Tent Spaces, approx. Serviced by shuttle bus.



### **Camp Marking**

Camp sites and spaces will be clearly marked before the event with sanitation, garbage and signs in place. The properties have been measured and mapped to ensure that city and county requirements are being met while also allowing for the maximum number of spaces per site. We endeavor to design parking that is friendly and safe for our guests, as well as accessible for potential emergency needs. On event weekend, we will have camp hosts in place by Thursday.

Because most RV's have an additional (towed) vehicle for short trips, we require that RV's remain stationary during the event. Noise levels will be elevated for the weekend and neighbors should be advised through local media outlets.

Monday following the festival is the designated day to tear down and restore campgrounds to their original conditions (including garbage collection and removal of signs).

### **Camp Host:**

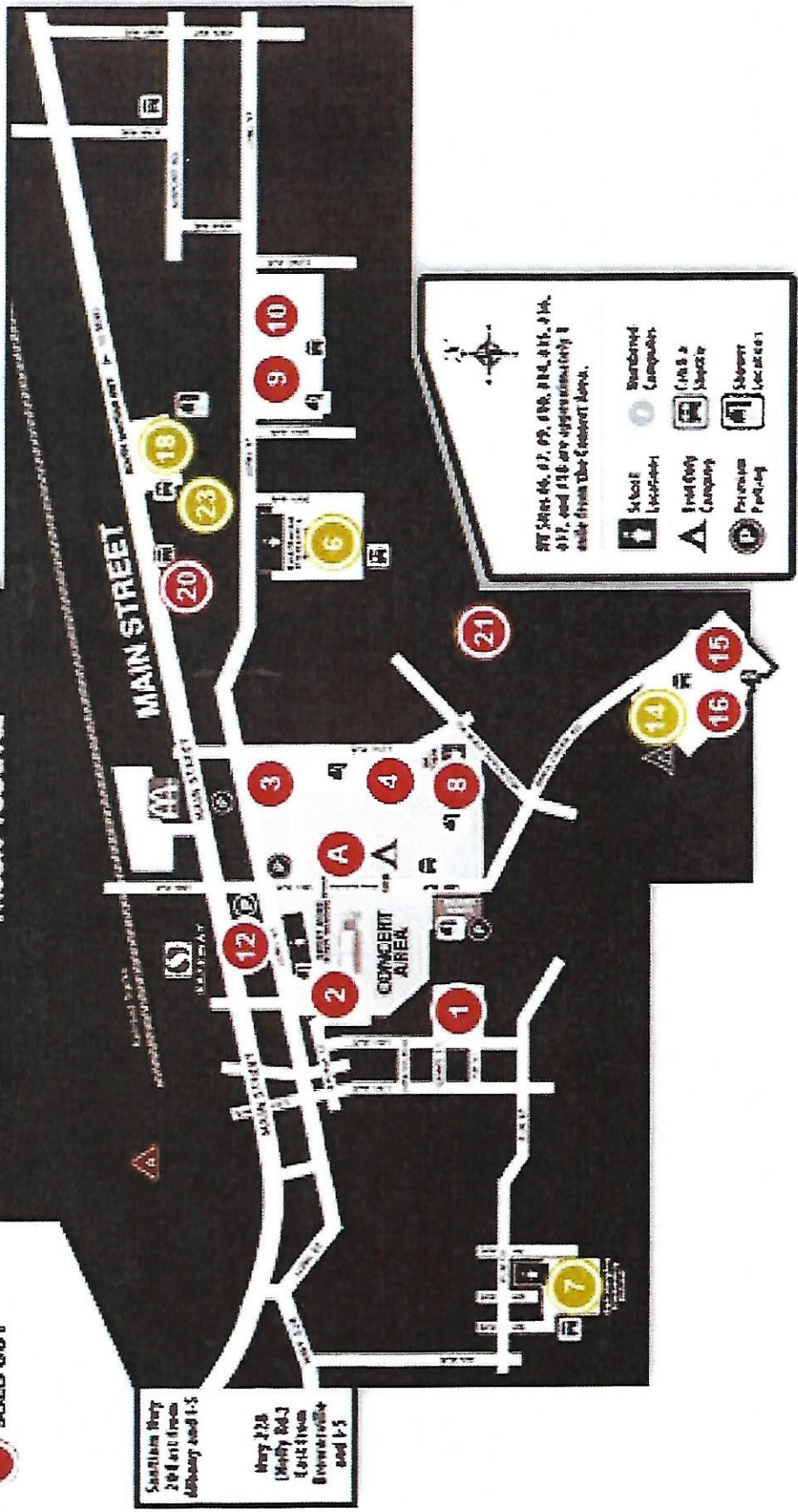
Most campsites will have at least two camp hosts (four people) assigned so that at least one "host" team will be on site at all times. Some campsites will have more hosts due to their greater size (RV #9, #10, and #4) and one (#12) will only have one host team due to the smaller size. Hosts will assist in the parking on Thursday and Friday and in the exit process on Sunday night and Monday morning.

# OREGON JAMBOREE

music festival

CLICK ON THE SECTION YOU WISH TO BUY CAMPSITES FOR





 SITES AVAILABLE  
 SOLD OUT



Sections 1-5  
200 ft from  
Albany and 1-5

Sections 16-21  
200 ft from  
Beverly and 1-5

RT Sites 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, and 28 are approximately 1 mile from the Concert Area.

-  Restroom
-  Food
-  Information
-  Standard Campsite
-  RV Site
-  Premium Parking

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



## 2021 Oregon Jamboree COVID-19 Safety Plan

### Operations

Oregon Jamboree will, per Oregon Health Authority (OHA) requirements:

- Operate within OHA's guidelines for cleaning and disinfecting for outdoor entertainment establishments.
- Limit the capacity of the entire event area to 75% capacity or guidelines set by the state of Oregon.
- Comply with closure times for outdoor entertainment establishments for the designated risk level of Linn County during the dates of the 2021 Festival.
- Require all individuals who work, volunteer or visit the Oregon Jamboree to comply with the Statewide Mask, Face Covering, Face Shield Guidance. Face masks will be for sale from No Dinx, the exclusive Oregon Jamboree merchandise vendor. The medical tent will have paper masks available to anyone who is in need..
- Will ensure all facilities have equipment in good condition, according to any applicable maintenance, operations manuals, and standard operating procedures.
- Post clear signage referencing face covering requirements on festival grounds.
- Post clear signage regarding COVID-19 symptoms, asking all to stay home and who to contact if they need assistance if they are experiencing symptoms.
- Will use wands to search patrons as they enter the gate.

