

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.



CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:
guestwifi

August 13, 2019, 6:30 p.m.
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

- | | |
|-------------------|-----------------|
| Councilor Coleman | Mayor Mahler |
| Councilor Gerson | Councilor Nash |
| Councilor Goble | Councilor Trask |
| Councilor Gourley | |

C. Consent Agenda:

- a) Approval of Minutes: July 23, 2019 City Council Minutes (pg. 3-7)

D. Recognition of Visitors and Hearing of Petitions:

E. Old Business:

- a) Request for Council Action – Chamber of Commerce Contract (pg. 8-15)
- b) Information Only – Staff Presentation re: Water and Wastewater Management

F. New Business:

- a) Request for Council Action – Out of State Travel Request (pg. 16-18)

G. Ordinance Bills

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

H. Reports of Committees:

Administrative & Finance/Property	Goble
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Gerson
Council of Governments	Gerson
Area Commission on Transportation	Mahler
Solid Waste Advisory Council	Goble

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

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Ad Hoc Committee on Health
Legislative Committee

Gourley
Coleman

I. Reports of City Officials:

- a) Mayor's Report
- b) City Manager's Report
- c) Department Director's Reports: (1st Meeting of the Month)
 - i. Library Services Director
 - (1) City Council Report – July 2019 (pg. 19)
 - (2) Patron Stats May-July 2019 (pg 20)
 - (3) Circulation Stats May-July 2019 (pg. 21)
 - ii. Community and Economic Development Director
 - (1) CEDD Monthly Report (pg. 22-24)
 - iii. Public Works Director
 - (1) Pw Monthly Report (pg. 25-27)
- d) Department Director's Reports: (2nd Meeting of the Month)
 - i. Finance Director
 - ii. Police Chief
 - iii. City Attorney's Report

J. Council Business for Good of the Order:

K. Adjournment

SWEET HOME CITY COUNCIL
MEETING MINUTES

July 23, 2019

Mayor Mahler called the meeting to order at 6:30 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Public Works Director Greg Springman, Finance Director Brandon Neish, Police Chief Jeff Lynn, Community and Economic Development Director Blair Larsen, Engineer Tech Trish Rice, Utilities Manager Steven Haney and Recording Secretary Julie Fisher.

Visitors Registered to Speak: None

Media: Sean Morgan, The New Era and Alex Paul, Albany Democrat

Roll Call:	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Nash	AB
	Councilor Goble	P	Councilor Trask	P
	Councilor Gourley	P		

Motion to excuse Councilor Nash (Gourley/Coleman) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Nash).

Consent Agenda: Motion was made to approve the Consent Agenda as submitted (Coleman/Goble). Motion passed with 5 Ayes, 0 Opposed, 1 Absent (Nash) and 1 Abstention (Gourley).

Items on the consent agenda are as follows:

Approval of Minutes: July 9, 2019 City Council Meeting

July 16, 2019 City Council Work Session

OLCC Change of Ownership – 7- Eleven

National Night Out Street Closure – Resolution No. 21 for 2019

Recognition of Visitors & Hearing of Petition: None

Old Business:

Request for Council Action – Oregon Business Development Grant. Finance Director Brandon Neish presented the request to approve the IGA from the State of Oregon and the Oregon Business Development Department. Finance Director Neish stated the agreement is necessary to draw \$2.0 million in initial legislature funds that will be used to cover nearly all the final design cost for the Wastewater Treatment Plant, with the City covering the remaining \$200k. A special thank you to Senator Girod and Representative Sprenger for advocating for this project.

Motion to authorize the Mayor and City Manager to sign an intergovernmental agreement with the Oregon Business Development Department (Trask/Gerson)

Roll Call Vote:

Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Nash	Absent
Councilor Trask	Aye
Councilor Coleman	Aye

Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Nash)

Lottery Fund Update

On June 30, 2019 the Oregon Senate approved HB 5030 which awards the City of Sweet Home \$7M in lottery bonds for rehabilitating the Sweet Home Wastewater Treatment Plant. Staff extended a special thank you to Senator Girod and Representative Sprenger for advocating for the project.

Request for Council Action – Water Utility Rate – Resolution No. 14 for 2019

Finance Director Neish presented three options for the Council to consider regarding water rates. Finance Director Neish reviewed how rates increases from each scenario would affect users. City Manager Towry reported the City is working on an operational partnership to save on irrigation costs with the Sweet Home School District. One option discussed was the possibility of a shared well that would be used to water the practice field and Sankey Park. The cost of the well and irrigation would be split.

