

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

November 13, 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.

Moment of Silence in Honor of Mayor Ruth Ganta, Sweet Home City Council 1979-1987

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: October 23, 2018

D. Recognition of Visitors and Hearing of Petitions:

- a) School Resource Officer Geoff Hamlin

E. Old Business:

F. New Business:

- a) Request for Council Action – Willamette Neighborhood Housing Services (pg. 9-21)
- b) Request for Council Action - Oregon Cascades West Council of Governments IGA (pg. 22-33)
- c) Request for Council Action – Consensus to Cancel Christmas Day Meeting

G. Ordinance Bills

- i. **Request for Council Action and First Reading of Ordinance Bills**
 - (1) Ordinance No. 5 for 2018 – An Ordinance Amending the Official Zoning Map. (pg. 34-39)
- ii. **Second Reading of Ordinance Bills**
- iii. **Third Reading of Ordinance Bills (Roll Call Vote Required)**

H. Reports of Committees:

- a) Mayor's Report
- b) City Manager's Report

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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- c) Department Director's Reports:
 - i. Finance Director
 - (1) Finance Monthly Report (pg. 40-41)
 - (2) Checks by Date (pg. 42-46)
 - ii. Library Services Director
 - (1) Library Monthly Report (pg. 47)
 - (2) Patron Statistics (pg. 48)
 - (3) Library Advisory Board Minutes 10-11-18 (pg. 49)
 - iii. Community and Economic Development Director
 - (1) Planning Commission Draft Minutes 09-04-18 (pg. 50-54)
 - (2) Planning Commission Draft Minutes 10-15-18 (pg. 55-61)
 - iv. Police Chief
 - v. Public Works Director
 - (1) Public Works Monthly Report (pg. 62-65)
 - vi. City Attorney's Report

I. Reports of City Officials:

Administrative & Finance/Property	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park and Tree Committee (pg. 66-71)	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

J. Council Business for Good of the Order:

K. Adjournment

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SWEET HOME CITY COUNCIL
MEETING MINUTES

October 23, 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, City Attorney Robert Snyder, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Police Chief Jeff Lynn, City Engineer Joe Graybill and Recording Secretary Julie Fisher.

Visitors Registered to Speak: None

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

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 submitted (Coleman/Gerson). Motion passed with 7 Ayes, 0 Opposed, 0 Absent.

Items on the consent agenda are as follows:
Approval of Minutes: October 9, 2018 – Regular Meeting

Recognition of Visitors & Hearing of Petition: None

Old Business: None

New Business:

Request for Council Action – GovernmentJobs.com Agreement
City Manager Towry introduced the request to contract with GovernmentJobs.com which is a nationwide online portal for candidates to apply for government jobs. The subscription will cost \$900.00 per year and allow candidates to apply with their mobile device.

Motion to approve the contract with GovernmentJobs.com (Gerson/Trask).

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

The motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Drug Free Transportation Consortium Agreement

City Manager Towry introduced the request to continue required DOT random and additional drug and alcohol testing with the Drug Free Transportation Consortium.

Motion to approve the contract with Drug Free Transportation Consortium (Briana/Goble).

Roll Call Vote:

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

The motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – OLCC Permit – Speedee Mart

Police Chief Lynn introduced the request for an OLCC Permit for Speedee Mart due to a change in ownership. Chief Lynn stated the department has not found any reason for denial.

Motion to recommend approval for the OLCC Permit for Speedee Mart (Goble/Briana). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – City Hall Bid Documents

City Engineer Joe Graybill introduced the request to accept the contract with the low bidder for the City Hall remodel.

Motion to Authorize the Contract signing with GBC Construction LLC for the New City Hall remodel for the cost of \$910,000 with 10% contingency (Trask/Gerson).

Roll Call Vote:

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

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – City Hall Zone Change

Public Hearing ZC 18-03 – A Public Hearing on Zone Change Application ZC 18-03. The property is located at 3225 Main Street, Sweet Home, OR 97386; identified on the Linn County Assessor’s Map at 13S01E33B Tax Lot 101.

Public Hearing Opened: Mayor Mahler Opened the Public Hearing at 7:40 PM.

Hearing Disclosure Statement: Mayor Mahler explained the Public Hearing Process and read the Hearing Disclosure Statement.

Mayor Mahler asked the following of each of the Council:

Personal Bias: None

Conflict of Interest: None

Ex Parte Information: None

Staff Report: Community and Economic Development Director Sorte gave a Staff Report. The Planning Commission held a Public Hearing on October 15, 2018 and made a recommendation to the City Council to approve the Zone Change.