Additionally the Oregon Jamboree will, per suggested OHA guidelines:

- Provide a COVID Compliance Manager with a volunteer staff to monitor and advise volunteers, vendors and staff on COVID compliance measures and enforcement.
- Use cashless payment options and scan tickets without contact with attendees. The 2021 Festival will not have scrip options. \*Vendors who make pre-festival arrangements might accept limited cash.
- Position seating at least 15' from stage front
- Sell tickets in advance and send them electronically to patrons. Tickets can be scanned electronically at gate. Paper tickets will be available at Will Call for patrons without the ability to receive electronic tickets and for patrons that have purchased this option.
- Provide Guest Services personnel to manage attendee flow and monitor physical distancing while patrons are waiting in line, and during entering and exiting.
- Ensure all fire exits are clear at all times.



## **2021 Oregon Jamboree COVID-19 Safety Plan**

- Provide security to monitor physical distancing requirements.
- Guest Services will monitor attendee access to common areas such as restrooms so that visitors do not congregate.
- Oregon Jamboree will limit the number of volunteers who serve or interact with each party, where possible.



## 2021 Oregon Jamboree COVID-19 Safety Plan

### Distance and Occupancy

The Oregon Jamboree will, per OHA's requirements:

- Assign greeters to manage patron flow and monitor physical distancing while in parking lots, waiting in line, ordering, using restrooms, using the playground, and during entering and exiting. Fire exits will never be blocked.
- Ensure that physical distancing will be six (6) feet or the recommended state distance, whichever is less, and will be referred to in the remaining document as the 'appropriate physical distancing.'
- Give due consideration to ticket holder groups in reserved seating areas
- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. (Please see pg. 2 OHA2351S03252021, attached.)
- Patrons in different parties will be restricted from congregating in any area of the facility, both indoor and outdoor, including in Jamboree managed parking lots
- Post signage requiring appropriate physical distancing.
- Mark Que areas with flow direction.
- Will follow protocol outlined by the Sweet Home School District with regard to bus transportation to and from the campgrounds. Busses will be provided, as in the past, to ensure safe rides for campers.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Publish suggested staggered entry times for patrons, with 250 maximum patrons allowed in staging area, subject to change per Oregon COVID-19 safety guidelines
- Will install state mandated barriers per State of Oregon mandates.
- Provide multiple entrances including an ADA entrance for entry into the festival grounds with separate lines for volunteers.



## 2021 Oregon Jamboree COVID-19 Safety Plan

### Cleaning and Disinfection:

The Oregon Jamboree, will, per OHA's required guidelines:

- Provide training to all volunteers and staff on cleaning operations and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Ensure sanitation attendants frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in outdoor entertainment establishments.
- Ensure radios and communication devices are routinely cleaned, and staff/volunteers will not be permitted to share radio and communications devices, if at all possible.
- Disinfect all sound gear, including microphones, between uses and prohibit sharing of microphones, instruments or other equipment between performers, as needed.

Additionally, the Oregon Jamboree will, per OHA's suggested guidelines:

- Provide hand-washing facilities for attendee use in and around the festival grounds.
- Disinfect bathrooms at regular intervals
- Disinfect the playground at regular intervals



## 2021 Oregon Jamboree COVID-19 Safety Plan

### Staff, Volunteer & Vendor Protocol:

- All staff, volunteers, and vendors must be agree to contract tracing
- If staff, volunteers, and/or vendors arrive and show symptoms or have a temperature, they will not be able to work their shift.
- Face masks will be required for staff, volunteers, and vendors at all times.
- Staff, volunteers, and vendors will be asked to social distance from patrons and other staff/volunteers at all times. Work group “bubbles” will be used when possible.
- Oregon Jamboree will collect COVID-19 safety plans from vendors and contractors prior to contracting, that can be provided as needed to OSHA or other governing authorities
  - Sweet Home School District
  - Sweet Home Fire Department
  - Freeman Enterprises Production Company
  - Oregon Beverage Company
  - Individual food and merchandise vendors
- 2021 Festival will not be offering indoor receptions at The Boys and Girls Club, nor Bingo.



## 2021 Oregon Jamboree COVID-19 Safety Plan

### Food, Beverage, Merchandise Sales:

- Beer, soda and water will be sold in cans or bottles, not into cups.
- Patrons will not be allowed to try on merchandise before purchase
- Vendors, unless pre-approved by staff before the festival, will not be allowed to accept cash. Credit and debit cards are key to a cashless, safer environment

### Contact Tracing:

To the extent possible, the Oregon Jamboree will:

Maintain contact information of attendees. If there is a positive COVID-19 case associated with the 2021 festival, information regarding it will be provided to the Department of Public Health if requested. This information will be stored for a minimum of 60 days.

Patrons, to receive tickets, will be required to electronically sign an Oregon Jamboree 2021 COVID-19 waiver of liability. An email will be sent just prior to the festival reminding attendees of COVID-19 symptoms.

### Communication:

- The Oregon Jamboree website will be updated with all current COVID-19 Safety plans and protocols
- As protocols are ever in flux, the Oregon Jamboree will be following the most current guidelines per the State of Oregon guidelines
- The 2021 Oregon Jamboree can be cancelled at any time by State mandates due to the ongoing pandemic
- The Oregon Jamboree will be making social media posts emphasizing COVID-19 protocols, and highlighting new changes in Oregon Jamboree offerings due to the pandemic.



500 Summer St NE E20  
Salem OR 97301  
Voice: 503-947-2340  
Fax: 503-947-2341

## Maximum Occupancy Resource for COVID-19

This resource is to provide businesses with information about how to determine the COVID-19 “Maximum Capacity Limit” while operating within the Sector Risk Level Guidance Chart.

You must first determine your business’s general occupant load, which is found in the Oregon Fire Code (OFC), Allowable Floor Area per Occupant in square feet, Table 1004.5. Occupancy load refers to the number of people permitted in a building at one time based on the building’s floor space and function, as the number of people permitted in a building is based on the means of egress (exit pathways).

Your general occupant load shall include both staff members and business customers. For additional assistance on how to determine what your business’s general occupant load is, prior to incorporating and determining what the COVID-19 “Maximum Capacity Limit” is, please reach out to the local fire agency with jurisdiction in your area.

It will be each business’s responsibility to determine and support their calculations of the COVID-19 “Maximum Capacity Limit” as guided by the Sector Risk Level Guidance Chart. The local fire agency can assist on determining the general occupancy load, but will not be able to support requests for percentage calculations to determine the reductions required by the COVID-19 “Maximum Capacity Limit”.

A list of local Oregon’s Fire Service Agencies and their contact information can be found here: <https://www.oregon.gov/osp/programs/sfm/Pages/Fire-Agency-Contact-List.aspx>

### Acronyms:

- “GLA” means Gross Leasable Area
- “OLF” means Occupant Load Factor
- “sf” means Square footage

### Definitions:

- “**Determining Oregon Fire Code (OFC) general occupant loads**” means the occupant load determined by dividing either the net or gross floor area (sf) of the space by the occupant load factor (see table 1004.5).
- “**Floor area, gross**” means the floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided

- with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.
- “**Floor area, net**” means the actual occupied area not including unoccupied accessory areas such as corridors, stairways, ramps, toilet rooms, mechanical rooms and closets.

