

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

March 13, 2018, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

WiFi Passcode:
guestwifi

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 Briana
Councilor Coleman
Councilor Gerson
Councilor Goble

Councilor Gourley
Mayor Mahler
Councilor Trask

C. Consent Agenda:

- a) Approval of Minutes: February 27, 2018 City Council Work Session (pg.3)
February 27, 2018 City Council (pg. 4-7)
February 23-24, 2018 City Council Training Session (pg.8-9)

D. Recognition of Visitors and Hearing of Petitions

a) Public Hearing: A Public Hearing (Annexation)

A Public Hearing for applications AX 17-01 and ZC 17-01: Applications to annex an approximately .52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The Request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential – 1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone. The applicants are Alan and Peggy Stutz, and the property address is 845 Alder Street, Sweet Home, OR 97386 (pg. 10-56)

E. Old Business:

- a) Request for Council Action – Murraysmith Contract and Timeline (pg. 57-95)

F. New Business:

- a) Request for Council Action – Appointment to Park & Tree Committee – 4 year term (pg. 96-100)
- b) Request for Council Action – Appointment to Park & Tree Committee – 2 year term (pg. 101)

G. Introduction, First and Second Reading of Ordinance Bills

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.

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.

- a) INTRODUCTION
- b) FIRST READING
- c) SECOND READING

H. Third Reading of Ordinance Bills (Roll Call Vote Required)

I. Resolutions

J. Reports of Committees:

Administrative & Finance/Property	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park & Tree Committee (Minutes 02-21-18)(pg.102-103)	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Briana
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Capitol Christmas Tree Committee	Coleman

K. Reports of City Officials:

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports:
 - i. Finance Director
 - (1) Finance Report (pg. 104)
 - (2) Checks by Date (pg. 105-108)
 - ii. Library Services Director
 - (1) Circulation Statistics (by item type)Jan & Feb 2018 (pg.109)
 - (2) Circulation Statistics Jan & Feb 2018 (pg.110)
 - (3) Library Advisory Board Meeting Feb. 8, 2018 (pg. 111)
 - iii. Community and Economic Development Director
 - (1) Planning Commission Minutes 02-26-18 (pg.112-113)
 - (2) Planning Commission Minutes 03-05-18 (pg.114-115)
 - (3) Draft Economic Development Strategy (pg.116)
 - (4) Department Report – February (pg.117-118)
 - iv. Police Chief
 - v. Public Works Director
 - vi. City Attorney’s Report

L. Adjournment

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.

SWEET HOME CITY COUNCIL
SPECIAL MEETING WORK SESSION MINUTES

February 27, 2018

The City Council Work Session was opened at 5:00 p.m. in the City Hall Annex.

Roll Call:	Councilor Briana	P	Councilor Gourley	P (5:15pm)
	Councilor Coleman	P	Mayor Mahler	P (5:29pm)
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P (5:35pm)		

Staff: City Manager Ray Towry, Public Works Director Greg Springman, Finance Director Brandon Neish, Police Chief Jeff Lynn, Library Services Director Rose Peda, and Recording Secretary Julie Fisher.

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

The purpose of the meeting was a presentation by S|EA Architects on the new City Hall project. Liz Kale, Kate Dougherty and Sid Scott explained the process of how the plan was designed and reviewed the plans with the members of the Council. Council stated changes they wanted to see in the current design. S|EA asked for consensus on several items for direction moving forward.

The meeting adjourned at 6:28 p.m.

The foregoing is a true copy of the proceedings of the City Council at the February 27, 2018 City Council Work Session Meeting.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

February 27, 2018

Mayor Mahler called the meeting to order at 6:30 p.m. in the City Hall Annex. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, Police Chief Jeff Lynn, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Finance Director Brandon Neish and Recording Secretary Julie Fisher

Visitors Registered to Speak: Theresa Brown, Duncan Tuomi, Ken and Cathy Collins.

Media: Sean Morgan, The New Era

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

Consent Agenda: **Motion was made to approve the Consent Agenda as amended. (Gerson/Coleman) Motion passed with 7 Ayes, 0 Opposed.**

Items on the consent agenda are as follows:
Approval of Minutes: February 13, 2018 – WS
February 13, 2018

Recognition of Visitors & Hearing of Petition:

Theresa Brown
27919 Riggs Hill Rd
Foster, OR 97345

Theresa Brown addressed the Council with concerns in light of the recent tragic school shooting and questioned what processes or lack thereof are in place, how the community can report “red flags”, and if there is a catastrophic event plan. Mayor Mahler referred Ms. Brown to staff for an update. Chief Lynn reported the Sweet Home School District is discussing a community forum in March to address community concerns.

Duncan Tuomi
300 Sandridge Court
Lebanon, OR 97355

Duncan Tuomi addressed the Council representing Sweet Home Oregon Coalition for Artistic and Scholastic Enrichment (SHOCASE) and requested the Council consider a dedicated area in the new City Hall to display work of local artist with the goal of expanding understanding and appreciation of the Arts. The Consensus of the Council was the project was a great idea and for SHOCASE to also consider displays at local schools, businesses and the library.

Ken and Cathy Collins
351 Strawberry Loop
Sweet Home, OR 97386

Ken and Cathy Collins also representing SHOCASE expanded on what Mr. Tuomi presented, that they were indeed looking for a dedicated space. Mr. and Mrs. Collins also added to concerns expressed by

Theresa Brown informing the Council that they are part of the Linn Benton Emergency Co Ad who work during disasters in Linn and Benton Counties. The Co Ad is affiliated with the Salvation Army Church and they are in need of a partnership with the Sweet Home School District to be able to use their kitchen during a time of disaster. Sweet Home Volunteer Emergency Services Coordinator Tommy Mull stated they have worked with the Co Ad thru SHEM.

Old Business: None

New Business: None

Introduction, First and Second Reading of Ordinance Bills: None

Introduction: None

First Reading: None

Second Reading: None

Third and Final Reading of Ordinance Bills: None

Resolutions: None

Committee Reports:

Administration & Finance/
Property Committee None

Public/Traffic Safety Councilor Coleman stated she did not have a Public/Traffic Safety report but did request a Work Session on Committees and asked for consideration for a Capitol Christmas Tree Committee be formed and volunteered to chair that committee. Councilor Gerson stated she would support that request as a second.

Public Works None

City Boards/Committees:

Chamber of Commerce Councilor Coleman announced the Awards Banquet on April 7th.

Fire District None

Park & Tree Commission Councilor Trask stated work is being done at upper Sankey Park.

Y.A.C. None

Ad Hoc Committee
Community Healthcare Mayor Mahler reported on the recent Community Health Committee meeting and stated there were two homeless individuals that came to the committee to discuss solutions to homelessness and ideas of ways those effected by homelessness

can have access to essentials such as power, showers and meals. Councilor Gourley expanded on the report adding current projects the committee is focused on and an update on the Hero Banner Project.

Regional Boards/Committees:

Area Commission on Transportation (ACT)

None

COG

Councilor Gerson stated the next meeting is scheduled for March.

Solid Waste Advisory Council (SWAC)

None

Mayor's Report

Mayor Mahler reported on the Medal of Honor Highway/City dedication ceremony and encouraged visits to view the sign near Shea Point.

City Manager's Report

City Manager Ray Towry thanked the Council for their time spent while attending the City Council Training. There will be a debriefing with speaker Michael Grayum this week and City Manager Towry encouraged the Council to submit any feedback. A summary of topics including the Dot Count Report will be in the minutes.

City Manager Towry asked the Mayor of Councilor Coleman's request. The Mayor assigned Councilor Briana with the Public/Traffic Safety Committee and the Area Commission on Transportation Committee. The formation of a Capitol Christmas Tree Committee will be addressed at the next meeting.

Department Directors Reports:

Finance Director

Finance Director Neish reviewed the Municipal Court report and presented the monthly review of revenues vs. expenses compared to the past 5 years. Both the revenues and expenses followed past trends.

Library Director

None

Community and Economic Development Director

CEDD Sorte reported a joint Work Session was held between the Planning Commission and Sweet Home Active Revitalization Efforts (SHARE). Bill Matthews, Sweet Home Chamber of Commerce President shared ideas the committee is working on. Mr. Matthews stated the committee is chaired by Scott Swanson, and has representatives from the USFS, SHSD, LBCC and the City. The purpose of the joint Work Session was for Economic Development Strategy and Action Plan, investing the Economic Development Funds the Council adopted in the Budget. The Council voiced a concern of the lack of downtown parking.

Police Chief

None

Public Works

Public Works Director Greg Springman reported the contract between Murraysmith is being finalized for the WWTP and should

be before the Council on the next agenda. There was a question from staff on striping at the WTP and PWD Springman explained Comcast is doing some upgrades to increase the bandwidth. The upgrades are estimated to be \$13,000 but will be paid by Comcast.

City Attorney

None

Adjournment: With no further business the meeting adjourned at 7:30 PM.

The foregoing is a true copy of the proceedings of the City Council at the February 27, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

SWEET HOME CITY COUNCIL
TRAINING SESSION

February 23-24, 2018

Attendance:	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P		

Staff: City Manager Ray Towry, Public Works Director Greg Springman, Community and Economic Development Director Jerry Sorte, Chief of Police Jeff Lynn, Library Services Director Rose Peda, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Media: None

The purpose of the meeting was to conduct annual City Council Training. On Friday, February 23rd the Council met from 4pm until 8pm at East Linn Christian Academy, 36883 Victory Drive, Lebanon, OR. Michael Grayum, City Administrator of Yelm, WA, discussed Council Roles and led the Council in a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. The following were identified:

Strengths: Build, Maintain, Promote

Management core: New ideas, mindset, open minded

People: determination, volunteer/service, tracking issues

Location: Proximity to outdoor rec, lakes have water year round

School District: new leadership, fresh people, interaction

Council: same goals, no rubber stamping, new perspective, disagree but not disagreeable

Investment: Fire Dept, PW building, City Hall, schools, Police Department.

Weakness: Shore up

Economic Development: permit process, zoning, codes, empty buildings, parking

Infrastructure: Wastewater, parks, amenities

Manufactured home parks on Main Street

Drugs, alcohol, stigma

“Just good enough”

Communication

Opportunities: Invest/Capitalize

Medical Services

Increase Commercial & Industrial Properties

Code Enforcement (property)

Strength in ODOT, Forest Service

Find alt. funding for park and rec

Knife River property campground development

Business into empty storefronts

Capitol Christmas Tree Communication Strategy

Streamline Permit Process, communication

Implement Downtown Corridor Strategy

Budget by Outcomes: quarterly review

Threats: Monitor

Increased rental prices/decreased availability

Turnover rate: Police Department (Stepping Stone Town)

Salem Legislation: unfunded mandates

Aging Infrastructure: failing Wastewater Treatment Plant

Using dots, each Councilor marked items of importance to them. The majority of the dots fell on the following:

People:

- Land Use Training for Council and Committee (1)
- Strengthen partnerships – ODOT, USFS, Corp. of Eng. (2)

Internal Process:

- Increase Main Street parking (2)
- Increase commercial and industrial zoning (6)
- Revisit zoning for Mill Property (2)
- Code Enforcement Plan – property & gateway (3)
- Create river access (1)
- Streamline permit process – consistent, clear policy, communication (5)
- Implement Downtown Corridor Strategy (1)

Customers:

- Capitol Christmas Tree (2)
- Medal of Honor Hwy (1)

Financial:

- Budgeting to an outcome - quarterly review (2)
- Knife River Property development (5)
- Medical Services – memory care/ physical therapy/ emergency room (3)
- Seek alternate funding source – parks (1)

The last item Mr. Grayum discussed were the 5 C's: Collaborate, Coaching, Communicate Effectively and Appropriately, Conveyed Gratitude and Appreciation, Create a Healthy Culture.

Saturday, February 24th, the Council Training continued beginning at 9am and concluded at 8pm. Patty Mulvihill, General Council to the League of Oregon Cities taught on Public Meeting Laws, Public Records Laws and Conflicts of Interest. Ms. Mulvihill communicated how serial meetings can unintentionally happen and explained to Council that City business should not be discussed with other Councilors outside of an open public meeting.

City Manager Ray Towry talked about the Roles and Responsibilities of City Council. He discussed the importance on preparation, presentation, communication, and self-evaluation. City Manager Ray Towry continued training on the "Work of a Councilmember" noting that work should be done before the meetings and communication between the City Manager and each Councilmember is critical. The 2017 City Council goals were reviewed as well as the City of Sweet Home Mission and Vision Statements.

Department Heads presented their Annual Reports and explained reorganizing ideas within some departments to maximize staff and streamline processes. There was time for questions of staff.

No official decisions were made during the entirety of the City Council Training.

The foregoing is a true copy of the proceedings of the City Council at the February 23-24, 2018 City Council Training Session.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: March 13, 2018	TITLE: Public Hearing for AX 17-01 and ZC 17-01	TYPE OF ACTION: <u> X </u> RESOLUTION — MOTION — OTHER
SUBMITTED BY: Jerry Sorte	ATTACHMENTS: Staff report provided to the Planning Commission; including attachments	
REVIEWED BY:		

PURPOSE OF THIS RCA:

The purpose of this RCA is to provide background information for the City Council; so that the Council can make an informed decision on a request for annexation (File AX 17-01) and a zone change (File ZC 17-01).

BACKGROUND/CONTEXT:

The applicants Alan and Peggy Stutz are requesting to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone. The property address is 845 Alder Street, Sweet Home, OR 97386, and is identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700. As described in the application materials, the applicant is seeking annexation in order to extend City sewer to the subject property.

The staff report provided to the Planning Commission for this request: file numbers AX 17-01 and ZC 17-01, is provided as Exhibit 1. That exhibit includes the details of the request, staff findings that address the review criteria, and maps that depict the subject property and the proposed zone change. The decision criteria are listed in Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025 and ORS 222.111.

The last annexation approved by the City was in 2010. That annexation incorporated two properties (915 and 929 Alder Street) that are two and three properties to the east of the property in question (845 Alder Street).

The Planning Commission opened the public hearing for these applications on March 5, 2018. The public meeting notice for the Planning Commission meeting was sent later than intended, and in order to ensure compliance with public meeting requirements, the Planning Commission did not hear testimony on March 5 and continued the public hearing to March 12, 2018 at 7:00 PM in the City Hall Annex. As the writing of this report, the Planning Commission has not provided a recommendation on applications AX 17-01 and ZC 17-01. Staff anticipates that the Planning Commission will make a recommendation on March 12. That recommendation and any additional written testimony that is submitted will be provided to the City Council at the hearing. Should the Council determine that additional time is needed to consider the Planning Commission's recommendation and/or any testimony that is submitted at the public hearing, the Council could continue the hearing or leave the record open until the March 27, 2018 City Council meeting.

THE CHALLENGE/PROBLEM:

The question before the City Council is whether the proposed annexation and zone change request complies with the applicable review and decision criteria and is consistent with the City's long term vision.

STAKEHOLDERS:

- Property Owners
- City of Sweet Home Residents
- Linn County

ISSUES & FINANCIAL IMPACTS:

1. Financial Impacts: If annexed, the subject property would be subject to the property taxes that apply within the City of Sweet Home's city limits. Costs associated with extension of sewer services to the subject property would be the responsibility of the developer. Costs to the City would be minimal and primarily consist of staff time; which is a part of regular staff duties. The subject property is currently served by City water at a rate of 150% of the in-city rate. Upon annexation to the City, the applicant's water rate would be reduced. The annexation would add an additional sewer customer upon connection to City sewer services.
2. Annexation of the portion of Alder Street, Old Holley Road, and 8th Avenue in the UGB. During review of this application, the Engineering Department made the recommendation that the City also annex the portion of Alder Street adjacent to the property, and possibly Old Holley Road and 8th Avenue located in proximity to the property and within the Urban Growth Boundary. See Attachment E of the Staff Report. This application was noticed, and only speaks to the applicant's property. In order to minimize the chance of a procedural error at this point by adding additional area to the annexation request, it is my recommendation that this issue be considered by the City Council separately from these applications in the near future. The annexation of the portions of Alder Street, Old Holley Road, and 8th Avenue in the UGB, as well as the transfer of jurisdiction from Linn County to the City, would allow the City to control the development of those streets; including the intersection at Elkhorn and Old Holley Road; which is currently gated.

ELEMENTS OF A STABLE SOLUTION:

Staff recommends that the City Council open the public hearing, consider testimony and information in the record, and make a decision on this matter.

OPTIONS:

1. Move to approve applications AX 17-01 and ZC 17-01.
2. Move to deny applications AX 17-01 and ZC 17-01;
3. Approve application AX 17-01 and deny ZC 17-01; The property would remain under Linn County's zoning, and would create an administrative challenge if the applicant seeks to develop their property in the future;
4. Continue the public hearing in order to consider the information in the record or to gather additional information (specify date, time, and location); or
5. Other

If these applications are approved, staff will prepare an ordinance for consideration by the City Council at the next City Council meeting. The ordinance would formally annex the property and amend the Zoning Map.

RECOMMENDATION:

Staff recommends that the City Council review the applicant's proposal as detailed in Exhibit 1 and hold a public hearing on these applications. Based on the information submitted in the record to date, staff recommends that City Council move to **approve applications AX 17-01 and ZC 17-01.**

EXHIBITS:

- Exhibit 1 - Staff report presented to the Planning Commission on February 26, 2018; which includes the following attachments:
- A. Subject Property Map
 - B. Comprehensive Plan Map
 - C. Zoning Map
 - D. Legal Description for the Subject Property
 - E. Engineering Division Comments
 - F. Planning Record Dated as of February 26, 2018; Including Applications and Supporting Documentation



Community and Economic Development Department

City of Sweet Home
 1140 12th Avenue
 Sweet Home, OR 97386
 541-367-8113
 Fax 541-367-5113
 www.ci.sweet-home.or.us

Staff Report Presented to the Planning Commission

REQUEST: This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

APPLICANT/

PROPERTY OWNER: Alan and Peggy Stutz

FILE NUMBERS: AX17-01 & ZC17-01

PROPERTY LOCATION: 845 Alder Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025; ORS 222.111

PLANNING COMMISSION

HEARING DATE & TIME: March 5, 2018 at 7:00 PM

CITY COUNCIL

HEARING DATE & TIME: March 13, 2018 at 6:30 PM

LOCATION OF BOTH

HEARINGS: City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386

STAFF CONTACT:

Jerry Sorte, CED Director.
 Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

REPORT DATE: February 26, 2018

I. PROJECT AND PROPERTY DESCRIPTION

This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The subject property is identified on Attachment A. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

The proposed annexation, if approved would modify the City Limit line to incorporate the subject property. The legal description for the subject property is included as Attachment D. The applicant is seeking annexation in order to connect to City sewer services.

ZONING AND COMPREHENSIVE PLAN DESIGNATIONS:

Property	Zoning Designation	Comprehensive Plan Designation
Subject Property	Current: Linn County UGA-RR-1 Proposed: Medium Density Residential (R-3)	Medium Density Residential
Property North	Low Density Residential (R-1)	Medium Density Residential
Property East	Linn County UGA-RR-1	Medium Density Residential
Property South	Low Density Residential (R-1)	Low Density Residential
Property West	Linn County UGA-RR-1	Low Density Residential

Floodplain Based on a review of the FEMA FIRM Maps; Panel 41043C0913G dated September 29, 2010, the subject property is not located in the 100-year floodplain.

Wetlands: The subject property does not contain wetlands on the Sweet Home Local Wetland Inventory. The property also does not contain wetlands identified on the National Wetlands Inventory (NWI) Map.

Services: See Engineering Comments (Attachment E). The subject property is currently served by City water. City sewer property has access to City water and sewer.

The subject property has frontage along Alder Street.

PROCESS AND NOTICE TIMELINES:

Application Received: December 27, 2017

DLCD 35-Day Notice: January 29, 2018

Mailed Notice: February 2, 2018

Notice Published in New Era Newspaper: February 14, 2018; February 28, 2018; March 7, 2018

Posted Notice (4 locations): February 20, 2018

Planning Commission Hearing: March 5, 2018

City Council Hearing: March 13, 2018

120-Day Completion Deadline: April 26, 2018

Mailed notice was sent to property owners and residents within 300 feet of the property as well as applicable service agencies and interested parties. Notice was provided as required by SHMC 17.12.120 and ORS 222.120(3).

II. COMMENTS

Engineering Division: See Attachment E for full comments.

Building Division: Building Program has no issues with this application.

Linn County:

I have reviewed the notice of proposed annexation of the Alder Street property. I have no land use related concerns with the proposal. As we discussed, the City should follow up with the County Roadmaster, Darrin Lane to determine potential impacts to the County road system. Thank you for the opportunity to comment. - Robert Wheeldon, Director, Linn County Planning & Building Dept

III. REVIEW AND DECISION CRITERIA

The review and decision criteria for a conditional use permit are listed below in bold. Staff findings and analysis are provided under each review and decision criterion.

Criteria for Annexation Request: AX 17-01

- A. Upon receiving any petition for annexation of territory to the city, or before initiating any such action on its own motion, the Council shall refer the proposal for annexation to the Planning Commission for its consideration and recommendation.** [SHMC 17.104.010(A)]

Staff Findings: The subject property is located with the City's UGB, and annexation would bring the subject property into the City limits. The Planning Commission will consider this matter on March 5, 2018.

- B. The Planning Commission shall review the proposal for annexation, hold such hearings as it deems proper, make such finding of facts as it deems proper and make recommendations to the Council.** [SHMC 17.104.010(B)]
- C. ORS 222.120. Procedure for annexation without election; hearing; ordinance subject to referendum. [Relevant Sections]**
- a. **Except when expressly required to do so by the city charter, the legislative body of a city is not required to submit a proposal for annexation of territory to the electors of the city for their approval or rejection.** [ORS 222.120(1)]
 - b. **When the legislative body of the city elects to dispense with submitting the question of the proposed annexation to the electors of the city, the legislative body of the city shall fix a day for a public hearing before the legislative body at which time the electors of the city may appear and be heard on the question of annexation.** [ORS 222.120(2)]
 - c. **The city legislative body shall cause notice of the hearing to be published once each week for two successive weeks prior to the day of hearing, in a newspaper of general circulation in the city, and shall cause notices of the hearing to be posted in four public places in the city for a like period.** [ORS 222.120(3)]
 - d. **After the hearing, the city legislative body may, by an ordinance containing a legal description of the territory in question:** [ORS 222.120(4)]
 - i. **Declare that the territory is annexed to the city where electors or landowners in the contiguous territory consented in writing to such annexation, as provided in ORS 222.125 or 222.170, prior to the public hearing held under subsection (2) of this section;** [ORS 222.120(4)(b)]

Staff Findings: The provisions of SHMC 17.104.010 do not require that this annexation proposal be submitted to the electors of the City for their approval or rejection. The Planning Commission will hold a public hearing on March 5, 2018 and will make a recommendation to the City Council. The City Council will hold a hearing on this matter on March 13, 2018 at 6:30 PM.

Notice of both public hearings will be published in the New Era Newspaper on February 14, 2018; February 28, 2018, and March 7, 2018. Notice of the public hearing was posted in four city locations: City Hall, City Library, Post Office, and the community bulletin board at the northeast corner of 18th Ave and Long Street.

If this annexation is approved, the City will follow the procedures for adopting an ordinance and providing notification to affected parties as describes in the SHMC and ORS 222.

- D. In the event that the Council finds that immediate action is necessary to initiate proceedings for annexation, either before the proposal is referred to the Planning Commission, or before recommendations are received from the Planning Commission, the Council may proceed, but the Planning Commission shall be promptly advised, so that it may have an opportunity to make recommendations to the Council during the Council proceedings. [SHMC 17.104.010(C)]**

Staff Findings: The Planning Commission will review this application and make a recommendation to City Council. The applicant did not request that immediate action be taken under this section. Staff recommends that the Planning Commission make a recommendation on this matter at their March 5 meeting so that the City Council may consider the recommendation at their March 13 hearing.

- E. When a proposal containing the terms of annexation is approved in the manner provided by the charter of the annexing city or by ORS 222.111 to 222.180 or 222.840 to 222.915, the boundaries of any city may be extended by the annexation of territory that is not within a city and that is contiguous to the city or separated from it only by a public right of way or a stream, bay, lake or other body of water. Such territory may lie either wholly or partially within or without the same county in which the city lies. [ORS 222.111(1)]**
- F. A proposal for annexation of territory to a city may be initiated by the legislative body of the city, on its own motion, or by a petition to the legislative body of the city by owners of real property in the territory to be annexed. [ORS 222.111(2)]**
- G. A city annexation made in compliance with a comprehensive plan acknowledged pursuant to ORS 197.251(1) or 197.625 shall be considered by the commission to have been made in accordance with the goals unless the acknowledged comprehensive plan and implementing ordinances do not control the annexation. [OAR 660-014-0060]**

Staff Findings: The subject property is contiguous to the city limits of Sweet Home to the south and to the north. The north property line borders Alder street, which is within the jurisdiction of Linn County; however, the property across the right-of-way is located within city limits. This is considered contiguous under ORS 222.111(1).

The SHMC does not provide specific criteria for annexations; however, as discussed below, the City of Sweet Home Comprehensive Plan requires that upon annexation that the zoning of the subject property be changed to a City zoning classification that is consistent with the Sweet Home Comprehensive Plan Map. This application for an annexation is therefore linked to the application for a zone change. For this reason, staff recommends that these applications be either both approved or both denied. This annexation proceeding was initiated at the request of the property owner.

The Engineering Department provided comments to this application, which are included as Attachment E. The Linn County Planning and Building Department also provided comments, which are included in Section II. Engineering and Linn County's comments bring attention to the

issue of the jurisdiction of Alder Street. The applicant's property does not include Alder Street; however, the extension of City sewer services would most efficiently be provided by extending the existing sewer line in Alder street that is currently located to the east of the property. The sewer line would need to be extended along the full length of the subject property's frontage along Alder Street (SHMC 13.08.070). As the annexation is proposed, sewer extension would require work within the Linn County portion of Alder Street, and the applicant would need to obtain a work in the right-of-way permit from Linn County. The Engineering Department recommends annexing the portion of Alder Street that would be affected by the extension.