Testimony:

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Close Public Hearing: The Public Hearing was closed at 7:49 PM.

Discussion and Decision among City Council: **Motion to Approve Zone Change Application ZC 18-03. The property is located at 3225 Main Street, Sweet Home, OR 97386; identified on the Linn County Assessor's Map at 13S01E33B Tax Lot 101 (Gerson/Briana). Motion passes with 7 Ayes, 0 opposed and 0 Absent.**

Request for Council Action – Capitol Christmas Tree Booking Agreement **Motion to Approve the Agreement with Cloverdayle to perform during the Capitol Christmas Tree Event on November 9, 2018 (Trask/Gerson)**

Roll Call Vote:

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

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Water System Leak Detection Survey Public Works Director Springman introduced the request for a Leak Detection Survey on the City's water distribution system.

Motion to accept the proposal submitted by American Leak Detection of Medford, Oregon in the amount of \$17,500, with a not-to-exceed contingency of 10% (Gourley/Briana).

Roll Call Vote:

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

Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Resolution No. 15 for 2018 – Peer Court IGA

Police Chief Lynn presented the Council with a request to approve an intergovernmental agreement with Linn County for Peer Court.

Motion to approve Resolution No. 15 for 2018 – A Resolution Concerning Peer Court Intergovernmental Agreement Between Linn County and the City of Sweet Home (Goble/Coleman). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Information Only – City of Sweet Home Personnel Policy Update

City Manager Towry introduced a draft Personnel Policy for the Council to review.

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

Mayor’s Report

Mayor Mahler reported he had an incident at his business and tried to call 911. He received an immediate response by calling our local police department. He shared his concerns with the Fire Chief and thanked the local department.

City Manager’s Report

City Manager Towry reported the Water Line Elm Street Project will be rebid to include street overlay as opposed to additional street cutting as has happened in the past. An Economic Development Advisory Group has been formed and will help staff to develop philosophy and methodology to move forward. A written report will be brought to Council for approval. A group has gotten together to discuss developing a labor pool. They are comprised of the Sweet Home School District, Small Business Development Center and local businesses including Radiator Supply House and McCool Millworks. City Manager reported a review of the committees will be brought back to the Council.

The Charter Review Committee needs to fill three Citizen at Large positions to move forward.

Department Directors Reports:

Finance Director	None
Library Director	Library Services Director Peda referred to pages 180-184 in the packet. There were no questions from Council.
Community and Economic Development Director	CEDD Jerry Sorte gave an update on progress towards forming an Economic Development Advisory Group.
Police Chief	Chief Lynn reported increased theft and reported the Department plans on hot spot policing and educating citizens to avoid additional car prowls. A 6-hour Saturday class for Citizens Academy will take place in November.
Public Works	Public Works Director Springman gave an update on the Leaf Collection Program.
City Attorney	None

Committee Reports:

Administration & Finance/ Property Committee	No Report
Public/Traffic Safety	No Report
Public Works	No Report

City Boards/Committees:

Chamber of Commerce	Councilor Coleman reported the Chamber is selling t shirts and sweatshirts for the Capitol Christmas Tree Event.
Fire District	Councilor Trask reported the addition of a new command rig.
Park & Tree Commission	Councilor Trask reported work is underway at Sankey Park and the restrooms will be set in November.
Y.A.C.	Councilor Gourley reported the YAC is working on the Zombie Run which is 10am this Saturday and they are looking for volunteers or participants.
Ad Hoc Committee Community Healthcare	No Report
Capitol Christmas Tree	Councilor Coleman reported only 17 days remain until the Capitol Christmas Tree Event. There will be a celebration at Riverbend coinciding with the tree cutting. Councilor Coleman announced donations received of \$23,201.46 and thanked SH Beautification for their part to help raise funds. Crystal Valley is selling new pole

ornaments to the City at a reduced cost.

Regional Boards/Committees:

Area Commission on Transportation (ACT) No Report

Council of Governments (COG) No Report

Solid Waste Advisory Council (SWAC) No Report

Council Business for Good of the Order: None

Adjournment: With No further business the meeting adjourned at 8:24 PM

The foregoing is a true copy of the proceedings of the City Council at the October 23, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: November 13, 2018	TITLE: Linn Benton Housing Rehabilitation Partnership	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION
SUBMITTED BY: Ray Towry, City Manager	ATTACHMENTS: Housing Rehabilitation Presentation	<input checked="" type="checkbox"/> MOTION
REVIEWED:		<input type="checkbox"/> OTHER

PURPOSE OF THIS MEMO:

Should the City partner with Willamette Neighborhood Housing Services for the Linn County Housing Rehabilitation Program?