## Determining what your business’s general occupant load is in accordance with the Oregon Fire Code

### What is your business’s use?

**Eating and drinking establishments:** These are considered an **Assembly** occupancy per the OFC.

- Without fixed seats 15 sf net per person. For fixed seats, count the actual number of fixed seating. For booths, utilize one person for each 24 inches of booth length.

**Faith institutions, funeral homes, mortuaries, cemeteries:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For benches or pews, utilize one person for each 18 inches of bench or pew length.

**Indoor entertainment establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For fixed seats, count the actual number of fixed seating.

**Indoor and outdoor shopping centers/malls:** These are considered a **Mercantile** occupancy per the OFC.

- Mercantile: Occupant load factor (OLF = 0.00007)(GLA) + 25.

**Indoor recreation and fitness establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person. Exercise rooms 50 sf gross area per person.

**Offices:** These are considered a **Business** occupancy per the OFC.

- 150 sf gross area per person.

**Outdoor recreation and fitness establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person.





## 2021 Oregon Jamboree Vendor List

1. Bates Steakhouse and Catering
2. Chop Chop Chicken Sundaes
3. Cowgirl Cookn at the Campfire
4. Figaros Pizza
5. High Roller Wraps
6. Island Noodles
7. Keoke Cactus Jacks and Pasta Garden
8. Monsterfoods
9. Oregon BBQ
10. Paradise Shaved Ice
11. Surfs Up Espresso
12. The Shaka Brah (Aloha Concessions)
13. Tippaliepa Funnel Cake & Lemondaes
14. We're the Wurst

*\*List is tentative pending full applications received in office by 4/30/2021. If vendors do not comply with application process, alternate vendors will be considered*



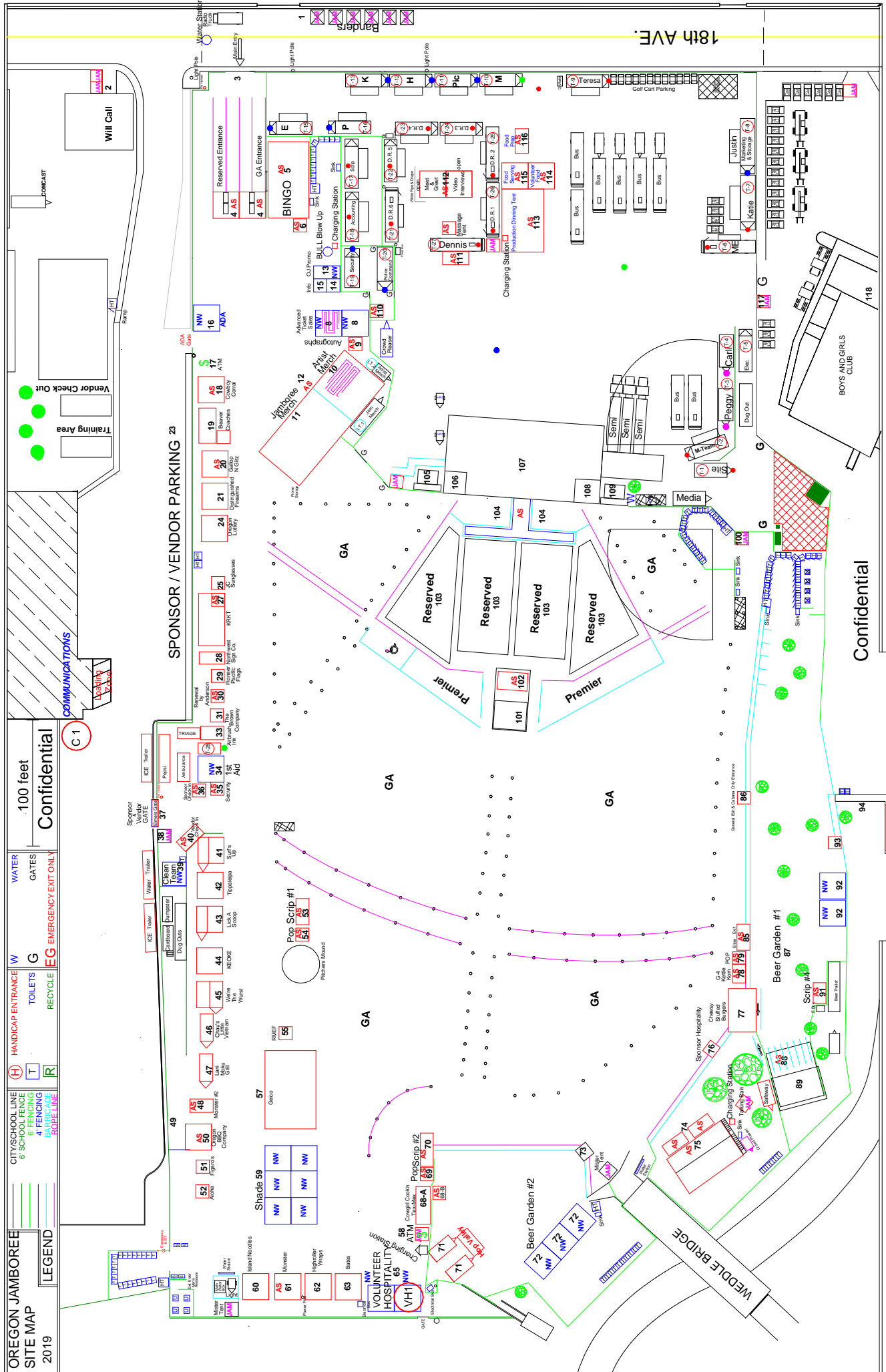
Insert Event Overview Map

[See Page 38...](#)



Insert Vendor Site Map

[See Page 38...](#)





**SPECIAL EVENT APPLICATION CHECKLIST**

- Review the Instructions for completing the Special Event Permit.
- Complete the Special Event Permit Application.
- Scheduled and Attended a meeting with the Community and Economic Development Department to review the application and supporting documentation.
- Obtained and submitted a Certificate of Insurance.
- Review and signed the Hold Harmless Agreement.
- Completed the Rental Fees form.
- Completed Sankey Hut Rental form (if applicable)
- Completed the Fact Sheet
- Completed the Special Event Task List / Time Line. (if applicable)
- Completed the List of Vendors. (if applicable)
- Submitted an Event Overview Map. (if applicable)
- Submitted a Vendor Map. (if applicable)
- Turned in or mailed all the above items to the City of Sweet Home

Community and Economic Development Department  
Special Event Permit  
3225 Main Street  
Sweet Home, OR 97386

# OREGON JAMBOREE music festival

May 12, 2021

Oregon Jamboree  
401 Main St, Ste D  
Sweet Home, OR 97386  
541-367-8800

Angela Clegg  
Community and Economic Development Dept.  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386

Angela,

This letter is in regard to your request for a copy of our 2021 OLCC license. Our Premier vendor, Oregon Beverage Services (OBS) managed by Carroll Unruh, will providing Oregon Jamboree a copy of the permit no later than 2 weeks before the 2021 Oregon Jamboree, which is expected to be held July 30, 31, and August 1<sup>st</sup>. He will be submitting the request for the permit to the State of Oregon approximately 6 weeks prior to the event, to allow for processing.

