

MISSION STATEMENT

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



# CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:  
guestwifi

September 25, 2018, 6:30 p.m.  
Sweet Home Police Department, 1950 Main Street  
Sweet Home, OR 97386

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

**A. Call to Order and Pledge of Allegiance**

**B. Roll Call:**

Councilor Briana	Councilor Gourley
Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Trask
Councilor Goble	

**C. Consent Agenda:**

- a) Approval of Minutes: September 11, 2018 (pg. 3-5)

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

**E. Old Business:**

- a) Water Quality Presentation – Linn County Health District
- b) Facility Dude – Data Demonstration – Trish Rice
- c) Lynda.com – Demonstration – Rose Peda and Danielle Herb (pg. 6-24)
- d) Code Enforcement Presentation – Tommy Mull (pg. 25-32)

**F. New Business:**

- a) Request for Council Action – Re Appointment to the Library Advisory Board (pg. 33-35)
- b) Request for Council Action – IGA - Linn County Transient Lodging Tax (TLT) (pg. 36-42)

**G. Introduction, First and Second Reading of Ordinance Bills**

**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 and Tree Committee	Trask

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

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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 (Minutes 09-17-18) (pg. 43)	Gourley
Capitol Christmas Tree Committee (Minutes 09-18-18) (pg. 44-45)	Coleman

**K. Reports of City Officials:**

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports:
  - i. Finance Director
    - (1) Revenue & Expense Summary Presentation
  - ii. Library Services Director
    - (1) City Council Report – August 2018 (pg. 46)
    - (2) Patron Statistics – June- August 2018 (pg. 47)
    - (3) Circulation Statistics June – August 2018 (pg. 48)
    - (4) Library Advisory Board Minutes – August 2018 (pg. 49-50)
  - iii. Community and Economic Development Director
  - iv. Police Chief
  - v. Public Works Director
  - vi. City Attorney’s Report

**L. Adjournment**

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SWEET HOME CITY COUNCIL  
MEETING MINUTES

September 11, 2018

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

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

Visitors Registered to Speak: Cal Steward

Media: Sean Morgan, The New Era

Mayor Mahler asked for a Moment of Silence remembering the tragedy of 9/11.

<b>Roll Call:</b>	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 submitted. (Gerson/Trask) Motion passed with 7 Ayes, 0 Opposed, 0 Absent**

Items on the consent agenda are as follows:  
Approval of Minutes: August 28, 2018 Work Session  
August 28, 2018 Council Meeting  
August 30, 2018 Work Session

**Recognition of Visitors & Hearing of Petition:**

Cal Steward  
924 Main Street #5  
Sweet Home, OR 97386

Cal Steward stated he lives at 9<sup>th</sup> Avenue and was concerned about the speeding traffic in the alleyway. He requested speed bumps. Mayor Mahler stated someone from the City would follow up after looking into the issue.

**Old Business:**

Oregon Jamboree – 2018 Review and Camping Discussion

Oregon Jamboree Director Robert Shamock gave a debrief on the 2018 Oregon Jamboree. Mr. Shamock reported that the Kick Off Party Event hosted over 700 guests and raised +/- \$1,000 for SHOCASE.

Several private properties that have historically been used for camping have recently changed ownership and the concern for replacement campsites was brought to the Council with a request to consider allowing camping and the New City Hall and the Quarry Property for the 2019 Jamboree. The Jamboree would provide restrooms, water and lights for the 600 dry camps at the Quarry. Mayor Mahler stated the Council should have a work session to consider the Jamboree’s requests.

Several of the Council expressed concerns. Both Councilor

Trask and Councilor Gerson had concerns on the length of time Sankey Park is closed to the public and wanted to see some type of compensation from the Jamboree for its use. The purchase of playground equipment for the park was mentioned. Mayor Mahler was concerned on the wear and tear of Weddle Bridge. Councilor Goble asked that the 2019 Jamboree requests come before Council as early as February. The Council will schedule a work session to review camping request feasibility.

**New Business:**

Chamber of Commerce Requests Discussion

Councilor Coleman stated the Chamber was interested in ways they can best partner with the City on continued Economic Development. The Council stated the partnership has been good and exceeded expectations. Councilor Coleman reported an interest by the Chamber for operating space in the new City Hall.

UTV Discussion

City Manager Towry introduced the topic on UTV or similar off-road vehicles to be able to operate on City streets. City Manager Towry asked Council if they would like staff to begin drafting an ordinance for review and research associated laws. By consensus the Council directed staff to research the matter.

Request for Council Action – Vehicle Lease Agreement

City Manager Towry introduced the Request for Council Action to approve the proposed Municipal Lease Agreement with Auto Leasing Specialists, LLC to acquire a budgeted patrol vehicle – a 2018 Ford Interceptor SUV.

I hereby certify that the forging is a true and correct copy of the original City Council Meeting Minutes of September 11, 2018 page 2 of 5.

**Motion to Authorize Sweet Home Police Department to enter into the proposed Lease Agreement Number 2840 with Leasing Specialists, LLC, to acquire a new patrol vehicle (Gourley/Coleman).**

\_\_\_\_\_  
Julie A. Fisher  
Administrative Assistant  
City of Sweet Home

**Roll Call Vote:**  
**Councilor Trask                   Aye**  
**Councilor Briana                Aye**  
**Councilor Coleman             Aye**  
**Councilor Gerson               Aye**  
**Councilor Goble                 Aye**  
**Councilor Gourley             Aye**  
**Mayor Mahler                    Aye**

**Motion passed with 7 Ayes and 0 Opposed.**

Request for Council Action – FY 2018 Elm Street Water Service Reconnection Project.

Public Works Director Greg Springman introduced the Request for Council Action for the 2018 Elm Street Water Service Project. PWD Springman explained 170 meters were to be connected to the new water mains.

**Motion to Authorize the bidding of the construction documents of the FY 2018 Elm Street Water Service Reconnection Project (Briana/Gerson). The Motion passed with 7 Ayes and 0 Opposed.**

**Introduction, First and Second Reading of Ordinance Bills:**

**Introduction: None**

**First Reading: None**

**Second Reading: None**

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

Ordinance Bill No. 3 for 2018 – An Ordinance Relating to Rate Increases for Solid Waste Management in the City of Sweet Home, Oregon and Repealing Sweet Home Ordinance Bill No. 1261 with an Expediency Clause.

City Attorney Snyder stated changes to the proposed Ordinance included adding the Ordinance Number 1272 and correcting the web address from biz to blz. City Attorney read by Title Only Ordinance Bill No. 3 for 2018 – Ordinance No. 1271 – Sweet Home Ordinance Pertaining to Council Rules and Amending SHMC Chapter 2.04 Titled City Council.