While it is related to, but outside of the current annexation request, staff agrees that it would be prudent to explore annexing the above mentioned portion of Alder Street. At the same time, it would be advised to consider annexation of 8th Avenue and Old Holley Road; which are both in close proximity to the subject property and located within the Urban Growth Boundary. It is staff's intent to approach the City Council about this project in the near future, and would advise that the right-of-way annexation effort be separated from the project at hand since the City faces a 120-day deadline to make a decision on these applications.

This annexation decision will be made in conformance with the City's acknowledged comprehensive plan; and therefore would comply with the Oregon Statewide Planning Goals pursuant to OAR 660-014-0060.

Criteria for Zone Change Request: ZC 17-01

H. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following:

- a. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]**
 - i. Upon annexation, all lands shall be zoned consistently with the Comprehensive Plan and its designations and should be based on public need, special studies or other information which will serve as the factual basis to support the change. [SHCP Chapter 2; Land Use Element, Policy 16]**
 - ii. Table 1. Summary of Comprehensive Plan Land Use Designations**

Land Use Designation	Purpose
Medium Density Residential	To provide areas suitable and desirable for single family homes, duplexes on corner lots, condominiums, town houses, and appropriate community facilities. Densities in this category are slightly higher than those in the low density category.

The Zoning Code implements the Comprehensive Plan by providing specific development guidelines for each Land Use Designation. The general nature of each Comprehensive Plan Land Use Designation will guide the uses and standards for the corresponding zone in the Zoning Code. [SHCP Chapter 2; Land Use Element, Portion of Table 1: Summary of Comprehensive Plan Land Use Designations]

Staff Findings: The Comprehensive Plan Map Designation of the subject property is Medium Density Residential. See Attachment B. The goals and polices of the Comprehensive Plan are implemented through the application of zoning that implements the Comprehensive Plan Map designation of the property. The Medium Density Residential (R-3) Zone implements the Medium Density Residential Comprehensive Plan Map designation.

Based on a review of the Sweet Home Local Wetlands Inventory Map and the National Wetlands Inventory Map, the subject property does not contained inventoried wetlands. As a result, it would not be appropriate to apply the Natural Resources Zone to the property. The subject property is located outside of the 100-year floodplain.

Based on the above findings, the application of the R-3 Zone to the subject property would be consistent with the goals and policies of the Comprehensive Plan. The application complies with this criterion.

- b. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]**

Staff Findings: The subject property is located within the City's Urban Growth Boundary, which has been identified as the planned location for urban development in the City. The properties two and three properties to the east were annexed to the Ctiy in 2010 under similar circumstances: they sought connection to the City's sewer system. The subject property is contiguous to the Sweet Home City Limits. For these reasons, staff finds that the application complies with this criterion.

- c. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]**

Staff Findings: The Engineering Department provided comments to this annexation and zone change proposal which are included as Attachment E. The subject property is currently served by City water. The applicant is seeking connection to City sewer. If the applicant seeks connection to the sewer service on Alder Street, they would need to obtain a work in the right-of-way permit from Linn County; until such time as the portion of connecting right-of-way is annexed into the City. Costs associated with the extension of sewer and other services would be the responsibility of the property owner.

The subject property contains approximately 0.52-acre; and if approved, it would be possible to divide the property into lots as small as 4,800 square feet through a future subdivision or partition application process. The applicant has not requested a subdivision or partition at this time. If the applicant seeks to divide the property in the future, approval of those applications may require sidewalk or road improvements as required under the Sweet Home Municipal Code. A host of other development permits may also be required upon future development of the property; however, no specific development has been proposed at this time.

The subject property contains one single-family dwelling; and based on the comments submitted by the Engineering Division; utilities and services could be efficiently provided to the subject property.

- d. The proposed amendment to the comprehensive plan map is consistent with Oregon's statewide planning goals. [SHMC 17.12.025(D)]**

Staff Findings: This criterion does not apply to a zone change, because the proposal does not require an amendment to the City's Comprehensive Plan Map. The Comprehensive Plan Map designates the subject property as Medium Density Residential, and the applicant is proposing to apply the corresponding Medium Density Residential (R-3) zone. The proposed zoning is consistent with the City's Comprehensive Plan; which has been acknowledged to be consistent with the Statewide Planning Goals.

IV. CONCLUSION AND RECOMMENDATION

Pursuant to SHMC 17.104.010(B), the role of the Planning Commission is to "review the proposal for annexation, hold such hearings as it deems proper, make such finding of facts as it deems proper and make recommendations to the Council."

Staff recommends that the Planning Commission adopt the findings listed in Section III, above. Based on those findings, staff recommends that the Planning Commission recommend that the City Council approve applications AX 17-01 and ZC 17-01 (Option 1 below).

Options:

After opening the public hearing and receiving testimony, the Planning Commission's options include the following:

1. Move to recommend that the City Council approve applications AX 17-01 and ZC 17-01;
2. Move to recommend that the City Council deny applications AX 17-01 and ZC 17-01;
3. Other.

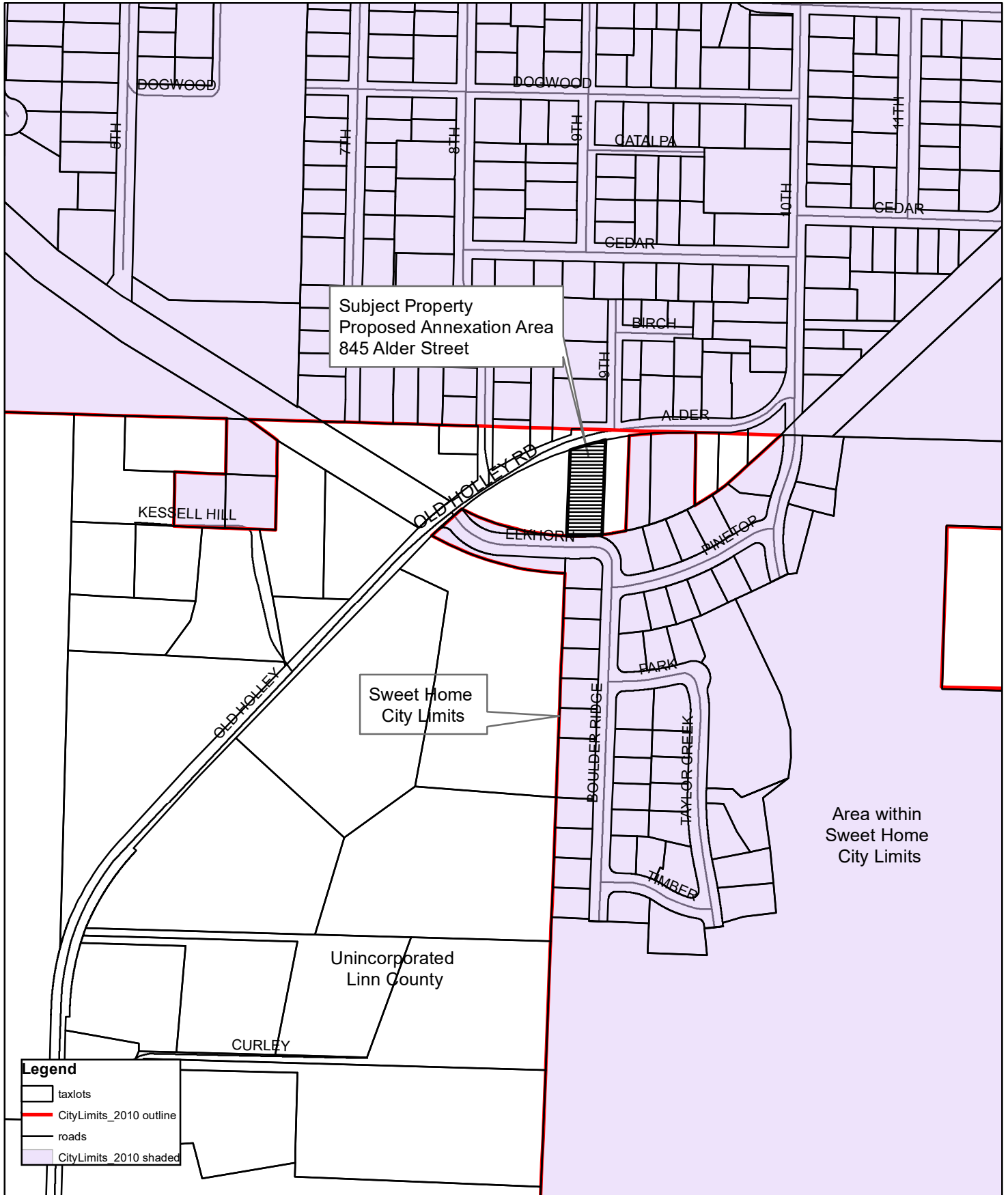
V. PROCESS MOVING FORWARD

The City Council will hold a public hearing on March 13, 2018, and will consider the recommendation of the Planning Commission. If this application is approved, the City Council will read and adopt an ordinance to formally annex the property and apply the proposed City zoning. Staff would provide notice of the decision as required by the SHMC and ORS.

VI. ATTACHMENTS

- A. Subject Property Map
- B. Comprehensive Plan Map
- C. Zoning Map
- D. Legal Description for the Subject Property
- E. Engineering Division Comments
- F. Planning Record Dated as of February 26, 2018; Including Applications and Supporting Documentation

City of Sweet Home Planning Map Applications AX 17-01 and ZC 17-01 Proposed Annexation and Zone Change

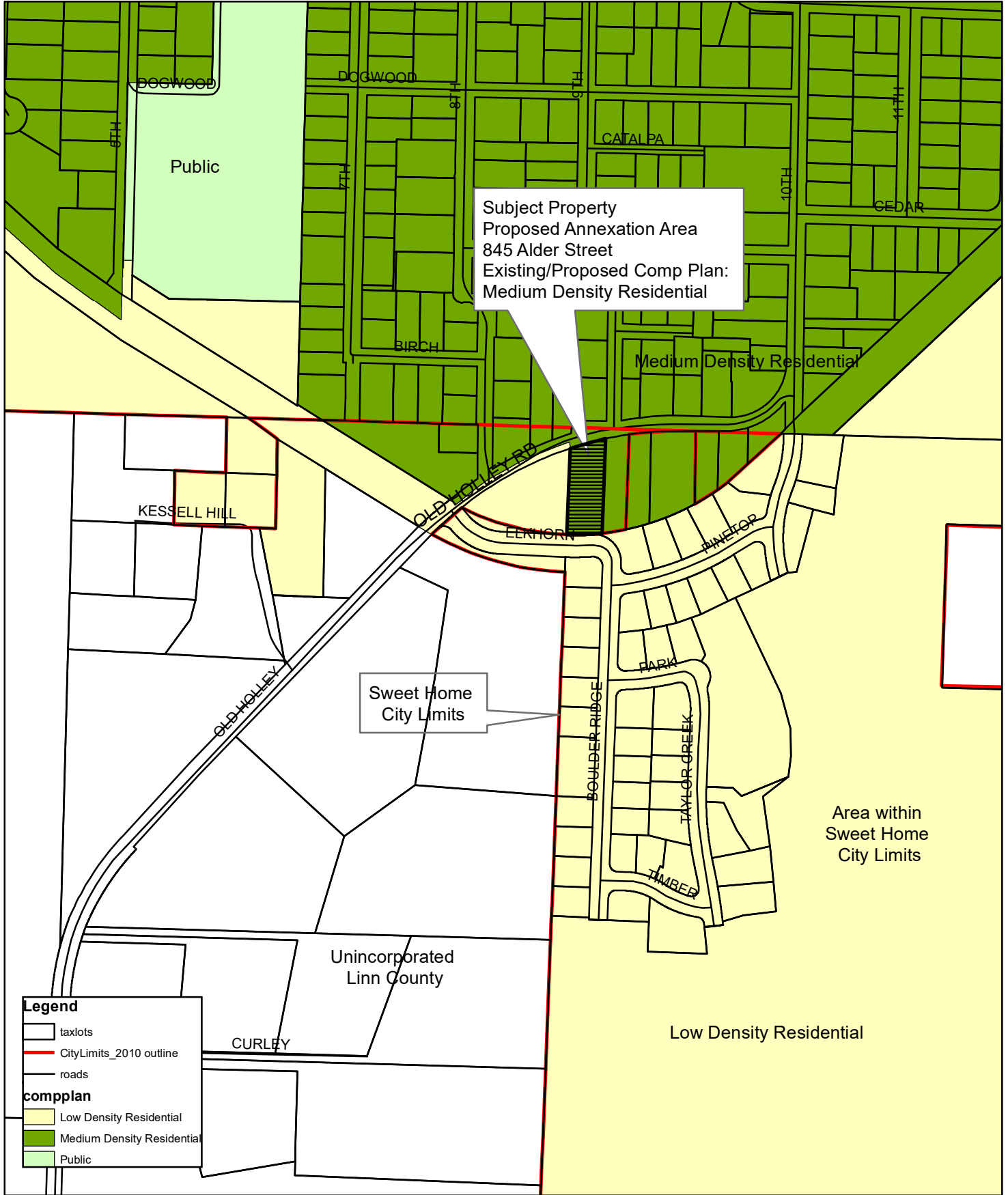


0 90 180 360 540 720 Feet 1 inch = 350 feet



845 Alder Street
Sweet Home, OR 97386
City of Sweet Home - 12/18/2016
14S01E06B Tax Lot 700

City of Sweet Home Comprehensive Plan Map
Applications AX 17-01 and ZC 17-01
Proposed Annexation and Zone Change



Subject Property
Proposed Annexation Area
845 Alder Street
Existing/Proposed Comp Plan:
Medium Density Residential

Sweet Home
City Limits

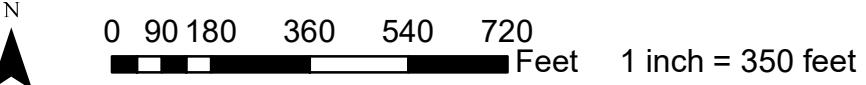
Area within
Sweet Home
City Limits

Legend

- taxlots
- CityLimits_2010 outline
- roads

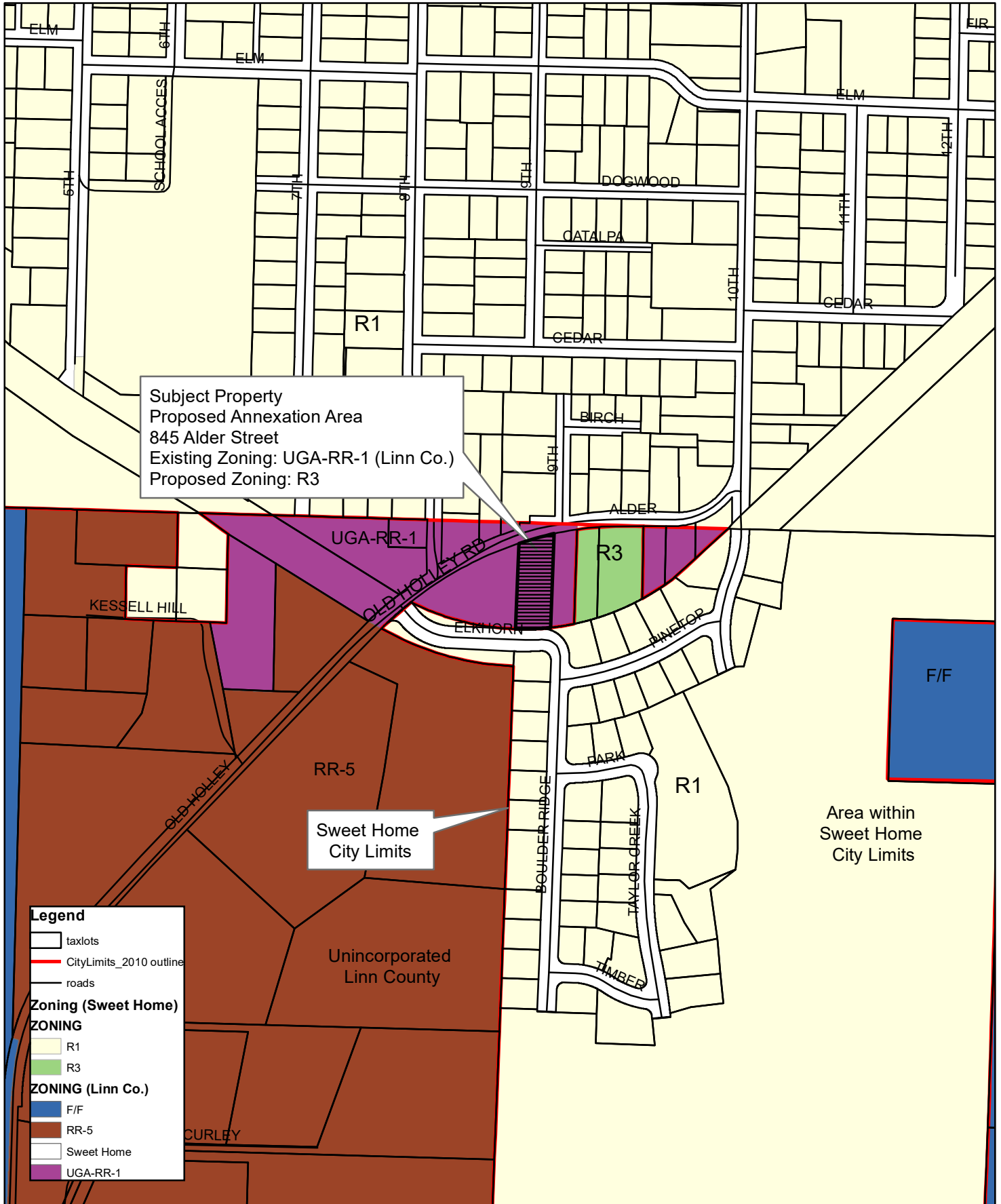
compplan

- Low Density Residential
- Medium Density Residential
- Public



City of Sweet Home Applications AX17-01 and ZC17-01
 Proposed Annexation and Zone Change
 Sweet Home and Linn County Zoning

Attachment C



Subject Property
 Proposed Annexation Area
 845 Alder Street
 Existing Zoning: UGA-RR-1 (Linn Co.)
 Proposed Zoning: R3

Sweet Home
 City Limits

Legend

- taxlots
- CityLimits_2010 outline
- roads

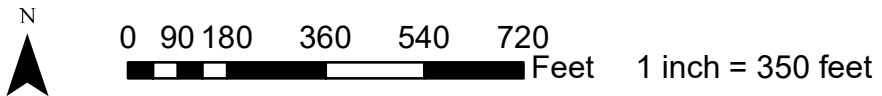
Zoning (Sweet Home)

ZONING

- R1
- R3

ZONING (Linn Co.)

- F/F
- RR-5
- Sweet Home
- UGA-RR-1





After recording return to:
Alan E. Stutz and Peggy L. Stutz
845 Alder Street
Sweet Home, OR 97386

Until a change is requested all tax
statements shall be sent to the
following address:
Alan E. Stutz and Peggy L. Stutz
845 Alder Street
Sweet Home, OR 97386

File No.: 7091-2932367 (BR)
Date: August 31, 2017

THIS SPACE RESERVED FOR RECORDER'S USE

LINN COUNTY, OREGON	2017-18688
D-WD	10/13/2017 03:38:00 PM
Str=0 K. PETERSON	\$70.00
\$10.00 \$11.00 \$10.00 \$20.00 \$19.00	

I, Steve Druckenmiller, County Clerk for Linn County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.
Steve Druckenmiller - County Clerk

E-RECORDING
ORIGINAL

First American Title 7932367

STATUTORY WARRANTY DEED

Lorraine Boettcher, Grantor, conveys and warrants to **Alan E. Stutz and Peggy L. Stutz as tenants by the entirety**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Linn, State of Oregon, described as follows:

BEGINNING AT THE NORTH QUARTER CORNER OF SECTION 6, TOWNSHIP 14 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN IN LINN COUNTY, OREGON, RUNNING THENCE SOUTH 89° 58' EAST ALONG THE NORTH LINE OF SAID SECTION 6 A DISTANCE OF 94.0 FEET; THENCE SOUTH 274.55 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF THE OREGON ELECTRIC RAILROAD; THENCE SOUTHWESTERLY AND WESTERLY ALONG SAID RAILROAD LINE TO THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 6; THENCE NORTHERLY ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION, 282.4 FEET TO THE PLACE OF BEGINNING.

SAVING AND EXCEPTING THEREFROM THE RIGHT OF WAY OF THE PRESENT COUNTY ROAD ALONG THE NORTH SIDE.

NOTE: THIS LEGAL DESCRIPTION WAS CREATED PRIOR TO JANUARY 1, 2008.

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$70,000.00**. (Here comply with requirements of ORS 93.030)



After recording return to:
Alan E. Stutz and Peggy L. Stutz
845 Alder Street
Sweet Home, OR 97386

Until a change is requested all tax
statements shall be sent to the
following address:
Alan E. Stutz and Peggy L. Stutz
845 Alder Street
Sweet Home, OR 97386

File No.: 7091-2932367 (BR)
Date: August 31, 2017

THIS SPACE RESERVED FOR RECORDER'S USE

E-RECORDED

simplifile®

ID: 2017-18688

County: Linn

Date: 10/13/17 Time: 3:38 pm

First American Title 2932367

STATUTORY WARRANTY DEED

Lorraine Boettcher, Grantor, conveys and warrants to **Alan E. Stutz and Peggy L. Stutz as tenants by the entirety**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

LEGAL DESCRIPTION: Real property in the County of Linn, State of Oregon, described as follows:

BEGINNING AT THE NORTH QUARTER CORNER OF SECTION 6, TOWNSHIP 14 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN IN LINN COUNTY, OREGON, RUNNING THENCE SOUTH 89° 58' EAST ALONG THE NORTH LINE OF SAID SECTION 6 A DISTANCE OF 94.0 FEET; THENCE SOUTH 274.55 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF THE OREGON ELECTRIC RAILROAD; THENCE SOUTHWESTERLY AND WESTERLY ALONG SAID RAILROAD LINE TO THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 6; THENCE NORTHERLY ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION, 282.4 FEET TO THE PLACE OF BEGINNING.

SAVING AND EXCEPTING THEREFROM THE RIGHT OF WAY OF THE PRESENT COUNTY ROAD ALONG THE NORTH SIDE.

NOTE: THIS LEGAL DESCRIPTION WAS CREATED PRIOR TO JANUARY 1, 2008.

Subject to:

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is **\$70,000.00**. (Here comply with requirements of ORS 93.030)

MEMORANDUM



TO: Planning
 FROM: Trish Rice, PW Engineering
 DATE: February 21, 2018
 SUBJECT: Planning Application Review AX/ZC 17-01

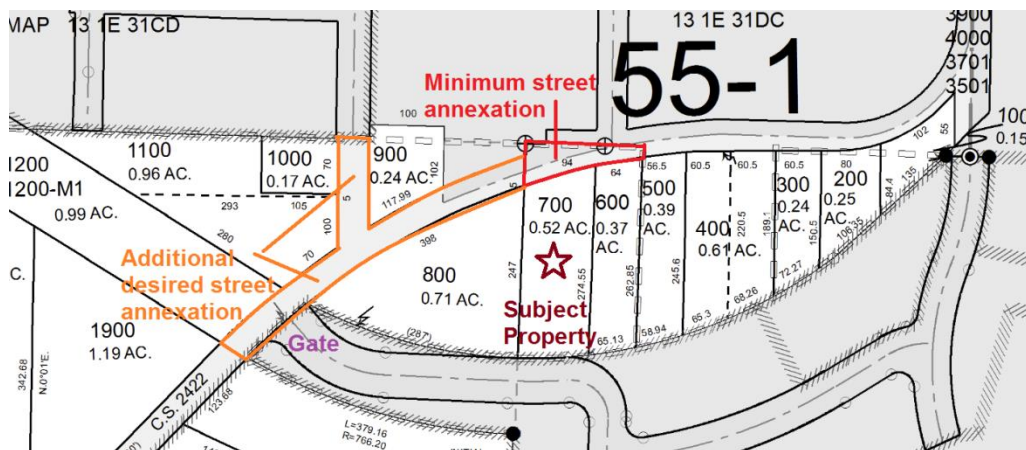
OWNER: Alan & Peggy Stutz
ADDRESS: 845 Alder St
 Sweet Home OR 97386
PROPERTY: 6B-700 (845 Alder St)

PROJECT DESCRIPTION: This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

STREETS: Alder St ROW is variable width in front of the subject property with 22ft paved width. There is a ~8ft gravel driveway. The ROW in the vicinity is generally 40ft. From the subject property's east property line eastward to 10th Ave the road is partially improved with curb & gutter (no sidewalk) and has curb-to-curb width of 32 feet. Street improvements are not required as part of the annexation but will be required upon redevelopment of the property. Any street improvements will be required to satisfy the minimum standards according to the Transportation System Plan.

This portion of Alder St is currently outside of City Limits. Concurrent with annexing the subject property, Engineering requests, at minimum, annexation of the wedge-shaped portion of Alder St ROW across the frontage of the subject property and adjacent lot 600 to connect with existing City ROW. This is the same thing that was done when neighboring lots 400 and 500 annexed (AX/RZ 09-01). If the street is not annexed along with the property then the applicant will have to apply to Linn County for the ROW permit to connect to sewer, below.

In addition to the above street ROW annexation, Engineering also requests annexation of the remaining portion of Alder St to the west and the southern portion of 8th Ave, which will bring the two intersections of Alder St & Elkhorn St and 8th Ave & Alder St into City limits and allow us to remove the gate on Elkhorn St.