Motion to adopt Resolution No. 14 for 2019 – A Resolution Setting Rates and Fees for Water Services (Gerson/Trask). Motion passed with 6 Ayes, 0 opposed and 1 Absent (Nash).

Discussion Only – Storm Utility Fees – Resolution No. 15 for 2019

City Manager Towry asked for director on Storm Utility Fees stating the \$1 fee has been in place since the beginning of the fund and at the time a \$4 fee was suggested. City Manager Towry suggested a \$2 increase, brining the total fee to \$3. Consensus of the Council was not in favor of an increase in the Storm Utility Fees. City Manager Towry stated staff would make necessary adjustments in Operations and Budget for Storm Water.

Water and Wastewater Treatment Plant Update

Public Works Director Springman gave the Council an update on progress after Council rejected the Jacobs contact and directed staff to report back within 30 days on other options for treatment of water or wastewater. Staff requested two additional weeks for information gathering and will return to Council on August 13th with information.

Request for Council Action – Temporary Hold of Non- Rep Salary Adjustment.

City Manager Towry explained the 3% COLA Council approved for non-represented employees should be put on hold due to the union contracts not being settled. Staff asked for a temp hold until contracts are settled then staff will return with a resolution to include a COLA amount that equals that of represented employees. Staff feels this is necessary for fair and equitable pay.

Motion to temporarily freeze non-represented staff COLAs

until settlement of the bargaining unit contracts are ratified (Goble/Coleman). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Nash).

New Business:

Request for Council Action –
Engineer of Record

Trish Rice presented the RPF for an Engineer of Record. Five Engineers submitted bids to the City’s RFP and Murraysmith was selected by a committee. Projects that are priorities include street improvements, water improvements and System Development Charges updates.

Motion to execute the contract with Murraysmith (Coleman/Trask) Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Nash).

Request for Council Action –
Downtown Lounge Sound Permit

Chief Lynn presented the Request for Council Action for a Public Address System Permit. The Downtown Lounge is hosting an event Jamboree Weekend to include the parking lot. City Ordinance requires Council approval on any PA permit where noise will extend beyond 1000’ feet.

Chad Schuster representing the Downtown Lounge requested the permit be approved Thursday thru Sunday for event during the Jamboree.

Motion to Approve the PA Permit for the Downtown Lounge until 12:30am Thursday, August 1st, 1:30am Friday and Saturday, August 2nd and 3rd, and 12:30am Sunday, August 4th (Gourley/Coleman) Motion passed with 5 Ayes, 1 Opposed (Trask) and 1 Absent (Nash).

Request for Council Action – Waiver
of Fees – Sunshine Industries

Community and Economic Development Director Blair Larsen presented the request for a waiver of fees for Sunshine Industries. Sunshine is a local nonprofit, who employs individuals with disabilities. They are requesting a waiver of park fees for their company picnic.

Motion to waive the hourly park fees for Sunshine Industries for this event and circumstance only (Gourley/Coleman). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Nash).

**Request for Council Action and
First Reading of Ordinance Bills:**

None

Second Reading:

None

**Third and Final Reading of
Ordinance Bills:**

None

Reports of Committees:

Administration & Finance/ Property Committee	No Report
Park & Tree Commission	Councilor Trask the Park and Recreation Grant for Sankey Park updates has reached the second level of approval.
Youth Advisory Council	Councilor Gourley reported the YAC's keynote speaker has had a last-minute change. Di Lacey will be speaking at the event this weekend.
Chamber of Commerce	Councilor Gerson reported another chairperson has been added to the Chamber Board of Directors.
Council of Governments (COG)	No Report
Area Commission on Transportation	No Report
Solid Waste Advisory Council (SWAC)	No Report
Ad Hoc Committee on Health	No Report
Legislative Committee	Councilor Coleman reported she met with Councilor Gerson and will have a written report at the next meeting.

Reports of City officials

Mayor's Report	Mayor Mahler thanked the Chamber for an excellent Sportsman Holiday event and the Public Works crew for their support.
City Manager's Report	City Manager Towry reported he will be out of the office July 24 th thru August 5 th .
Department Directors Reports	Written reports were submitted by the following Departments: Finance and Police Departments. There were no questions or comments from the Council.
City Attorney	No Report.
Council Business for Good of the Order:	Councilor Trask reported on some terminology updates that may be in effect soon. Councilor Gerson gave an update on SHOWCASE.
Adjournment:	With no further business the meeting adjourned at 7:20 pm.