**Motion to Approve Ordinance Bill No. 4 for 2017, Ordinance Bill No. 1272 – An Ordinance Relating to Rate Increases for Solid Waste Management in the City of Sweet Home, Oregon and Repealing Sweet Home Ordinance 1261 with an Expediency Clause. (Coleman/Gerson)**

**Roll Call Vote:**

<b>Councilor Briana</b>	<b>Aye</b>
<b>Councilor Coleman</b>	<b>Aye</b>
<b>Councilor Gerson</b>	<b>Aye</b>
<b>Councilor Goble</b>	<b>Aye</b>
<b>Councilor Gourley</b>	<b>Aye</b>
<b>Mayor Mahler</b>	<b>Aye</b>
<b>Councilor Trask</b>	<b>Nay</b>

**The Motion passed with 6 Ayes and 1 Opposed (Trask)**

**Resolutions: None**

*Committee Reports:*

Administration & Finance/  
Property Committee      None

Public/Traffic Safety      None

Public Works      None

*City Boards/Committees:*

Chamber of Commerce      Councilor Coleman shared their board increased to 9 members. They are putting into practice State-Level Labor & Industry Standards and writing policy and procedures based on the

bylaws written last year. The Chamber continues with After Hours and promoting business education opportunities in Sweet Home.

Fire District  
Councilor Trask reported the fire danger has been lowered to level Blue. Councilor Trask reported the Fire District recently aided in two separate wildfires.

Park & Tree Commission  
None

Y.A.C.  
Councilor Gourley reported YAC member Madelyn Neuschwander will be visiting a National Youth Safety Summit In Washington D.C in October paid for by the American Federation of Teachers. Councilor Gourley reported the YAC will be hosting the Zombie Zoup Event and asked for volunteers. Mayor Mahler added that the YAC terms ended in June and to streamline process, the students will not have to re-interview but will be considered for reappointment by request to Council.

Ad Hoc Committee  
Community Healthcare  
None

Capitol Christmas Tree  
Councilor Coleman reported the next meeting is on 9/18 at the Chamber.

*Regional Boards/Committees:*

Area Commission on  
Transportation (ACT)  
None

COG  
None

Solid Waste Advisory  
Council (SWAC)  
None

Mayor's Report  
None

City Manager's Report  
City Manager Towry reported City Hall will be closed from 9am until 11am on Wednesday, September 19<sup>th</sup> for staff training. The speaker will present to the City in the morning and at the high school in the afternoon. CM Towry reported the contractors walk thru for the New City Hall at 1pm on Wednesday, September 12<sup>th</sup>. The adopted Council Rules have been included in the Councilor's binders and become in effect on October 9, 2018 and the Agenda will follow the new format. DEQ and Linn County will host a public meeting on September 27<sup>th</sup> at 5:30pm in the JRCC. Councilors who plan on attending need to let City staff know for noticing purposes. The Council was presented with a draft Personnel Policy Manual, the current Personnel Policy (updated 2014) and the CIS Personnel Policy template. The Council will be able to review the documents prior to the Adoption scheduled for October 9, 2018.

Department Directors Reports:

Finance Director

Finance Director Neish reported a cost savings to the City for the purchase order system of \$1200.00. The savings occurred when the software company, Springbrook, authorized Finance Director Neish to complete updates on the backside of the program with permission by Springbrook that would otherwise be considered a "premium software".

FD Neish updated the Council on the RFP for IT Services which is out and bid due back September 24<sup>th</sup>.

Library Director

None

Community and Economic Development Director

Community and Economic Development Director Sorte reported one CEIP application was turned in from a business that did not meet the requirements of being in a commercial zone. CEDD Sorte reported there are several businesses he is familiar with on the highway with a residential zoning designation. The New City Hall also has a residential zoning will be rewarded and will need to go through the Conditional Use Permit process.

CEDD Sorte reported Code Enforcement Officer Mull will be in front of the Council soon to update the Council on progress being made.

The Council was invited to a Business Start Up Fair at the Foundry in Corvallis on Thursday.

Police Chief

None

Public Works

Public Works Director Springman gave a report on Key Performance Indicators for the department. Councilor Trask stated he was very happy with the conditions of the parks specifically Ashbrook and Sankey Park. It was noted Kevin Makinson, Park Crew Lead, is doing an excellent job.

City Attorney

None

Adjournment:

With no further business the meeting adjourned at 7:55 PM.

The foregoing is a true copy of the proceedings of the City Council at the September 11, 2018 regular City Council Meeting.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

# How LYNDA.COM Can Meet the Needs of Our Community



- SWEET HOME PUBLIC LIBRARY  
BY: DANIELLE HERB & ROSE PEDA



# What is Lynda.com?



- “Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Through individual, corporate, academic and government subscriptions, members have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. For 20 years, Lynda.com has helped students, leaders, IT and design pros, project managers—anyone in any role—develop software, creative, and business skills. Now part of LinkedIn, Lynda.com serves more than 10,000 organizations. With tutorials in five languages, Lynda.com is a global platform for success.”

- [ABOUT US, LYNDA.COM](#)

# What do they offer?



- **Learning Resources Online:** tutorials, lessons, trainings, certifications, and more!

**Lynda.com** FROM LINKEDIN LIBRARY  Hi Danielle

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Resume your course from here.

**My Playlists** See All

My Playlists is empty.  
Add courses by clicking the + to save and watch later.

**My playlist**  
0 Items

**Popular Learning Paths** See All

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- Become a Web Designer
- Become a User Experience Designer
- Become a 2D Digital Animator
- Become a Java Programmer
- Become a Python Developer
- Become a Photographer
- Become a Full-Stack Web Developer

New Popular Recommended **Popular at Your Organization**

**Excel 2016 Essential Training** with Dennis Taylor

Learn how to enter and organize data, create formulas and functions, build charts and PivotTables, and use other powerful Excel 2016 features.

8h 53m Beginner Views: 7,861,087

	Jan	Feb
3		
4 Sales	\$ 120.0	\$ 180
5 Expenses	100.0	110
6 Profits	\$ 20.0	\$ 70

# Who Uses Lynda.com?



- “In addition to helping individual learners achieve personal and professional goals, we offer flexible, cost-effective group memberships for your business, school, or government organization.”
  - ABOUT US, LYNDA.COM



patagonia®



# Why Should We Care?



- **The courses are organized into many short segments.**

Even though many courses are several hours long, they are organized into very short lesson (video) segments. A particular lesson might only last five minutes. That means you can use the courses to quickly learn one procedure. And you can also use the courses for comprehensive training.

# Why Should We Care? (CONT.)



- **The courses are instructionally sound.**  
The courses incorporate high-quality instructional strategies. They progress in a systematic fashion, use realistic examples, are organized logically, and assume the intelligence of the audience.