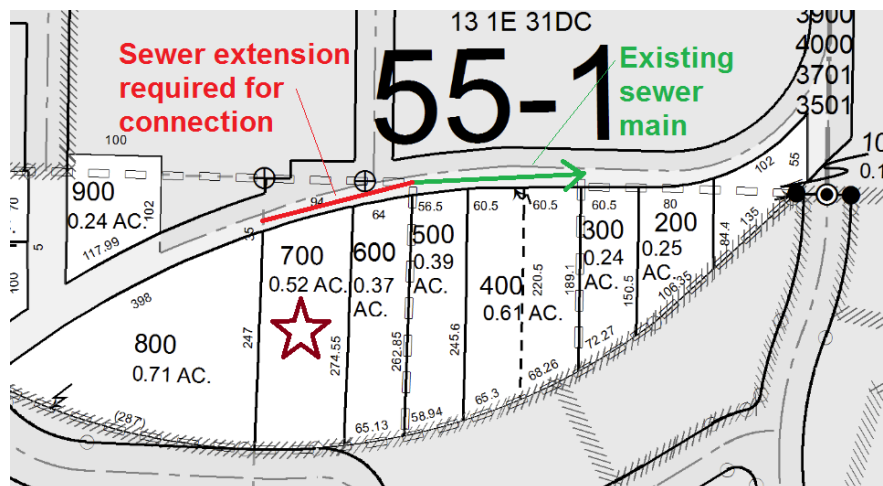
DRAINAGE: The ditch to the west flows into an 8" pipe on the south side of Alder St which then joins the storm system on 9th Ave and flows north via a 24" main, eventually draining into Ames Creek. Drainage from the subject property appears to sheet flow in a northeasterly direction to be captured by catch basins on the improved portion of Alder St to the east.

A Division of State Lands Permit may be required to work on the drainway. When doing any work to, in, or around any drainage systems, general Stormwater management and Control Best Management Practices (BMP's) will be followed and permitted when required by State Program(s).

WATER: The property is connected to City water via a 2" main on the north side of the street, and is currently billed at the 1.5x rate for out-of-City customers. Upon annexation the property will be billed the regular utility rate.

SEWER: The subject property is on a septic system. Based on multiple customer inquiries over the last year, Engineering is given to understand that the septic system is failing and that connecting to City sewer is a significant goal of the annexation request.

There is an 8" sewer main in the south lane of Alder Street which stops at the east property line of adjacent lot 600. To connect to City sewer, the applicant will be required to be extend the main across the subject lot's frontage (~160ft approx.) with a public cleanout or better on the new end of main. The applicant may establish construction cost recovery as allowed by City and State laws to recover funds if another property connects to the extension within a specified time period. Upon connection to City sewer, the septic system will be required to be decommissioned as per building code standards. Cost of connection for City Services will be assigned during the development application review.



EASEMENTS: None known at this time.

MISCELLANEOUS: Engineering recommends consideration of annexing all of the remaining Alder St properties, 8th Ave properties, and the South Hills Trail property. All these properties are within the Urban Growth Boundary. If these remaining properties are annexed together with this request, Engineering recommends granting case-by-case exceptions to the mandatory sewer connection SHMC 13.08.060 for existing homes on existing septic until such time that the septic fails or the property is redeveloped.

MAP REVIEW: None known at this time.

SUMMARY:

Review request:

- Include portion of Alder Street ROW in annexation. Minimum portion and preferred portion as indicated in graphic above.
- Consider annexation of adjacent region properties.

Development & Construction Issues:

- Construct sewer main extension.
- Street improvements will be required upon property redevelopment.

REVIEWED BY: Trish Rice, Tech 1

APPROVED BY: Joseph Graybill, Staff Engr

Attachment F

Planning Record Dated as of February 26, 2018; Including Applications and Supporting Documentation. Some duplicated documents have been removed. The full record is available for review at the Community and Economic Development Department office.

CERTIFICATE OF POSTING

I, Kathryn Wilcox, of the City of Sweet Home Community and Economic Development Department, did personally post the attached Notice of PUBLIC HEARING for Planning File AX 17-01 and ZC 17-01 to the bulletin boards at the following location; City Hall, Sweet Home Public Library, and Sweet Home, Oregon Post Office. The said materials were posted on February 20, 2018 at approximately 4:45 PM.



Kathryn Wilcox, Planning Assistant



Date

Jerry Sorte

From: Alan Stutz <alan.stutz@gmail.com>
Sent: Thursday, February 22, 2018 3:30 PM
To: Jerry Sorte
Subject: Re: Annexation request at 845 Alder

RECEIVED
2/22/18 JAS

Hi Jerry,

The need for us is due to a failed septic drain field on the property at 845 Alder St. As you know 845 Alder St. Is not curenly in the city but rather in the County.

At this time we have city water but need to be annexed into the city to be able to get a permit to extend the sewer line to our property. I was told by the County that because we are within 300 feet of the city sewer line that the County will not grant us a permit for a new septic system.

I hope this is the information that you are looking for.

Alan....
541 609-0884

On Feb 21, 2018 5:04 PM, "Jerry Sorte" <jsorte@ci.sweet-home.or.us> wrote:

Hi Alan,

I hope all is well. I am working on the report for your annexation request, which will be done on Monday. We spoke about your need at 845 Alder to connect to City sewer. I looked through the written materials and never found that stated. Would you mind replying with an email or letter that confirms your need for annexation?

Thanks,

Jerry Sorte, MPA

Community and Economic Development Director

Jerry Sorte

From: Wheeldon, Robert <rwheeldon@co.linn.or.us>
Sent: Thursday, February 22, 2018 2:17 PM
To: Jerry Sorte
Cc: Boles, Alyssa; Lane, Darrin
Subject: RE: Quick annexation discussion

RECEIVED
2/22/18

Jerry:

I have reviewed the notice of proposed annexation of the Alder Street property. I have no land use related concerns with the proposal. As we discussed, the City should follow up with the County Roadmaster, Darrin Lane to determine potential impacts to the County road system.

Thank you for the opportunity to comment.

Robert Wheeldon, Director
Linn County Planning & Building Dept
rwheeldon@co.linn.or.us
541-967-3816, ext. 2075

****CONFIDENTIALITY NOTICE****

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. It is intended for use solely by the above referenced recipient, and any unauthorized review, use, disclosure or distribution is strictly prohibited. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

From: Jerry Sorte [<mailto:jsorte@ci.sweet-home.or.us>]
Sent: Wednesday, February 21, 2018 4:06 PM
To: Wheeldon, Robert
Subject: Quick annexation discussion

Hi Robert,

I hope your day is going well. Do you have a few minutes tomorrow morning to discuss a proposed annexation at 845 Alder? I've attached the notice. My schedule is open from 8-9, and 10:30-Noon.

Thanks,

Jerry Sorte, MPA
Community and Economic Development Director
City of Sweet Home
541-818-8036

CERTIFICATE OF POSTING

I, Jerry Sorte, of the City of Sweet Home Community and Economic Development Department, did personally post the attached Notice of PUBLIC HEARING for Planning File AX 17-01 and ZC 17-01 to the community bulletin board located at the northeast corner of Long Street and 18th Avenue. The said materials were posted on February 20, 2018 at approximately 4:45 PM.

Jerry B. Sorte

Jerry Sorte, Community and Economic Development Director

2-22-18

Date



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

NOTICE OF PUBLIC HEARINGS
ON A REQUESTED ANNEXATION OF PROPERTY IN THE CITY'S URBAN GROWTH
BOUNDARY AND ZONE CHANGE TO A CITY ZONING CLASSIFICATION

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission and City Council will hold public hearings to consider the following request.

REQUEST: This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

APPLICANT/
PROPERTY OWNER: Alan and Peggy Stutz
FILE NUMBER: AX17-01 & ZC17-01
PROPERTY LOCATION: 845 Alder Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700.

REVIEW AND
DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025

PLANNING COMMISSION
HEARING DATE & TIME: March 5, 2018 at 7:00 PM

CITY COUNCIL
HEARING DATE & TIME: March 13, 2018 at 6:30 PM

LOCATION OF BOTH
HEARINGS: City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386

STAFF CONTACT: Jerry Sorte, CED Director.
Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

You may submit comments or recommendations prior to or at the public hearings. Written comments submitted by February 21, 2018 will be included in the staff report that is provided to the Planning Commission and City Council. Written comments that are submitted after that time, but prior to the hearings will be presented to the Planning Commission and City Council at the public hearing(s). Comments may be emailed to jsorte@ci.sweet-home.or.us or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a final local decision.

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue

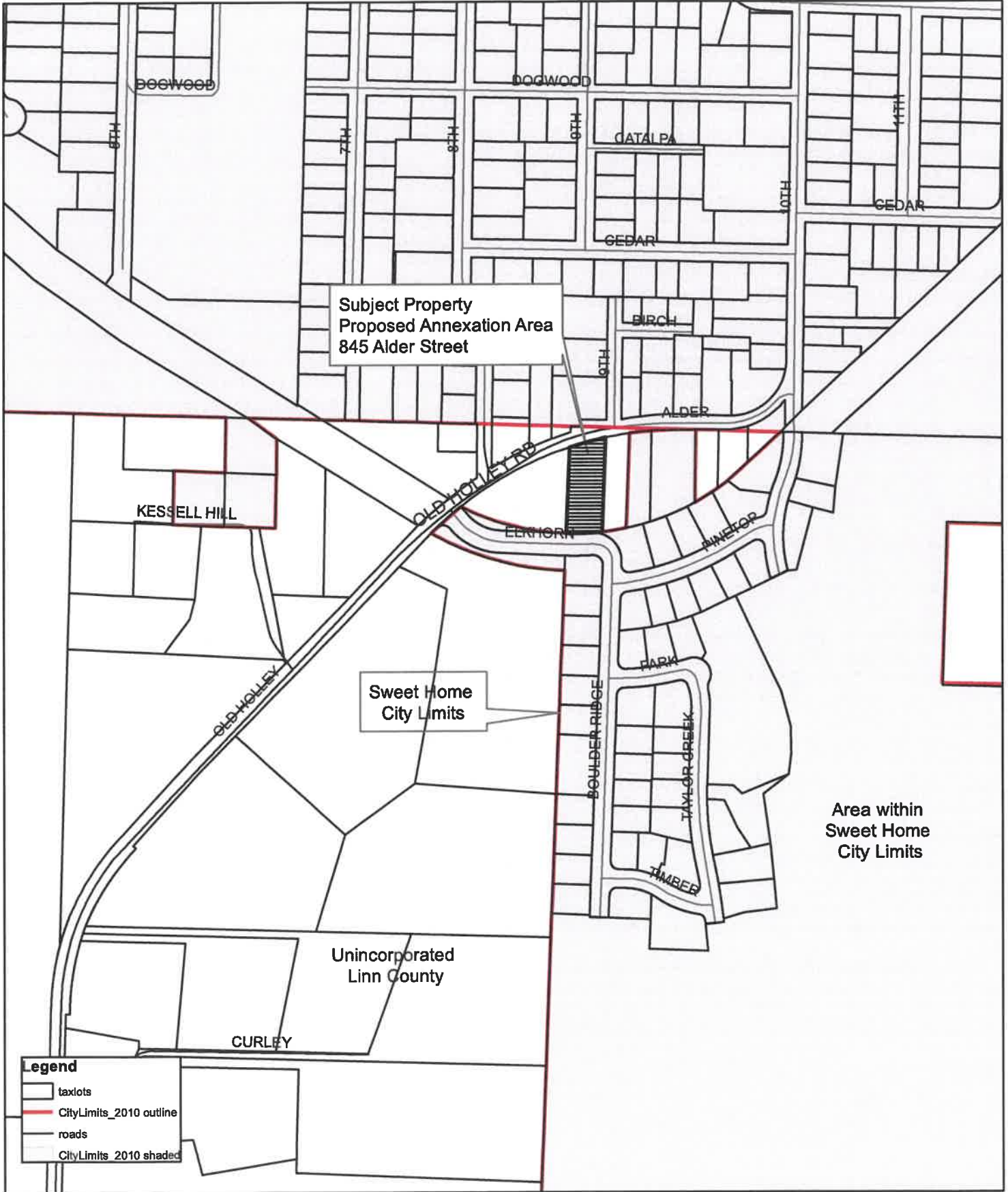
precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearings and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 1140 12th Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so at both the Planning Commission and City Council hearing. Such testimony should address the criteria in the Sweet Home Municipal Code which are applicable to the request.

The location of the meeting is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.

City of Sweet Home Planning Map
 Applications AX 17-01 and ZC 17-
 Proposed Annexation and Zone Change



Legend

- taxlots
- CityLimits_2010 outline
- roads
- CityLimits_2010 shaded



0 90 180 360 540 720 Feet 1 inch = 350 feet



845 Alder Street
 Sweet Home, OR 97386
 City Council Packet 03-13-18 pg 38
 14S01E06B Tax Lot 700

Jerry Sorte

From: Jerry Sorte
Sent: Friday, February 9, 2018 11:49 AM
To: 'classifieds@sweethomenews.com'
Cc: Katie Wilcox
Subject: Newspaper Notice for AX/ZC 17-01
Attachments: Notice AX 17-01 ZC 17-01 Newspaper.docx

Good Morning New Era,

Would you please publish the attached legal notification a total of three (3) weeks:

February 14
February 28
March 7

Thank you,

Jerry Sorte, MPA
Community and Economic Development Director
City of Sweet Home
541-818-8036
www.ci.sweet-home.or.us

Confidentiality Notice: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

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.

**NOTICE OF PUBLIC HEARINGS
ON A REQUESTED ANNEXATION OF PROPERTY IN THE CITY'S URBAN GROWTH
BOUNDARY AND ZONE CHANGE TO A CITY ZONING CLASSIFICATION**

NOTICE IS HEREBY GIVEN that the City of Sweet Home Planning Commission and City Council will hold public hearings to consider the following request.

REQUEST: This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

**APPLICANT/
PROPERTY OWNER:**

Alan and Peggy Stutz

FILE NUMBER:

AX17-01 & ZC17-01

PROPERTY LOCATION:

845 Alder Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700.

**REVIEW AND
DECISION CRITERIA:**

Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025

**PLANNING COMMISSION
HEARING DATE & TIME:**

March 5, 2018 at 7:00 PM

**CITY COUNCIL
HEARING DATE & TIME:**

March 13, 2018 at 6:30 PM

**LOCATION OF BOTH
HEARINGS:**

City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386

STAFF CONTACT:

Jerry Sorte, CED Director.
Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a final local decision.

You may submit comments or recommendations prior to or at the public hearings. Persons interested in commenting on these issues may submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing(s) or attend the hearing(s) and give testimony verbally. Comments may also be emailed to jsorte@ci.sweet-home.or.us or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Such testimony should address the criteria in the Sweet Home Municipal Code which are applicable to the request. Please include the file number(s) in the subject line of your comment. Comments submitted prior to the Planning Commission and/or City Council hearings will be provided to Planning Commission and/or City Council at the hearing(s).

Persons who wish to testify will be given the opportunity to do so at both the Planning Commission and City Council hearing.

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearings and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 1140 12th Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

The location of the meeting(s) is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.

Jerry Sorte

From: Molly Laycock
Sent: Tuesday, February 6, 2018 1:18 PM
To: Katie Wilcox
Cc: Jerry Sorte
Subject: RE: NOTICE FOR LAND USE FILE

RECEIVED
2/6/18 JLS

The Building Program has no issues with this request.

Molly Laycock
ICC Certified Permit Technician
City of Sweet Home - Building Program
1140 12th Avenue
Sweet Home, OR 97386
Ph: 541-367-7993; Fax: 541-367-6440
mlaycock@ci.sweet-home.or.us

From: Katie Wilcox
Sent: Friday, February 02, 2018 11:48 AM
To: 'sean@sweethomenews.com'; stevekaye@quix.net; mailbag@kfir720am.com; news@kgal.com; Ryan_Hansen@cable.comcast.com; dbarringer@sweethomefire.org; aboles@co.linn.or.us; 'rwheeldon@co.linn.or.us'; 97386SweetHomeOR@usps.com; 'astevens@co.linn.or.us'; 'kerry.pozder@centurylink.com'; rjr@nwnatural.com; mkm@friends.org; 'LinnSurv@co.linn.or.us'; cust2043@wcx.org; roads@co.linn.or.us; plan.amendments@state.or.us; patrick.wingard@state.or.us; 'rwheeldon@co.linn.or.us'; roads@co.linn.or.us
Cc: Raymond Towry; Greg Springman; Jeff Lynn; 'dbarringer@sweethomefire.org'; Mike Remesnik; Molly Laycock; Trish (Patricia) Rice; Joe Graybill; Julie Fisher; Brandon Neish
Subject: NOTICE FOR LAND USE FILE

All,

City Planning has received this application and will be holding a hearing soon. Please take some time to review this request and comment back on any issues of concern you may have. This information will help us make sure that the land use decision will be an informed one.

AX/ZC17-01 This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

Attached to this memo are the maps and associated information submitted by the applicant.

Kathryn Wilcox
Planning
City of Sweet Home
1140 12th Avenue.
Sweet Home, OR 97386
Office Number: 541-367-8113
Email Address: kwilcox@ci.sweet-home.or.us
Web Address: www.ci.sweet-home.or.us

CERTIFICATE OF MAILING

I, Kathryn Wilcox, of the City of Sweet Home Community and Economic Development Department, did personally mail the attached Notice of PUBLIC HEARING for Planning File AXZC 17-01 to the attached mailing lists and email recipients. The said materials were sent electronically on February 2, 2018 at approximately 2:30PM Pacific Standard Time and by U.S. Regular Mail on February 2, 2018 at approximately 2:30PM Pacific Standard Time.



Kathryn Wilcox, Planning Assistant

2/2/18

Date

Katie Wilcox

From: Katie Wilcox
Sent: Friday, February 02, 2018 11:48 AM
To: 'sean@sweethomenews.com'; 'stevekaye@quix.net'; 'mailbag@kfir720am.com'; 'news@kgal.com'; 'Ryan_Hansen@cable.comcast.com'; 'dbarringer@sweethomefire.org'; 'aboles@co.linn.or.us'; 'rwheeldon@co.linn.or.us'; '97386SweetHomeOR@usps.com'; 'astevens@co.linn.or.us'; 'Kerry.pozder@centurylink.com'; 'rjr@nwnatural.com'; 'mkm@friends.org'; 'LinnSurv@co.linn.or.us'; 'cust2043@wcnx.org'; 'roads@co.linn.or.us'; 'plan.amendments@state.or.us'; 'patrick.wingard@state.or.us'; 'rwheeldon@co.linn.or.us'; 'roads@co.linn.or.us'
Cc: Raymond Towry; Greg Springman; Jeff Lynn; 'dbarringer@sweethomefire.org'; Mike Remesnik; Molly Laycock; Trish (Patricia) Rice; Joe Graybill; Julie Fisher; Brandon Neish
Subject: NOTICE FOR LAND USE FILE
Attachments: Notice AX 17-01 ZC 17-01 Mailed with Map.pdf

All,

City Planning has received this application and will be holding a hearing soon. Please take some time to review this request and comment back on any issues of concern you may have. This information will help us make sure that the land use decision will be an informed one.

AX/ZC17-01 This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

Attached to this memo are the maps and associated information submitted by the applicant.

Kathryn Wilcox
Planning
City of Sweet Home
1140 12th Avenue.
Sweet Home, OR 97386
Office Number: 541-367-8113
Email Address: kwilcox@ci.sweet-home.or.us
Web Address: www.ci.sweet-home.or.us

Confidentiality Notice: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

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.

Katie Wilcox

From: Katie Wilcox
Sent: Friday, February 02, 2018 2:27 PM
To: 'matthew.c.caswell@state.or.us.'
Subject: FW: NOTICE FOR LAND USE FILE
Attachments: Notice AX 17-01 ZC 17-01 Mailed with Map.pdf

All,

City Planning has received this application and will be holding a hearing soon. Please take some time to review this request and comment back on any issues of concern you may have. This information will help us make sure that the land use decision will be an informed one.

AX/ZC17-01 This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

Attached to this memo are the maps and associated information submitted by the applicant.

Kathryn Wilcox
Planning
City of Sweet Home
1140 12th Avenue.
Sweet Home, OR 97386
Office Number: 541-367-8113
Email Address: kwilcox@ci.sweet-home.or.us
Web Address: www.ci.sweet-home.or.us

Confidentiality Notice: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

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.



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

NOTICE OF PUBLIC HEARINGS
ON A REQUESTED ANNEXATION OF PROPERTY IN THE CITY'S URBAN GROWTH
BOUNDARY AND ZONE CHANGE TO A CITY ZONING CLASSIFICATION

NOTICE IS HEREBY GIVEN that the Sweet Home Planning Commission and City Council will hold public hearings to consider the following request.

REQUEST: This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

APPLICANT/

PROPERTY OWNER: Alan and Peggy Stutz

FILE NUMBER: AX17-01 & ZC17-01

PROPERTY LOCATION: 845 Alder Street, Sweet Home, OR 97386; Identified on the Linn County Assessor's Map as 14S01E06B Tax Lot 700.

REVIEW AND

DECISION CRITERIA: Sweet Home Municipal Code Section(s): 17.104.010 and 17.12.025

PLANNING COMMISSION

HEARING DATE & TIME: March 5, 2018 at 7:00 PM

CITY COUNCIL

HEARING DATE & TIME: March 13, 2018 at 6:30 PM

LOCATION OF BOTH

HEARINGS: City Hall Annex, Council Chambers behind City Hall at 1140 12th Avenue, Sweet Home, Oregon 97386

STAFF CONTACT:

Jerry Sorte, CED Director.
Phone: (541) 367-8113; Email: jsorte@ci.sweet-home.or.us

You may submit comments or recommendations prior to or at the public hearings. Written comments submitted by February 21, 2018 will be included in the staff report that is provided to the Planning Commission and City Council. Written comments that are submitted after that time, but prior to the hearings will be presented to the Planning Commission and City Council at the public hearing(s). Comments may be emailed to jsorte@ci.sweet-home.or.us or mailed or submitted to the Community and Economic Development Department office at City Hall, 1140 12th Ave, Sweet Home, Oregon 97386. Please include the file number(s) in the subject line of your comment. The Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing and make a final local decision.

The failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue

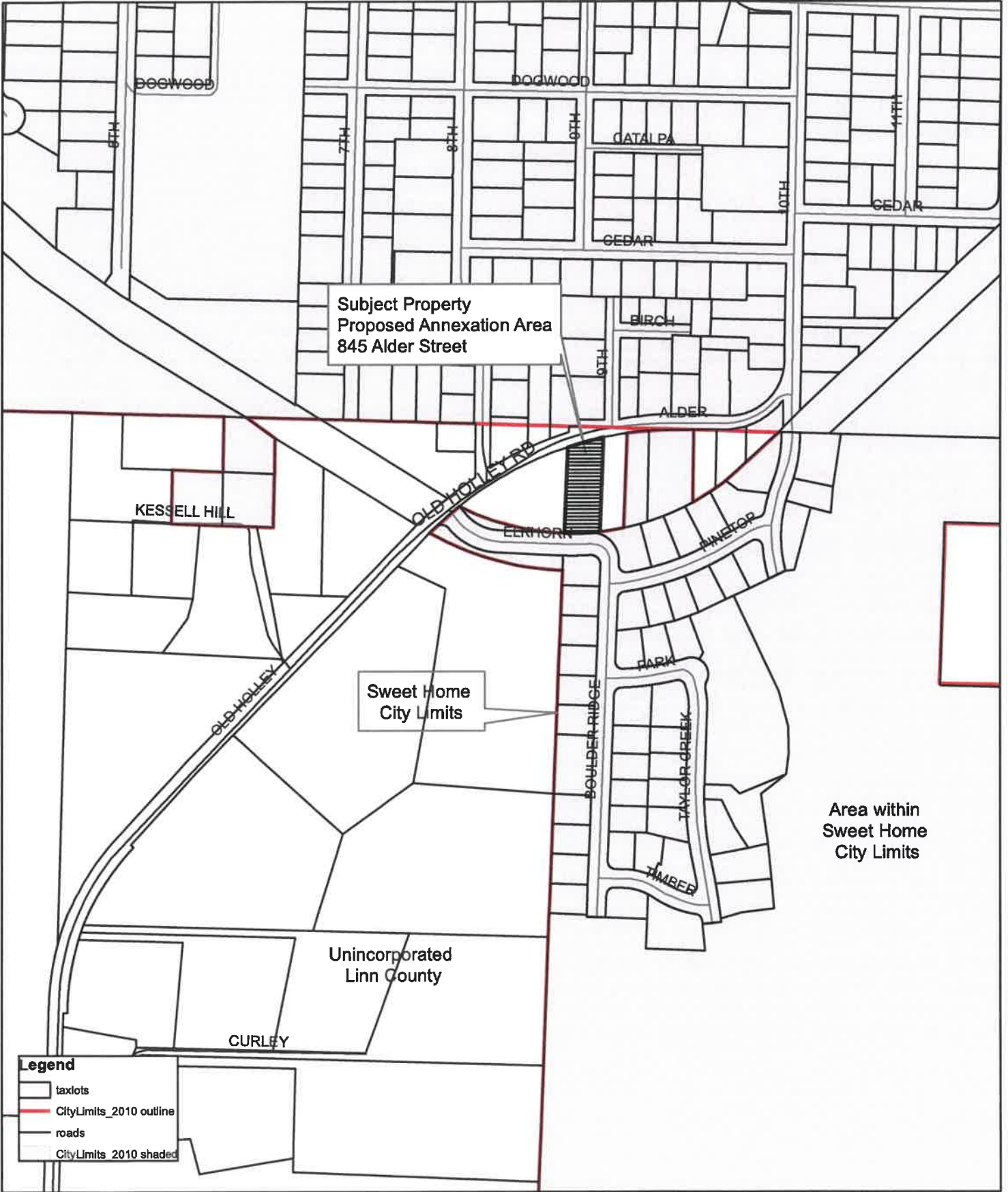
precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and a copy will be provided at reasonable cost. A copy of the staff report will be available for inspection at no cost at least seven days prior to the hearings and a copy will be provided at reasonable cost. Please contact the Community and Economic Development Department at 1140 12th Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so at both the Planning Commission and City Council hearing. Such testimony should address the criteria in the Sweet Home Municipal Code which are applicable to the request.