The foregoing is a true copy of the proceedings of the City Council at the July 23, 2019 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE:	TYPE OF ACTION:
August 13, 2019	2019/20 Visitor Center	— RESOLUTION
SUBMITTED BY:	Contract	✓ MOTION
R. Towry, City Manager	ATTACHMENTS:	✓ ROLL CALL
REVIEWED BY:	Draft Contract	— OTHER
R. Towry, City Manager		
RELEVANT CODE/POLICY:	TOWARD COUNCIL GOAL:	
	2.4: Develop transparency in all communication	
	2.5: Continue to implement best financial practices	
	4.3: Develop economic and business education	
	opportunities w/ regional partners	

PURPOSE OF THIS RCA:

To approve a contract with the Chamber of Commerce for operation of a visitor center.

BACKGROUND/CONTEXT:

The City has had an agreement with the Chamber of Commerce to operate a visitor center in the City of Sweet Home for several years. In 2016 the City entered into a contract with the Chamber that defined desired outcomes for the first time. Since, staff has worked with the Chamber to refine the reporting and language of the contract.

At the June 11, 2019 City Council meeting Chamber President, George Medellin, presented their organization’s progress. Staff discussed the current contract and asked any Councilors with feedback to please contact us. Three Councilors gave feedback.

One concern was that the contract should ensure the Transient Occupancy Tax (TOT) funds used as the contract funding mechanism be specifically accounted for in tourism operations only. The changes in this draft attempt to do that.

Other feedback related to the fact the Chamber is open to the public at any time constitutes de-facto operation of a visitor center and should be taken into consideration. The Chamber could be open fewer public hours and still accomplish their mission.

THE CHALLENGE/PROBLEM:

How do we continue to support the operation of a visitor center in a transparent manner that ensures an appropriate return on the taxpayer’s investment?

STAKEHOLDERS:

- City Residents. Residents, their friends and family are the funding source through tourism funds and taxes. They invest taxes and trust us to operate our local government as efficiently as possible.
- City Councilors. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible. They must balance leadership with representation.

- Business Community/Chamber of Commerce. Local organization comprised of business owners. The Chamber operates for the benefit of its member businesses and the economic vitality of the community as a whole.
- Tourists: Tourists who visit our community may be reliant upon information provided by a visitor center.

ISSUES & FINANCIAL IMPACTS:

1. The Chamber is dependent upon this funding to operate the visitor center during non-business hours.
2. Tourists and businesses utilize the services the Chamber provides.
3. The contract is for \$15,000 in FY 2019/20, paid out in three installments of \$5,000 each throughout the year.

ELEMENTS OF A STABLE SOLUTION:

Agreement with the Chamber to operate a visitor center in Sweet Home that is palatable to both entities.

OPTIONS:

1. Do nothing. The agreement expired June 30, 2019. Failure to negotiate a new agreement may cause closure of the visitor center/Chamber office during peak visitor hours.
2. Approve the contract as presented. By approving the contract, operation of the visitor center will continue with no gap in service.
3. Renegotiate the contract. Council could attempt to direct staff to renegotiate and change terms of the contract. Council would need to give staff direction as to which specific terms of the agreement they'd like revised.
4. Remand the contract to a committee to renegotiate terms. Council can always assign a review of the contract terms to a committee.

RECOMMENDATION:

Staff recommends option #2. Approve the contract with the Sweet Home Chamber of Commerce for operation of a visitor center as presented. The contract is fair, and its structure encourages accountability and transparency.

AGREEMENT FOR OPERATION OF THE SWEET HOME VISITOR'S CENTER

This agreement is made and entered into this 1st day of July ~~2018~~ 2019, by and between the CITY OF SWEET HOME, an Oregon municipal corporation, hereafter called the "CITY" and the SWEET HOME CHAMBER OF COMMERCE, an Oregon corporation and independent contractor, hereafter called the "CHAMBER".

In consideration of the mutual covenants and promises set forth herein, the CITY and the CHAMBER mutually agrees as follows:

Section 1: Term: The term of this agreement shall commence on July 1, ~~2018-2019~~ and terminate on June 30, ~~2019-2020~~ and replaces the previous agreement between the City and the Chamber that ended on June 30, ~~2018~~2019.

Section 2: Payment: The sum to be paid the CHAMBER by the CITY for services rendered shall be in the amount of \$15,000 (fifteen thousand dollars) and is due to the CHAMBER in three installments; of \$5,000. Each installment will be paid to the Chamber within 30 days upon receiving the appropriate report as described in Section 5 of this agreement.