# Why Should We Care? (CONT.)



- **The selection is broad.**

As of 2018, Lynda.com is offering more than 3,000 courses in business, technology and creative skills. There are courses on: animation, audio, authoring tools, business, gamification, interactive design, photography, video and user experience design. The tutorials include presentation tools and eLearning applications, graphic design software, social media tools, video and audio editing packages, web design and development, iPhone apps, business applications (Office, Google docs, etc.), content management systems and many other categories.

# Why Should We Care? (CONT.)



- **The instructors are knowledgeable.**  
Most of the instructors appear to know their topics well. They teach in an informal, casual, and accessible style, and give you the sense that they can help you become competent in whatever you're trying to learn. They are also verified and vetted experts.

# Businesses



- **Tutorials & Trainings in:**

- Professional Development
- Project & Business Management
- Marketing & Sales
- IT
- Big Data
- Design & Web Design
- Microsoft Programs
- Software (Adobe, Photoshop, Python, Java, Evernote, Canvas, etc.)
- Social Media for Business
- Starting a Business
- Taxes & Bookkeeping





# High School Students



- **Tutorials & Trainings in:**

- Music
- Photography
- Fine Arts/Design
- Coding
- Robotics
- Test prep
- College prep
- Microsoft programs
- Google programs
- Software programs
- Research databases
- Social Media
- Resume & Cover Letters
- Mathematics, Science, History, English and other subjects



# What About YouTube?



- Unlike YouTube, Lynda.com's instructors are verified experts.
- The information is therefore more reliable than YouTube's, as there is no standardized vetting process for their videos (or their creators) on YouTube's site.
- Lynda also offers some certification programs through their site, unlike YouTube.

You  vs.



# How to Access



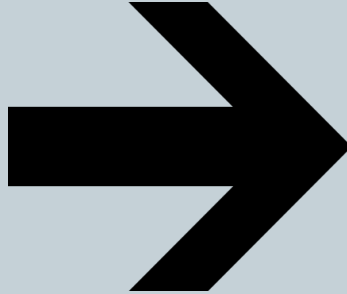
- Accessing Lynda.com and its materials is simple: You need an **internet connection** to stream in real-time or you can **download** (either on a computer or via an app on your phone, tablet, etc. via Android or iOS products) material and courses for later offline use.
- You would log-in to Lynda.com with your Sweet Home Public Library card information.

# Lynda.com on the Library's Website



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- Library Catalog
- Online Resources**
- Friends of the Library
- Volunteering
- Documents



**LIBRARY**

- Library Catalog
- Online Resources
- Friends of the Library
- Volunteering
- Documents

**Contact Information**

1101 13th Ave.  
Sweet Home, OR 97386

Ph: [\(541\) 367-5007](tel:5413675007)  
Fx: (541) 367-3754

New Hours  
10:00 am - 6:00 pm  
Monday, Tuesday, Thursday

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# How to Use



- Log-in to Lynda.com with your library card.
- Choose from the “Popular Learning” paths section, or type in the search bar (at the top of the page) for a specific skill, discipline, understanding, etc. that you would like to learn.
- Choose how you would like to learn (type), the skill level, the duration of the lesson/demonstration, and more.

## Types

All

Playlists

Learning Paths

Courses

Videos

## Skill Level

■ Beginner (1,826)

■ Intermediate (1,876)

■ Advanced (949)

■ Appropriate for all (789)

## Duration

Less than 10 min

Less than 30 min

Less than 1 hour

# Trust Management Grant



- Lynda.com is possible through the Trust Management Grant!



**Thank you!**



# Works Cited



- Lynda.com (2018) *About us*. Retrieved from <http://www.easybib.com/reference/guide/apa/website>
- Malamed, C. (2010). *Lynda.com review: Looking for software tutorials?* Retrieved from <http://thelearningcoach.com/reviews/lynda-com-online-training-library-review/>
- Sweet Home (2018). *Library*. Retrieved from <https://www.sweethomeor.gov/library>





# City of Sweet Home Code Enforcement Program

**Tommy Mull**  
**25 Sep 2018**



# Topics

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- Mission**
- Strategy**
- Updates**
- News**



# Mission

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- **The mission of Code Enforcement is to enforce the codes of the city in order to protect the health, safety and welfare of the community; and, where violations occur, to work with our citizens to achieve compliance through an efficient and fair process.**



# Strategy

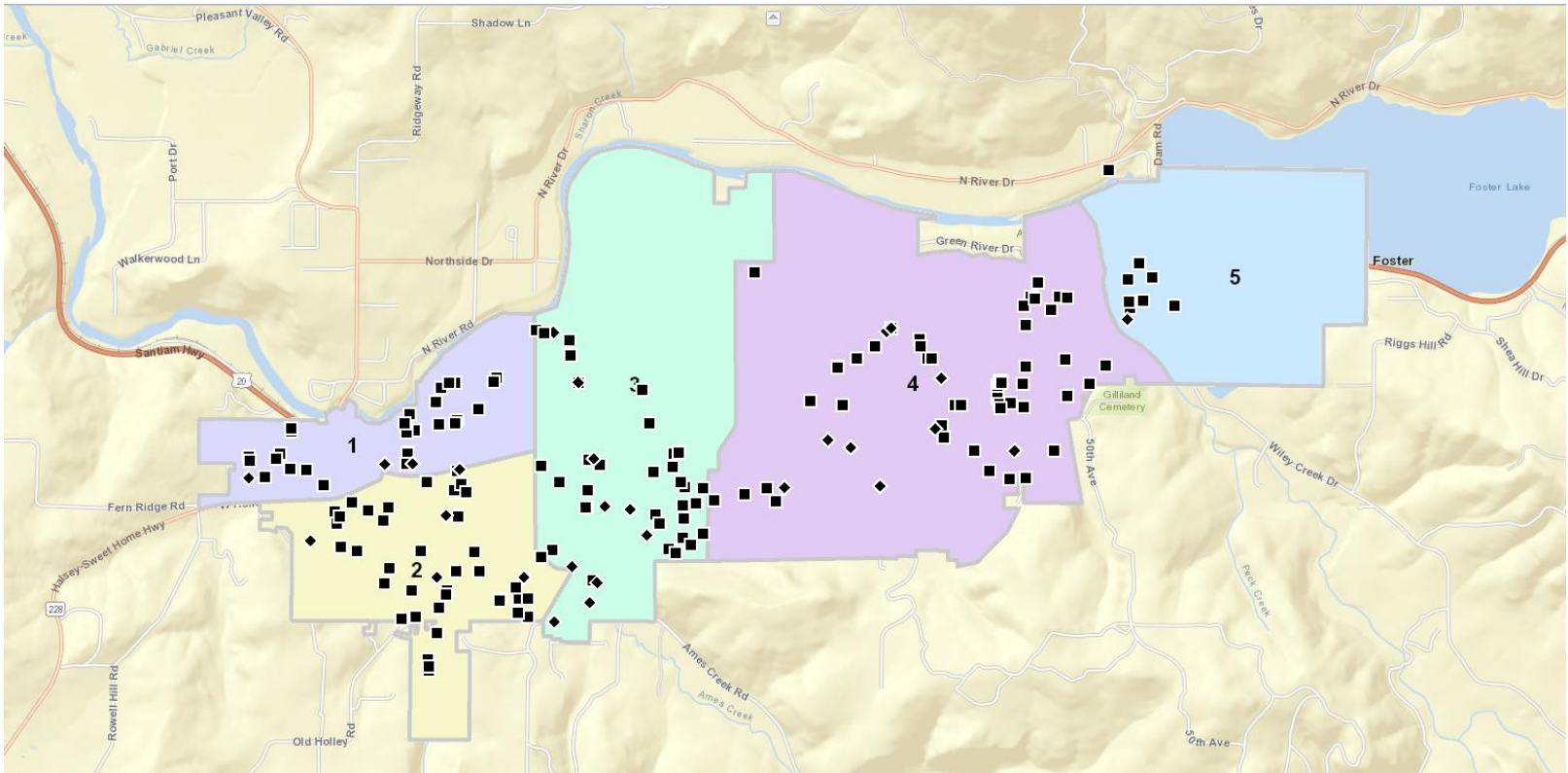
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- ❑ **The City of Sweet Home will utilize a “proactive and mobile” approach to code compliance. This allows for more interaction with the community**
- ❑ **The Code Enforcement Officer will be visible in the community to communicate, educate and assist citizens with potential and recurring code violations until they are resolved**
- ❑ **Citizens will also have avenues to address concerns through the program by completing an online complaint form, in-person or phoning.**