BACKGROUND/CONTEXT:

The City of Sweet Home has participated in the Linn County Housing Rehabilitation Program (LCHRP) since 2003. The LCHRP collectively administers a housing rehabilitation program serving the communities of Brownsville, Halsey, Harrisburg, Lebanon, Scio, Sweet Home and Tangent, as well as the unincorporated areas of Linn County.

THE CHALLENGE/PROBLEM:

Should the City of Sweet Home participate in the Linn County Housing Rehabilitation Program in partnership with Willamette Neighborhood Housing Services by being the grant sponsor?

STAKEHOLDERS:

City of Sweet Home Residents. There is a constant need for housing rehabilitation funds and services within the partnership's jurisdiction, including Sweet Home.

ISSUES & FINANCIAL IMPACTS:

1. *City Staff* – There will be a minimal amount of City staff time as administration requirements will be performed by Willamette Neighborhood Housing Services through a sub recipient grant agreement.
2. *Residents of Sweet Home* - Securing CDBG funding for the program will provide additional financial assistance to income qualifying households to make safety and habitability improvements to homes such as basic plumbing, electrical, roofing, weatherization and structural repairs.

ELEMENTS OF A STABLE SOLUTION:

OPTIONS:

1. *Do Nothing.*
2. *Approve participation in the Linn County Housing Rehabilitation Program in partnership with Willamette Neighborhood Housing Services.*
3. **RECOMMENDATION: Option #2** *Approve participation in the Linn County Housing Rehabilitation Program in partnership with Willamette Neighborhood Housing Services.*

Linn County Housing Rehabilitation Partnership



Presentation for
Sweet Home City Council
November 13, 2018

Background

- The Linn County Housing Rehabilitation Partnership (LCHRP) was established in 2001.
- 10 entities in partnership: Brownsville, Halsey, Harrisburg, Lebanon, unincorporated Linn County, Scio, Sodaville, Sweet Home, Tangent, and Waterloo.
- In 2007, WNHS was named manager of the revolving loan fund, and took over the assets of Linn County Affordable Housing.
- The LCHRP service area excludes any incorporated area not in the partnership (Albany, Millersburg, Idanha, Mill City, Lyons, Gates).

The loan program

- Offers no-interest, no payment, silent second mortgages to income qualified homeowners
- Income must be below 80% of area median income
- Credit score and/or income precludes bank loan
- Home is owner occupied
- Equity is available to support the loan amount (\$10k-35k)
- Dollar amount of the rehab work is not in excess of 50% of market value

Funding

- Community Development Block Grants (CDBG) sponsored by LCHRP partner city (Open grants – Lebanon and Harrisburg)
- Payoffs from previous loans go into Regional Revolving Loan Fund and is then loaned out again.



East of Lebanon





Sweet Home





Harrisburg





Lebanon





Rural Linn County







Lebanon





Tangent



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: November 13, 2018	TITLE: Council of Governments Technology Services IGA	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> MOTION <input type="checkbox"/> OTHER
SUBMITTED BY: Ray Towry, City Manager	ATTACHMENTS: Technology Services IGA between City of Sweet Home & OCWCOG	
REVIEWED:		

PURPOSE OF THIS MEMO:

To review a proposed technology Services IGA between the City of Sweet Home and OCWCOG.

BACKGROUND/CONTEXT:

For the past 5 years, the City of Sweet Home has entered into an Intergovernmental Agreement with the Oregon Cascades West Council of Governments for Technology Services. The current IGA has expired and OCWCOG has requested to update and renew the contract. If signed, the new agreement would become effective December 1, 2018 and expire June 30, 2020. The last time we used their services was for the ransom-ware incident in 2016.

THE CHALLENGE/PROBLEM:

Should the City of Sweet Home enter into an IGA with Oregon Cascades West Council of Governments for Technology Services?

STAKEHOLDERS:

City of Sweet Home – Gives the City a tool in the toolbox if our contracted IT can't meet our needs.

Oregon Cascades West Council of Governments- provides clarity on charges and fees.

ISSUES & FINANCIAL IMPACTS:

There would be minimal impact as the City has only utilized the OCWCOG Technical Services during a ransom-ware attack.

ELEMENTS OF A STABLE SOLUTION:

Approval or disapproval of the contract.