In the past, when we managed the Beer Gardens and staffed it primarily with volunteers, we followed the above timeline for submission. The 2019 OLCC Packet submitted to the City of Sweet Home, as part of our Permit Package was a copy of our OLCC Liquor License Application, rather than our actual license. I believe we submitted the secured OLLCC license to you as soon as it was processed and finalized.

For 2021, we will forward the copy of the OLCC license issued to OBS, as soon as we receive it.

Sincerely,



Peggy Curtis

Oregon Jamboree Office Manager

**Angela Clegg**

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**From:** Peggy Curtis <peggy@oregonjamboree.com>  
**Sent:** Tuesday, April 27, 2021 4:37 PM  
**To:** Angela Clegg  
**Subject:** Sankey Park... YES!

I keep forgetting to tell you that yes, we will certainly need to use the park... just not for the actual concerts. We will not be having vendors in there as well. Maybe a volunteer rest area, and of course a gate is going to be there this year, for patrons as well as volunteers.

If you have any questions, please let me know!

*Peggy Curtis*  
Oregon Jamboree Staff  
401 Main Street, Suite D  
Sweet Home, OR 97386

541.367.8800




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## Sweet Home Police Department

**City of Sweet Home**  
 1950 Main Street  
 Sweet Home, OR 97386  
 541-367-5181  
 Fax 541-367-5235  
[www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us)  
[shpd@ci.sweet-home.or.us](mailto:shpd@ci.sweet-home.or.us)

**April 28<sup>th</sup>, 2021**

**TO:** Angela Clegg  
**FROM:** Chief Jeff Lynn  
**SUBJECT:** 2021 Oregon Jamboree

I have reviewed the 2021 Oregon Jamboree Special Event Application and have no significant concerns over it. I believe that, Pandemic Restrictions permitting, we can assist in putting on a safe, secure, and fun event for the Community.

I have spoken with the Sweet Home Fire and Ambulance Chief and have worked on an operation plan that addresses safety needs and emergency responses. I will be clarifying the "Event Chain of Command" as listed page 12 of the Special Event Application. Below is a brief depiction of how Emergency Services will operate.

### **Command and Control**

The incident command structure of the 2021 Oregon Jamboree will be managed in one of two modes: 1) event management or 2) incident management. Each mode comes with its own roles and responsibilities.

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

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

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

The Dates and Intentions of Use for City owned property and road closures are consistent with past proposals and have functioned appropriately. All of the listed road closures are easy to implement, they do however, impact local property owners in the vicinity of the Oregon Jamboree Grounds. After conversations with Oregon Jamboree staff, the use of Sankey Park will differ from previous years. During this year's event, there will not be second stage set up in

the park. The park will still be used by the Jamboree and its patron, but not to the extent of the past. With this in mind, I have talked to Jamboree staff about the actual need to close 14<sup>th</sup> Avenue to through traffic. Based on the described use of Sankey Park and the reduced size of the crowd, I believe that the safety concerns are minimized and the need to close 14<sup>th</sup> Avenue is not necessary.

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

	<b>2021</b>			
<b>Police</b>	<b>Anticipated</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Total Personnel Cost	\$8,955	\$12,460	\$11,401	\$8,584
Jamboree Reimbursement	\$6,935	\$9,010	\$7,661	\$6,285
Personnel Expense	\$2,020	\$3,450	\$3,740	\$2,298

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

**Angela Clegg**

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**From:** Greg Springman  
**Sent:** Thursday, May 6, 2021 7:49 AM  
**To:** Angela Clegg  
**Cc:** Jeff Lynn; Blair Larsen; Dominic Valloni  
**Subject:** FW: Jamboree Application Comments

Public Works does not have any comments related to the Oregon Jamboree Event packet.

-Greg



CONNECT WITH US

**Greg Springman** | Public Works Director  
Public Works Department  
City of Sweet Home  
1400 24<sup>th</sup> Avenue  
Sweet Home, OR 97386  
p:541-367-6359  
f:541-367-7592



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**Public Records Law Disclosure:** This e-mail is a public record of the City of Sweet Home and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

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**From:** Dominic Valloni <DValloni@sweethomeor.gov>  
**Sent:** Thursday, May 6, 2021 7:07 AM  
**To:** Greg Springman <gspringman@sweethomeor.gov>  
**Subject:** RE: Jamboree Application Comments

I really don't have any. We will do what we can to assist or help and the rest is up to council and police.

Thanks,



CONNECT WITH US

**Dominic Valloni** | Public Works Operations Manager  
Public Works Department  
City of Sweet Home  
1400 24<sup>th</sup> Avenue  
Sweet Home, OR 97386  
p:541-818-8006  
c:541-393-7405



## RESOLUTION NO. 14 FOR 2021

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

WHEREAS, on July 30<sup>th</sup>, July 31<sup>st</sup>, and August 1st, 2021, the Oregon Jamboree will hold a concert requiring street and park closures; and

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

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

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

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

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

- A. From 6:00 AM Monday, July 26, 2021 through 10:00 PM on Monday, August 2, 2021 to provide maximum-security and eliminate potential safety hazards.
- B. From 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 Sankey Park shall be closed to all persons except those authorized by the Oregon Jamboree.
- C. From 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 RV/tent sites will be set up at City Hall and tent sites will be set up at Northside Park.
- D. From 6:00 AM on July 26, 2021 through 10:00 PM on August 2, 2021 beer gardens will be set up to the south and west of the concert site and a portion of Sankey Park. Oregon Beverage Service personnel will ensure the beer garden operations are in strict compliance with all city and state laws; including proper liquor permits, security and insurance.
- E. From 6:00 AM on July 26, 2021 through 9:00 PM on August 2, 2021 close 18<sup>th</sup> Avenue from Long Street to Mountain View and 14<sup>th</sup> Avenue from Kalmia Street to Grape Street in order to establish a safety corridor. Oregon Jamboree security and parking teams will monitor all road closures closely to ensure the upmost safety for patrons and residents.
- F. From 7:00 AM on Thursday, July 29, 2021 through 9:00 PM on Sunday, August 1, 2021, 18<sup>th</sup> Avenue from Long Street to Mountain View shall be closed and blocked off to "through traffic," at the direction of the Chief of Police. Residential traffic will be allowed in ingress and egress by use of special permits.
- G. From 11:00 AM on Thursday, July 29, 2021 through 10:00 PM on Sunday, August 1, 2021, the portion of 18<sup>th</sup> Avenue immediately adjacent to the concert

grounds and serving no residential properties shall be completely blocked off to all vehicles. In addition, during the above time frame, all areas of 18<sup>th</sup> Avenue between Long Street and the concert grounds (including the 1800 block of Kalmia Street) shall be designed and signed as “Disabled Parking Only” and the Chief of Police is directed to enforce the provisions of ORS 811.615.