Section 3: The CHAMBER'S responsibilities: The CHAMBER agrees to provide services to the CITY by staffing and maintaining the Visitor's Center, located at 1545 Main St., Sweet Home. The hours of operation will be generally Monday through Friday 9:00 am to 4:00 pm and Saturday from 10:00 am to 2:00 pm, ~~year-round~~ during peak tourism season, generally Memorial Day through Labor Day. Hours may be adjusted due to holidays, weather and other normal business demands. With the cooperation of the building owners, the CHAMBER will be responsible for maintenance of the facilities to present a pleasing visual setting for visitors and the community. The CHAMBER will maintain the interior of the building in a clean and efficient manner. Information for events, maps, businesses, and other community relevant communication will be current and inviting. The CHAMBER will update the outside kiosk with current recreational maps and information as available.

Section 4: Insurance: The CHAMBER shall provide the CITY with proof of liability insurance and shall keep such insurance policies in full force and effect.

Section 5: Report: The CHAMBER will provide the CITY; a summary of the CHAMBER'S performance of the previous period. The report will contain various metrics including:

1. ~~N~~umber and types of visits differentiating between tourism and regular Chamber business,
2. ~~p~~hone inquiries differentiating between tourism and regular Chamber business,
3. ~~W~~eb hits differentiating between tourism and regular Chamber business,
4. Facebook activity differentiating between tourism and regular Chamber business if possible,
5. ~~I~~nformational packets distributed differentiating between tourism and regular Chamber business,
6. ~~t~~he ~~z~~ip codes of visitors differentiating between tourism and regular Chamber business,

7. Zip codes of where information packets are sent differentiating between tourism and regular Chamber business,
8. Samples of advertising efforts of the chamber differentiating between tourism and regular Chamber business and
9. Other measurable activity.
10. Also included in the report will be a brief recap of various achievements relative to the CHAMBER'S business plan objectives.
11. Also included will be pProjected activities related to tourism.

The content of this report can and should be modified as appropriate and agreed upon by both parties.

Section 6: Assignment: The responsibility for performing the CHAMBER'S services under the terms of this agreement shall not be assigned, transferred, delegated, or otherwise be referred by the CHAMBER to a third party without the prior written consent of the CITY.

Section 7: Status as an Independent Contractor: In the performance of the work, duties and obligations required of the CHAMBER under this agreement, it is mutually understood and agreed that the CHAMBER is always acting and performing as an independent contractor.

No employee / employer relationship is created by this agreement. The CHAMBER shall not have any claims under this agreement or otherwise against the CITY for vacation pay, sick leave, retirement benefits, Social Security benefits, Workmen's Compensation benefits, unemployment or other employee benefits of any kind. The CITY shall neither have nor exercise any control over the methods by which the CHAMBER conducts its work and functions. The sole interest of the CITY is to assure the services covered by this agreement shall be performed in a competent, efficient and satisfactory manner.

Section 8: Applicable laws: The law of the State of Oregon shall be used in construing the agreement and enforcing the rights and remedies of the parties.

Section 9: Withheld Payment: The CITY may withhold any future payment should the CHAMBER not perform the duties as required by this agreement.

Section 10: Termination: The CITY can terminate this agreement if the CHAMBER does not abide by the terms thereof or upon no funds being available from the CITY to provide payment.

Section 11: Change of Venue: If the CHAMBER moves from the present location the parties agree to renegotiate, if possible, the terms of this agreement.

Section 12: Time: Time is of the essence of this agreement.

Section 13: Merger: There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this agreement. Any amendments to this agreement shall be in writing and executed by both parties:

CITY OF SWEET HOME

SWEET HOME CHAMBER OF COMMERCE

Greg Mahler, Mayor

George Medellin, Chamber Board President

Date: _____

Date: _____

Ray Towry, City Manager

Date: _____

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2. Phone inquiries differentiating between tourism and regular Chamber business,
3. Web hits differentiating between tourism and regular Chamber business,
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6. Zip codes of visitors differentiating between tourism and regular Chamber business,
7. Zip codes of where information packets are sent differentiating between tourism and regular Chamber business,

8. Samples of advertising efforts of the chamber differentiating between tourism and regular Chamber business
9. Other measurable activity.
10. A brief recap of various achievements relative to the CHAMBER'S business plan objectives.
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CITY OF SWEET HOME

SWEET HOME CHAMBER OF COMMERCE

Greg Mahler, Mayor

George Medellin, Chamber Board President

Date: _____

Date: _____

Ray Towry, City Manager

Date: _____



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE:	TYPE OF ACTION:
August 13, 2019	WWTP Improvement Project, Request Staff Out of State Travel for Conference	<input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: Greg Springman, Public Works Director	ATTACHMENTS: Memorandum Summarizing of Costs	
REVIEWED BY: Ray Towry, City Manager	TOWARD COUNCIL GOAL: 2.5: Continue to implement best financial practices 2.6: Employ sound technology to maximize efficiency	
RELEVANT CODE/POLICY: N/A		

PURPOSE OF THIS RCA:

Staff (Steven Haney/Trish Rice) seeks approval for out of state travel to attend the WEFTEC annual conference in Chicago.