The location of the meeting is accessible to persons with disabilities. If you have a disability that requires accommodation, please notify the Community and Economic Development Department Office in advance of the meeting by calling (541) 367-8113.

City of Sweet Home Planning Map
 applications AX 17-01 and ZC 17-01
 Proposed Annexation and Zone Change



Legend

- taxlots
- CityLimits_2010 outline
- roads
- CityLimits_2010 shaded



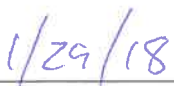
845 Alder Street
 Sweet Home, OR 97386
 City Council Packet 03-13-18 pg 48
 14S01E06B Tax Lot 700

CERTIFICATE OF MAILING

I, Jerry Sorte, of the City of Sweet Home Community and Economic Development Department, did personally email the attached DLCD FORM 1 NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION and supporting documentation for Planning Files AX 17-01 and ZC 17-01 to plan.amendments@state.or.us. The said materials were sent electronically on January 29, 2018 at approximately 12:07 PM.



Jerry Sorte, CED Director



Date

Jerry Sorte

From: Jerry Sorte
Sent: Monday, January 29, 2018 12:07 PM
To: 'plan.amendments@state.or.us'
Subject: Notice of Proposed Amendment
Attachments: FORM 1 (Sweet Home AX ZC 17-01 Full).pdf

Good Afternoon,

Please find the attached Form 1; 35-day notice for an annexation and zone change submitted by the City of Sweet Home. The attached file contains a completed Form 1; a copy of the draft public hearings notice; subject property, zoning, and comprehensive plan maps; and a copy of the information in the record as of January 29, 2018. If you have any questions, please do not hesitate to call.

Jerry Sorte, MPA
Community and Economic Development Director
City of Sweet Home
541-818-8036
www.ci.sweet-home.or.us

Confidentiality Notice: This e-mail message and all attachments transmitted with it may contain legally privileged and confidential information intended solely for the use of the addressee. If you have received this message by mistake, please notify us immediately by replying to this message or telephoning us, and do not review, disclose, copy or distribute it. Thank you.

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.



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE
File No.:
Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation at least 35 days before the first evidentiary hearing. (See OAR 660-018-0020 for a post-acknowledgment plan amendment and OAR 660-025-0080 for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Sweet Home**

Local file no.: **AX 17-01 & ZC 17-01**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (e.g., a post-acknowledgement plan amendment)

Local contact person (name and title): Jerry Sorte, Community and Economic Development Director
 Phone: 541-818-8036 E-mail: jsorte@ci.sweet-home.or.us
 Street address: 1140 12th Ave City: Sweet Home Zip: 97386

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The application also requests to change the zoning of the property from Linn County's UGA-RR-1 Zone to the Sweet Home Zoning of Medium Density Residential (R3).

Date of first evidentiary hearing: 03/05/2018
 Date of final hearing: 03/13/2018

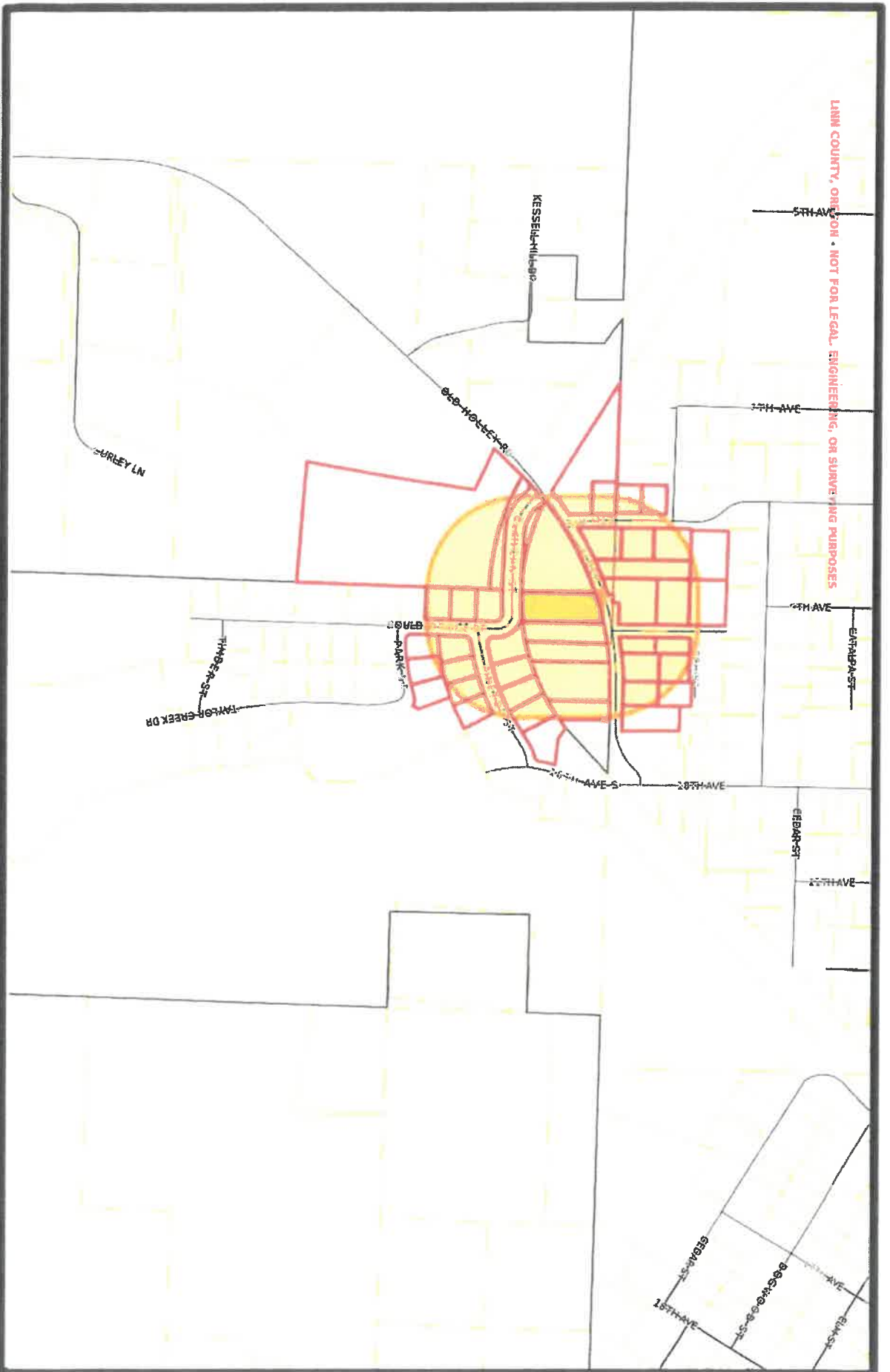
This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from UGA-RR-1 (Linn County) to Medium Density Residential
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- Acres affected by map amendment: 0.5

Location of property, if applicable (site address and T, R, Sec., TL): 845 Alder Street, Sweet Home, OR 97386; T14S, R01E, Section 6B, TL 700

SPO MAP 300'



This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Property Owner
4561 AIRPORT LN
SWEET HOME , OR 97386

Property Owner
820 ALDER ST
SWEET HOME , OR 97386

Property Owner
137 8TH AVE
SWEET HOME , OR 97386

Property Owner
PO BOX 464
SWEET HOME , OR 97386

Property Owner
158 9TH AVE
SWEET HOME , OR 97386

Property Owner
120 8TH AVE
SWEET HOME , OR 97386

Property Owner
112 9TH AVE
SWEET HOME , OR 97386

Property Owner
27969 MERIDIAN HEIGHTS LP
SWEET HOME , OR 97386

Property Owner
950 ALDER ST
SWEET HOME , OR 97386

Property Owner
930 ALDER ST
SWEET HOME , OR 97386

Property Owner
PO BOX 805
SWEET HOME , OR 97386

Property Owner
940 ALDER ST
SWEET HOME , OR 97386

Property Owner
215 W CEDAR DR
LEBANON , OR 97355

Property Owner
260 BOULDER RIDGE DR
SWEET HOME , OR 97386

Property Owner
1908 S EL CAMINO REAL
SAN CLEMENTE , CA 92672

Property Owner
922 PINETOP ST
SWEET HOME , OR 97386

Property Owner
4206 MAIN ST
SWEET HOME , OR 97386

Property Owner
100 8TH AVE
SWEET HOME , OR 97386

Property Owner
PO BOX 100
ALBANY , OR 97321

Property Owner
912 PINETOP ST
SWEET HOME , OR 97386

Property Owner
PO BOX 100
ALBANY , OR 97321

Property Owner
PO BOX 100
ALBANY , OR 97321

Property Owner
PO BOX 38
SWEET HOME , OR 97386

Property Owner
915 PINETOP ST
SWEET HOME , OR 97386

Property Owner
904 PARK ST
SWEET HOME , OR 97386

Property Owner
982 PINETOP ST
SWEET HOME , OR 97386

Property Owner
925 PINETOP ST
SWEET HOME , OR 97386

Property Owner
241 BOULDER RIDGE DR
SWEET HOME , OR 97386

Property Owner
945 PINETOP ST
SWEET HOME , OR 97386

Property Owner
924 PARK ST
SWEET HOME , OR 97386

Property Owner
914 PARK ST
SWEET HOME , OR 97386

Property Owner
PO BOX 215
PHILOMATH , OR 97370

Property Owner
PO BOX 783
SWEET HOME , OR 97386

Property Owner
845 ALDER ST
SWEET HOME , OR 97386

Property Owner
900 ALDER ST
SWEET HOME , OR 97386

Property Owner
929 ALDER ST
SWEET HOME , OR 97386

Property Owner
PO BOX 193
SWEETHOME , OR 97386

Property Owner
PO BOX 464
SWEET HOME , OR 97386

Property Owner
810 ALDER ST
SWEET HOME , OR 97386

Property Owner
PO BOX 836
SWEET HOME , OR 97386

Property Owner
769 BIRCH ST
SWEET HOME , OR 97386

Property Owner
846 ALDER ST
SWEET HOME , OR 97386

Property Owner
2401 NW 23RD ST STE 1D
OKLAHOMA CITY , OK 73107

Property Owner
4206 MAIN ST
SWEET HOME , OR 97386

14 SPO

Occupant
220 Boulder Ridge DR
SWEET HOME , OR 97386

Occupant
240 Boulder Ridge DR
SWEET HOME , OR 97386

Occupant
942 PINETOP ST
SWEET HOME , OR 97386

Occupant
962 PINETOP ST
SWEET HOME , OR 97386

Occupant
1033 ALDER ST
SWEET HOME , OR 97386

Occupant
915ALDER ST
SWEET HOME , OR 97386

Occupant
789 ALDER ST
SWEET HOME , OR 97386

Occupant
110 8th Avenue
SWEET HOME , OR 97386

Occupant
147 8th Avenue
SWEET HOME , OR 97386

Occupant
127 8th Avenue
SWEET HOME , OR 97386

Occupant
109 9th Avenue
SWEET HOME , OR 97386

Occupant
111 9th Avenue
SWEET HOME , OR 97386

Occupant
937 Birch ST
SWEET HOME , OR 97386

Occupant
945 Birch ST
SWEET HOME , OR 97386

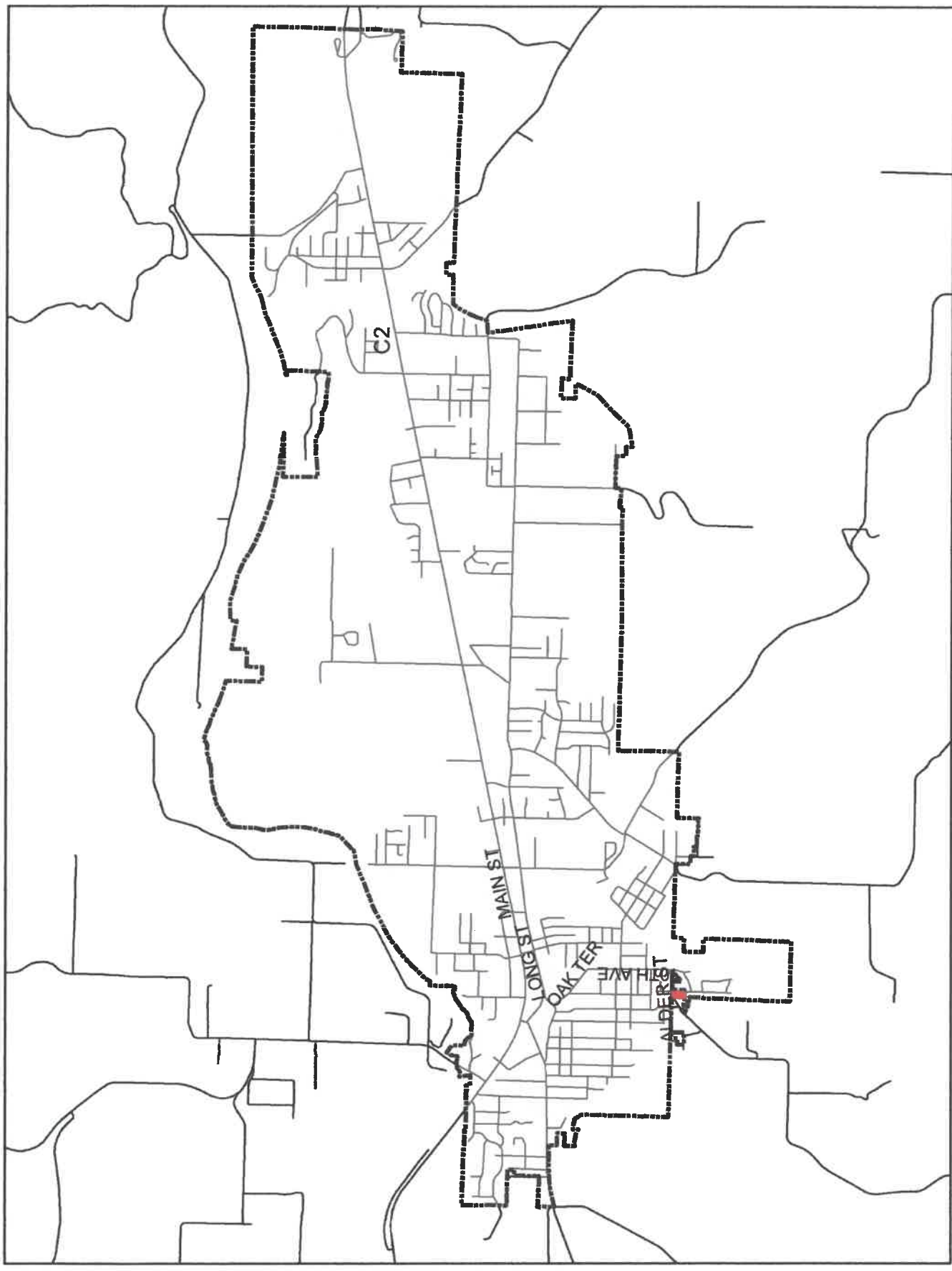
Occupant
908 ALDER ST
SWEET HOME , OR 97386

Occupant
789 ALDER ST
SWEET HOME , OR 97386

16 occupant



AX/ZC 17-01 VICINITY MAP
14S01E06B 0700



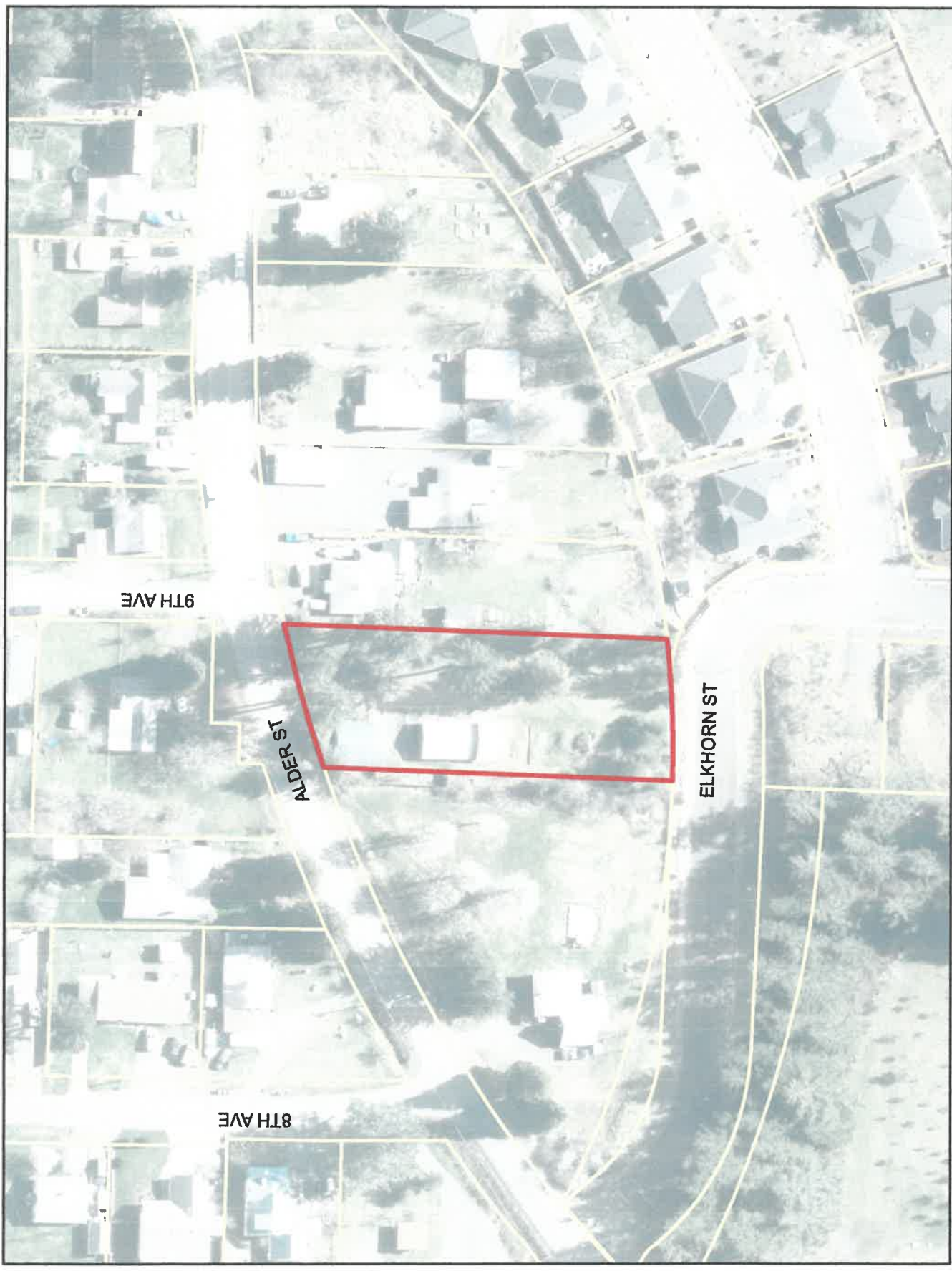
1 inch = 2,854 feet

0 1,200 2,400 4,800 9,600 Feet





**AX/ZC 17-01 ORTHO MAP
14S01E06B 0700**





Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

Application for an Amendment to the Comprehensive Plan or Zoning Maps or Text

Within 30 days following the filing of this application, the City Planner will make a determination of completeness regarding the application. If deemed complete, the application will be processed.

Date Received: 12/27/17
Date Complete:
File Number: AX/ZC 17-01
Map/Text Amendment Application Fee \$: 1,429
Zoning Application Fee \$925 1400.50
Receipt #: 72920
Planning Commission Hearing Date:

City Council Hearing Date:

Applicant's Name: Alan Stutz
Applicant's Address:
Applicant's Phone and e-mail:

Property Owner: Alan & Peggy Stutz
Owner's Address: 845 Alder St
Owner's Phone and email: 541 609-0884 alan.stutz@gmail.com

Comprehensive Plan Map or Zoning Map Amendment

Subject Property Address: 845 Alder St

Subject Property Assessor's Map and Tax Lot: 14 SOLE 06B 0700

Subject Property Size: .52

Current Zoning Classification Current Comprehensive Plan Classification:

Purpose of Request

Zoning or Comprehensive Plan Text Amendment

Sections proposed to be changed: Proposed language for change. Attach proposed text to this form.

Purpose of Request

R3 Zone Designation and Annexation.

Submittal Requirements

The checklist on the other side of this application lists the required items must be submitted with this application and the Criteria the request must meet. Please address all items that apply to this request. I certify that the statements contained on this application, along with the submitted materials, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature: Date: Dec 28, 2017

Property Owner's Signature: Date:



845 Alder St.

Community and Economic Development Department

PETITION FOR ANNEXATION TO THE CITY OF SWEET HOME, OREGON

\$ 1400.50 FEE

City of Sweet Home
 1140 12th Avenue
 Sweet Home, OR 97138
 541-367-8113
 Fax 541-367-5119

To the City Council of the City of Sweet Home:

We, the understand owners and/or electors, petition and consent to be annexed to the City of Sweet Home.

A map is attached, marked Exhibit A, showing the affected territory and its relationship to the present City boundary.

Petition Signers

Signature	Printed Name	I Am A* (check both if applicable)		Owner's/Elector's Mailing Address (street, city, zip)	Property Description		Date**
		PO	RV		Tax Map	Tax Lot	
<i>Alan Stutz</i>	Alan Stutz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PO Box 537 Sweet Home			

* PO = Property Owner, RV = Registered Voter

** Within 1 year from the date of filing the petition with City



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: March 13, 2018	TITLE: Murraysmith Proposal for Engineering Services Agreement - WWTP Improvement Project	TYPE OF ACTION: RESOLUTION <u>X</u> MOTION — OTHER
SUBMITTED BY: Greg Springman, Public Works Director		
REVIEWED BY: Ray Towry, City Manager	ATTACHMENTS: Murraysmith, Proposal for Engineering Services - WWTP Schematic Design, Murraysmith Professional Services Agreement	

PURPOSE OF THIS RCA:

To enter into a Professional Service Agreement with Murraysmith for the Wastewater Treatment Plant (WWTP) Improvement Project schematic design.

BACKGROUND/CONTEXT:

The WWTP infrastructure is beyond its useful life expectancy. The WWTP’s structural and operational conditions will continue to violate permit requirements imposed by DEQ without a significant treatment plant upgrade. Staff must work diligently to secure funding necessary to complete the schematic design, final design, and finalize construction to minimize future WWTP violations, and improve treatment plant’s reliability, capacity, and operational life expectancy.

The City’s Wastewater Collection System and Wastewater Treatment Plant (WWTP) serve a population of approximately 9,100 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.

In January 2001, DEQ issued the City a Mutual Agreement and Order (MAO) for ongoing wastewater system overflows, and discharge violations at the WWTP’s outfall point due to heavier flows into the plant. As a result, the City contracted with Brown and Caldwell to develop the 2002 Wastewater Facility Plan. The plan quantified wet weather capacity deficiencies and evaluated alternatives for Inflow and Infiltration (I&I) reduction for the entire wastewater collection system. The City invested approximately \$15 million over 10 years for sewer rehabilitation projects to address specific I&I deficiencies throughout the collection system.

In May 2015, DEQ notified the City that it had complied with the terms of the MAO due to sewer rehabilitation efforts from 2003 through 2012. In the spring 2017, the WWTP had several violations for Total Suspended Solids (TSS) and E-coli during heavier wet weather events. DEQ issued an enforcement letter to the City in June 2017 for exceedance of TSS and E-coli limitations. In August 2017, DEQ held an enforcement meeting with City staff to discuss options for continued compliance.

The root cause of the violations are compounded by two factors: 1) age of assets/infrastructure is beyond its useful life, and 2) a change in wastewater volume and characteristics after initial construction. Since initial construction of the WWTP, there is now a steady stream of flushable materials on the markets which cause a build-up of trash/material throughout the treatment process. The City is proposing construction of a new screenings process, aeration basin

upgrades, secondary clarifier improvements, bio-solids improvements, outfall improvement, and other miscellaneous improvements to enhance operational efficiencies, plant reliability, and an increase in plant capacity, improving water quality discharged to the Santiam River.

City staff solicited proposals through a formal RFP process from engineering firms to prepare design drawings and specifications for improvements to the City's WWTP. Staff received four proposals from: 1) Brown and Caldwell, 2) CH2M, 3) Murraysmith and Associates, and 4) Civil West. Staff evaluated all proposals submitted and conducted interviews with each firm, and after careful considerations, staff selected Murraysmith. February 13, 2018, Murraysmith presented a Proposal for Engineering Service to City Council during a work session detailing the design process, funding options, and timelines for design completion.

THE CHALLENGE/PROBLEM:

Is entering into a contract with Murraysmith the best viable option to begin the necessary improvement to the WWTP?

STAKEHOLDERS:

- City of Sweet Home Residents. While staff is working feverishly to identify alternate funding sources, residents are expected to be the primary funding source for the project. Customers demand, and deserve, 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 service possible at a reasonable price.
- City of Sweet Home Management Team. Each Department Head has 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(s) comprised of business owners. The business community expects efficient uninterrupted collection and treatment sewer service at a fair price.

ISSUES & FINANCIAL IMPACTS:

1. City of Sweet Home – Financial impacts for WWTP Improvement Project – Engineering Services for the schematic design is \$787,760. The City Council has adopted new water/sewer rates in November, 2017. All customers began seeing an increase reflected on their January, 2018 water/sewer utility bill.
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 securing funding, and act as liaison between Murraysmith, USDA, DEQ, and other agencies necessary to ensure all requirements are met, and the project is completed on time, within budget.
3. Sweet Home City Council – The City Council is asked to approve the proposal for engineering service with Murraysmith to ensure the WWTP Improvement Project remains on its timeline. No financial impact.

ELEMENTS OF A STABLE SOLUTION:

City Council' approval Murraysmith's Proposal for Engineering Service for the WWTP Improvement Project to begin schematic design, secure funding, evaluate water/sewer rates, and other miscellaneous timelines for project design.