- H. Appropriate and authorize fencing, signs, barricades or other markings which shall be installed by the Oregon Jamboree, at their own cost, to carry out the provisions of this resolution, and they shall become effective upon their installation pursuant to this resolution.

PASSED by the Council and approved by the Mayor this 8th day of June, 2021.

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Mayor

ATTEST:

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City Manager - Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

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**Title:** PUBLIC HEARING - Adoption of 2021-2022 Operating Budget

**Preferred Agenda:** June 8, 2021

**Submitted By:** Brandon Neish, Finance Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution  X  Motion \_\_\_\_\_ Roll Call \_\_\_\_\_ Other \_\_\_\_\_

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

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

**Attachments:** Draft Resolution No. 16 for 2021

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**Purpose of this RCA:**

To review and adopt the 2021-2022 Budget for the City of Sweet Home.

**Background/Context:**

The City of Sweet Home Budget Committee, consisting of the seven community members and the seven City Councilors, met on April 22, 2020 to receive the Budget Message from the City Budget Officer and begin deliberations on the 2021-2022 Proposed Budget. The committee met two additional times on May 6<sup>th</sup> and May 13<sup>th</sup> to discuss appropriations and state shared revenues for the upcoming fiscal year. The committee unanimously approved an amended budget and approved the property tax rates for 2021-2022 at their May 13<sup>th</sup> meeting. The LB-1 form was posted on the City's website, social media pages and The New Era on May 19, 2021 and May 26, 2021. A public hearing on the approved budget is scheduled for the June 8, 2021 City Council meeting. With the completion of the Public Hearing, all steps for the adoption of the 2021-2022 budget will have been completed per Oregon Local Budget Law (Oregon Revised Statutes Chapter 294).

### **The Challenge/Problem:**

Will the City Council adopt the 2021-2022 Budget in the amount of \$25,055,513 with transfers and contingencies, make appropriations and levy taxes for the City to continue operating after June 30, 2021?

### **Stakeholders:**

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

### **Issues and Financial Impacts:**

Without a budget for the new fiscal year in place, the City's authority to spend money or incur obligations expires on June 30, 2021. The City's ability to impose a property tax is also contingent on following the budgeting process outlined in ORS. Compliance with Oregon Local Budget Law is critical for local governments.

### **Elements of a Stable Solution:**

ORS Chapter 294 outlines the processes local governments must follow in Oregon to prepare and adopt a budget. The supplied Resolution complies with Oregon Local Budget Law and needs to be adopted by the City Council to ensure continued operations for the 2021-2022 fiscal year beginning July 1, 2021.

### **Options:**

1. Do Nothing. Council could choose to move forward without adopting a budget for the coming fiscal year.
2. Amend the 2021-2022 Approved Budget. The document presented to the Council was unanimously approved by the Budget Committee during their May 13<sup>th</sup> meeting. The Council could choose to revise the approved budget by increasing any expenditure, transfer out or contingency by \$5,000 or 10% (whichever is greater) in any fund. Increases in fund expenditures, transfers out and/or contingency by more than the aforementioned increase would require republishing the LB-1 form and holding a second public hearing before July 1. Council can reduce the approved budget with no such limitations.
3. Adopt Resolution No. 16 for 2021, Adopting a budget for 2021-2022, Making Appropriations and Levying Taxes. Council could choose to adopt Resolution No. 16 completing the budget process for the 2021-2022 fiscal year.

### **Recommendation:**

**ACTION IS NOT REQUIRED and no recommendation is being made at this time.** The purpose of tonight's public hearing is to obtain feedback from the community and the public on the 2022 Approved Budget. The City Council will revisit adoption of the budget during their next regularly scheduled meeting on June 22, 2021.

## Resolution No. 16 for 2021

### A RESOLUTION ADOPTING A BUDGET FOR 2021-2022, MAKING APPROPRIATIONS AND LEVYING TAXES.

WHEREAS, the Budget Committee of the City of Sweet Home reviewed and recommended for adoption the budget estimates and appropriations for the City of Sweet Home for the fiscal year beginning July 1, 2021 and ending June 30, 2022;

NOW, THEREFORE, THE CITY OF SWEET HOME RESOLVES

That the City Council of the City of Sweet Home hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4157 per \$1,000 of assessed value for General Fund operations, the rate of \$7.85 per \$1,000 of assessed value for the Police Local Option Levy, the rate of \$1.17 per \$1,000 of assessed value for the Library Services Local Option Levy and non-advalorem – customer sewer usage charges not to exceed \$37,642.71 and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district.

	General Government	
Permanent Tax Rate	\$1.4157 per \$1,000	Excluded from Limitation
Local Option Levies	\$9.0200 per \$1,000	
Customer Sewer Usage Charges		\$37,642.71

Be it further resolved that the City Council adopts the 2021-2022 budget approved by the Budget Committee in the total sum of \$25,055,512 now on file at City Hall and hereby provides that appropriations are made for the fiscal year beginning July 1, 2021 as follows:

<b><u>General Fund</u></b>		
Municipal Court	278,035	
Community & Economic Development	715,744	
Parks & Facilities	502,225	
Materials & Services	704,329	
Capital Outlay	180,000	
Operating Contingency	90,298	
Transfers to Other Funds	107,056	\$ 2,577,687.00
<b><u>Special Revenue Funds</u></b>		
<b>Public Safety:</b>		
Police Department	3,178,615	
Operating Contingency	268,918	
Transfers to Other Funds	68,430	\$ 3,515,963.00
<b>Library Services:</b>		
Library	464,748	
Operating Contingency	19,084	
Transfers to Other Funds	287,800	\$ 771,632.00

<b>Internal Services:</b>		
Executive & Legislative	466,273	
Finance	587,517	
Public Works Administration	503,004	
Personnel Services	122,168	
Materials & Services	22,393	
Operating Contingency	80,076	\$ 1,781,431.00
<b>State Gas Tax:</b>		
Streets	471,373	
Capital Outlay	600,000	
Operating Contingency	37,298	
Transfers to Other Funds	66,208	\$ 1,174,879.00
<b>Street Maintenance &amp; Improvements:</b>		
Streets	250,500	
Transfers to Other Funds	- 0 -	\$ 250,500.00
<b>Project &amp; Equipment Reserve:</b>		
Police Department	- 0 -	
Public Works	46,892	
Transfers to Other Funds	40,000	\$ 86,892.00
<b>Path Program:</b>		
Streets		\$ 75,000.00
<b>Building Reserve:</b>		
Debt Service		\$ 91,407.00
<b>Public Transit Grant:</b>		
Materials & Services		\$ 125,000.00
<b>Weddle Bridge:</b>		
Parks & Facilities		\$ 5,100.00
<b>Special Events:</b>		
Materials & Services		\$ 6,000.00
<b>Economic &amp; Community Development:</b>		
Economic Development		\$ 464,696.00
<b>Community Center Operations:</b>		
Materials & Services		\$ 36,700.00
<b>Parks &amp; Recreation:</b>		
Parks & Facilities		\$ 14,500.00
<b>Police/Emergency Dispatch Facility G.O. Bond:</b>		
Transfers to Other Funds		\$ 4.00
<b>Special Assessments:</b>		
Transfers to Other Funds		\$ 4,592.00