# Mobile 311 Map

June 4, 2018 through September 18, 2018

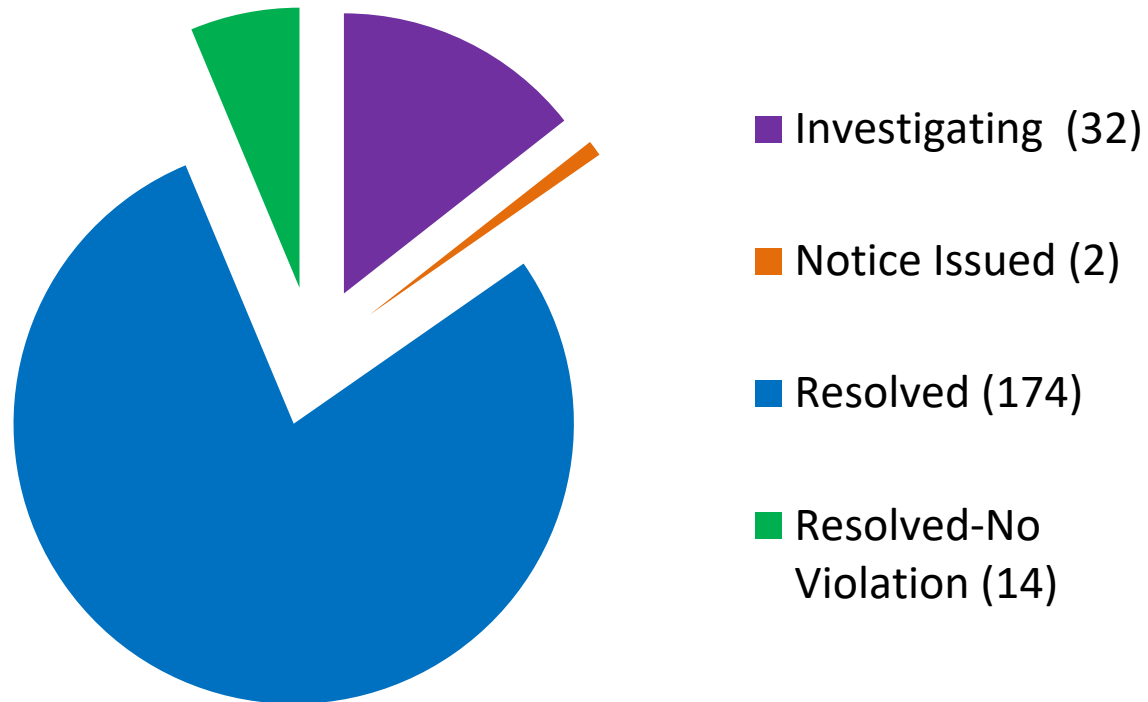




# Case Status

June 4 through September 18, 2018

## Status

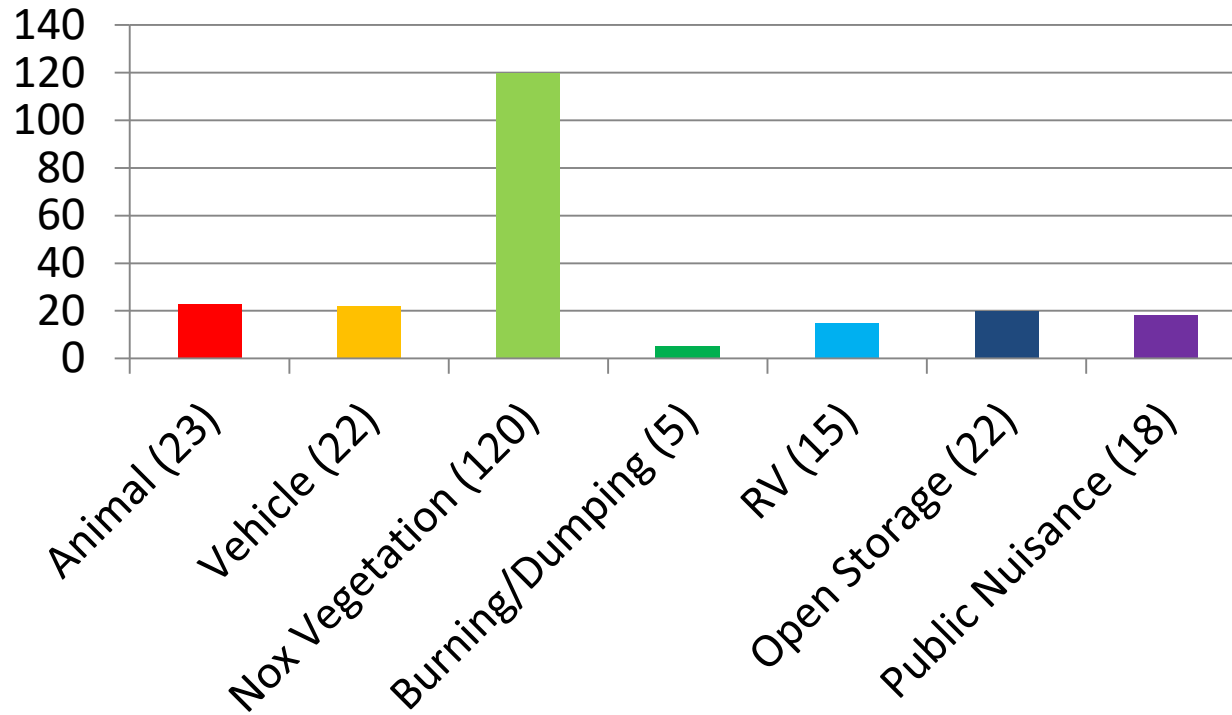




# Updates

June 4 through September 18, 2018

## Violation types





# News

- ❑ **Problem Areas**
  - ❑ **RV's (Living)**
  - ❑ **Open Storage (Trash, Debris and Appliances)**
  - ❑ **Animals (Dogs Barking & Cats)**
  
- ❑ **Education**
  - ❑ **Create an info page with typical code issues and FAQ's**
  - ❑ **Develop a pamphlet for new residents and visitors**
  - ❑ **Code Enforcement Weekly on Social Media**
  
- ❑ **Clean-up Day Oct/Nov Timeframe**
  - ❑ **Work with Sweet Home Sanitation**
  - ❑ **One day where residents can dump trash**



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> September 25, 2018	<b>TITLE:</b> Library Board Appointment	<b>TYPE OF ACTION:</b>
<b>SUBMITTED BY:</b> LSD Rose Peda	<b>ATTACHMENTS:</b> Library Board Application – Eva Journey	<u>  X  </u> RESOLUTION — MOTION — OTHER
<b>REVIEWED:</b> City Manager Ray Towry		

**PURPOSE OF THIS MEMO:** Eva Journey is requesting re-appointment to the Library Board.

**BACKGROUND/CONTEXT:** Mrs. Journey has served on the Library Board for two years and has expressed a desire to continue to serve in this capacity.

**THE CHALLENGE/PROBLEM:** Eva Journey’s current term on the Sweet Home Library Board expired June 30, 2018. She is requesting re-appointment.

**STAKEHOLDERS:**

1. Elected Officials
2. Employees of the City
3. Citizen Groups
4. Business Leaders
5. Community Members

**ISSUES & FINANCIAL IMPACTS:**

1. *None Known*

**ELEMENTS OF A STABLE SOLUTION:**

**OPTIONS:**

1. *Do Nothing.*
2. *Seek Additional Applicants*
3. *Make a Motion* to appoint Eva Journey to the City of Sweet Home Library Board with a 4 year term to expire June 30, 2022.

**RECOMMENDATION:**

It is recommended Make a Motion to appoint Eva Journey to the City of Sweet Home Library Board with a term to expire June 30, 2022.



**CITY MANAGER'S OFFICE**

1140 12<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-8969 541-367-5113 FAX

## BOARD/COMMITTEE/COMMISSION APPLICATION

**Applicant Information (Please type/print clearly):**

Name: Eva Journey

Permanent Address: 982 Pine Top Street

Mailing Address: same

Contact Phone Number: 541-405-1137

E-Mail Address: eva@journey.org

Preferred method of contact: Mail Phone Email

Occupation: retired Employer: \_\_\_\_\_

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: 2 Year(s)     Month(s)

- How long have you lived in the area: 7 Year(s)     Month(s)
- Please give a brief description of your experiences or training that you feel qualifies you for this particular position.
  - Working in the nursing profession for 38 years including clinical, educational and administrative positions.
  - All of the above activities required a developing expertise in effective/intentional communication, efficient group dynamics and project management.
- List current involvement in other community groups and/or activities.

I am currently a member of the Sweet Home Planning Commission.