OPTIONS:

1. Do Nothing. Doing nothing preserves the status quo. City Staff would not be able to implement recommendations outlined in the Wastewater Facilities Plan or proceed with the required WWTP improvements. The WWTP would continue to violate discharge permit requirements imposed by DEQ.

2. Make a Motion. Make a Motion to approve the professional services contract for with Murraysmith's for Engineering Service - WWTP Schematic Design.
3. Request City Staff to Make a Recommendation to City Council. Request City staff to review existing information outlined in the Wastewater Facilities Plan to provide additional recommendations to Council. This option would be a significant step backwards in the WWTP Improvement Project, and would impact potential funding source.

RECOMMENDATION:

I strongly recommend option #2, requesting City Council to "Make a Motion" to accept and approve the professional services contract with Murraysmith's Proposal for Engineering Services - WWTP Schematic Design in the amount of \$787,760. Once approved, Murraysmith and staff will begin the WWTP Schematic Design, working to complete all Tasks 1-5, outlined in the "Exhibit A - Scope of Work" of this professional services agreement.

March 6, 2018

Mr. Greg Springman
Public Works Director
City of Sweet Home
1400 24th Avenue
Sweet Home, Oregon 97386

Re: Proposal for Engineering Services – WWTP Schematic Design

Dear Mr. Springman:

Murraysmith is pleased to present our proposal to provide engineering services to complete Schematic Design for the Sweet Home Wastewater Treatment Plant (WWTP) upgrades. Schematic Design will achieve the following primary goals:

1. Modify the current WWTP Recommended Plan to meet treatment requirements without the use of a sidestream “equivalent” secondary treatment process;
2. Develop a plan to complete all WWTP upgrades in a single phase with a focus on maximizing the reuse and rehabilitation of existing facilities;
3. Develop a plan for long-term collection system rehabilitation to control peak WWTP flows for a 20-year to 50-year planning horizon;
4. Complete Schematic Design for the recommended WWTP upgrades to carry the design to 15% to 20% completion, allowing the project to move into final design immediately following planning level approvals from regulatory and funding agencies.

The following exhibits are included with this Proposal and are described in greater detail in the sections that follow:

Exhibit A	Scope of Work
Exhibit B	Budget
Exhibit C	Murraysmith Current (2018) Rate Schedule
Exhibit D	Project Schedule

SCOPE OF WORK

The Sweet Home WWTP Schematic Design involves the five (5) major tasks:

- **Task 1 Project Management** involves regular conference calls with City of Sweet Home (City) staff scheduled outside of project workshops, monthly progress reports and invoices, overall consultant team management and related tasks to make sure all members of the team are well-coordinated and working toward the same goals and objectives throughout the project.
- **Task 2 Data Collection, Site Investigations, and Site Visits** involves the collection of background and field data to be utilized throughout design and construction. These efforts include surveying, geotechnical investigations, and structural condition assessments to consider reusing existing structures.
 - **WWTP Site Visits** in Task 2 are recommended as a good option for City and WWTP operations staff to investigate potential upgrades and equipment being considered for the WWTP expansion and talk with operators in other facilities to obtain direct feedback.
- **Task 3 Plant, Permitting, and Process Evaluations** establishes the baseline information needed to proceed with more detailed Schematic Design, including a detailed characterization the WWTP Influent to facilitate the biological process design, development of an ongoing collection system rehabilitation program to control peak WWTP flows, establishing baseline capacity for existing treatment processes to be rehabilitated and reused and evaluating a plan and potential concerns associated with long-term South Santiam River Discharge and management of biosolids produced at the WWTP.
 - **Energy Efficiency Incentive Funding** opportunities will be reviewed during one of the Task 3 workshops to identify potential outside funding opportunities to be considered during Schematic Design.
- **Task 4 WWTP Schematic Design** will then carry the initial data collection and evaluation efforts to design completion in the range of 15% to 20%. A key element of the Schematic Design is detailed development of the overall project scope and budget and establishing the path forward to move directly into Final Design following approval of the plan and authorization to proceed from the City's selected funding agencies.
- **Task 5 Documentation and Implementation Support** involves the development of the Preliminary Engineering Report (PER) and Environmental Report (ER) required for potential USDA funding of the project. It is anticipated that these documents would be accepted by other funding agencies if the City chooses to go another direction on project funding (e.g., Oregon DEQ Clean Water State Revolving Fund). Additional Task 5 support services include financial support services, PER/ER updates to obtain final USDA approval for both documents and associated services to assist the City in moving the project forward into final design and construction.

BUDGET

Exhibit B provides a detailed breakdown of our proposed labor hours for each phase and task summarized in the Scope of Work. Our overall proposed Schematic Design budget is summarized as follows:

Task 1 Project Management	\$60,340
Task 2 Data Collection, Site Investigations, and Site	\$118,309
Task 3 Plant, Permitting, and Process Evaluations	\$125,944
Task 4 WWTP Schematic Design	\$303,923
Task 5 Documentation and Implementation Support	\$179,244
Total Budget	\$787,760

Murraysmith’s current (2018) rates used to develop Budget are summarized in Exhibit C.

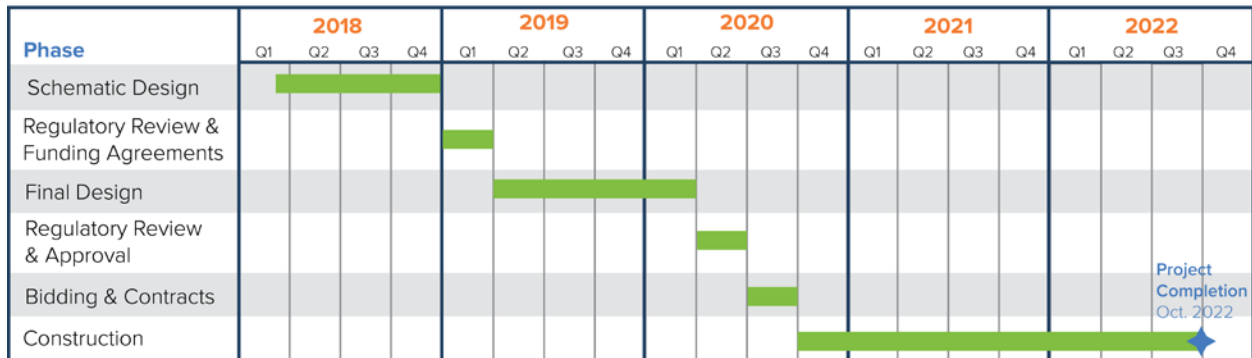
SCHEDULE

A preliminary overall project schedule for the WWTP Upgrades is presented below. Schematic Design carrying the design to 15%-20% completion is proposed to be completed in by December 2018.

Final Design is anticipated to require approximately 12 months for completion, commencing in March 2019 following regulatory and funding agency approvals of the Schematic Design and modifications to the current Recommended Plan.

Based on the preliminary schedule, the WWTP Upgrades would be complete by October 2022, assuming approximately two years for construction, startup, and commissioning.

Sweet Home WWTP Overall Project Schedule



CONTRACTUAL TERMS AND CONDITIONS

We anticipate this contract will utilize the contract form that has been negotiated between the City and Murraysmith.

We look forward to working collaboratively with City and WWTP operations staff through Schematic Design to set the course for WWTP upgrades and then in Final Design and Construction of those upgrades.

Please contact me at your convenience if you would like to discuss our proposal.

Sincerely,



MURRAYSMITH
Preston Van Meter, PE
Project Manager

PLVM: sbj

Enclosures:	Exhibit A	Scope of Work
	Exhibit B	Budget
	Exhibit C	Murraysmith Current (2018) Rate Schedule
	Exhibit D	Project Schedule

EXHIBIT A

SCOPE OF WORK

SWEET HOME WWTP SCHEMATIC DESIGN CITY OF SWEET HOME, OREGON

Task 1 – Project Management

The objective of the Project Management task is to assure the project team stays on track to deliver the project on time and within budget. As part of this task, Murraysmith will conduct the Project Kickoff Meeting, prepare Monthly Project Status Reports, conduct regular check-ins with City of Sweet Home (City) staff to keep all team members apprised of progress, and coordinate with internal team members as required throughout the project.

Task 1.1 – Project Kick-Off Meeting

A Project Kick-off Meeting will be held at the Waste Water Treatment Plant (WWTP) to introduce key members of the project team not already known to City staff, establish project objectives, review communication protocols, discuss the project scope and schedule, and tour the facility to review the initial field investigations in greater detail with plant operations staff. The Project Kick-off Meeting will be attended by Murraysmith's Project Manager, Project Engineer, Biological Process Lead, Electrical Lead and two staff engineers.

Task 1.2 – Monthly Project Status Reports

Included in this subtask are monthly invoicing, budget and schedule review, updates, and general administrative tasks. The project will be managed to maintain the scope, schedule, and budget. A monthly project status report will be prepared providing updates on current completion status, outstanding issues, out-of-scope work items, and other issues to be addressed.

Task 1.3 – Monthly Project Check-in Conference Calls

Conduct monthly project check-in conference calls with City staff and Murraysmith's Project Manager and Project Engineer to review project status, discuss key issues to be addressed, review upcoming schedule milestones, review upcoming workshop agendas, and related discussion items. With workshops scheduled approximately monthly, the conference calls will be set up in between planned workshops to provide for City check-ins approximately every two weeks throughout the project duration.

Task 1.4 – Internal Team Coordination

Murraysmith’s Project Manager will conduct regular check-ins with the project team to verify status of project tasks, review schedule milestones, and discuss any outstanding issues needing resolution. For budgeting purposes, this task assumes 2 hours per week for team coordination activities to be split between Murraysmith’s Project Manager and Project Engineer.

Task 1 Deliverables

1. One electronic (PDF) copy of the Project Kick-off Meeting agenda and minutes.
2. One electronic (PDF) copy of Monthly Project Status Reports.
3. One electronic (Email) copy of agendas and discussion items for Monthly Project Check-in Conference Calls.

Task 1 Assumptions

- A. Project duration is assumed to be 12 months; therefore 12 Monthly Progress Reports are included in the Scope of Work.

Task 2 – Data Collection, Site Investigations, and Site Visits

Collect background data for completion of Schematic Design and obtaining background information needed to complete final design and construction of the Sweet Home WWTP upgrades.

Task 2.1 – Background Data Collection and Review

Prepare a list of required background data for completion of Schematic Design to be provided by City and WWTP staff. Relevant data anticipated to be required for the project may include:

- Copy of most recent City of Sweet Home WWTP NPDES Permit and Permit Evaluation Report;
- WWTP Discharge Monitoring Reports for the past 5 years (electronic format, if possible);
- Electronic copy of most recent Mixing Zone Study Report for the Sweet Home WWTP discharge to the South Santiam River and, if possible, mixing zone modeling files from the consultant performing the work;
- Copies of invoices for the past 2 years from NW Natural (natural gas) and Portland General Electric (PGE) (electricity);
- Copies of invoices for chemicals used in the facility and the processes for which they are used (e.g., polymer for dewatering);
- If completed, SB 737 lab sampling data or other data on metals and toxics in the plant discharge;

- Plant record drawings including AutoCAD files (if available) for the original plant construction and subsequent upgrades, including the recent upgrades completed in the 1990s;
- Copies (electronic if possible) of I/I Reduction Studies and Reports prepared by a previous consultant;
- A copy of the MIKE URBAN sanitary sewer collection system hydraulic model prepared for the City by a previous consultant;
- Full GIS geodatabase for all existing GIS datasets available. These will include sanitary sewer collection and treatment system, city limits, urban growth boundary, land use, rights-of-way, tax lots, environmentally sensitive areas, wetlands, etc.
- Current population and growth projections, median household income and commercial/industrial development planning in the community over the next 20 to 50 years.

Task 2.2 – Geotechnical Investigations and Recommendations Reports

Conduct geotechnical field investigations and prepare a Geotechnical Data Report (GDR) for use in bidding the project and a Geotechnical Engineering Report (GER) to support existing facility seismic vulnerability and final design. A geotechnical kick-off meeting will be conducted to flag drilling locations prior to utility locates being completed.

Geotechnical Investigations will consist of five (5) soil borings to a depth of up to 40 feet and 15 geoprobes to investigate the depth to bedrock throughout the WWTP site. The following will be included in the field investigations:

- Soil boring logs will be developed at each of the exploration locations;
- Rock Coring will be performed at two of the soil borings;
- Piezometers will be installed at two soil borings for long-term monitoring of groundwater levels during design;
- Laboratory testing will be provided for select soil samples and will include tests for moisture content, sieve analysis, Atterburg limits, and rock strength.

The GDR and GER Reports will include the following elements:

- Assessment of soil seismic profile (site classification) and parameters in accordance with the 2014 Oregon Structure Specialty Code (OSSC) to support structural design. If the site is potentially liquefiable, the soil seismic profile will be only for the facilities with seismic periods less than 0.5 seconds;
- Evaluation of the liquefaction potential, and liquefaction induced effects such as seismic-induced settlements, lateral spreading, and potential reduction in soil bearing capacity;

- Evaluation of static and seismic soil bearing capacity, subgrade modulus, and total and differential settlements for the proposed foundations and facilities;
- Provide recommendations and design criteria for the preferred foundations;
- Provide static and seismic lateral earth pressure recommendations for the embedded walls of the proposed structures;
- Provide lateral load resistance recommendations, including passive earth pressure and coefficient of friction;
- Provide recommendations for shoring and dewatering of the deep excavations;
- Provide recommendations for site preparation, grading, drainage, and wet-weather earthwork procedures;
- Provide engineered fill recommendations for the foundations including compaction criteria.

Task 2.3 – Topographic and Boundary Surveying

Conduct field topographic and boundary surveying and develop AutoCAD base maps for the WWTP site on Linn County tax lots 600-13s-1e-31BB and tax lot 1100-13s-1e-31BA (south of the south high bank of the South Santiam River), tax lots 1501 and 1502 on map 13s-1e-31BB and tax lot 1300 (using fence as easterly boundary) on map 13s-1e-31BA. Preliminary Title Reports will be obtained for each parcel noted. The following survey data will be collected and included in the based maps for the project:

- Buildings (exterior dimensions, finished floor elevations, concrete footings and pipes penetrating the floor in the sludge pump building and dewatering structure);
- Hardscape features (curb, pavement, sidewalk, etc.);
- Significant vegetation (trees with DBH>6");
- Access road out to Pleasant Valley Road;
- Aboveground evidence of all existing underground utilities located on the parcels;
- Power poles, light poles, fences, walls (permanent and noteworthy features);
- Key hydraulic features on clarifiers, waste overflow, aeration basins, gravity filter structure, chlorine contact basin and overflow manhole invert elevations;
- Outfall pipeline location near the South Santiam River;
- Open space topography;

- Boundary of all aforementioned tax lots;
- Plottable easements of record revealed by title reports; and
- Survey control points will be set throughout the WWTP for ongoing use during design and construction.

Task 2.4 – Existing Facility Structural Condition Assessments

Structural condition assessments and evaluations will be completed on existing concrete structures targeted for rehabilitation and reuse as part of the WWTP upgrades, including:

- Influent pump station wet well and building;
- Aeration basin;
- Secondary clarifiers (3);
- Chlorine contact basin;
- Aerobic digester;
- Dewatering building; and
- Existing storage building proposed for potential new Headworks.

Prior to the execution of fieldwork, a preliminary structural walkthrough will be conducted with City and plant staff to discuss the overall assessments, safety requirements and considerations, and the proposed schedule for field work.

Structural condition assessments will be documented in a technical memorandum with findings and recommendations related to rehabilitation recommendations, estimated rehabilitation cost, and anticipated useful service life following rehabilitation. A technical memorandum summarizing the Structural Condition Assessments will be prepared for utilizing the existing structures to be included in design of the WWTP upgrades.

Task 2.5 – WWTP Site Visits

Visits to other wastewater treatment facilities will be conducted with City and plant staff to investigate unit processes and equipment to potentially be included in the WWTP upgrades. Equipment and unit processes to be targeted for site visits may include, but not be limited to:

- Headworks screens and grit removal;
- Primary and secondary clarifiers;
- Primary filters;
- Aeration basins with similar biological treatment processes;
- UV disinfection
- Anaerobic digesters with cogeneration; and
- Solids dewatering and dewatered cake storage.

Preference will be given to conducting site visits to local (Oregon and SW Washington) wastewater treatment plants. There are potential vendors for some equipment that may want to offer trips so City and plant staff can tour facilities in other geographies that have equipment being proposed for the WWTP upgrades.

Murraysmith will provide scheduling and coordination for all WWTP site visits.

Task 2 Deliverables

1. Two (2) hard copies and one (1) electronic (PDF) copy Final Geotechnical Data Report (GDR) and Geotechnical Engineering Report (GER).
2. One (1) 24x36-inch hard copy and 1 electronic (PDF and AutoCAD) copy of the WWTP base maps to be used throughout the project.
3. Two (2) hard copies and 1 electronic (PDF) copy of the Final Existing Facility Structural Condition Assessments Report.

Task 2 Assumptions

- A. City staff to provide as much of the background information requested as possible and coordinate with previous consultants to obtain requested sanitary sewer and mixing zone model files.
- B. City and plant staff to assist in locating existing buried pipelines and conduits prior to conducting geotechnical drilling operations and before completion of survey field data collection.
- C. Geotechnical Assumptions:
 - a. Site access for geotechnical investigations to be coordinated by City and drilling spoils will be disposed on the WWTP site.
 - b. Geotechnical consultant shall call in utility locates, but this is not anticipated to locate all buried pipelines on the site.
 - c. Due to the bedrock outcrop nearby, the presence of liquefiable soils that would require more extensive seismic hazard analyses are not anticipated to be required. This assumption will be verified following completion of the first two soil borings. If potential for soil liquification is determined to be present, additional field investigations and laboratory testing may be recommended.
 - d. City staff will provide ongoing groundwater well monitoring for piezometers installed onsite as part of the geotechnical investigations.

D. Survey Assumptions:

- a. No planning applications or third-party fees associated with boundary line adjustments/consolidations, re-setting of survey monuments or private utility locating services are included.

E. Condition Assessment Assumptions:

- a. Structural assessments will be limited by what can be visually observed and accessed for inspection.
- b. Structural assessments may lead to a recommendation for additional destructive or non-destructive testing.

Task 3 – Plant, Permitting, and Process Evaluations

Complete plantwide evaluations necessary for development of the WWTP Schematic Design and, ultimately, final design and construction of the WWTP upgrades. Evaluations will include characterization of the WWTP influent, capacity evaluation of the existing aeration basin, review of plant hydraulics, identification of potential long-term biosolids disposal options, evaluations of existing building, and evaluation of optimal peak flow management options by addressing collection system rehabilitation and WWTP peak flow control. These efforts will all be necessary to establish design criteria for the existing WWTP that will then be used throughout Schematic Design.

Task 3 evaluations will be Technical Memorandum (TM) developed for each unit process, which are numbered sequentially as noted in the tasks presented below.

Task 3.1 – WWTP Influent Characterization and Review

Provide a sampling and testing plan for implementation by plant staff to fully characterize the WWTP influent. Testing will be recommended during winter (wet) and summer (dry) conditions, with testing data reviewed and compiled when submitted by the City's testing firm. Influent characterization data will be utilized for completion of biological process modeling for the planned upgrades.

Task 3.2 – Sanitary Sewer Collection System Rehabilitation Program and WWTP Peak Flow Projections (TM-3.1)

Develop an overall plan for ongoing sanitary sewer collection system rehabilitation efforts over a 20-year planning horizon to control peak WWTP flows, while providing for future growth in the City. Collection system rehabilitation, I/I reduction efforts, and other activities will include:

- Collect operator/staff input on collection system response to wet-weather. This will consist of a single workshop to obtain feedback from City staff about system response to wet-

weather, current problem areas, locations of capacity-caused sanitary sewer overflow (SSOs), and any input regarding wet-weather flows in previously rehabilitated basins;

- Update GIS with recent collection system work. This includes locations of laterals rehabilitated under the City's Sewer Lateral Replacement Program (SLRP), manholes that have been rehabilitated, and any pipeline work done since the completion of Phase 4;
- Coordinate with City on future growth projections and where future flows may enter the City's system;
- If future growth is changed from the post-Phase 4 modeling effort, rerun existing City hydraulic and hydrologic (H/H) model to evaluate hydraulic capacity issues in the system with future growth projections;
- Update unit costs for rehabilitation work and estimate cost-effectiveness (\$/gallon of RDII removed), total costs, and timing of future rehabilitation projects.
- Develop the design peak hour flow (plant hydraulic capacity) to be utilized for planning and design of WWTP upgrades.
- Update Flow and Load Projections from the current WWTP Facility Plan to incorporate peak hour flow projections considering the ongoing collection system rehabilitation efforts recommended and long-term peak flows (WWTP hydraulic capacity) to be used as the design basis for the planned WWTP upgrades.
- Develop a Draft and Final TM-3.1 Sanitary Sewer Collection System Rehabilitation Program documenting the recommended sanitary sewer collection system improvements to maintain peak WWTP flows at a specified baseline while providing for growth. The TM will include a master schedule to show design and construction collection system improvements. One draft and one final TM will be submitted.

Task 3.3 – Existing Aeration Basin Biological Process Modeling and Capacity Analysis (TM-3.2)

Establish the baseline biological process capacity of the existing aeration basin considering potential WWTP upgrades to add primary treatment (Clarifiers or Filtration) and potential modifications in the existing aeration basin to maximize treatment performance. The biological process capacity analysis in the existing aeration basin will be evaluated with and without primary treatment for Maximum Monthly Wet Weather and Maximum Monthly Dry Weather flows and loads. Biological process modeling will be completed using Biowin© and will be utilized during Schematic Design to develop and evaluate WWTP primary and secondary process improvements.

Task 3.4 – Existing Plant Hydraulic Profile and Outfall Evaluation (TM-3.3)

Establish the baseline plant hydraulic capacity through the existing treatment processes to be used as the baseline for establishing required upgrades to treat and discharge the WWTP peak flow developed in Task 3.2. Plant hydraulics will be evaluated using Visual Hydraulics©. The hydraulic model will be utilized during Schematic Design to develop and evaluate WWTP hydraulic upgrades for all unit processes.

Task 3.5 – Existing Plant Evaluation and Energy Incentives Workshop

Conduct a workshop with City staff to review the evaluations and studies completed for establishing collection system peak flows (TM-3.1), capacity of the existing aeration basin with and without primary treatment (TM-3.2), and the hydraulic capacity of the existing WWTP (TM-3.3).

This workshop will also include a meeting with representatives from the Energy Trust of Oregon and Energy360 to discuss energy efficiency incentive opportunities that could be considered as part of Task 4 Schematic Design.

Task 3.6 – NPDES Permit Compliance Evaluation (TM-3.4)

Review the City's existing NPDES Permit and Evaluation Report, WWTP Mixing Zone Study, current regulations and potential future regulations, and Total Maximum Daily Loads for the Sweet Home WWTP discharge to the South Santiam River. These evaluations will include an analysis to verify long-term temperature compliance based on the current Oregon Temperature Standard. This analysis will dovetail with the plant hydraulic analysis to ascertain the requirements to the existing WWTP outfall and diffuser for inclusion in the planned WWTP upgrades.

Task 3.7 – Biosolids Management Alternatives Evaluation (TM-3.5)

Investigate local options for beneficial reuse of dewatered Class B Biosolids that will ultimately be produced by the Sweet Home WWTP. With support from City staff, a local biosolids market analysis will be completed to identify local land owners interested in local land application of Class B Biosolids. Other alternatives will also be evaluated, including Heard Farms (Roseburg, OR), Tribeca Transport (Woodland, WA), and Madison Ranches (Echo, OR). A lifecycle cost evaluation for local and hauling options will be completed and a long-term plan for biosolids management will be identified for use in developing design criteria for the WWTP solids upgrades.

Task 3.8 – WWTP Discharge and Biosolids Planning Workshop

Conduct a workshop with City staff to review the evaluations and studies completed for the long-term WWTP discharge to the South Santiam River (TM-3.4) and long-term biosolids disposal options to move the City away from landfilling WWTP biosolids (TM-3.5).

Task 3.9 – Admin Building Architectural Evaluation (TM-3.6)

Conduct a site visit to evaluate the existing Administration Building to meet current codes and to provide proper facilities for plant staff (e.g., Men’s and Women’s Locker Rooms/Showers). Identify critical success factors for potential building upgrades and develop a “wish list” of items that could potentially be included in a building remodel to better serve the existing uses, which include an onsite water quality laboratory. As part of the evaluation, three preliminary floor plan diagrams and budgetary costs will be prepared for potential upgrades depending on the uses of other spaces in the building, such as the space currently used for chlorination and dechlorination.

Task 3.10 – Preliminary Code Review (TM-3.7)

Prepare a preliminary code review for the WWTP to identify current code requirements for the planned upgrades and flag potential issues associated with rehabilitation and reuse of existing buildings. The code review will include architectural, HVAC, electrical, structural, and mechanical and will include a list of codes to be used as the design basis for the final design of WWTP upgrades.

Task 3 Deliverables

1. One electronic (PDF) copy of the WWTP Influent Characterization Sampling and Testing Program for implementation by City and plant staff.
2. One electronic (PDF) copy of meeting and workshop agendas and minutes for the Existing Plant Evaluation and WWTP Discharge and Biosolids Management Workshops.
3. One electronic (PDF) copy of the Draft and Final Sanitary Sewer Collection System Rehabilitation Program and WWTP Peak Flow Projections (TM-3.1).
4. One electronic (PDF) copy of the Draft and Final Existing Aeration Basin Biological Process Modeling and Capacity Analysis (TM-3.2).
5. One electronic (PDF) copy of the Draft and Final Existing Plant Hydraulic Profile and Outfall Evaluation (TM-3.3).
6. One electronic (PDF) copy of the Draft and Final NPDES Permit Compliance Evaluation (TM-3.4).
7. One electronic (PDF) copy of the Draft and Final Biosolids Management Alternatives Evaluation (TM-3.5).
8. One electronic (PDF) copy of the Draft and Final Administration Building Architectural Evaluation (TM-3.6)
9. One electronic (PDF) copy of the Draft and Final Preliminary Code Review (TM-3.7)

Task 3 Assumptions

- A. Implementation of the influent characterization sampling and testing program will be completed by others and test results provided on a monthly basis to Murraysmith for review and consolidation.
- B. Murraysmith proposes to obtain and update the existing post-Phase 4 MIKE URBAN sanitary sewer collection system model developed by the City's previous consultant. No additional collection system model development is anticipated outside of updated the existing model for new system demands.