**Reserve Funds**

<b>Narcotic Enforcement Reserve:</b>		
Police Department		\$ - 0 -
<b>Storm Water System Development (SDC)</b>		
Storm Water		\$ - 0 -

**Capital Project Funds**

<b>Water Capital:</b>		
Water Operations		\$ 262,500.00
<b>Water Depreciation Reserve:</b>		
Water Operations		\$ 858,500.00
<b>Wastewater Capital:</b>		
Wastewater Operations		\$ 65,000.00
<b>Storm Water Capital:</b>		
Storm Water Operations		\$ 125,000.00
<b>Wastewater Depreciation Reserve:</b>		
Wastewater Operations		\$ 5,255,000.00
<b>Storm Water Depreciation Reserve:</b>		
Transfer to Other Funds		\$ - 0 -

**Enterprise Funds**

<b>Water Fund:</b>			
Water Treatment	768,505		
Water Operations	1,498,105		
Debt Service	344,675		
Operating Contingency	92,549		
Transfers to Other Funds	546,922		\$ 3,250,756.00
<b>Wastewater Fund:</b>			
Wastewater Treatment	948,565		
Wastewater Operations	845,774		
Debt Service	332,876		
Operating Contingency	60,633		
Transfers to Other Funds	1,825,333		\$ 4,013,181.00
<b>Storm Water Fund:</b>			
Storm Water	44,622		
Transfers to Other Funds	198,970		\$ 243,592.00

**Total Appropriations \$ 25,055,512.00**

PASSED by the Council and approved by the Mayor this 22<sup>nd</sup> day of June, 2021.

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Mayor

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City Manager – Ex Officio City Recorder

DRAFT



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Ordinance No. 5 for 2021

**Preferred Agenda:** June 8, 2021

**Submitted By:** Angela Clegg, Associate Planner

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_ Motion X Roll Call \_\_\_ Other \_\_\_

**Relevant Code/Policy:** SHMC 17.24.090, 17.28.090 and 17.30.090

**Towards Council Goal:** Aspiration I: Desirable Community; Goal 2.1: Update and Streamline Processes

**Attachments:** LA21-01 Staff Report  
Draft Planning Commission Minutes May 17, 2021  
Ordinance No. 5 for 2021

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## **Purpose of this RCA:**

The purpose of this RCA is to present Ordinance No. 5 for 2021 for approval and to conduct a first reading. This ordinance would adopt text amendments (LA 21-01) to the Zoning Ordinance, which is Title 17.24, 17.28 and 17.30 of the Sweet Home Municipal Code (SHMC).

## **Background/Context:**

This legislative amendment, LA 21-01, consists of text amendments to Chapters 17.24, Residential Low-Density Zone; 17.28, Residential High-Density Zone; and 17.30, Medium Density Residential Zone, of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by City Staff, based on feedback from the Planning Commission and City Council, as a method for improving the quality of housing within the City. Specifically, the proposed ordinance places additional requirements on manufactured homes to ensure that they meet current building code standards for energy efficiency and better match the neighborhoods in which they are placed.

These standards are included in the current draft of the City's new development code that is now being reviewed by the Planning Commission. However, due to the amount of time required for that review process, Staff and the Planning Commission decided to move this change forward now in order to put tighter standards in place sooner.

This proposal includes amendments to following sections of the SHMC 17.24: 17.24.090 Homes on individual lots. SHMC 17.28: 17.28.090 Homes on individual lots. SHMC 17.30: 17.30.090 Standards for homes on individual lots.

The following is a timeline of meetings associated with this project:

- March 23, 2021: Staff submitted the online PAPA.
- March 31, 2021: Notice Published in the New Era

- May 3, 2021: The Planning Commission held a public hearing on the proposed text amendments. The Planning Commission voted to continue the Public Hearing to the May 17, 2021 public hearing.
- May 17, 2021: The Planning Commission held a public hearing on the proposed text amendments. The Planning Commission voted to recommend that the City Council adopt the proposed amendments.

**The Challenge/Problem:**

Should the City impose additional requirements on manufactured homes in order to ensure that they meet current building code standards for energy efficiency and better match the neighborhoods in which they are placed?

**Stakeholders:**

- City of Sweet Home Residents – The proposed text amendments benefit residents with a more clear and efficient code and better-quality housing.
- Property Owners and Developers: Benefit from clear standards and have a responsibility to construct and place attractive, good-quality housing.
- Staff: Will be able to implement the SHMC with more efficiency and less discretion.

**Issues and Financial Impacts:**

This change will have no financial impact on the City. This change may increase costs for housing developers, but will likely decrease energy costs for the future residents of that housing.

**Elements of a Stable Solution:**

A stable solution involves adopting changes to the City’s code that improve the quality of housing for current and future residents, without overly burdening property owners and developers in a way that is clear, consistent, and does not require staff interpretation. In addition, a stable solution would be consistent with the City’s policies and goals.

**Options:**

1. Approve Ordinance No. 5 for 2021 and conduct a first reading and subsequent vote;
2. Remand Ordinance No. 5 for 2021 to staff and the Planning Commission for revisions (specify).
3. Take no action; leave the code as is.
4. Other

**Recommendation:**

Staff recommends option 1: Approve Ordinance No. 5 for 2021 and conduct a first reading and subsequent vote.



## Legislative Amendment (LA) 21-01

This legislative amendment, LA 21-01, consists of text amendments to Chapters 17.24, Residential Low-Density Zone; 17.28, Residential High-Density Zone; and 17.30, Medium Density Residential Zone, of the Sweet Home Municipal Code (SHMC). The proposed text amendments were identified by City Staff, based on feedback from the Planning Commission and City Council, as a method for improving the quality of housing within the City.

This proposal includes amendments to following sections of the SHMC 17.24: 17.24.090 Homes on individual lots. SHMC 17.28: 17.28.090 Homes on individual lots. SHMC 17.30: 17.30.090 Standards for homes on individual lots.