OPTIONS:

1. Do Nothing.
2. Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Technology Services.

RECOMMENDATION: Option #2 Authorize staff to enter into an Intergovernmental Agreement with Oregon Cascades West Council of Governments for Technology Services.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

October 1, 2018

City of Sweet Home
Attn: Ray Towry, City Manager
1140 12th Ave.
Sweet Home, OR 97386

RE: Technology Services IGA between City of Sweet Home and OCWCOG

Dear Mr. Towry,

We would like to update and renew our Intergovernmental Agreement for Technology Services. To do so we need to take the following action; provide you with written notice of intent to cancel your current contract; and, have you sign your new contract to extend the expiration date.

In accordance with Section II "Terms of Agreement" between the City of Sweet Home and Oregon Cascades West Council of Governments, we are providing you with written notification of our intent to cancel the agreement dated July 23, 2013, effective November 30, 2018.

We have prepared a new Intergovernmental Agreement in its entirety that if signed, would then become effective December 1, 2018. You will notice within the new agreement, that there is now an expiration date of June 30, 2020.

We also have to realign our hourly rate structure. You will see in the IGA Attachment A that they are now split into two parts and that our hourly rates have increased. Because OCWCOG has not updated or amended the rates in the previous agreement signed in 2013, there is now a significant difference in our current rates of service. In recognition of this, and to ease any cost concern, we are phasing in our new rates over seven months in by splitting the difference between the old and new rates. The new rates are set to become effective July 1, 2019.

Our new rates are still lower, or as competitive, as the industry standard. We also intend to move away from an hourly rate structure and meet your cities needs through the purchase of broad based service packages. We believe this new business plan, once rolled out, will increase the level of service you currently enjoy, be more predictable in everyday tasks, and lower your overall costs.

Please also bear in mind that as stated within the closing paragraph of Attachment A, these rates may be changed by the OCWCOG Board, through an amendment process, during the terms of the agreement.

We look forward to discussing these new service packages as they become available.

OCWCOG would like to thank you for your contractual partnership for the past 5 years, and hope to continue our work for you through this new agreement.

Thank you,

Pamela Fields
OCWCOG Contracts Coordinator

INTERGOVERNMENTAL AGREEMENT

Between

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

and

City of Sweet Home, Oregon (CITY)

For

Technology Services

This Agreement is made and entered into upon execution by and between City of Sweet Home, Oregon, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

Recitals

- A. ORS 190.010 permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. CITY has the need of network and computer consulting services, maintenance, and related activities for City of Sweet Home technology systems on a request basis.
- C. OCWCOG has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of network and computer consulting services, maintenance, and related activities for City of Sweet Home systems on a request basis.

SECTION 2. CITY RESPONSIBILIITY

1. Using the Equipment "Maintenance and Repair Authorization" form (Exhibit B), provide OCWCOG with:
 - a. A list of equipment, networks, websites, or other technology intended for on-going maintenance or as needed repair services under this agreement.
 - b. Designated CITY staff authorized to:
 - i. Request maintenance or repair services

- ii. Approve maintenance and repair costs including parts, associated labor and travel expenses.
 - c. The per incident cost limit for maintenance and repair actions without obtaining written prior approval from the CITY.
- 2. Use the designated OCWCOG system for submitting maintenance or repair requests and respond promptly to OCWCOG requests for additional information needed to effect repair.
- 3. When new equipment or services are required by the CITY and OCWCOG is requested to provide a Scope of Work:
 - a. Review the OCWCOG proposed Scope of Work, timeframe and cost estimates in a timely manner recognizing that delays may result in changes to the proposed timeline for completion.
 - b. Provide OCWCOG with a written Work Order authorizing OCWCOG to carry out the accepted Scope of Work using the OCWCOG Work Order form (Exhibit A).
- 4. Promptly compensate OCWCOG for projects completed by OCWCOG within thirty (30) days of receiving an invoice for work completed as authorized by CITY.

SECTION 3. OCWCOG RESPONSIBILTY (Scope of Work)

- 1. Provide services to the CITY for maintenance and/or repair of existing computers, servers, networks, websites, and other technology as designated by the CITY including consulting for new or planned systems.
- 2. Provide a system for the CITY to request maintenance or repair of designated equipment, networks, websites or other technology that includes the ability to track requests and actions to resolve the issue.
- 3. For new equipment or services, consult with the CITY to determine the Scope of Work and timeframe required.
 - a. If requested, provide the CITY with a written Scope of Work, estimate of cost and timetable for completion, for written authorization to proceed, in the form of a Work Order (Exhibit A), prior to initiating work on a project for the CITY.
 - b. Complete projects authorized by the CITY in a timely and workmanlike manner consistent with the approved Scope of Work, cost estimate and timetable.