Task 4 – WWTP Schematic Design

Schematic Design will involve a detailed evaluation of WWTP Unit Processes, including evaluation of capital costs, and Operations & Maintenance costs. Non-economic factors will also be considered as part of the evaluation based on City preferences. Schematic design will carry the overall WWTP design to approximately 15% to 20% completion, with enough detail to proceed directly to final design following development of the final documentation and approval by regulatory and funding agencies.

Task 4 Schematic Design will be completed moving through each of the WWTP unit processes, beginning with the liquids stream unit processes and then moving into the solids stream unit processes. Each of these unit process evaluations will be summarized in a Technical Memorandum (TM) developed presented below.

All Schematic Design Technical Memoranda will include the following standard elements:

- Introduction and Background
- Design Criteria
- Alternatives Development and Discussion, including:
 - Preliminary Layouts and Process Schematic Diagram
 - Equipment cut sheets
 - Process and Hydraulic Evaluations
 - Potential impact on other WWTP Unit Processes
- Alternative Evaluation, including capital and 20-year lifecycle costs;
- Energy Efficiency Incentive funding opportunities;
- Non-economic factors and considerations; and
- Recommended Unit Process Upgrades.

Task 4.1 – Influent Pump Station Schematic Design (TM-4.1)

Prepare Schematic Design for the Influent Pump Station, assuming the existing wet well will be rehabilitated and reused with four new pumps providing the firm capacity for meeting peak WWTP

design flows. The pumps will be sized based on a new headworks constructed on the upper portion of the WWTP site near the plant entrance. It is anticipated the structure above the existing wet well will be removed, a new valve vault installed outside the wet well, and the area around the site will be landscaped for a clean appearance.

Task 4.2 – Headworks and Primary Treatment Schematic Design (TM-4.2)

Prepare Schematic Design for the new WWTP Headworks and Primary Treatment unit processes. Potential Headworks and Primary Treatment alternatives are anticipated to include, but not be limited to, the following:

- New Headworks on the north side of the plant entrance in the existing concrete masonry unit (CMU) storage building with Primary Filtration;
- New Headworks on the south side of the plant entrance in a new building with Primary Clarifiers;
- New Headworks on the south side of the plant entrance in a new building with Primary Filtration; and
- Headworks alternatives will consider coarser screens with grit removal and fine screens without grit removal.

Task 4.3 – IPS, Headworks and Primary Treatment Workshop

Conduct a workshop with City staff to review alternatives and Schematic Design for the Influent Pump Station upgrades (TM-4.1), and Headworks and Primary Treatment unit process upgrades (TM-4.2).

Task 4.4 – Secondary and Tertiary Treatment Schematic Design (TM-4.3)

Prepare Schematic Design for the WWTP Secondary Treatment unit process, including aeration basin and secondary clarifiers. Aeration Basin Schematic Design will include biological process design using the Biowin© process model developed in Task 3.3. Potential biological process design configurations are anticipated to include Modified Ludzeig-Etinger (MLE) or 4-stage Bardenpho process configuration targeting Nitrogen removal for summer season with contact stabilization or other conventional peak flow process without the need for a sidestream high rate process for peak flow management.

Tertiary Filter evaluations will include alternatives for filter rehabilitation to increase filter hydraulic capacity under the current blending approach and the potential for future production of Class A recycled water, if potential uses are identified by the City.

Task 4.5 – Disinfection and Outfall Schematic Design (TM-4.4)

Prepare Schematic Design for planned Disinfection and Outfall upgrades. Disinfection alternatives will include continued use and expansion of the Chlorine Contact Basin and Ultraviolet (UV) Disinfection.

Disinfection Alternatives to be evaluated will include:

- Continued use and expansion of the chlorine contact basin (CCB) and construction of a new Administration Building on the upper portion of the WWTP site; and
- Conversion to UV Disinfection in the existing CCB footprint without impacting the existing Administration Building.

Outfall evaluations will include alternatives to upsize the outfall pipeline to meet future hydraulic capacity requirements and modify the outfall diffuser based on recommendations in the City's most recent Mixing Zone Study report.

Task 4.6 – Secondary and Tertiary Treatment, Disinfection and Outfall Schematic Design Workshop

Conduct a workshop with City staff to review alternatives and Schematic Design for WWTP Secondary and Tertiary Treatment unit process upgrades (TM-4.3), and Disinfection and Outfall unit process upgrades (TM-4.4).

Task 4.7 – Solids Digestion and Dewatering Schematic Design (TM-4.5)

Prepare Schematic Design for planned Solids Digestion and Dewatering alternatives, considering potential conversion to anaerobic digestion and installation of new dewatering equipment in the same location as the existing belt filter press.

Digestion alternatives to be considered will include:

- Continued use of Aerobic Digestion for production of Class B Biosolids.
- Conversion of existing Aerobic Digester to an Anaerobic Digester for production of Class B Biosolids.
- Construction of a new Anaerobic Digester for production of Class B Biosolids.

Dewatering alternatives to be considered will include:

- Class B Biosolids dewatering using centrifugation.
- Class B Biosolids dewatering using "Press" Technologies, such as a screw press, rotary press or rotary fan press.

Task 4.8 – Solids Digestion and Dewatering Schematic Design Workshop

Conduct a workshop with City staff to review alternatives and Schematic Design for proposed WWTP Solids Digestion and Solids Dewatering unit process upgrades (TM-4.5).

Task 4.9 – Electrical, Instrumentation, and Controls Schematic Design (TM-4.6)

Prepare Schematic Design for electrical, instrumentation, and controls (EI&C) upgrades, including power supply to existing and new equipment, improved automation throughout the facility and Supervisory control and data acquisition (SCADA) upgrades to improve operator efficiency and plant performance.

EI&C alternatives to be considered will include:

- Upgrades to the main plant power service, upsizing the standby generator, review of the existing electrical switch gear and installation of an automatic transfer switch meeting EPA reliability requirements. Preference will be to reuse the existing standby generator building.
- Instrumentation and automation upgrades throughout the plant and potential conversion of a portion of the existing Administration Building to a plant control room with electrical motor control centers (MCCs) and a main plant control panel.
- Power distribution plan throughout the WWTP site considering three potential new electrical buildings to serve the IPS/Solids, Headworks/Primary Treatment and Secondary Treatment/Tertiary Treatment/Disinfection processes.
- Automation and SCADA upgrades to improve plant controls and reduce the number of processes operated manually. A new SCADA system will be included along with a practical level of automation meeting the needs of plant operations staff.

Task 4.10 – Site Design, Yard Piping, Security, Fencing and Landscaping Schematic Design (TM-4.7)

Prepare Schematic Design for the overall civil and site design, combining all recommended unit process upgrades from previous Schematic Design TMs into an overall WWTP expansion plan. The overall WWTP site design will consider potential modifications to the main plant entrance, consideration for installation of cameras for security and process monitoring, access throughout the site for trucks and traffic, a new automated entrance gate, landscaping improvements and other associated WWTP upgrades not captured in unit process Schematic Design Technical Memoranda.

Task 4.11 – EI&C and Site Design Schematic Design Workshop

Conduct a workshop with City staff to review alternatives and Schematic Design for Electrical, Instrumentation, and Controls (EI&C) upgrades (TM-4.6), and overall Civil and Site Design (TM-4.7).

Task 4 Deliverables

1. One electronic (PDF) copy of the Draft and Final Influent Pump Station Schematic Design (TM-4.1).
2. One electronic (PDF) copy of the Draft and Final Headworks and Primary Treatment Schematic Design (TM-4.2)
3. One electronic (PDF) copy of workshop agenda and minutes for the IPS, Headworks and Primary Treatment Workshop.
4. One electronic (PDF) copy of the Draft and Final Secondary and Tertiary Treatment Schematic Design (TM-4.3).
5. One electronic (PDF) copy of the Draft and Final Disinfection and Outfall Schematic Design (TM-4.4).
6. One electronic (PDF) copy of workshop agenda and minutes for the Secondary and Tertiary Treatment, Disinfection and Outfall Schematic Design Workshop.
7. One electronic (PDF) copy of the Draft and Final Solids Digestion and Dewatering Schematic Design (TM-4.5).
8. One electronic (PDF) copy of workshop agenda and minutes for the Solids Digestion and Dewatering Schematic Design Workshop.
9. One electronic (PDF) copy of the Draft and Final Electrical, Instrumentation and Controls Schematic Design (TM-4.6).
10. One electronic (PDF) copy of the Draft and Final Site Design, Yard Piping, Security, Fencing and Landscaping Schematic Design (TM-4.7).
11. One electronic (PDF) copy of workshop agenda and minutes E&IC and Site Design Schematic Design Workshop.

Task 4 Assumptions

- A. Biological process designs will target Ammonia-Nitrogen for nutrient removal and will not consider biological phosphorus removal.
- B. Solids evaluations are not anticipated to include production of Class A Biosolids.
- C. Updating the Mixing Zone Study is not anticipated to be required as part of Schematic Design.

Task 5 – Documentation and Implementation Support

Prepare reports documenting the WWTP upgrades which are necessary to meet USDA funding requirements. The Preliminary Engineering Report and Environmental Report must follow USDA's guidelines, and are subject to review at the state and national level. Approval of these documents is critical to securing USDA funding for the project. Also, provide support for various other funding sources possibly including the Energy Trust of Oregon, Oregon Department of Environmental Quality, etc.

Task 5.1 – Preliminary Engineering Report (PER)

Prepare Preliminary Engineering Report (PER) for USDA concurrence using excerpts from the recent Facility Plan and Schematic Design Technical Memoranda prepared in Tasks 3 and 4. The PER will include the following:

- Project Planning: Location, Environmental Resources Present, Population Trends, and Community Engagement
- Existing Facilities: Location Map, History, Condition of Existing Facilities, Financial Status of any Existing Facilities, and Water/Energy/Waste Audits
- Need for Project: Health, Sanitation, and Security; Aging Infrastructure; and Reasonable Growth Projections
- Alternatives Considered: Description, Design Criteria, Map, Environmental Impacts, Land Requirements, Potential Construction Problems, Cost Estimates, and Sustainability Considerations including Water/Energy Efficiency, and Green Infrastructure
- Selection of an Alternative: Life Cycle Cost Analysis and Non-Monetary Factors
- Proposed Project: Preliminary Project Design, Project Schedule, Permit Requirements, and Sustainability Considerations including Water/Energy Efficiency, and Green Infrastructure

Task 5.2 – WWTP Recommended Plan Review Workshop

Conduct a workshop with City staff to review recommendations included in the PER. Review comments will be incorporated into the Final PER for submission to USDA.

Subtask 5.3 – Environmental Report (ER)

Prepare an Environmental Report for USDA concurrence as required by the National Environmental Policy Act (NEPA). This report will identify and document environmental issues that need to be considered for the proposed project, including mitigation. The ER will be prepared using USDA guidelines and include the following:

- *Purpose and Need:* Project description, demonstrate purpose and need
- *Alternatives to the Proposed Action:* Exploration of reasonable alternatives, feasibility, and evaluation criteria
- *Affected Environment/Environmental Consequences:* Identification of potential issues, including mitigation, with land use, floodplains, wetlands, historic properties, biological resources, water quality issues, socio-economic/environmental justice, and miscellaneous issues including air quality, transportation and noise.
- *Summary of Mitigation:* Implementation criteria of mitigation measures
- *Correspondence and Coordination:* Coordinate with State and Federal regulatory agencies to identify affected environments
- *Exhibits:* Preparation of supporting documents, studies, field investigations, maps, photographs, etc.

Subtask 5.4 – PER/ER and Regulatory Review Support Services

Provide support services during USDA review of the PER and ER project documentation, including submittal of the PER/ER electronically in accordance with USDA requirements, review and response to USDA comments and meetings with USDA staff as required.

Conduct one meeting with Oregon DEQ to review the updated WWTP Recommended Plan and facilitate completion of DEQ review and approval of the Plan.

Subtask 5.5 – Updated Financial Plan

Update projected revenue requirements for the planning period based on revised capital and O&M recommendations, and revised debt financing assumptions. Miscellaneous revenues, including revenue from updated SDCs, interest income, etc, will be projected and deducted from total requirements to determine the amount of annual revenue required from user rates. Revenue under existing rates will be projected and user rate increases identified to support the completion of the recommended facility upgrades.

A computerized financial planning model will be developed so that alternative financing scenarios, and policy and forecast assumptions will be evaluated against rate increases, and other financial indicators to develop a plan that meets the City's risk management and other objectives. Assistance will also be provided to assist the City in developing the financial forecast information needed for its USDA loan financing application.

Subtask 5.6 – SDC Evaluations

Evaluate the City's existing Wastewater System Development Charges (SDCs) and prepare an updated methodology for fees considering the costs for available capacity and those identified to

provide for community growth as part of the facility upgrades. Compliance costs for the Oregon SDC statute will be included as these costs are recoverable.

Subtask 5.7 – Other Implementation Support Services

Provide other project implementation services in order to move the project into final design. These services will be completed as agreed upon by the City and Murraysmith up to the task budget. Services may include funding agency correspondence, attendance at City Council meetings and other public outreach and implementation activities requested by the City.

Task 5 Deliverables

1. Ten (10) hard copies and one electronic (PDF) copy of the Draft and Final Preliminary Engineering Report (PER).
2. One electronic (PDF) copy of workshop agenda and minutes for the PER Recommendations Review Workshop.
3. Ten (10) hard copies and one electronic (PDF) copy of the Draft and Final Environmental Report meeting USDA requirements.

Task 5 Assumptions

- A. City staff will be the primary point of contact with USDA during PER/ER review and coordinate with Murraysmith as required.
- B. Given the size of the project, Murraysmith assumes the PER/ER will likely be reviewed at a national level by USDA. Therefore, two (2) review iterations are assumed for obtaining final PER/ER approval by USDA.
- C. Task 5.4 includes two (2) meetings with USDA for PER/ER review and one meeting with Oregon DEQ associated with regulatory review of the updated Recommended Plan.
- D. Task 5.5 includes attendance at up to three (3) public meetings and other outreach services required by the City up to the task budget.
- E. Rate and SDC Evaluations will update existing financial evaluations included in the City's WWTP Facility Plan.



2018 SCHEDULE OF CHARGES

Personnel:

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2018 to December 31, 2018. After this period, the rates are subject to adjustment.

Principal Engineer VI	\$245.00
Principal Engineer V	236.00
Principal Engineer IV	227.00
Principal Engineer III	217.00
Principal Engineer II	209.00
Principal Engineer I	201.00
Professional Engineer IX	192.00
Engineering Designer IX	185.00
Professional Engineer VIII	183.00
Engineering Designer VIII	175.00
Professional Engineer VII	173.00
Engineering Designer VII	167.00
Professional Engineer VI	165.00
Engineering Designer VI	159.00
Professional Engineer V	155.00
Engineering Designer V	149.00
Professional Engineer IV	146.00
Engineering Designer IV	146.00
Professional Engineer III	142.00
Engineering Designer III	142.00
Engineering Designer II	130.00
Engineering Designer I	120.00
Technician IV	141.00
Technician III	126.00
Technician II	109.00
Technician I	92.00
Administrative III	100.00
Administrative II	92.00
Administrative I	81.00

Project Expenses:

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

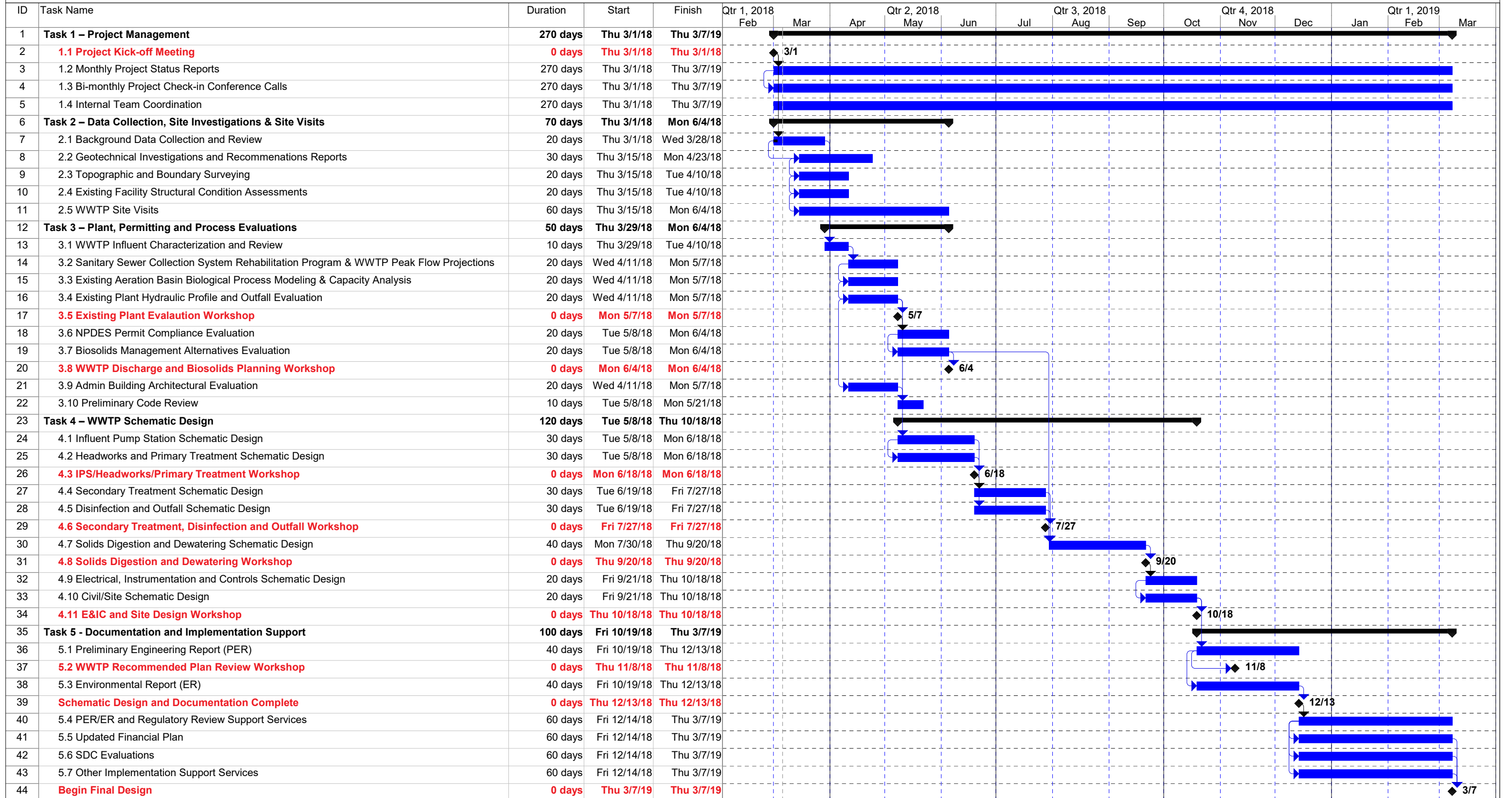
CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

Outside Services:

Outside technical, professional and other services will be invoiced at actual cost plus 10 percent to cover administration and overhead.

**EXHIBIT D
PROJECT SCHEDULE**

**WWTP SCHEMATIC DESIGN
CITY OF SWEET HOME**



Murraysmith

WWTP SCHEMATIC DESIGN SERVICES
City of Sweet Home, Oregon

**AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR
CITY OF SWEET HOME
LINN COUNTY, OREGON**

THIS AGREEMENT AND CONTRACT, made and entered into this _____ day of _____, 2018 by and between the CITY OF SWEET HOME), LINN County, State of Oregon, and MURRAYSMITH, INC., a firm of engineers duly authorized to perform engineering services in the State of Oregon:

WITNESSETH THAT:

WHEREAS, the City of Sweet Home desires to retain an engineer to provide professional engineering services on a continuing or on-call basis, and,

WHEREAS, the City of Sweet Home has selected Murraysmith, Inc. to provide such professional engineering services, and,

WHEREAS, Murraysmith, Inc. does offer to provide said professional services, NOW, THEREFORE,

IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

ARTICLE I – DEFINITIONS

Whenever the term “City” is used herein, it is understood to mean the City of Sweet Home, Linn County, State of Oregon, or its authorized officer(s), and the term “Engineer” means Murraysmith, Inc. or its authorized representative(s).

ARTICLE II – OBLIGATIONS OF THE ENGINEER

1. Description of Services – The professional engineering services to be performed by the Engineer under this agreement are as follows:
 - a. General Engineering Services - Provide on-call services to the City as may be requested to advise on engineering and/or administrative matters. Such work may include: general consultations with the City and, at the City’s request, elected officials, citizens, contractors and other public agencies; attendance at City regular and special Board meetings, membership or other meetings; consultations regarding regulatory compliance, system operations and other technical matters; any other general consultation and advice to the City as requested. Engineer will not proceed with any general services without authorization of the City. The Engineer will provide

a written scope and fee proposal for each general engineering service and will not proceed with any of these services without written authorization of the Client.

- b. Project-Specific Services - It may be necessary to provide additional services that may include special engineering work or additional services beyond the services described above under General Engineering Services. If requested by the City, the Engineer agrees to perform the additional services that cannot be fully described at this time. Such services may include, but are not limited to: system and facility planning studies, capital improvement planning; regulatory compliance assistance; grant and/or loan applications and administration; field investigations; special technical studies; preliminary and final designs; surveying and drafting services; construction administration/management; construction inspection; operations consultations. The Engineer will provide a written scope and fee proposal for all project-specific services and will not proceed with any of these services without written authorization of the Client.
 - c. Special Services – There may be special engineering services desired by the Client beyond those described above. The type and extent of all such potential special services cannot be determined at this time. The Engineer agrees to assist the Client and perform such special services as the City may require.
2. Services for Construction-Related Projects – When agreed by the Client, the Engineer will provide certain engineering services for construction-related projects. Such services may include:
- a. Detailed Plans – The Engineer will collect data as needed including field information and will prepare detailed drawings for the elements of a specific project.
 - b. Specifications – The Engineer will prepare specifications, contract forms and bidding documents as may be appropriate for the solicitation and receipt of bids from contractors for construction. The specifications will outline the contractor’s obligations in performance of the contract which will serve as a guide to the construction of the project.
 - c. Construction Cost Estimates - The Engineer will prepare an estimate of the construction cost for the designed project.
 - d. Amendments of Plans and Specifications – When plans, specifications, and other documents have been prepared, they will be submitted to the Client for consideration. An engineer familiar with all features of the project will be available on request of the Client for the purpose of explaining and the documents. Should the Client then request modifications which are consistent with good engineering practice, the Engineer will make such modifications before the final documents are issued.

- e. Assistance with Bidding and Award – The Engineer will attend pre-bid conferences, meetings when the Client receives bids, and meetings for the award of contracts for construction work. The Engineer will prepare a tabulation of bids and will advise the Client in matters appropriate to selection and awarding of construction contracts.

- f. Contract Administration Services - The Engineer will provide construction contract administration services on the client's behalf when agreed. In providing such services, the Engineer's services will be guided by the Standard General Conditions of the Construction Contract Documents and the Supplementary General Conditions thereof. In operating on the Client's behalf, the Engineer will furthermore follow guidance outlined in the State administrative rules governing public procurement and contracting where applicable. The agreed scope of work and fee assumes the project will be constructed on the agreed schedule as established in the construction contract documents, it being understood that the construction contractor is in sole control of that schedule. If the construction schedule is extended beyond the original schedule, it is agreed that additional budget shall be provided as needed on the project for extended construction phase services by the Engineer, to be reimbursed by the contractor to the Client where the extension is caused by the contractor's actions and the contractor is deemed responsible for the Client's financial loss. The construction contractor will provide an experienced superintendent who is on site during all construction activities and is actively engaged in managing the construction work. The Engineer will not assume any superintendent responsibilities on the project. The agreed scope of work and fee assumes that the construction contractor will operate in a cooperative manner with the Client and Engineer throughout the project. To that end, it is assumed that the contractor will not submit an excessive number of requests for information, change order requests, or claims or take other actions that cause an excessive administrative burden to the Client and Engineer. The overall budget for engineering services during construction is based on reasonable assumptions related to the anticipated construction period, the level of effort anticipated for office and field services, and the anticipated cooperative conduct of the construction contractor. If the actions of the construction contractor cause an extension of the project construction schedule, require the need for additional Engineer office and field services beyond the reasonable level assumed, or otherwise cause additional expenses to the Engineer, the Client agrees to consider, in good faith, an appropriate budget adjustment to provide for such additional costs. The Engineer shall promptly notify the Client of any such conditions that warrant consideration of such budget adjustment(s) and shall request appropriate budget adjustment(s) in the form of a contract amendment for the Client's consideration and approval. The Engineer will not bill the Client for any such additional costs without prior approval of the Client. If the Engineer is solely responsible for delay in completing review of shop drawings or responding to Contractor requests for clarification of Contract Documents and those delays increase the cost of the construction for the Client, the Engineer will be responsible for those increased costs.