**FILE NUMBER:** LA 21-01

**REVIEW AND DECISION CRITERIA:** Sweet Home Municipal Code Section(s): 17.24.090, 17.28.090, and 17.30.090.

**PLANNING COMMISSION HEARING DATE & TIME:** May 3, 2020 at 6:30 PM

**LOCATION:** City Hall Council Chambers 3225 Main Street, Sweet Home, Oregon 97386

**CITY COUNCIL HEARING DATE & TIME:** May 11, 2020 at 6:30 PM

**LOCATION:** City Hall Council Chambers 3225 Main Street, Sweet Home, Oregon 97386

**STAFF CONTACT:** Angela Clegg, Associate Planner  
Phone: (541) 367-8113;  
Email: [aclegg@sweethomeor.gov](mailto:aclegg@sweethomeor.gov)

**REPORT DATE:** April 26, 2021

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### Attachment A: Draft Ordinance

**CITY OF SWEET HOME  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE SWEET HOME MUNICIPAL CODE §17.24.090, §17.28.090, and §17.30.090: MANUFACTURED HOMES ON INDIVIDUAL LOTS**

**WHEREAS**, the City of Sweet Home seeks to ensure the safety of manufactured homes placed within the City; and

**WHEREAS**, the Planning Commission held a public hearing on May 3, 2021 for the proposed amendments to Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090; and

**WHEREAS**, the Planning Commission followed the text amendment procedures under Chapter 2.20.90 Powers and Duties, and has provided a report to the City Council along with its recommendation to consider the proposed text changes; and

**WHEREAS**, the City Council held a public hearing on these proposed text changes on May 11, 2020.

**NOW THEREFORE,**

The City of Sweet Home does ordain as follows:

**Section 1.** Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090, each titled “Homes on Individual Lots” are retitled “Manufactured Homes on Individual Lots” and amended to read as follows:

Manufactured homes are permitted in accordance with the following standards. The minimum lot area, setback, and height standards of the subject zone shall also apply to manufactured homes sited on individual lots.

- A. Size. The manufactured home shall be multi-sectional and have at least 1,000 square feet of gross floor area.
- B. Performance Standards. The exterior thermal envelope must meet the standards specified by state law for single family dwellings, as defined in ORS 455.010.
- C. Removal of Towing Equipment. All towing hitches, wheels, running lights, and other towing related equipment shall be removed within thirty (30) days after installation of the manufactured home.
- D. Foundations. The manufactured home shall be placed on an excavated and back filled foundation with no more than 12 inches of inclosing material exposed above grade. Where the building site has a sloped grade, no more than 12 inches of the inclosing material shall be exposed on the uphill side of the home. If the home is placed on a basement, the twelve (12) inch limitation shall not apply. Furthermore, the twelve (12) inch limitation shall not apply if the requirements of the Flood Hazard District mandate that the home be elevated more than twelve (12) inches above grade.

The foundation shall meet building code and Flood Hazard Area (if applicable) standards. The base of the manufactured home shall be enclosed continuously at the perimeter with either concrete, concrete block, brick, stone, or a combination thereof.

- E. Utilities. The manufactured home shall be provided with storm drainage, sanitary sewer, electric, telephone, and potable water utility services with easements dedicated where necessary to provide such services. All such utilities shall be located underground unless waived by The City Building Official where underground service would require an exception to local prevalent conditions. Manufactured homes shall not be occupied purposes unless connected to local water, sewer, and electrical systems.
- F. Historical Sites. No manufactured home shall be located on property containing a historic landmark, or, on a lot or parcel immediately adjacent to property containing a historic landmark. For the purpose of this Chapter, a historic landmark is property designated by the Sweet Home Comprehensive Plan as containing a significant historical resource.
- G. Roofing. The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of not less than three (3) feet in height for each twelve (12) feet in width.
- H. Gutters and Down Spouts. The manufactured home shall be provided with gutters and down spouts to direct storm water away from the placements site, to the City storm water system, if available.
- H. Exterior Siding and Finish. The exterior siding of the manufactured home must have the same appearance as materials commonly used on residential dwellings.
- I. Garage or Carport. A garage or carport of like material and color of the manufactured home is required. The garage or carport shall be placed on the property prior to occupancy of the manufactured home.
- J. Off-Street Parking. Parking and improvements shall be as specified in Chapter 17.08.

**Section 2.** Expediency Clause. It is hereby adjudged and declared that existing conditions are such that this Ordinance is needed to be enforced immediately upon its passage and approval. Therefore, this Ordinance shall take effect and be in full force and effect from and after \_\_\_\_\_, 2021.

Passed by the Council and approved by the Mayor this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

**CITY OF SWEET HOME  
ORDINANCE NO. 5 FOR 2021**

**AN ORDINANCE AMENDING THE SWEET HOME MUNICIPAL CODE §17.24.090, §17.28.090, and §17.30.090: MANUFACTURED HOMES ON INDIVIDUAL LOTS**

**WHEREAS**, the City of Sweet Home seeks to ensure the safety of manufactured homes placed within the City; and

**WHEREAS**, the Planning Commission held a public hearing on May 3, 2021 for the proposed amendments to Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090; and

**WHEREAS**, the Planning Commission followed the text amendment procedures under Chapter 2.20.90 Powers and Duties, and has provided a report to the City Council along with its recommendation to consider the proposed text changes; and

**WHEREAS**, the City Council held a public hearing on these proposed text changes on May 11, 2020.

**NOW THEREFORE,**

The City of Sweet Home does ordain as follows:

**Section 1.** Sweet Home Municipal Code §17.24.090, §17.28.090, and §17.30.090, each titled “Homes on Individual Lots” are retitled “Manufactured Homes on Individual Lots” and amended to read as follows:

Manufactured homes are permitted in accordance with the following standards. The minimum lot area, setback, and height standards of the subject zone shall also apply to manufactured homes sited on individual lots.

- A. Size. The manufactured home shall be multi-sectional and have at least 1,000 square feet of gross floor area.
- B. Performance Standards. The exterior thermal envelope must meet the standards specified by state law for single family dwellings, as defined in ORS 455.010.
- C. Removal of Towing Equipment. All towing hitches, wheels, running lights, and other towing related equipment shall be removed within thirty (30) days after installation of the manufactured home.
- D. Foundations. The manufactured home shall be placed on an excavated and back filled foundation with no more than 12 inches of inclosing material exposed above grade. Where the building site has a sloped grade, no more than 12 inches of the inclosing material shall be exposed on the uphill side of the home. If the home is placed on a basement, the twelve (12) inch limitation shall not apply. Furthermore, the twelve (12) inch limitation shall not apply if the requirements of the Flood Hazard District mandate that the home be elevated more than twelve (12) inches above grade.

The foundation shall meet building code and Flood Hazard Area (if applicable) standards. The base of the manufactured home shall be enclosed continuously

at the perimeter with either concrete, concrete block, brick, stone, or a combination thereof.