SECTION 4. PROVISIONS

- A. **Contract Period:** This agreement shall become effective on December 1, 2018, and shall terminate on June 30, 2020.
- B. **Consideration:** The CITY agrees to pay OCWCOG for time and materials to complete the work as authorized in each Work Order, maintenance or repair request. When expenses are incurred OCWCOG will invoice the CITY quarterly for time, billed at our hourly rate (Attachment A) and for the actual cost of materials. See (Attachment A) for the most current hourly rates.

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

- C. **Termination**: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.
- D. **Assignability**: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
- E. **Discrimination**: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.
- F. **Indemnification**: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification. This agreement should not be construed or interpreted in a manner that would waive Oregon Tort Claims Act Limits for local governments or otherwise render OCWCOG responsible for any amount of any claim, damages or liability that exceeds the Oregon Tort Claim Act limits for local governments
- G. **Public Contracts**: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.
- H. **Personal Identifying Information**: OCWCOG agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, OCWCOG shall immediately notify CITY and shall hold harmless, defend and indemnify CITY for any costs related to notification, mitigation or remediation required by the disclosure by CITY.

Attachment A

Hourly Rates

OCWCOG's hourly rates as of December 1, 2018:

- Technology Services Manager \$ 97.74
- Network Operations Specialist \$ 87.10
- Network Support Specialist \$ 68.01
- Workstation Support Specialist \$ 78.84

OCWCOG's hourly rates as of July 1, 2019:

- Technology Services Manager \$110.48
- Network Operations Specialist \$112.20
- Network Support Specialist \$ 94.02
- Workstation Support Specialist \$ 78.84

The CITY understands that these rates may be changed by the OCWCOG Board during the terms of the agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate the agreement if a satisfactory rate adjustment cannot be agreed upon.

EXHIBIT A

WORK ORDER

This Work Order is an authorization to proceed on the work described in the attached Scope of Work:

It is understood that the work described in the Scope of Work shall be completed by:

The Scope of Work shall be completed for a cost not to exceed: _____
Compensation shall be paid on actual time and material.

Any amendments to the Scope of Work shall be agreed upon in writing.

City of Sweet Home (authorized signature)

Date

EXHIBIT B

Equipment Maintenance and Repair Authorization

1. This agreement includes maintenance and repairs within the capabilities of OCWCOG for all of CITY equipment that consists of computers, associated peripherals and software, printers, servers, switches, routers, firewalls, and wiring.
 - a. Additional Equipment included in this agreement:

 - b. Equipment specifically excluded from this agreement:

2. Maintenance and repairs under this agreement are in effect for all CITY locations except:

3. Maintenance and repair costs include labor, parts, and travel. Per incident, the dollar amount may not exceed \$ _____ without prior written authorization from the CITY.

4. The following CITY staff may contract OCWCOG to schedule maintenance and repairs:

5. The following CITY staff may approve maintenance and repair costs:

Any amendments to the Equipment Maintenance and Repair Authorization shall be agreed upon in writing.

City of Sweet Home (authorized signature) Date



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: November 13, 2018	TITLE: Review of Ordinance Bill No. 5 for 2018	TYPE OF ACTION: — RESOLUTION — MOTION <u>X</u> OTHER
SUBMITTED BY: Jerry Sorte, CED Director	ATTACHMENTS: Ordinance Bill No. 5 for 2018 Exhibit A – Finding of Fact Exhibit B – Zone Change Map	
REVIEWED BY:		

PURPOSE OF THIS RCA:

The purpose of this RCA is to present Ordinance Bill No. 5 for 2018 for first reading. This ordinance would change the zoning of a portion of the City Hall property from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone.

BACKGROUND/CONTEXT:

Ordinance Bill No. 5 for 2018 would adopt an amendment to the Official Zoning Map. The City of Sweet Home is proposing to change the zoning of an approximately 5.3 acre property; including adjacent Main Street (Highway 20) right-of-way, from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone. The property is identified as 3225 Main Street, Sweet Home, OR 97386; Identified on the Linn County Assessor’s Map as 13S01E33B Tax Lot 101; Including adjacent right-of-way within Main Street (Highway 20).

The subject property has a Comprehensive Plan Map designation of Highway Commercial, and the current R-1 zoning is not consistent with the existing Comprehensive Plan Map designation for the property. The proposed zone change would bring the zoning designation into conformity with the property’s existing Comprehensive Plan Map designation.