- What special contribution do you feel you can make to the group/position you are applying for?

I have been a contributing member of the Library Board for the past 2 years. I have assisted Rose with hiring new personnel. This included suggestions for revising the job descriptions and the candidate assessment tool; and participating in the interviewing process. Rose has asked me to offer suggestions for revisions to the Library policy and procedure manual.

of my contributions are: participated in budget discussions, continue to offer suggestion related to the library remodel project, and I suggested offering amnesty for fines for Summer 2018, in order to encourage children to read, without the onus of fines when school is not in session.

**RESIDENCY:**

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

I, Eva Journey, 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.

Eva Journey  
Signature

July 26, 2018  
Date of Signature



# REQUEST FOR COUNCIL ACTION

<b>PREFERRED AGENDA:</b> September 25, 2018	<b>TITLE:</b> Transient Lodging Tax (TLT) IGA	<b>TYPE OF ACTION:</b> <input type="checkbox"/> RESOLUTION
<b>SUBMITTED BY:</b> City Manager Ray Towry	<b>ATTACHMENTS:</b> IGA Linn County	<input checked="" type="checkbox"/> MOTION
<b>REVIEWED BY:</b>		<input type="checkbox"/> OTHER

**PURPOSE OF THIS RCA:**

Council approval of an IGA that would allow the City to bill for Linn County’s Transient Lodging Tax simultaneously with the City’s Transient Lodging Tax (TLT).

**BACKGROUND/CONTEXT:**

The City of Sweet Home has been collecting a 6% TLT since 1990. A TLT is paid by people who rent a room in a hotel, campsite or other temporary lodging facility. A portion of the revenue collected from the tax is appropriated by the City Council to help support tourism projects in Sweet Home.

The last amendment to the original ordinance was in 2001 to update some definitions. In 2003 the State imposed a 1% state-wide transient lodging tax and placed some restrictions on use of the local lodging taxes. Sweet Home’s current ordinance is grandfathered in from the restrictions.

The 2017 Legislature has authorized the Oregon Department of Revenue to collect local lodging taxes on behalf of a local government if the local government enters into an intergovernmental agreement similar to the IGAs used for local marijuana tax collection. The City Council adopted language that would allow the State to collect our TLT 2017. The state is not prepared to collect the tax yet, so we are still collecting the tax.

Linn County has asked if the City would bill for their TLT when billing for ours and then pass the County’s funds through to them. In return the City will keep 5% of what we collect. The City is not responsible for enforcement or anything other than initial billing of the TLT. We then report what we did and did not collect on their behalf to the County. The County will enforce any measures beyond that to collect unpaid TLT.

Legal staff has read through and approved the IGA as to form.

**THE CHALLENGE/PROBLEM:**

Should the City collect TLT from local transient rental establishments for the county and earn 5% of the collected amount in return?