BACKGROUND/CONTEXT:

The City’s Wastewater Collection System and Wastewater Treatment Plant (WWTP) serve a population of approximately 9,200 residents in the community of Sweet Home. The WWTP is located at 1357 Pleasant Valley Road in the city of Sweet Home. The plant was initially constructed and placed into service in 1947. The City made treatment plant improvements in 1974, and again in 1994.

As a part of the WWTP Improvement Project Final Design, staff is planning to view and discuss all proposed treatment equipment from vendors/manufactures during this conference. All proposed vendors/manufactures, along with the proposed equipment were selected during the 20% schematic design process. We have begun the design of new \$28.2 million project to meet community, and DEQ mandated needs for both the immediate future and long-term projections of the community.

City staff, along with Murraysmith are tasked with determining the right equipment, while remaining financially responsible to the citizens of Sweet Home, as well as meet the treatment needs for the community. Selecting the correct equipment will help reduce overall costs by balancing initial investment with longer term costs.

The estimated cost of this out of state travel for staff would be approximately \$3,371 and has been budgeted for the FY 19/20.

THE CHALLENGE/PROBLEM:

Without this opportunity to see multiple vendors at one location, city staff would be required to travel to multiple locations with an increase in staff time and cost to city staff.

STAKEHOLDERS:

- City of Sweet Home Residents. Residents are the funding source and pay sewer rates on a monthly basis. Customers demand a high level of service, with uninterrupted sewer collection and treatment service.
- City of Sweet Home City Council. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best sewer service possible.
- City of Sweet Home Management Team. Each Department Head a responsibility to the citizens in the City of Sweet Home and run their day-to-day operations as efficiently as possible.
- Sweet Home Business Community/Chamber of Commerce. Local organization comprised of business owners, and as employers and property owners they can be very influential with the Council members. The business community expects efficient uninterrupted collection and treatment sewer service.

ISSUES & FINANCIAL IMPACTS:

1. City of Sweet Home – Financial impacts in the FY 19/20 Budget for WWTP Improvement Project, the estimated cost for out of state travel for staff to attend this conference is approximately \$3,371.
2. Public Works Department – The Public Works Department staff will be tasked as project managers and will participate as members of the design team, work to secure funding, and ensure all requirements are met, and the project is completed on time, within budget.

OPTIONS:

1. Do Nothing. Doing nothing would prevent city staff of seeing a wide variety of equipment and compare them to our needs in the WWTP Final Design.
2. Make a Motion. Make a Motion to approve out of state travel for Steven Haney and Trice Rice to attend the WEFTEC annual conference in Chicago, which has been accounted for and will be funded as part of the WWTP Improvement Project budget.
3. Request City Staff to Make a Recommendation without viewing Request City staff to review documentation, engineering recommendations, and contact municipal treatment plant owners to help in the selection process for the new treatment facility.

RECOMMENDATION:

I strongly recommend option #2, requesting City Council to "Make a Motion to approve out of state travel for Steven Haney and Trice Rice to attend the WEFTEC annual conference in Chicago."

MEMORANDUM



TO: Greg Springman, Public Works Director
 FROM: Steven Haney, Utility Manager
 DATE: August 8, 2019
 SUBJECT: WEFTEC Annual Conference 2019 – Summary of Costs

Murraysmith as part of the City of Sweet Home’s WWTP Improvement Project, recommends the Project Team, including City staff attend the Annual WEFTEC Conference in Chicago, IL, September 23rd 2019 through and September 24, 2019. This conference provides a unique opportunity to see many competing products, and to meet with multiple vendors in the location for comparison.

City Staff, Steven Haney and Trish Rice would travel to Chicago on September 22, 2019 and travel back on September 25, 2019. During the conference, Murraysmith will arrange meetings and demonstrations with multiple vendors on September 23rd and September 24th to assist with the equipment selection process.