- g. Periodic Project Site Visits by the Engineer – If so agreed, the Engineer will provide general observation of the contractor’s work on behalf of the Client. To the extent agreed, the Engineer will conduct periodic visits to the site of the project to observe the progress and quality of the work and to determine, in general, if the work appears to be proceeding in accordance with the intent of the contract documents. On the basis of these visits, the Engineer will keep the Client informed of the progress of the work, will endeavor to guard the Client against defects and deficiencies in the work of the contractor(s) and may advise the Client to reject work or materials that fail to conform to contract requirements. Visits to the construction site and observations made by the Engineer shall not relieve the contractor of its obligation to conduct comprehensive inspections of the work sufficient to insure conformance with the intent of the contract documents, and shall not relieve the construction contractor of its full responsibility for all construction means, methods, techniques, sequences and procedures necessary for coordinating and completing all portions of the work under the construction contract and for all safety precautions incidental thereto.
- h. Construction Observation - If so agreed, the Engineer will furnish the services of an on-site construction representative(s) to provide observation of the work of the contractor during the period of construction. The construction representative will make out periodic reports of construction progress and will prepare monthly estimates as the basis for payments to contractor as construction proceeds. The construction representative will endeavor to guard the Client against defects and deficiencies in the work of the contractor and help determine if the provisions of the contract documents are being fulfilled. On-site construction observation will not, however, cause the Engineer to be responsible for those duties and responsibilities which belong to the contractor and which include, but are not limited to, full responsibility for the techniques and sequences of construction and the safety precautions incidental thereto, and for performing the construction work in accordance with the contract documents. The Engineer will report to the Client observed deviations from the requirements of the contract documents. The Engineer will facilitate a final inspection of the constructed project and will make recommendation to the Client regarding substantial completion and final project acceptance.
- i. Shop Drawing Review - If so agreed, the Engineer will perform shop drawing and submittal review. The Client and the Engineer agree that effective review of shop drawings is important, and the Client encourages the Engineer to develop a procedure that is properly funded to promote effective implementation. The Client agrees that the Engineer shall review shop drawing submissions solely for their conformance with the Engineer’s design intent and conformance with the requirements of the construction documents. The Engineer shall not be responsible for any aspects of a shop drawing submission that affect or are affected by the means, methods, techniques, sequences and operations of construction, safety

precautions and programs incidental thereto, all of which are the contractor's responsibility. The Client warrants that the contractor shall be made aware of his or her responsibilities to review shop drawings in these respects before submitting them to the Engineer, and that the contractor will further be advised of the need to adhere to the shop drawing submission schedule furnished to it by the Engineer, the need to call any variations to the Engineer's attention, and such other requirements and responsibilities as may be identified in construction documents prepared by the Engineer.

- j. Record Drawings - If so agreed and upon substantial completion of the work, the Engineer shall provide the Client a set of record drawings based on information provided by the contractor which illustrate the reported location of work and reported materials and equipment installed. In that record drawings are based on information provided by others, the Engineer cannot and does not warrant their accuracy.
 - k. Permits and Approvals – The Engineer will assist the Client in obtaining permits and approvals for projects. All fees required by the permitting and approval agencies will be paid by the Client.
 - l. Assistance with Contractor Claim Evaluations and Client/Contractor Dispute Resolution - The Client and Engineer acknowledge that construction projects present the risk of contractor construction claims that may or may not have merit and may or may not involve fault of the Client or Engineer. Under any circumstance, the Engineer will notify the Client of any potential or actual claims or protests of the Contractor and will coordinate with Client's staff and, if required, Client's legal counsel regarding these matters. The Engineer will be available as necessary for special consultations to assist in resolving conflicts and providing interpretations. Any extended involvement in dispute resolution processes will be provided at the request of the Client outside the agreed scope of work and fee, on a time and expense basis in accordance with the Engineer's current schedule of charges, with such fees to be reimbursed by the contractor to the Client where the contractor is deemed responsible for the Client's financial loss.
3. Standard of Practice – In the performance of professional services, the Engineer will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of the engineering profession practicing in the same or similar locations and no other warranties, expressed or implied, are made or intended in any of the Engineer's proposals, contracts, or reports.
4. Insurance – The Engineer shall maintain in its name insurance coverage, subject to limitations and exclusions, for claims against it under the Workers' Compensation Act and claims for bodily injury, death or property damage which might arise from the performance

of its services under this Agreement. Certificates evidencing such insurance and the amounts thereof will be furnished upon request.

ARTICLE III – OBLIGATIONS OF THE CLIENT

1. Information Provided by Client - In order to facilitate the work to be performed by the Engineer, the Client shall furnish to the Engineer all information available to the Client having a bearing on the work. It may be necessary during the work of the Engineer to locate and expose underground utilities and/or structures. The Client shall cause such excavation and incidental work connected therewith to be done at no cost to the Engineer. The Client shall provide the Engineer all labor, equipment and materials to assist in accomplishing system operations if so required.
2. Client to Provide Legal Access - The Client shall provide to the Engineer or the Engineer's representatives legal access to the properties which are necessary in performance of the work. Client shall provide access for the Engineer to these properties for the making of measurements and obtaining details for work to be performed by the Engineer.
3. Miscellaneous Project Related Fees - The Client shall pay the costs of advertisements for construction bids, checking and inspection fees, assessment fees, soils engineering fees, materials testing fees, aerial topography fees, fees for permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this Agreement.
4. Payments to the Engineer – For services provided under Article II, Paragraph 2a – General Engineering Services – the City shall pay the Engineer on a time and expenses basis under the provisions of the Engineer's current standard "Schedule of Charges". The Engineer's current standard Schedule of Charges is attached as Exhibit "A". For services provided under Article II, Paragraph 2b – Project-Specific Services and Article II, Paragraph 2c –Special Services - the City shall pay the Engineer on a time and expenses basis under the provisions of the Engineer's current standard Schedule of Charges attached as Exhibit "A" or on any other mutually agreeable basis, all as provided for in a separate authorizing document for each project-specific task or each special service.
5. Invoices – Monthly invoices will be issued by the Engineer for all work performed under this Agreement. Invoices are due and payable on receipt. Interest at the rate of 1-1/2% per month will be charged on all past due amounts starting 30 days after date of invoice. Payments will first be credited to interest and then to principal.

ARTICLE IV - GENERAL

The Client and the Engineer agree that the following provisions shall be part of their agreement:

1. Assignment of Contract - Neither the Client nor the Engineer shall assign its interest in this Agreement without the written consent of the other.
2. Engineer is Independent Contractor – The Client’s project director, or designee, shall be responsible for determining whether the Engineer’s work product is satisfactory and consistent with this Agreement, but Engineer and any of its subcontractors are not subject to the direction and control of the Client. Engineer and any of its subcontractors shall be independent contractors for all purposes and shall be entitled to no compensation other than the compensation provided for under this Agreement.

Engineer and any of its subcontractors are independent contractors and not employees of the Client. Engineer acknowledges Engineer’s status as an independent contractor and acknowledges that Engineer and any of its subcontractors are not employees of the City for purposes of workers compensation law, public employee benefits law, or any other law.

3. Environmental Condition of Site - Client has disclosed to Engineer in writing the existence of all known and suspected Asbestos, PCBs, Petroleum, Hazardous Waste, Radioactive Material, hazardous substances, and other Constituents of Concern located at or near the Site, including type, quantity and location. Client represents to Engineer that to the best of its knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at the Site. If Engineer encounters an undisclosed Constituent of Concern, then Engineer shall notify (1) Client and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations. It is acknowledged by both parties that Engineer’s scope of services does not include any services related to Constituents of Concern. If Engineer or any other party encounters an undisclosed Constituent of Concern, or if investigative or remedial action, or other professional services, are necessary with respect to disclosed or undisclosed Constituents of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Client: (1) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Constituents of Concern; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer’s services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on 30 days notice. Client acknowledges that Engineer is performing professional services for Client and that Engineer is not and shall not be required to become an “arranger,” “operator,” “generator,” or “transporter” of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer’s activities under this Agreement.
4. Changes to Plans and Specifications by Others - In the event that any changes are made in plans and specifications by the Client or persons other than the Engineer which affects the

Engineer's work, any and all liability arising out of such changes is waived as against the Engineer, and the Client assumes full responsibility for such changes unless the Client has given the Engineer prior notice and has received from the Engineer written consent for such changes.

5. Delays - The Engineer shall not be responsible for damages or be in default or be deemed to be in default by reason of delays in performance by reason of strikes, lockouts, accidents, acts of God and other delays unavoidable or beyond the Engineer's reasonable control, or due to shortages or unavailability of labor at established area wage rate or delays caused by failure of the Client or Client's agents to furnish information or to approve or disapprove the Engineer's work promptly, or due to late, slow, or faulty performance by the Client, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of the Engineer's work. In the case of the happening of any such cause of delay, the time of completion shall be extended accordingly.
6. Unauthorized Reuse of Documents - All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by the Engineer as instruments of service shall remain the property of the Engineer. Reuse of any drawings, specifications and other work product of the Engineer by the Client on extensions of this project or any other project without written permission of the Engineer shall be at the Client's risk and the Client agrees to defend, indemnify and hold harmless the Engineer from all claims, damages and expenses arising out of such unauthorized reuse by the Client or by other's acting through the Client.
7. Contractor's Responsibility for Project and Safety - The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for projects, including safety of all persons and property and that this requirement shall be made to apply continuously and not be limited to normal working hours.
8. Insurance Provided by Construction Contractor - Construction specifications prepared by the Engineer may include standard provisions for insurance coverages to be provided to the Client by the construction contractor. Since the Engineer is not qualified to advise on insurance matters, the Client agrees to review those provisions prior to the bidding process with its insurance advisor and to notify the Engineer of changes to be made, if any, to these provisions.
9. Time Schedule - The Engineer shall begin work within a mutually agreeable time for each assignment under this Agreement and shall diligently prosecute the work to meet the time schedule agreed upon by the Client and the Engineer.
10. Quantity Estimates and Opinion of Construction Costs - The Engineer will prepare estimates of the materials to be furnished and work to be done. Any opinion of the construction cost prepared by the Engineer represents its judgment as a design professional and is supplied for

the general guidance of the Client. Since the Engineer has no control over the cost of labor and materials, or over the competitive bidding or market conditions, the Engineer does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the Client.

11. Americans With Disabilities Act - The American Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility for first occupancy later than January 26, 1993, that does not meet the accessibility and usability requirements of the ADA except where an entity can demonstrate that it is structurally impractical to meet such requirements. The Client acknowledges that the requirements of the ADA may be subject to various and possibly contradictory interpretations. The Engineer, therefore, will use its reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. The Engineer, however, cannot and does not warrant or guarantee that the Client's project will comply with all potential interpretations of ADA requirements and/or requirements of other federal, state and local laws, rules codes, ordinances and regulations as they apply to the project.
12. Dispute Resolution - All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement shall be subject to mediation as adopted and described by the American Arbitration Association. The parties further agree that the Client will require, as a condition for participation in the project and their agreement to perform labor or services that all contractors, subcontractors, and material persons shall agree to this procedure.
13. Services Exclusively for Client - Services provided within this Agreement are for the exclusive use of the Client.
14. Severability - The Client and the Engineer have entered into this Agreement of their own free will to communicate to one another mutual understandings and responsibilities. Any element of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, the Client and the Engineer will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing or achieving the intent of the original provision. In the event that an invalidated provision would otherwise have required the Client to compensate the Engineer, as to honor an indemnification or for any other reason, the amount of money in question shall automatically be considered an additional fee due to the Engineer, irrespective of the invalidity of the provision in question.
15. Termination of Agreement - The Client may terminate this Agreement for reasons identified elsewhere in this Agreement, or for any other reasons which may arise. In the event such termination becomes necessary, the Client shall so notify the other party, and termination will become effective fourteen (14) calendar days after receipt of the termination notice. The Client shall within thirty (30) calendar days of termination pay the Engineer for services

rendered prior to termination and costs incurred, as a result of termination itself, such as demobilizing, modifying schedules, and reassigning personnel. Such payment shall be based insofar as possible on the amounts specifically established in this Agreement, or, where the Agreement cannot be applied, on the basis of the Engineer's current Standard Schedule of Charges.

16. Survival - All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the Client and the Engineer shall survive the completion of the services hereunder and the termination of this Agreement.

17. Extent of Agreement - There are no understandings or agreements except as herein expressly stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their respectively authorized officers or representatives.

CITY OF SWEET HOME, OREGON

Date _____

By: _____

Name: Greg Mahler

Title: Mayor

Date _____

By: _____

Name: Ray Towry

Title: City Manager

MURRAYSMITH, INC

Date _____

By: _____

Preston Van Meter, PE
Project Manager

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: March 13, 2018	TITLE: Park and Tree Committee Appointment	TYPE OF ACTION: — RESOLUTION
SUBMITTED BY: Ray Towry, City Manager	ATTACHMENTS: Applications –	<u>X</u> MOTION
REVIEWED:	Debra Sue Northern and Lance (Wally) Shreves	— OTHER

PURPOSE OF THIS MEMO: Appointment to the Park and Tree Committee for a full four year term.

BACKGROUND/CONTEXT: There is currently a full four year vacancy on the joint Park and Tree Committee. Debra Sue Northern and Lance (Wally) Shreves have applied to serve in this capacity. A committee including CEDD Jerry Sorte, Councilor Trask and Mayor Mahler conducted interviews on March 8, 2018. At the time of this RCA the recommendations from that committee has not been received, however due to lack of quorum issues, the Park and Tree Committee has requested that appointments be made to the committee during the March 13, 2013 meeting so that the committee can proceed forward making decisions to send recommendation to the Budget Committee.

THE CHALLENGE/PROBLEM: Vacancy on the Park and Tree Committee.

STAKEHOLDERS:

1. Elected Officials
2. Employees of the City
3. Community Members

ISSUES & FINANCIAL IMPACTS:

1. *None Known*

ELEMENTS OF A STABLE SOLUTION: Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

OPTIONS:

1. Make a Motion to appoint the candidate to the Park and Tree Committee who ranked in the first position on the interview matrix (to be provided to the Council following the March 8th interviews) to a full four year term to expire 03-13-2022.
2. Make a Motion to appoint Lance (Wally) Shreves to a full four year position to the Park and Tree Committee with a term to expire 03-13-2022.
3. Make a Motion to appoint Debra Sue Northern to a full four year position to the Park and Tree Committee with a term to expire 03-13-2022.
4. Do Nothing
5. Seek Additional Applicants

RECOMMENDATION:

Staff Recommends Option #1: Make a Motion to appoint the candidate to the Park and Tree Committee who ranked in the first position on the interview matrix (to be provided to the Council following the March 8th interviews) to a full four year term to expire 03-13-2022.



CITY MANAGER'S OFFICE

1140 12th Avenue
Sweet Home, OR 97386
541-367-8969 541-367-5113 FAX
Jfisher@ci.sweet-home.or.us

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Debra Sue Northern
Permanent Address: 1820 First #1820
Mailing Address: Same
Contact Phone Number: 541-570-9483
E-Mail Address: debrasue-333@yahoo.com
Preferred method of contact: Mail Phone Email
Occupation: ON Disability Since July 2014 Employer: N/A

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment: Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 50+ Year(s) _____ Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position.

I Am Concerned with The Parks in S.H. And would be proud to be a member of the Board whom are working to make our Parks Better each year when Funds are Available.

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

Meals ON Wheels Volunteers Driver Since 2012 in Sweet Home.

4. What special contribution do you feel you can make to the group/position you are applying for?

Open minded And willing to Learn more About our Parks Here in our Beautiful Town... Willing to get in And get The Job Done when Needed..

RESIDENCY:

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

I, Debra S. Northern, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.

Debra S. Northern
Signature

Feb. 28th 2018
Date of Signature



RECEIVED
3/7/18
BY: JK

CITY MANAGER'S OFFICE

1140 12th Avenue
Sweet Home, OR 97386
541-367-8969 541-367-5113 FAX
Jfisher@ci.sweet-home.or.us

BOARD/COMMITTEE/COMMISSION APPLICATION

Applicant Information (Please type/print clearly):

Name: Lance (Wally) Shreve

Permanent Address: 42220 Marks Ridge Dr, S.H.

Mailing Address:

Contact Phone Number: 541-570-5963

E-Mail Address: lamopar@centurytel.net

Preferred method of contact: Mail Phone Email

Occupation: Retired Employer: ATF - Army

Please mark the Board, Commission or Committee in which you are interested in serving:

- Budget Committee
- Planning Commission
- Library Board
- Traffic Safety Committee
- Parks Board
- Tree Commission
- Board of Appeals
- All Hazard Mitigation Committee

Are you applying for reappointment: Yes No

If yes, how long have you served in this capacity: _____ Year(s) _____ Month(s)

1. How long have you lived in the area: 14 Year(s) 8 Month(s)

2. Please give a brief description of your experiences or training that you feel qualifies you for this particular position. I have two young boys that use the parks and give me a lot of feedback. I spent 20 years in the Army where we developed community projects across Asia. I spent 14 years working as a Director of operations and have a vast knowledge of budgets and project planning. I recently retired giving me time to do this.

3. List current involvement in other community groups and/or activities. I currently do not have any other involvement.

4. What special contribution do you feel you can make to the group/position you are applying for? Project planning, Budgeting, Great sense of humor used in team building.

RESIDENCY:

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

I, _____, certify that I currently reside within the corporate limits of the City of Sweet Home and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Sweet Home immediately.

CRIMINAL HISTORY BACKGROUND CHECK (CCH):

A Criminal History Check (CCH) may be performed as part of the City of Sweet Home appointment process for City Boards, Committees, and Commissions. I acknowledge that a refusal to allow the CCH to be performed, when required, will cause my application to no longer be considered.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer serving the City of Sweet Home, the information provided on this application is considered public record.

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that a CCH may be performed, when required, and that the information provided on this application is considered public record.


Signature

Date of Signature

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: March 13, 2018	TITLE: Park and Tree Committee Appointment	TYPE OF ACTION: — RESOLUTION
SUBMITTED BY: Ray Towry, City Manager	ATTACHMENTS: Applications –	<u>X</u> MOTION
REVIEWED:	Debra Sue Northern and Lance (Wally) Shreves	— OTHER

PURPOSE OF THIS MEMO: Appointment to the Park and Tree Committee for a partial term with two years remaining.

BACKGROUND/CONTEXT: There is currently a partial term with two years remaining on the joint Park and Tree Committee. Debra Sue Northern and Lance (Wally) Shreves have applied to serve in this capacity. A committee including CEDD Jerry Sorte, Councilor Trask and Mayor Mahler conducted interviews on March 8, 2018. At the time of this RCA the recommendations from that committee has not been received, however due to lack of quorum issues, the Park and Tree Committee has requested that appointments be made to the committee during the March 13, 2013 meeting so that the committee can proceed forward making decisions to send recommendation to the Budget Committee.

THE CHALLENGE/PROBLEM: Vacancy on the Park and Tree Committee.

STAKEHOLDERS:

1. Elected Officials
2. Employees of the City
3. Community Members

ISSUES & FINANCIAL IMPACTS:

1. *None Known*

ELEMENTS OF A STABLE SOLUTION: Appoint committee members to vacancies who are willing to serve a full term and available for scheduled meetings of the committee.

OPTIONS:

1. Make a Motion to appoint the candidate to the Park and Tree Committee who ranked in the second position on the interview matrix (to be provided to the Council following the March 8th interviews) to the partial term to expire 04-26-2020.
2. Make a Motion to appoint Lance (Wally) Shreves to a partial position to the Park and Tree Committee with a term to expire 04-26-2020.
3. Make a Motion to appoint Debra Sue Northern to a partial position to the Park and Tree Committee with a term to expire 04-26-2020.
4. Do Nothing
5. Seek Additional Applicants

RECOMMENDATION:

Staff Recommends Option #1: Make a Motion to appoint the candidate to the Park and Tree Committee who ranked in the second position on the interview matrix (to be provided to the Council following the March 8th interviews) to the partial term to expire 04-26-2020.



CITY OF SWEET HOME PARK AND TREE COMMITTEE MINUTES

February 21, 2018, 8:30 a.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

1. Call to Order at 8:32 AM

2. Roll Call of Park and Tree Committee Members:

Committee Members present: Alice Smith, Nancy Patton, Bob Dalton; Council Representative Dave Trask

Committee Members absent: Angela Clegg, Lena Tucker

Two Committee positions are vacant.

Staff present: Jerry Sorte, Community and Economic Development Director; Greg Springman, Public Works Director; Dominic Valloni, Maintenance Superintendent

Community members present: Bill Marshall and Debra Northern

3. Introductions: The group welcomed new Committee member Dalton, and provided introductions.

4. Approval of Minutes: The Committee reviewed the Park and Tree Committee Minutes for January 17, 2017. Smith moved for approval as written; Patton second. The question was raised as to whether the Committee had the quorum necessary to approve minutes. Sorte read the SHMC Section 2.10.040(C):

“A majority of committee members is a quorum to conduct business and the concurrence of a majority of a quorum shall be required to determine any matter before the Committee.”

Sorte indicated that since two members had resigned from the Committee and the Committee consisted of five members, that a majority of members is three. His opinion was that the minutes could be approved.

Motion passed 3-0

City Manager Towry over speaker phone indicated that his option was that four members, a majority of the full Committee constituted a quorum and that the Committee could meet but not make decisions. Towry indicated that the City would solicit applications for the vacancies on the Park and Tree Committee.

In other business, Smith reported two hours working on tree related projects.

5. Grant Opportunities for 2018:

Sorte indicated that Clegg and staff member Katie Wilcox could not attend the meeting; however, they met since the last Park and Tree Committee meeting to review the requirements of the Oregon Parks and Recreation Department park grant. Sorte reported that in his conversations with Clegg and Wilcox that it may not be possible to complete the required grant materials prior to the April 1, 2018 application deadline. Springman indicated that staff should meet with members of the City Engineering Division and see if the required materials could be compiled during the next month. Staff will meet and report back on the issue.

Smith reported that the City received a grant that would cover costs associated with the City's Arbor Day activities.

The Committee discussed the need to maintain funds that are within the current fiscal year budget for next year if there are funds remaining this fiscal year's budget. Staff indicated that the City is still under a spending freeze, and there is optimism that funds will be available within the next month.

6. Scheduling for Special Meetings

a. Capital Improvement Priorities

b. Budget Recommendations

The Committee indicated that the group needed to continue moving forward with projects and that there was a need to schedule a subcommittee meeting to discuss capital improvement priorities. The group set a meeting for March 8 at 1:30 PM. The location is to be determined, but will be posted on the City's website calendar.

City Manager Towry arrived and informed the Committee that the City Council was on schedule to appoint two additional members to the Park and Tree Committee and that those positions should be filled prior to the next regular meeting.

7. Ideas, Proposals, and General Discussion

In discussion, the Committee indicated that additional steps were needed in order to advance the projects that have been discussed during the past several months. Staff indicated that staff time was limited and that the group would need to prioritize its objectives.

The Committee discussed the Park System Master Plan. Sorte indicated that concern had been raised in the past as to the level of public input that had been gathered as a part of formulation of the Master Plan. He indicated that staff would look to the Committee, as appointees of the City Council, to provide direction on park improvements.

The Committee discussed the management of lower Sankey Park. This included discussion of tree removal. Dalton, Smith, and Trask (and community members Bill Marshall and Debra Northern) determined that they would visit Sankey Park after the meeting to identify hazard trees in lower Sankey Park.

Smith indicated that the Arbor Day celebration would occur during the first week of April, and that planning help would be needed. The City has been given an Arbor Day Booster grant of \$500 to help pay for the trees to be planted at the schools.

Smith is working to secure a Hiba cedar as a celebration tree for Katie Kohl who resigned from the Committee last month. The location of the planting may be in the area east of the proposed City Hall on Hwy 20.

Citizen Comment: Debra Northern indicated that she was planning on planting a celebration tree and was looking for a location. The tree is an incense cedar. Dalton agreed to check with Samaritan to see if the area they own near the cemetery would work.