**STAKEHOLDERS:**

- City of Sweet Home Residents. The TLT is collected and utilized by the Chamber of Commerce to operate a visitor’s Center.
- Transient Lodging Merchants: Local merchants will now only need to fill out one piece of paperwork and write one check to pay their tax.
- City Staff: Staff will collect and “pass through” the County TLT.

**ISSUES & FINANCIAL IMPACTS:**

1. City will gain 5% of the County TLT with minimal work.

**ELEMENTS OF A STABLE SOLUTION:**

Decision from the Council whether to help the County or not.

**OPTIONS:**

1. Do Nothing. The County will have to collect their own tax. Businesses will have to figure their numbers twice, and essentially do twice the paper work.
2. Approve the IGA as presented. We will then collect the County's Transient Lodging Tax in return for 5% of the amount we collect on their behalf
3. Suggest changes to the IGA.
4. Reject the IGA.

**RECOMMENDATION:**

Staff recommends Council choose option #2, ***Motion to approve the IGA with Linn County and collect their Transient Lodging Tax in return for 5% of the amount the City collects on Linn County's behalf.***

**INTERGOVERNMENTAL AGREEMENT**  
(Pursuant to Resolution & Order No. 2018-)

**THIS AGREEMENT** is made and entered into by and between **LINN THE COUNTY**, a political subdivision of the State of Oregon, acting by and through its Linn County Board of Commissioners, of P.O. Box 100, Albany, Oregon, 97321 (hereinafter referred to as the “County”), and the **City of Sweet Home**, of 1140 12<sup>th</sup> Ave., Sweet Home, Oregon, a political subdivision of the State of Oregon (hereinafter referred to as the “City”).

WHEREAS, pursuant to ORS 190.003 to 190.130, the County and the City desire to enter into an intergovernmental agreement; and

WHEREAS, the County requires the work and services described herein, and the City agrees to perform all the work and services described herein; now, therefore, **IT IS AGREED:**

1. **Term of Intergovernmental Agreement.** This Agreement shall be effective and services required hereunder shall commence on October 1, 2018 and shall terminate on September 30, 2020, unless otherwise terminated or extended as provided herein.
2. **Consideration.** The City shall retain five (5%) of the Transient Lodging Tax (TLT) revenues collected by the City on behalf of the County as required under this Agreement.
3. **Services to Be Provided by the City.** The City agrees to perform the following services as requested by the County:
  - a. The City shall be the County’s designated tax collector for all revenue received pursuant to Linn County Code 770, the Linn County Transient Lodging Tax Code, which was adopted on July 3, 2018 pursuant to Ordinance No. 2018-197 (hereinafter referred to as the “Tax”). The City shall only be responsible for collecting the Tax from those applicable entities that are located within the City of Sweet Home.
  - b. The City shall forward the Tax revenue received, minus the 5% outlined in Section 2, to the County according to the following ongoing quarterly schedule: February 1; May 1; August 1; November 1. With the Tax payment, the City shall include an accounting of the Tax collected from each entity. The County reserves the right to request a copy of any remittance form, tax return form, or other document that is submitted to the City by the entity in relation to the Tax.
  - c. The City shall continuously forward to the County a copy of any registration form received from a Tax-paying entity located within the City.
  - d. The City is not in any way responsible for enforcement of the Tax in the event of nonpayment. However, the City shall notify the County if/when an entity that is mandated to pay the Tax fails to submit payment as required.
4. **Declaration of the nature of the contractual relationship.** The City and the County are independent contractors and not employees of or agents of each other. Neither party shall be responsible for any claims, demands or causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the operations or activities of the other party.
5. **Representations and Warranties.**
  - a. **The County Representations and Warranties.** The County represents and warrants to the City that:
    - i. The County is a unit of local government duly organized and validly existing under the laws and jurisdiction of the State of Oregon. The County has the power and authority to enter into and perform this Agreement pursuant to ORS 190.003 to 190.130;



limitation, the provisions of ORS 279B.220 through 279B.235 and the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

**10. Termination.**

- a. For Convenience. Either party may terminate this Agreement without specifying any reason for termination by giving written notice of intent to terminate, in writing, mailed at least thirty (30) days before the intended termination date to the party at the party's address given above. Such termination shall be without liability or penalty. No such termination shall prejudice any obligations or liabilities of either party already accrued prior to the effective date of termination.
- b. For Cause. It is further agreed that either party may immediately terminate this Agreement without liability or penalty for any of the following causes:
  - i. A party breaches any of the provisions of this Agreement and fails to remedy said breach within thirty (30) days of its receipt of written notice of the breach;
  - ii. A party lacks lawful funding, appropriations, limitations, or other expenditure authority at levels sufficient to allow either party to perform in accordance with the provisions of this Agreement; or
  - iii. Federal, state, or local laws, regulations, or guidelines are modified or interpreted in such a way that the services under this Agreement are thereafter prohibited.
- c. Force Majeure. Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God, and/or war, which is beyond the party's reasonable control. The affected party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Agreement. Either party may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent successful performance of this Agreement.

**11. Waiver.** The failure of either party to enforce any provision of this agreement shall not constitute a waiver by that party of that or any other provision of this agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

**12. Records Maintenance; Access.** Both parties shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Contractor's performance hereunder. Parties acknowledge and agree that the County, the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of ten (10) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

**13. Assignment; Delegation; Successors.** Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

**14. Severability.** If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

**15. Entire Agreement.** This Agreement constitutes the entire agreement between the parties on the subject matter hereof. No waiver, consent, modification or change of terms or provisions of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.



- 16. Governing Law, Jurisdiction, Venue, & Attorney Fees.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the County (and/or any other agency or department of Linn County) and the City that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Linn County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party hereby consents to the in personam jurisdiction of said courts. Each party shall at all times be responsible for the party's attorney fees, costs, and disbursements in regards to the claim, including any appeals.
- 17. Notices.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be mailed by certified mail, return receipt requested, postage prepaid, addressed to the parties at the addresses first set forth below. Any notice or other communication shall be deemed to be given at the expiration of forty-eight (48) hours after the deposit in the United States mail. The addresses to which notices or other communications shall be mailed may be changed from time to time by giving written notice to the other party as provided in this section.
- a. The County Contact Information  
Ralph Wyatt  
Linn County Administrator  
PO Box 100  
Albany, OR 97321-0031  
(541) 967-2100  
rwyatt@co.linn.or.us
  - b. The City Contact Information  
Ray Towry  
City Manager  
1140 12<sup>th</sup> Ave.  
Sweet Home, OR 97386  
(541) 367-8969
- 18. Survival.** All rights and obligations shall cease upon termination of this agreement, except for those rights and obligations that by their nature or express terms survive termination of this agreement. Termination shall not prejudice any rights or obligations accrued to the parties prior to termination.