The estimated cost for Steven Haney and Trish Rice to attend this conference is summarized below:

Flight to Chicago (2 staff members)	\$	695.00
Hotel accommodations plus tax	\$	1,798.00
Transportation in Chicago	\$	160.00
Parking at PDX	\$	52.00
Meals (2 staff members)	\$	360.00
Total estimated cost	\$	3,065.00
Add 10% contingency	\$	306.50
Total	\$	3,371.50



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

Sweet Home Public Library

July happenings at the Library!

Statistics

Patrons checked out 3823 items.

Patrons placed 278 items on hold.

Staff issued 54 new library cards to patrons and 4 nonresident cards.

475 individuals signed on to use the computers in the library and printed 785 pages.

Resource sharing savings was \$2,633.03 for the month of May.

Events

Children and teens signed up for Summer Reading as follows:

Ages 0-5 902 / Ages 6-11 222 / Ages 12-18 47

We offered 7 Baby, Toddler and Preschool programs with 71 children and 50 adults in attendance.

“Our Place in Space” presented by the Museum of Natural and Cultural History had 71 children and 22 adults attend.

“A Universe of Science” presented by the Eugene Science Center had 75 children and 23 adults attend.

“Explore the Science of Space” presented by Mad Science had 75 children and 22 adults attend.

“The Curt Show” presented by Curt Carlyle had 75 children and 13 adults attend.

“Space Origami” presented by Yuki Martin had 63 children and 19 adults attend.

We offered 5 Teen programs with 92 teens in attendance.

The Library Board and the Friends of the Sweet Home Library met with the consultant team of FFA Architecture and Interiors to begin the discussion for the Library Needs Assessment. We also held the first of the Community Forums.

This you won't want to miss—

CelloBop Concert by Gideon Freudmann on Friday, August 9 at 5pm.

August 28 the consultant team of FFA Architecture and Interiors will hold a public forum at the Senior Center at 12:30, a Teen forum 3pm and a community forum at 6:30pm.

Respectfully submitted
Rose Peda, Library Services Director
August, 2019

Statistics for May		Statistics for June		Statistics for July	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	278	OPAC Logins	248	OPAC Logins	275
SIP2 Logins	439	SIP2 Logins	441	SIP2 Logins	429
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3228	Checkouts	3645	Checkouts	3823
Renewals by Staff	526	Renewals by Staff	463	Renewals by Staff	501
Renewals by OPAC	248	Renewals by OPAC	166	Renewals by OPAC	199
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	125	Holds by Staff	103	Holds by Staff	121
Holds by OPAC	127	Holds by OPAC	98	Holds by OPAC	157
ACTIVE PATRONS	2383	ACTIVE PATRONS	2383	ACTIVE PATRONS	2425
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	24	Resident	83	Resident	54
NonResident	7	NonResident	7	NonResident	4
ITEM COUNTS	35860	ITEM COUNTS	35947	ITEM COUNTS	36047
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	461	Logins this month	425	Logins this month	475
Pages printed	1015	Pages printed	618	Pages printed	785

Resource Sharing Savings \$2,631.25

Resource Sharing Savings \$2,161.64

Resource Sharing Savings \$2,633.03

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2019	May	June	July
Auto Manuals	0	0	0
Books on CD	139	148	116
Children's Board Books	62	72	73
Children's Easy Readers	279	238	246
Children's Fiction	277	408	352
Children's Graphic Novels	115	142	172
Children's NonFiction	182	252	218
Children's Picture Books	495	396	519
Children's Ready to Read	77	107	115
Children's 100 Books	33	106	94
Children's VOX Books	97	133	148
DVDs	698	659	644
Fiction	319	340	456
Magazines	29	43	77
Music CD	37	58	27
Mystery	192	214	247
New Fiction	205	234	207
New NonFiction	56	63	75
New Mystery	128	139	109
New Science Fiction	6	9	13
NonFiction	262	203	229
Northwest	23	9	21
Paperback General	5	25	21
Paperback Mystery	32	18	29
Paperback Romance	34	26	53
Paperback Westerns	14	1	4
Paperback Science Fiction	7	26	10
Science Fiction / Fantasy	24	28	45
Teen Fiction	102	122	126
Teen Graphic Novel	31	34	48
Teen NonFiction	3	3	2
Westerns	31	22	21
Ukuleles	8	5	6
TOTALS	4002	4283	4523

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Blair Larsen, Community and Economic Dev. Director

DATE: August 13, 2019

SUBJECT: Community and Economic Development Department Report for July, 2019

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Engineering, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities and notes on current projects from July 1st, to July 31st, 2019.

1. BUILDING

- Summary of Building Program Permits Issued.