8. Adjournment at 9:30 AM



City of Sweet Home Finance Department Monthly Report

February 2018

Finance Activities:

- Accounts Payable:
 - 163 checks were processed for payments of \$428,397.19
- Passport Applications processed: 38
- Passport Photos: 56
- Lien Searches: 82

Utility Billing Activities:

- Service Requests processed: 205
- New customers to Sweet Home: 11 (5 own - 6 rent)
- Accounts opened: 50
- Account closed: 45

	February
UB Statements Processed	3,318
Past Due Notices Processed	1,291
Number of accts turned off for non-payment	52

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 03/07/2018 - 1:43PM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86695	2/5/2018	ACCELA, INC. #774375		AP		7,581.42
86696	2/5/2018	CNA SURETY		AP		20.00
86697	2/5/2018	COMCAST		AP		162.87
86698	2/5/2018	DEMCO		AP		428.81
86699	2/5/2018	EAST LINN CHRISTIAN ACADEMY		AP		100.00
86700	2/5/2018	FASTENAL COMPANY		AP		149.26
86701	2/5/2018	GATEWAY IMPRINTS, INC.		AP		95.00
86702	2/5/2018	JEFF KING CONTRACTOR, INC		AP		4,947.96
86703	2/5/2018	JUNIOR LIBRARY GUILD		AP		54.75
86704	2/5/2018	MICHAEL LANDI		AP		97.71
86705	2/5/2018	MAILFINANCE		AP		704.25
86706	2/5/2018	MOONLIGHT BPO, INC.		AP		2,160.06
86707	2/5/2018	MOOSE CREEK MACHINE & REPAI		AP		50.00
86708	2/5/2018	NATIONAL PEN		AP		194.44
86709	2/5/2018	NATIONAL BUSINESS SOLUTIONS		AP		22.00
86710	2/5/2018	NORTHWEST NATURAL		AP		3,336.45
86711	2/5/2018	OFFICE DEPOT		AP		70.97
86712	2/5/2018	OREGON DEPT OF ENVIRONMENT		AP		955.35
86713	2/5/2018	OREGON GOVERNMENT FINANCE		AP		370.00
86714	2/5/2018	PACIFIC POWER		AP		22,153.98
86715	2/5/2018	ALEX PERKINS		AP		30.00
86716	2/5/2018	PETTY CASH - PUBLIC WORKS		AP		95.15
86717	2/5/2018	PROFESSIONAL SECURITY ALARM		AP		142.50
86718	2/5/2018	STANDARD INS. CO.		AP		4,098.44
86719	2/5/2018	STAPLES ADVANTAGE		AP		1,401.23
86720	2/5/2018	THYSSENKRUPP ELEVATOR CORP.		AP		834.75
86721	2/5/2018	TWGW, INC. NAPA AUTO PARTS		AP		379.12
86722	2/5/2018	US POSTMASTER		AP		450.00
86723	2/5/2018	VERIZON WIRELESS		AP		397.37
86724	2/5/2018	WELLS FARGO VENDOR FIN SERV		AP		157.93
86725	2/5/2018	WILCO		AP		109.99
86726	2/5/2018	DONNA WILLIAMSON		AP		22.42
86727	2/9/2018	ALSCO		AP		436.50
86728	2/9/2018	ARAMARK UNIFORM SERVICES		AP		497.53
86729	2/9/2018	BI-MART CORPORATION		AP		55.45
86730	2/9/2018	ELIJAH R. L. BROWN		AP		535.00
86731	2/9/2018	BUCK'S SANITARY SERVICE, INC.		AP		348.00
86732	2/9/2018	BULLFROG ENTERPRISES		AP		155.87
86733	2/9/2018	COMCAST		AP		163.93
86734	2/9/2018	DAN DEE SALES		AP		100.00
86735	2/9/2018	FEI PORTLAND WATERWORKS #30		AP		748.54
86736	2/9/2018	RANDEE FIELDS		AP		24.00
86737	2/9/2018	JULIE FISHER		AP		40.45
86738	2/9/2018	GLEANERS		AP		10.00
86739	2/9/2018	H & H MACHINE, LLC		AP		161.00
86740	2/9/2018	HOY'S TRUE VALUE		AP		246.67

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86741	2/9/2018	HUTCHINS WELDING AND REPAIR		AP		143.20
86742	2/9/2018	INDUSTRIAL WELDING SUPPLY, IN		AP		116.37
86743	2/9/2018	INGRAM LIBRARY SERVICES		AP		148.51
86744	2/9/2018	KENDALL FORD		AP		81.40
86745	2/9/2018	KNIFE RIVER		AP		220.64
86746	2/9/2018	LES SCHWAB WAREHOUSE CENTE		AP		199.52
86747	2/9/2018	LIBERTY ROCK PRODUCTS, INC.		AP		159.74
86748	2/9/2018	JEFF LYNN		AP		25.75
86749	2/9/2018	BRANDON NEISH		AP		40.70
86750	2/9/2018	NET ASSETS		AP		366.00
86751	2/9/2018	NEW ERA		AP		888.03
86752	2/9/2018	NORTHWEST NATURAL		AP		918.26
86753	2/9/2018	O'REILLY AUTOMOTIVE, INC.		AP		79.23
86754	2/9/2018	ROSE PEDA		AP		35.30
86755	2/9/2018	PETROCARD		AP		2,473.56
86756	2/9/2018	PETTY CASH - FINANCE OFFICE		AP		36.09
86757	2/9/2018	CYNTHIA PICHARDO		AP		225.00
86758	2/9/2018	RACE CENTER, LLC		AP		95.00
86759	2/9/2018	RENEWED PROPERTIES, LLC		AP		126.75
86760	2/9/2018	SAIF CORPORATION		AP		75.00
86761	2/9/2018	SIERRA SPRINGS		AP		38.41
86762	2/9/2018	SNAP-ON-TOOLS		AP		35.75
86763	2/9/2018	GERALD SORTE		AP		31.30
86764	2/9/2018	GREG SPRINGMAN		AP		39.00
86765	2/9/2018	SWEET HOME PREGNANCY CENTI		AP		1,090.00
86766	2/9/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
86767	2/9/2018	RAY TOWRY		AP		142.03
86768	2/9/2018	US MINI MART		AP		10.00
86769	2/9/2018	WILDISH SAND & GRAVEL CO.		AP		292.26
86770	2/20/2018	ALBANY CHRYSLER DODGE JEEP		AP		1,668.09
86771	2/20/2018	AUDIO EDITIONS		AP		342.49
86772	2/20/2018	CARSON OIL COMPANY, INC.		AP		65.64
86773	2/20/2018	CASCADE COMPUTER MAINTENA		AP		3,154.00
86774	2/20/2018	CENTER POINT LARGE PRINT		AP		175.56
86775	2/20/2018	CENTURYLINK		AP		1,340.10
86776	2/20/2018	COMCAST		AP		268.99
86777	2/20/2018	COMCAST BUSINESS		AP		1,036.21
86778	2/20/2018	CUES		AP		78.55
86779	2/20/2018	EBSCO INFORMATION SERVICES C		AP		817.70
86780	2/20/2018	RANDEE FIELDS		AP		35.00
86781	2/20/2018	FRANK PRINTING, LLC		AP		306.00
86782	2/20/2018	STEVE HANSON		AP		11.40
86783	2/20/2018	LINN COUNTY PRINTING & SUPPL		AP		104.30
86784	2/20/2018	LINN COUNTY RECORDER		AP		55.00
86785	2/20/2018	LITHIA MOTOR SUPPORT SERVICE		AP		189.02
86786	2/20/2018	JEFF LYNN		AP		39.97
86787	2/20/2018	THE MORGAN CPS GROUP, INC.		AP		2,560.00
86788	2/20/2018	NATIONAL BUSINESS SOLUTIONS		AP		783.82
86789	2/20/2018	NORTHWEST CODE PROFESSIONA		AP		200.00
86790	2/20/2018	O & M POINT S TIRE & AUTO SERV		AP		1,897.84
86791	2/20/2018	OLD REPUBLIC SURETY COMPAN		AP		584.00
86792	2/20/2018	ROSE PEDA		AP		45.00
86793	2/20/2018	RENEWABLE RESOURCE GROUP, I		AP		80.00
86794	2/20/2018	RITZ SAFETY		AP		200.00
86795	2/20/2018	SCHOLASTIC LIBRARY		AP		156.00
86796	2/20/2018	SCOTT EDWARDS ARCHITECTURE		AP		3,543.73

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86797	2/20/2018	SHAMROCK SUPPLY COMPANY, IN		AP		79.00
86798	2/20/2018	GERALD SORTE		AP		79.57
86799	2/20/2018	TELL & SELL		AP		302.83
86800	2/20/2018	TROUBADOUR MUSIC CENTER		AP		420.00
86801	2/20/2018	USA BLUE BOOK		AP		62.88
86802	2/20/2018	VERSALIFT NORTHWEST, LLC		AP		103.23
86803	2/20/2018	WELLS FARGO FINANCIAL LEASIN		AP		81.57
86804	2/23/2018	BENTON ELECTRIC, INC.		AP		558.35
86805	2/23/2018	CASELLE, INC.		AP		196.67
86806	2/23/2018	CH2M OM SERVICES		AP		92,726.59
86807	2/23/2018	CIS TRUST		AP		824.50
86808	2/23/2018	COMCAST		AP		348.02
86809	2/23/2018	CUB-ALBANY PRINTING		AP		131.00
86810	2/23/2018	DAN DEE SALES		AP		9.99
86811	2/23/2018	FASTENAL COMPANY		AP		206.95
86812	2/23/2018	INTERSTATE BUSINESS FORMS		AP		177.87
86813	2/23/2018	JUNIOR LIBRARY GUILD		AP		54.75
86814	2/23/2018	KIP AMERICA, INC.		AP		240.00
86815	2/23/2018	LEAGUE OF OREGON CITIES		AP		992.22
86816	2/23/2018	LINN COUNTY TREASURER		AP		160.00
86817	2/23/2018	MOONLIGHT BPO, INC.		AP		877.83
86818	2/23/2018	NATIONAL BUSINESS SOLUTIONS		AP		106.47
86819	2/23/2018	OFFICE DEPOT		AP		240.65
86820	2/23/2018	OREGON DEPT OF ENVIRONMENT		AP		8,067.00
86821	2/23/2018	OREGON DEPT. OF REVENUE		AP		1,143.90
86822	2/23/2018	OREGON LIBRARY ASSOCIATION		AP		20.00
86823	2/23/2018	PASTEGA COFFEE SERVICE		AP		119.30
86824	2/23/2018	ROSE PEDA		AP		146.75
86825	2/23/2018	PETROCARD		AP		2,670.58
86826	2/23/2018	CYNTHIA ROBECK		AP		72.31
86827	2/23/2018	SAMARITAN OCCUPATIONAL MED		AP		131.00
86828	2/23/2018	SANTIAM SPRAY SERVICE, INC.		AP		655.50
86829	2/23/2018	SWEET HOME INN		AP		50.00
86830	2/23/2018	SYNCB/AMAZON		AP		2,218.11
86831	2/23/2018	WELLS FARGO VENDOR FIN SERV		AP		296.00
0	2/28/2018	EBS TRUST		AP	2/28/2018	75,127.11
0	2/28/2018	OREGON PAYROLL TAXES		AP	3/7/2018	3,670.00
0	2/28/2018	HSA - PAYROLL DEDUCTIONS		AP	2/28/2018	775.00
0	2/28/2018	FEDERAL PAYROLL TAXES		AP	2/28/2018	18,387.37
0	2/28/2018	AFLAC		AP	2/28/2018	866.58
0	2/28/2018	NATIONWIDE-PAYROLL DEDUCTIC		AP	2/28/2018	1,550.00
0	2/28/2018	OREGON PAYROLL TAXES		AP	2/28/2018	7,961.64
0	2/28/2018	ASI-PAYROLL DEDUCTIONS		AP	2/28/2018	120.00
0	2/28/2018	Vantagepoint Trf. Agents 705507		AP	2/28/2018	908.33
0	2/28/2018	Vantagepoint Trf. Agents 108524/10904		AP	2/28/2018	25,214.82
0	2/28/2018	FEDERAL PAYROLL TAXES		AP	3/7/2018	6,477.55
0	2/28/2018	FIRST INVESTORS - PAYROLL DED		AP	2/28/2018	350.00
0	2/28/2018	PERS		AP	2/28/2018	12,291.72
0	2/28/2018	CHILD SUPPORT ACCOUNTING UN		AP	2/28/2018	917.00
0	2/28/2018	SWEET HOME POLICE EMPLOYEE!		AP	2/28/2018	1,440.00
0	2/28/2018	CARDMEMBER SERVICE - CM		AP	3/7/2018	793.77
0	2/28/2018	Vantagepoint Trf. Agents 300619		AP	2/28/2018	3,670.00
0	2/28/2018	ADVANCES		AP	3/7/2018	18,350.00
0	2/28/2018	MEDICARE		AP	2/28/2018	7,261.11
0	2/28/2018	CARDMEMBER SERVICE - ACH PA'		AP	3/7/2018	10,557.22
0	2/28/2018	FICA PAYROLL TAXES		AP	2/28/2018	30,476.74

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
86832	2/28/2018	OREGON AFSCME COUNCIL 75		AP		1,079.39
86833	2/28/2018	OREGON DEPT. OF REVENUE		AP		1,027.15
86834	2/28/2018	STEELHEAD STRENGTH & FITNES		AP		678.70
86835	2/28/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
86836	2/28/2018	UNITED WAY		AP		40.00
Total Check Count:						163
Total Check Amount:						428,397.19

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2018	January	February	March
Auto Manuals	0	0	
Books on CD	128	114	
Children's Board Books	73	53	
Children's Easy Readers	235	364	
Children's Fiction	275	332	
Children's Graphic Novels	155	116	
Children's NonFiction	237	375	
Children's Picture Books	503	574	
Children's Ready to Read	119	158	
DVDs	989	914	
Fiction	390	359	
Magazines	49	38	
Music CD	47	52	
Mystery	234	157	
New Fiction	264	227	
New NonFiction	69	83	
New Mystery	140	130	
New Science Fiction	11	8	
NonFiction	261	239	
Northwest	23	20	
Paperback General	24	18	
Paperback Mystery	40	26	
Paperback Romance	29	33	
Paperback Westerns	4	13	
Paperback Science Fiction	8	6	
Science Fiction / Fantasy	21	24	
Teen Fiction	128	115	
Teen Graphic Novel	43	25	
Teen NonFiction	1	5	
Videos	45	10	
Westerns	35	37	
TOTALS	4589	4595	

Statistics for January, 2018		Statistics for February, 2018	
PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	245	OPAC Logins	174
SIP2 Logins	372	SIP2 Logins	316
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3671	Checkouts	3709
Renewals by Staff	774	Renewals by Staff	762
Renewals by OPAC	144	Renewals by OPAC	124
HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	126	Holds by Staff	95
Holds by OPAC	133	Holds by OPAC	77
ACTIVE PATRONS	2462	ACTIVE PATRONS	2474
NEW PATRONS		NEW PATRONS	
Resident	20	Resident	36
NonResident	2	NonResident	11
ITEM COUNTS	36867	ITEM COUNTS	362814
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	424	Logins this month	410
Pages printed	838	Pages printed	912

Library Advisory Board Minutes
February 8, 2018
Meeting time 4:30pm

Present at the meeting were Kevin Hill, Diane Gerson, and Eva Journey. Charlene Adams and Don Hopkins absences were excused.

Motion to approve the minutes as presented for the January 11, 2018 meeting. (Motion approved 3 ayes, 0 opposed).

The board reviewed the financial expenditures for the month of January. Eva requested an accounting for Pacific Power and the changes in the monthly bills after the installation of the electronic ballasts and the addition of the exterior lights.

The library statistics were reviewed. Rose mentioned that the directors for the Linn Libraries Consortium had discussed allowing resource sharing of DVDs. This would be another added benefit for our patrons. The library will no longer have VHS tapes available for checkout.

Unfinished Business

Rose provided an update on programs. We will be having a magician at 4pm on Tuesday February 13. Wiley Creek and Sunshine Industries have been coming to the library on a weekly basis. In March, the library will be hosting Crawfordsville HeadStart for a family night. Holley Elementary may be having a field trip to the library. The summer reading programs have been booked beginning in June through the month of August. Rose is working on scheduling additional programs throughout the year for children and adults.

Rose provided an update on grants. The Trust Management Grant is almost completed and will be in the mail tomorrow. We will be submitting a Sweet Home Community Foundation grant for our end of summer reading program. Grants will be submitted to the Collins Foundation and to Dollar General.

New Business

The board reviewed the goals originally set in 2012 and the SMART goals recently developed. A goal which has been carried forward is to “increase visibility and awareness of the library in the community.” Eva offered to assist with writing the SMART goals to make them measurable.

Rose has scheduled staff meetings on closed Wednesdays. Joy will be providing a training on “reader’s advisory” and juvenile fiction (recommending books to parents)

Staff will be promoting of the summer reading programs at Safeway with the help of the Friends of the Library.

Next Regular Library Board Meeting – March 8, 2018



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

PLANNING COMMISSION MEETING
February 26, 2018
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:03 PM

ROLL CALL ATTENDING:

Edith Wilcox Henry Wolthuis Eva Jurney Thomas Herb (Absent)
Greg Stephens Lance Gatchell Anay Hausner

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Kathryn Wilcox, Planning Assistant

REGISTERED VISITORS:

Gary Jarvis, Jim Gourley, Sean Morgan

SHARE Group

Scott Swanson, Bill Mathews, JoAnne McQueary, Stefanie Gatchell,
George Medellin

WORK SESSION: Economic Development Projects and Information Sharing with the Sweet Home Active Revitalization Effort (SHARE).

Discussion Ensued about economic development. The group discussed how the codes and aspects of planning can impact economic development. The discussion aimed to find where the two groups could have common objectives.

Concerns Included:

- Economic revitalization
- Existing plans for revitalization
- Main Street corridor aesthetics
- Blighted properties
- Citizens taking advantage of funding program
- Health and safety
- Probability of businesses that may fail in the first year
- Attractive nuisances
- Need for full time code enforcement officer
- Code consistency

Ideas Included:

- Improving collaborations with community partnerships
- Creating recreation as an incentive
- Capitalize on existing recreational environment
- Take advantage of river as an asset

- Rezoning 9th street property to take advantage of waterfront commercial opportunities as an anchor for business growth
- Tourism video
- Facade improvement program
- Setting three main goals for the City's economic growth
- Use Nuisance Codes to address neglected buildings, or blighted properties.
- Create a strategy for the downtown corridor that is inviting as it as access to the lake
- Changing the culture of Sweet Home
- Using funding program as incentive to enforce code compliance
- Small interest loans for upgrading buildings could be provided by the City
- Implementing business licenses
- Providing business consulting
- Proactive full time code enforcement officer
- Review of nuisance code
- Marketing Campaign
- City wide clean-up with School District partnerships
- Contest for "Before and After" property improvements
- Strategic Plan with Specific Deadlines
- Planning Commission to consider these issues as they revise the code
- Home Occupations streamlined and permitted outright with clear and objective approval criteria
- Capitalize on Capitol Christmas Tree opportunity
- Lighting Main Street program
- SHARE to be the hub and crux and coordinate efforts
- Quarterly meetings between SHARE and the Planning Commission
- Pooling resources and implementation through coordination
- One Sweet Home program to bring the churches together in an effort to connect the community
- Each member of the Planning Commission and SHARE group are to identify a few projects for revitalization and bring them back to the next meeting.

ADJOURNMENT

PUBLIC MEETING CLOSED AT 9:01PM

To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Meeting of February 26, 2018.

Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113
www.ci.sweet-home.or.us

PLANNING COMMISSION MEETING
MARCH 5, 2018
CITY HALL ANNEX - COUNCIL CHAMBERS
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 7:00 PM

ROLL CALL ATTENDING:

Edith Wilcox Henry Wolthuis Eva Jurney Thomas Herb
Greg Stephens (Excused) Lance Gatchell (Excused) Anay Hausner

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Kathryn Wilcox, Planning Assistant

REGISTERED VISITORS:

- Dave Trask
- Lonnie Holt
- Alan Stutz
- Peggy Stutz

Chairperson Gatchell explained that because the meeting was not publicly noticed properly the Planning Commission will open the hearings but have to continue them next week. He explained that the Planning Commission will not be able to take comments, hear testimony, or discuss the applications.

PUBLIC HEARINGS

Chairperson Gatchell opened the public hearing at 7:02PM

- APPLICATIONS AX 17-01 and ZC 17-01:** This is an application to annex an approximately 0.52-acre property that is located in the City of Sweet Home's Urban Growth Boundary into the City limits of Sweet Home. The request is also to change the zoning of the property from Linn County's Urban Growth Area-Rural Residential-1 Acre Minimum (UGA-RR-1) Zone to the City of Sweet Home's Medium Density Residential (R3) Zone.

CEDD Jerry Sorte explained the Land Use request, staff report, and background of the property. He explained that there are several levels of noticing but one notice that is sent out to interested citizens went out late and in an abundance of caution and to ensure that the City has provided adequate notice to the public of this meeting he recommends that the Planning Commission Chairperson continue this meeting until Monday, March 12th, 2018, at 7:00PM in the same location, the City Hall Annex Building, 1140 12th Avenue, Sweet Home, OR 97386.

Chairperson Gatchell stated that he will continue this meeting until Monday, March 12th, 2018, at 7:00PM in the same location, the City Hall Annex Building, 1140 12th Avenue, Sweet Home, OR 97386. He stated that the record will remain open to anyone who wishes to submit testimony during that time, or during the continued public hearing.

Chairperson Gatchell opened the public hearing at 7:04PM

- b. **APPLICATION CU 18-01:** The applicant is requesting a conditional use permit in order to establish a home occupation (home business) on their property. The home occupation would consist of specialty automotive fabrication and detailing, custom metal work, general metal fabrication, and the production of metal art. The home occupation would be conducted in an 864 square foot shop building, and include parking for the home occupation on the property. The subject property is a tract that consists of two subdivision lots and a total 0.32 acre. The subject property is located in the Residential Low-Density (R-1) Zone.

CEDD Jerry Sorte explained the Land Use request, staff report, and background of the property. He explained that there are several levels of noticing but one notice that is sent out to interested citizens went out late and in an abundance of caution and to ensure that the City has provided adequate notice to the public of this meeting he recommends that the Planning Commission Chairperson continue this meeting until Monday, March 12th, 2018, at 7:00PM in the same location, the City Hall Annex Building, 1140 12th Avenue, Sweet Home, OR 97386.

Chairperson Gatchell stated that he will continue this meeting until Monday, March 12th, 2018, at 7:00PM in the same location, the City Hall Annex Building, 1140 12th Avenue, Sweet Home, OR 97386. He stated that the record will remain open to anyone who wishes to submit testimony during that time, or during the continued public hearing.

ADJOURNMENT

PUBLIC MEETING CLOSED AT 7:06PM

To the best of the recollection of the members of the Planning Commission, the foregoing is a true copy of the proceedings of the Public Meeting of March 5, 2018.

Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Katie Wilcox, Planning Assistant

2018 Economic Development Action Plan (DRAFT)
City of Sweet Home

A. Grow and Maintain an Economic Development Coalition				
Goal	Action	Responsible Party	Timeline	Budget
1. Unite Economic Development Stakeholders	1. Coordinate efforts with the COC, SHARE, SHEDG, City, SBDC, COG, regional city partners, Business Oregon, and citizens	City	Ongoing	
2. Create Capacity to Advance Projects	1. Hire Temporary Project Assistance (FTE)	City	6/2018	
B. Retain Existing Business				
Goal	Action	Responsible Party	Timeline	Budget
1. Connect Businesses with Development Resources	1. Provide direct outreach to businesses. Identify and help businesses overcome barriers (FTE)	SBDC; COC, City	Ongoing	
2. Provide Business Incentives	1. Develop and Implement a Commercial Exterior Improvement Program	SHARE, COG	6/2018	\$100,000
	2. Develop and Implement Gap Financing Program (Revolving Loan)	SHARE, COG	12/2018	\$100,000
C. Attract New Business				
Goal	Action	Responsible Party	Timeline	Budget
1. Conduct Business Recruitment	1. Provide staffing for business recruitment			
2. Support Quality of Life	1. Support community events, activities, and neighborhoods; livability projects: community clean-up, etc.	All	Ongoing	
3. Create a Lands Inventory	1. Identify and promote available industrial and commercial lands	COG, regional city partners		
4. Promote Enterprise Zone	1. Renew Enterprise Zone	City	6/2018	
	2. Distribute information when providing direct outreach	City, SBDC	Ongoing	
5. Update Development Codes	1. Update SHMC Title 16 and 17	City	12/ 2018	
D. Promote Entrepreneurship				
Goal	Action	Responsible Party	Timeline	Budget
1. Connect Entrepreneurs with Business Resources	1. Secure grant funding for RAIN Venture Catalyst to provide direct outreach. (FTE)	City, RAIN, Region	3/2018	\$5,000
2. Develop an Entrepreneurial Environment	1. Manage and promote existing incubator	City, Contract		

Acronyms: Chamber of Commerce (COC); Sweet Home Active Revitalization Effort (SHARE); Sweet Home Economic Development Group (SHEDG); Oregon Cascades West Council of Governments (COG); Linn-Benton County Community College Small Business Development Center (SBDC)

Regional City partners include: Philomath, Monroe, Harrisburg, Halsey, Brownsville, Lebanon, Adair Village

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: March 8, 2018

SUBJECT: Community and Economic Development Department Report for February 2018

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, and Parks and Recreation programs. The following is a summary of activities for the month of February 2018.

1. BUILDING

- Summary of Building Program Permits Issued (February 1, 2018-February 28, 2018).

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	4
Residential Manufactured Dwellings	2
Residential Structural	5
Residential Mechanical Permits	9
Residential Plumbing	2
Residential Demolition	1
Commercial Mechanical	3
Commercial Structural	1
Commercial Plumbing	2
Commercial Demolition	1
Total Permits	30
Value Estimate of All Permits	\$1,010,383.80

2. PLANNING

- Summary of Planning Division Permits Issued (February 1, 2018 – February 28, 2018).

Permit Type	Number of Permits
Conditional Use Permit	1
Variance	1
Property Line Adjustments	2

The Planning Commission is scheduled to hear four conditional use permit applications, one variance, one annexation, and one zone change in March. Planning staff is also currently processing two land partition applications. Work on our code updates has been put on hold due to the need to process our current load of applications.

- Projects and Activities:

Staff provided support to the Planning Commission at their meetings on February 5, 2018 and February 26, 2018. Staff also provided support to the Park and Tree Committee Meeting at their meeting on February 21, 2018.

3. ECONOMIC DEVELOPMENT

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on February 14, 2018. SHARE and the Planning Commission also held a joint meeting on February 26, 2018. At the joint meeting the groups discussed an array of projects. The group discussed downtown revitalization ideas, zoning on property along the South Santiam River, code enforcement, and a desire to hold a community wide clean-up. It has been exciting to hear the ideas of this coalition of economic development stakeholders in the community. The next step, from my perspective, will be to determine how to fund and otherwise implement the ideas of the group.

City Manager Ray Towry and I have prepared a draft Economic Development Strategy. That draft is included in the Council packet and we plan to schedule this as a new business item for the March 27, 2018 City Council meeting. A topic of discussion will include how the City should direct the investment of its economic development funds.

4. PARKS – RECREATION PROGRAMMING

The 2018 Sweetheart Run was held on February 10, 2018, and the event attracted a record 147 runners and walkers. This event would not have been possible without the great support from community volunteers and staff.

We have recruited the help of Joe Graybill, our Staff Engineer, to provide additional staff assistance to parks projects. Joe has begun to draft a Sankey Park action plan. It compiles and refines the planning that has been done to date and will provide a template for Sankey Park development as we move forward. The idea here is for that plan to be reviewed at the next Park and Tree Committee meeting. Once the action plan is approved by the Committee, staff will move forward step-by-step through the list of parks projects.




Thanks!

Designer Collection
AN AMERICAN GREETINGS COMPANY

2610776
DCMP P-6A

AMERICAN GREETINGS CLEVELAND, OH 44115
CHARLES KAPLAN TORONTO, ONTARIO M6G 1S7

MADE IN U.S.A.

Nancy Patton 
Chairman -
Kids Free Christmas
Store

Dear Sweet Home City Council
Thank you so much
for approving my request
of \$500 to help
sponsor the 4th annual
Kid Free Christmas Store.
This has been one of
the most rewarding
events we ever
done. The joy these
children have says it
all! Thank you for
the Kids of Sweet Home.
God Bless You All! 