[This Space Intentionally Blank]

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed by the duly authorized persons whose signatures appear below. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this agreement represents and warrants to have the authority to execute this Agreement.

City of Sweet Home

LINN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Greg Mahler, Mayor

\_\_\_\_\_  
Roger Nyquist, Chairman

\_\_\_\_\_  
Ray Towry, City Manager

\_\_\_\_\_  
John K. Lindsey, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
William C. Tucker, Commissioner

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

\_\_\_\_\_  
Ralph Wyatt  
County Administrator for Linn County

\_\_\_\_\_  
Jodi Gollehon  
Deputy County Attorney for Linn County

SWEET HOME CITY COUNCIL  
COMMUNITY HEALTH COMMITTEE  
MEETING MINUTES

September 17, 2018

The meeting was called to order at 6:00 p.m. in the City Hall Conference Room.

Present: Councilor Gourley, Jim Gourley, Dick Knowles, Dr. Henry Wolthuis, Kelsey Wray, Bill Matthews

**Approval of Minutes August 20, 2018: (Gourley/Wolthuis)**

**Committee Reports:**

Health Fair Committee: Bob Dalton was excused. Bill Matthews reported that Bob Dalton is surveying vendors. Dick Knowles and Bob Dalton are sending Thank You notes to vendors.

Western University/City Project: No Report

Western University/City Outreach: Will look for suggested calendar for the year.

Town Halls: The Committee discussed setting up a target calendar of possible Town Hall topics and possibly get vendors to set topics. Outreaches could be conducted as follow-up to Health Fair Event. A rotation among churches could be utilized to spread community outreach. The topic will be revisited next month.

Cert Conversation: (ERT) May be a value to the community. Possible contact individuals in Sweet Home to help develop an organization.

Hero Banner Project: Jim Gourley stated the are 5 more banners being created. 3 people have volunteered to help with putting the banners away and will take over the program next year. Dr. Wolthuis suggested creating a "How to" as new people are rotated in and out for the Hero Banner Program and other subcommittees.

Community Resources Committee: It was reported the Community Resource Committee has moved towards City Health Care Committee to address issues.

**Good of the Order:** The Committee discussed St. Vinnies being involved in other communities like Junction City where they are able to provide some resources.

Kelsey Wray suggested a need for Sharps containers to be placed within the community, possibly at the City Kiosks. The committee will check into costs. The goal would be to reduce needles in the parks and other locations.

Dr. Wolthuis discussed possible development of the Legion Hall.

**Meeting adjourned.**

With no further business the meeting adjourned at 7:00 pm

The foregoing is a true copy of the proceedings of the City Council Community Health Committee Meeting on September 17, 2018.

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Chair – Councilor Gourley

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Date:

# MINUTES

## SH Capitol Christmas Tree Committee

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September 18, 2018 / 10 am

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### In Attendance

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Susan Coleman, MacKenzie Thomas, Dave Trask, Jennifer Anderson, Kellie Kem, Ken Collins, Shirley Austin, Lance Gatchell, Scot Joyce Ohnesorge, Miriam Swanson

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### Approval of Minutes

### Committee Reports

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- **Finances**  
Waiting for a replacement check from SH Sanitation. Mackenzie Thomas mentioned that Green Guy will donate \$300 for entertainment. Dave Trask will check with County Commissioners (new letters have been sent to them). Request was made for people to seek out additional donors.
- **Parade**  
Kelli Kem reported that plans are moving along. Staging was discussed. Plan is to keep things moving during the parade. Throwing of candy, and performances on route will not be allowed. Motorcycles will lead off the parade, followed by color guard and fire truck. Participant button and ribbon will be given out: ONE per entry, not one per person.
- **Street Fair/Celebration Event**  
Shirley Austin read a list of food vendors that have agreed to participate. She is reaching out to Job Woosley to fill the 12pm spot that Hannah Wible vacated. R & R will be the final band to perform before the parade, with hopes that it will turn into a street dance.
- **Parking/Shuttle**  
A shuttle supervisor is needed. Ken Collins will research some possibilities (Ham Radio Club?)
- **Invitations Report**  
Diane Gerson reported that invitations were sent out to dignitaries ( Mayors, Council & others throughout 3 counties--Linn, Lane, Marion) A sample invitation was shown. A list will be given to Nikki Swanson so that additional invitations can be sent out. Thank you notes are also being designed, and will be printed. Susan Coleman requested that 15 thank you notes be printed.

Discussion regarding dignitaries at event: Key club will usher, need one adult to assist. Diane Gerson suggested identifying dignitaries with City of Sweet Home Pin in addition to the US Capitol Christmas tree button.

- Community Decorations  
Wreaths: Jennifer Anderson gave an update on the wreath refurbishment. Lights will arrive on Oct. 7<sup>th</sup>. PEO and Rotary club have agreed to help with refurbishment and lighting. Dave Trask offered to supply zip ties. Location of refurbishment work was discussed, perhaps a church gymnasium or Sweet Home High School. City of SH is working on the poles electrical wiring. Dominic Valloni is heading up this effort. Discussion regarding the flower basket removal, and timing of that. It was agreed that would be handled by Dominic Valloni.
- Marketing/Press Release  
Miriam Swanson said information is going out in The New Era this week regarding applications for parade and vendors. Information regarding application availability is also being sent to the Lee newspaper chain (Albany, Lebanon, Philomath & Corvallis) and Brownsville Times. KGAL (and associated stations) has also been given information, and is eager to help us promote events. Choose Outdoors (FB site for US Capitol Christmas Tree) has agreed to help us promote events. Posters, press releases, social media postings are scheduled. Mackenzie Thomas has set up a twitter account (twitter.com/CapitolTree2018) and an Instagram (@Capitoltresweethome). Members are encouraged to like, share, post photos to these accounts, using the hashtag: #OneTreeOneTownOneSweetYear. MacKenzie is looking for someone to livestream the parade. Suggested to contact Robert Shamek.
- SH Ranger District  
The cross country route for the tree is being finalized. There are two more ornament making events. Ornament quantity has been nearly satisfied. Tree Cutting scheduled for November 2. Susan Coleman mentioned that the tree skirts will be on display at Sweet Home High School on Wed. Sept. 24 from beginning at 3:30
- Action Items  
Vendor Coordinator needed: Ken Collins will contact Larry Johnson. Amy Wingo was also suggested. Shirley Austin will contact Wendi Melcher regarding logging exhibition.  
Diane Gerson and Jennifer Anderson will assist with completing task list/time line.  
Vote was taken and approved to add another meeting the 5<sup>th</sup> Tuesday of October (October 30<sup>th</sup>)

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### AnnouncementsNext Meeting

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Only 4 Committee Meetings until the event.