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	1
Residential Manufactured Dwellings	1
Residential Structural	3
Residential Mechanical Permits	11
Residential Plumbing	6
Residential Demolition	2
Commercial Mechanical	3
Commercial Structural	5
Commercial Plumbing	3
Commercial Demolition	0
Commercial Site Development	0
Total Permits	35
Value Estimate of All Permits	\$796,003.45
Fees Collected	\$12,624.93

2. PLANNING

- Summary of Planning Division Applications Approved.

Application Type	Number of Permits
Conditional Use	0
Variance	0
Partition	0
Property Line Adjustments	0

- Movies in the Park are going well—the first and second movies had approximately 100 people in attendance. One more movie is scheduled for August 16th.
- The Department is currently working on updates to the Sweet Home Municipal Code (SHMC), Planning Commission procedures, and updating and improving Land Use Applications with OCWCOG staff (Dana Nichols). We are also working on a short-term amendment group of code updates. A comprehensive code update is being readied for staff

and peer review, and will be presented to the Planning Commission and public review process.

- The Department is also working on future Requests for Council Action on a property line adjustment for Sankey Park and a Public Right-of-Way vacation at 4300-4320 Nandina.
- Harvest Festival planning is in full swing.
- There are 7 applications in the queue for August.

3. ECONOMIC DEVELOPMENT

- Work on a property partition and right-of-way width change for 24th Ave is progressing. This is part of a comprehensive 24th Avenue Corridor Improvement Project. Partition of the Maintenance Yard property has passed Administrative Planning Review. The next step is to move to the Plat Map development stage with a surveyor to create the map, with ownership approval signatures. This has been delayed somewhat due to a request from the corner property owner to keep the value of that property unchanged, by adjusting the other affected parcel.
- Applications for a new rail crossing at 24th Avenue are being prepared to submit to ODOT Rail, and Staff will be meeting with them on August 7th.
- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) is making progress with property and deed listings, cost estimates, and ownership. The next step is to finalize the boundary and property list, and bring the map, cost estimate, and assessment methodology to the Council for consideration of the LID, as well as a discussion on City participation.

4. CODE ENFORCEMENT

- Summary of Actions.

CE currently has 54 open cases. Activity was a little down this month due to vacations, holidays, and a seasonal drop in grass and weed violations. Violations resolved in July: 7. Notices issued:

3. Complaints with no violation noted: 1.

Enforcement Type	Number of Cases
Animal	6
Public R.O.W.	1
Illegal Dumping	1
Illegal Parking	1
Living in an RV	9
Minimum Housing	2
Open Storage	1
Other (setback and trash bins)	2
Public Nuisance	3
Tall Grass & Weeds	11

The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

- We will get the final word on our Grant Application to the Oregon Parks and Recreation Department after the OPRD Commission meets on September 18th.

6. OTHER PROJECTS

- Consultation with ODOT improvements at 22nd Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc. An informational RCA is forthcoming on the issue.
- The property line adjustment for the east property line at the NCH is progressing. The adjacent owners are in favor of it, and a map has been created. After we run it through Planning administratively, we will come to the Council for final approval.
- An Art in the Right-of-Way ODOT permit will be required for the recent sculpture placed near the East Linn Museum property. This will require an application to ODOT, and an acceptance by the City. An RCA will come before the Council on the issue after staff gets settled into the new City Hall.
- The ODOT Foster Lake Sidewalk Project has begun the state internal process for design and construction, estimated to start work next year.