- E. Utilities. The manufactured home shall be provided with storm drainage, sanitary sewer, electric, telephone, and potable water utility services with easements dedicated where necessary to provide such services. All such utilities shall be located underground unless waived by The City Building Official where underground service would require an exception to local prevalent conditions. Manufactured homes shall not be occupied purposes unless connected to local water, sewer, and electrical systems.
- F. Historical Sites. No manufactured home shall be located on property containing a historic landmark, or, on a lot or parcel immediately adjacent to property containing a historic landmark. For the purpose of this Chapter, a historic landmark is property designated by the Sweet Home Comprehensive Plan as containing a significant historical resource.
- G. Roofing. The manufactured home must have a composition asphalt, fiberglass, shake, or tile roof with a nominal pitch of not less than three (3) feet in height for each twelve (12) feet in width.
- H. Gutters and Down Spouts. The manufactured home shall be provided with gutters and down spouts to direct storm water away from the placements site, to the City storm water system, if available.
- I. Exterior Siding and Finish. The exterior siding of the manufactured home must have wood or composite exterior siding, and otherwise use the same materials as neighboring houses.
- J. Garage or Carport. A garage or carport of like material and color of the manufactured home is required. The garage or carport shall be placed on the property prior to occupancy of the manufactured home.
- K. Off-Street Parking. Parking and improvements shall be as specified in Chapter 17.08.

**Section 2.** Expediency Clause. It is hereby adjudged and declared that existing conditions are such that this Ordinance is needed to be enforced immediately upon its passage and approval. Therefore, this Ordinance shall take effect and be in full force and effect from and after \_\_\_\_\_, 2021.

Passed by the Council and approved by the Mayor this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager – Ex Officio City Recorder

	Jan	Feb	Mar	April	May	YTD 2021	Previous Year 2020	5 Yr AVG 2015-20
OPAC Logins	275	246	303	298	270	1122	2448	2567
SIP2 Logins	620	546	582	528	612	2276	6962	4530
Total	895	792	885	826	882	4280	9410	7097
Checkouts	2172	2578	2423	2520	2162	9693	26079	38663.4
Renewals by Staff	324	305	531	604	666	1764	3084	6289.6
Renewals via OPAC	149	161	276	236	277	822	1610	2281.2
Total	2645	3044	3230	3360	3105	15384	30773	47234.2
Holds by Staff	146	136	178	119	160	579	1270	1459.2
Holds via OPAC	159	136	152	117	127	564	1528	1390.6
Total	305	272	330	236	287	1430	2798	2849.8
New Patrons	13	14	16	13	11	67	172	516.2

of 5 YR AVG  
of 2020

60%	33%	50%	13%
45%	50%	51%	39%

# MEMORANDUM



TO: Ray Towry, City Manager  
 FROM: Greg Springman, Public Works Director  
 DATE: June 8, 2021  
 SUBJECT: Public Works Activities Report – May 2021

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

This table section summarizes work done on key maintenance activities.

Work Type	May, 2021	April, 2021	2021 YTD	2020	2 Yr Avg
Bathrooms/Garbage	0	24	107	597	670
Catch Basin Inspection/cleaning	0	1	1	48	40
Leaf Collection	0	0	1	138.5	181
Hydrant Flushing	0	1	71	280	292
Locates	54	46	216	520	484
Meter Re-Read	81	94	393	830	636
Mowing	0	13	18	82	106
Playground EQ Inspection	0	11	40	21	60
Pothole Repair	2	22	376	667	638
Sewer CCTV Miles	0.03	0.05	0.08	5.71	4
Street Sweeping Miles	34	0	206	2086	3114
Water Main Repair	1	1	5	5	10
Water Service Repair	3	1	7	73	52
Water Turn Ons/Offs	56	57	272	914	977
<b>Total Completed Work Orders</b>	<b>447</b>	<b>489</b>	<b>2312</b>	<b>7895</b>	<b>8233</b>

## WWTP and WTP Key Performance Indicators (KPIs)

	April, 2021	March, 2021	2021 YTD	2020	2019	5 Yr Ave
<b>Potable</b>						
MG Treated	27.3	27.11	108.51	345.13	444.48	434.89
Backwash Water in MG	2.05	2.86	13.55	18.42	22.90	13.50
Ave daily demand in MG	0.92	0.87	0.90	0.95	1.21	1.17
<b>Sanitary</b>						
MG Treated	33.81	60.03	268.86	596.71	547.14	559.36
Max Daily Flow in MG	1.48	2.64	4.73	6.66	7.30	6.02
Average Flow in MG	1.13	1.94	2.25	1.63	1.50	1.53

MG is Million  
\* Gallons

Notes: There were zero water quality exceedances reported for the month of March

## Current & Upcoming Projects

### Treatment Facilities Working on bringing Operations in House

**Scope:** Council voted to resume operations of treatment facilities.

**Status:** Staff has been hired and begun training with current Jacobs staff for transition July 1, 2021.

### Wastewater Treatment Plant Improvement Project

**Scope:** Upgrades to equipment & processes for DEQ Compliance

**Status:** Project on schedule. WWTP Final design commenced in August, 2019. WWTP Improvement Project is proceeding to 90% design completion. Staff seeking DEQ and USDA approval for the proposed project.

### Water Loss

**Scope:** Staff will continue to identify water leaks throughout the 54 miles of water distribution system.

**Status:** PW staff will continue to provide updates as available.

### Radar Speed Signs

**Scope:** Purchase 6 radar speed signs throughout the community.

**Status:** ODOT permits approved. Staff has installed signs along Highway 20.

### Sankey Park Improvements

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

**Status:** CTC removed several trees May 2021. Paths and lighting work has resumed.

### 2021 Overlay Project

**Scope:** Overlay multiple streets through the community.

**Status:** Phase I has been awarded for construction. Phase II RFP has been approved by Council and is out to bid.

### Water Distribution System Evaluation – West Yost

**Scope:** West Yost will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

**Status:** City staff purchased water modeling software, which West Yost to hydraulically model the water distribution system. Project currently in progress awaiting results from staff.

### System Development Charges (SDCs) – Murraysmith

**Scope:** Provide an update to the current water and sewer system development charges (SDCs) and establish new transportation, parks, and stormwater SDCs based on current capital improvement plans. Council Workshop presentation took place on July 28, 2020.

**Status:** Completed.

### Backwash Pump Evaluation – West Yost

**Scope:** Evaluate feasibility of adding a backwash pump and using clearwell for filter backwashes and the corresponding effects on the distribution system and treatment.

**Status:** In design with West Yost.

### Finished Water Pump Evaluation – West Yost

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

**Status:** In design with West Yost, waiting on Integrator of Record RFP

### WTP Disinfection Evaluation – The Automation Group (TAG) (sub from West Yost)

**Scope:** Murraysmith will perform a hydraulic water model of the water distribution system to pinpoint operations deficiencies and develop a plan to mitigate water system deficiencies.

**Status:** Staff procured equipment, Public Works staff to complete installation. TAG assisting with final configuration.