Next meeting scheduled for October 2 10 am – Chamber of Commerce



**City of Sweet Home**  
Sweet Home Public Library  
1101 – 13<sup>th</sup> Avenue  
Sweet Home, OR 97386  
541-367-5007

Sweet Home Public Library

## August happenings at the Library!

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### *Statistics*

Patrons checked out 3,469 items and renewed 910 items.

Patrons placed 343 items on hold.

Staff issued 39 new library cards to patrons and 18 nonresident cards.

429 individuals signed on to use the computers in the library and printed 782 pages.

### *Events*

*We are celebrating another successful summer reading program!*

We would like to thank our volunteers and Foster Grandparents for all the hours they put in. We would also like to thank the local businesses for their support.

We have hosted 20 summer reading programs for baby and toddlers, elementary school-aged children and teens. We had 1,464 children and 439 adults attend these programs.

Children and teens reported reading 2,095 hours over the summer.

We will be hosting Creature Teachers on September 18 and New York Times bestselling author, Andra Watkins who wrote, "Not without My Father" on October 19. Traveling Lantern Theater will present a puppet show of Pinocchio on Tuesday October 18.

Respectfully submitted by - Rose Peda, Library Services Director  
September, 2018

Statistics for June, 2018		Statistics for July, 2018		Statistics for August, 2018	
<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>		<b>PATRON ACTIVITY</b>	
OPAC Logins	255	OPAC Logins	232	OPAC Logins	255
SIP2 Logins	336	SIP2 Logins	370	SIP2 Logins	333
<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>		<b>CIRCULATION AND RENEWALS</b>	
Checkouts	4024	Checkouts	3898	Checkouts	3469
Renewals by Staff	735	Renewals by Staff	761	Renewals by Staff	781
Renewals by OPAC	268	Renewals by OPAC	149	Renewals by OPAC	134
<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>		<b>HOLDS REQUESTED</b>	
Holds by Staff	105	Holds by Staff	96	Holds by Staff	177
Holds by OPAC	125	Holds by OPAC	139	Holds by OPAC	166
<b>ACTIVE PATRONS</b>	2525	<b>ACTIVE PATRONS</b>	2528	<b>ACTIVE PATRONS</b>	2484
<b>NEW PATRONS</b>		<b>NEW PATRONS</b>		<b>NEW PATRONS</b>	
Resident	90	Resident	41	Resident	36
NonResident	15	NonResident	18	NonResident	3
<b>ITEM COUNTS</b>	36177	<b>ITEM COUNTS</b>	36208	<b>ITEM COUNTS</b>	36126
<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>		<b>PUBLIC ACCESS COMPUTERS</b>	
Logins this month	496	Logins this month	440	Logins this month	429
Pages printed	863	Pages printed	676	Pages printed	782
<b>Resource Sharing Savings</b>	<b>\$3,031</b>	<b>Resource Sharing Savings</b>	<b>\$2,818</b>	<b>Resource Sharing Savings</b>	<b>\$3,267</b>

**QUARTERLY CIRCULATION STATISTICS  
BY ITEM TYPE**

<b>2018</b>	<b>June</b>	<b>July</b>	<b>August</b>
Auto Manuals	0	0	0
Books on CD	106	115	95
Children's Board Books	139	138	115
Children's Easy Readers	301	346	248
Children's Fiction	548	501	403
Children's Graphic Novels	193	140	137
Children's NonFiction	308	283	182
Children's Picture Books	669	546	499
Children's Ready to Read	90	123	147
DVDs	890	833	766
Fiction	307	332	445
Magazines	76	44	51
Music CD	37	53	42
Mystery	289	299	324
New Fiction	233	207	167
New NonFiction	88	75	45
New Mystery	133	113	132
New Science Fiction	19	18	9
NonFiction	289	261	247
Northwest	17	23	12
Paperback General	12	15	6
Paperback Mystery	15	28	30
Paperback Romance	31	29	27
Paperback Westerns	14	4	17
Paperback Science Fiction	15	15	20
Science Fiction / Fantasy	31	61	41
Teen Fiction	100	134	125
Teen Graphic Novel	9	7	13
Teen NonFiction	1	3	5
Westerns	41	49	38
Ukuleles	17	8	1
<b>TOTALS</b>	<b>5027</b>	<b>4808</b>	<b>4384</b>



Library Advisory Board Minutes  
August 8, 2018  
Meeting Time 4:30pm

Present at the meeting were Charlene Adams, Eva Journey, Don Hopkins, and Diane Gerson. By general consensus Kevin Hill's absence was excused. Eva Journey's term expired and did not vote on any items.

Motion to approve the minutes from the July 12, 2018 meeting. Motion seconded. (Motion approved 3 ayes, 0 opposed).

Charlene Adams stated that she will not be at the September Library Board Meeting. Motion to excuse Charlene's absence. Motion was seconded. Motion carried.

Report of the Librarian – There are no financial reports for the end of the fiscal year or for the month of July available from the Finance Office. Rose informed the Library Board of some of the expenses that will appear on the monthly reports:

Overdrive (subscription renewal for eBooks)	\$4,115.00
OCLC (online cataloging resource subscription)	\$1,445.00
Hal's Courier Service	\$917.00
Management training	\$320.00
Ingram (grant reimbursement)	\$2,500.00

Building upgrades – Rose reported that the electrical contractor M&W was hired to remove an outlet so a baby changing table could be mounted on the wall in the ADA bathroom. TCMS was asked to quote on changing out the exhaust fans in the four bathrooms. Other plans for the library are to have the windows cleaned and the carpets shampooed.

The statistics for the month of July were reviewed. Rose noted that we have 332 children participating in the summer reading program. The library received two memorial gifts from Oregon Library Association for Connie Hull and from the family of Norma Peters.

Diane Gerson suggested that the cost savings of the Resource Sharing compared to the expenses should be included in the next report to the City Council.

Upcoming library programs were discussed. Adam Miller will be here on September 6 to do a historical perspective of the labor movement and songs. Creature Teachers will be here on September 18, author, Andra Watkins who wrote "Not without My Father" will be here on October 19 and Traveling Lantern will present Pinocchio on October 16.

The strategic plan was discussed. Ideas for the plan include the building remodel, employee trainings and community outreach to increase library visibility.

Rose reported that at the end of August we will be having a student intern studying at the Library School online from Syracuse.

Update on the Trust Management Grant. The baby changing table has been ordered and will be installed. The networking of the public access computers is moving forward. One of the two catalog computer replacements has been installed. Rose discussed the barriers to implementing Lynda.com.

Rose reported that there are two grants that need to be completed before the end of August. The State Library and Ready to Read grant for the summer reading programs and the Siletz Grant for the VOX books.

Respectfully Submitted by Rose Peda, Library Services Director  
Next Meeting will be September 13, 2018 at 4:30pm

DRAFT