MEMORANDUM



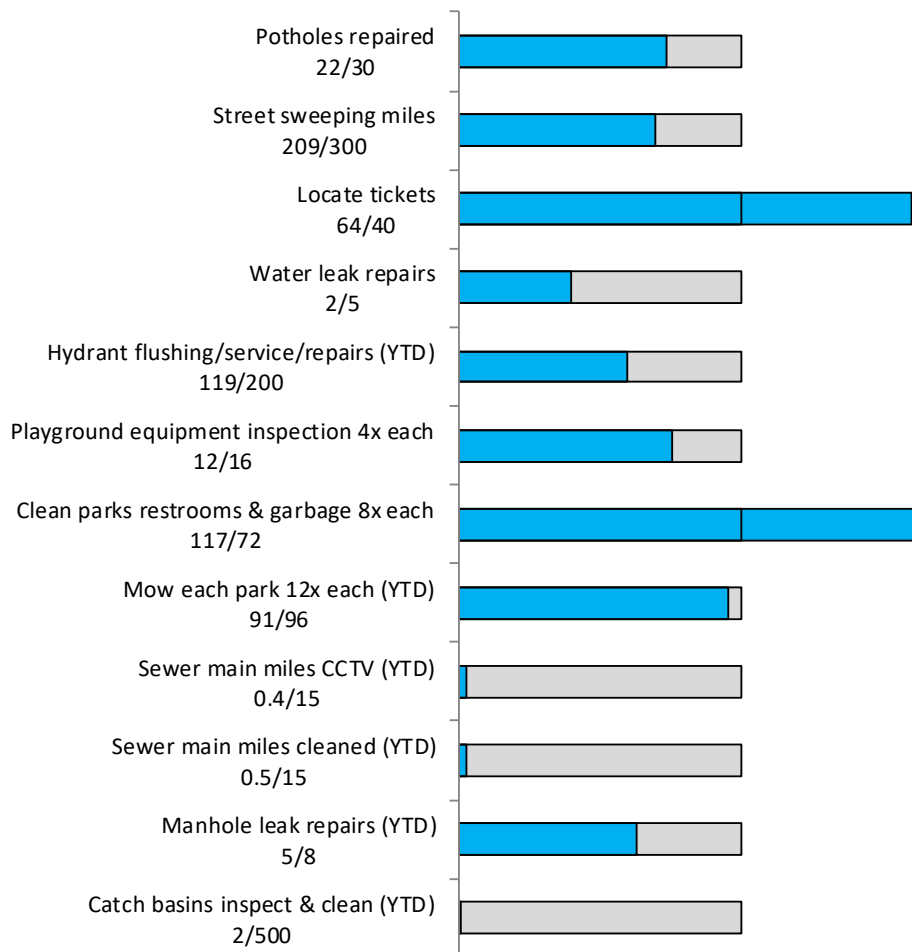
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: August 6, 2019
 SUBJECT: Public Works Activities Report/July 2019

This memorandum provides a brief periodic update of specific projects and activities performed by the Public Works Department.

Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis.

July 2019



<u>Work Orders</u>	
Posted:	864
Completed:	815
<u>Top 10 Categories</u>	
Water Turn Ons/Offs	124
Bathrooms/Garbage	117
Blowoff Flushing &	72
Locates	67
Paint/Street Markings	49
New City Hall	44
Mowing	28
Tree/Brush Trimming -	26
Cl2 Residual	26
Meter Re-Read	23

Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Council approved Murraysmith for final design in June, 2019.

City Curb Painting

Scope: Improve curb visibility, identifying restricted parking areas.

Status: Staff pressure cleaned all curbs in May, 2019. Annual curb painting was completed June, 2019. Project completed for 2019.

Water Leak Detection Project

Scope: Contract services to identify water leaks throughout the 54 miles of water distribution system.

Status: PW staff has completed all repairs on the identified water leaks. Approximately 78 repairs have been completed by PW staff to date. Staff will calculate water loss quarterly. Staff purchased new leak detection equipment to begin program in-house.

Timber Consultant Selection

Scope: Ability to manage City-owned timber resources in a proactive manner to maximize public safety and efficiently recover the value of removed timber.

Status: Staff developed RFP to select consultant. Staff selected Cascade Timber Consultants as the City's timber consultant.

City Engineer of Record Selection

Scope: Contract Engineering Services to assist with City projects and development/planning support.

Status: Staff developed RFP to select consultant. The selection process is closed, and staff selected Murraysmith for the Engineer of Record in July, 2019.

Sankey Park Restroom Installation

Scope: Install new restroom facility in Sankey Park.

Status: Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for January, 2019. PW staff completed rough grading for restroom, offsite utilizes in pad, and completed parking lot improvements. Project completed.

Parks Irrigation System Improvements

Scope: Inspect and repair existing irrigation systems in Sankey Park, Northside Park, and Ashbrook Park.

Status: Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park,

and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair. Project will resume in Summer 2019.

2019 Overlay Project

Scope: 2" pavement overlay on Juniper St., 32nd Ct., 45th Ave., and 46th Ave. at Main St.

Status: Project in design.

DEQ - 18th Ave Groundwater Contamination Resolution

Scope: Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18th Ave and north of Tamarack St.

Status: Staff will proceed with LID for secure funding.

Air/Vacuum Valve Program

Scope: Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

Status: New valve installed at Lake Pointe Pump Station. New valve installed at highway by Murphy Mill. Replaced existing dysfunctional valve at 44th Ave. Work will be ongoing.

Linn Shuttle Bus Shelters

Scope: Support Linn Shuttle grant project to install bus shelters at highway locations.

Status: Linn Shuttle has retained a contractor for installation and has ordered the shelters. Staff assisted Linn Shuttle with the ODOT application and has secured permits. Under construction.