The Planning Commission held a public hearing on this application on October 15, 2018. After providing an opportunity for public testimony and deliberating on this matter, the Planning Commission passed a motion 4-0 to recommend that the City Council approve this application. The City Council held a public hearing on this matter on October 23, 2018, and unanimously approved this application at that meeting.

THE CHALLENGE/PROBLEM:

The question before the City Council is whether the attached ordinance adequately implements the Council’s approval of zone change application ZC 18-03; which was approved by the City Council at the October 23, 2018 meeting.

STAKEHOLDERS:

City of Sweet Home Property Owners, Businesses, and Residents – The proposed zone change would facilitate the development of the new City Hall property. The property would become a location where the City would provide services to all City property owners, businesses, and residents.

ISSUES & FINANCIAL IMPACTS:

If approved, the subject property would be developed as the new City Hall. The property had been previously used as a governmental office facility by the U.S. Forest Service, and the City currently owns this property.

ELEMENTS OF A STABLE SOLUTION:

Adoption of the attached ordinance is a key element of a stable solution. The proposed ordinance will facilitate the continued governmental use of the subject property.

OPTIONS:

1. Conduct a first reading of Ordinance Bill No. 5 for 2018;
2. Remand Ordinance Bill No. 5 for 2018 to staff for revisions (specify).
3. Take no action; or
4. Other

RECOMMENDATION:

Staff recommends that the City Council follow Option 1 and conduct a first reading of Ordinance Bill No. 5 for 2018.

ORDINANCE BILL NO. 5 FOR 2018

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP.

WHEREAS, the City of Sweet Home submitted application Zone Change ZC 18-03 and requested a zone change for an approximately 5.3-acre property from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone. The subject property is identified as 3225 Main Street, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as 13S01E33B Tax Lot 101; including adjacent right-of-way within Main Street (Highway 20); and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on October 15, 2018 with due notice of such public hearing having been given, and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their October 15, 2018 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on October 23, 2018, with due notice of such public hearing having been given, and provided an opportunity for public comments and testimony. The City Council unanimously approved this application by motion at their October 23, 2018 meeting;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZC 18-03 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map of 2003 including all subsequent amendments, for the approximately 5.3-acre property located at 3225 Main Street, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as 13S01E33B Tax Lot 101; including adjacent right-of-way within Main Street (Highway 20). The Official Zoning Map shall be amended from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this _____ day of _____ 2018.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZC 18-03

REVIEW AND DECISION CRITERIA

The review and decision criteria for a zone change are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. 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: [SHMC 17.12.010]

a. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]

Findings: The applicant is proposing to change the zoning of the subject property from R-1 to C-2. The Comprehensive Plan Map designation of the subject property is Highway Commercial. The current R-1 zoning designation is not consistent with the existing Comprehensive Plan Map designation of the subject property. The proposed zoning would implement the Highway Commercial Comprehensive Plan Map designation, and would therefore be consistent with the Sweet Home 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)]

Findings: The subject property has historically been used as a government use facility. Prior to acquisition by the City, the property was used as a U.S. Forest Service facility. The City of Sweet Home does not have a zoning designation that is specifically designed to facilitate public use. The proposal in this application, in combination with Conditional Use Permit CU 18-12, would formally memorialize and authorize the historic government use of the subject property.

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)]

Findings: The City of Sweet Home is planning to remodel the former U.S. Forest Service building in order to use the building as a new City Hall. The property is currently served by water, sewer, and franchised utilities. The subject property has existing access to Main Street (Highway 20). Staff anticipates that due to the nature of the proposed use of the property as City Hall, the property will be used for governmental use for the foreseeable planning future.

The application complies with this criterion.

d. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

i. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

- ii. **Change standards implementing a functional classification system; or**
- iii. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
 - 1. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
 - 2. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
 - 3. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Findings: The subject property has existing access to Main Street; which is Highway 20. The Oregon Department of Transportation (ODOT) was notified of this application and did not have concerns with use of the subject property as City Hall. The proposed use would be consistent with past use of the property as a U.S. Forest Service facility. Based on these findings, the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood.



Finance Department

To: City Council
 Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – October 2018

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city’s annual audit. This department also administers the city’s assessment docket, coordinates employee’s benefits and maintains financial records relating to grants and contracts. The following information represents the department’s activities during the month of **October 2018**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of October 2018, 234 checks were printed totaling \$907,109.20. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

Check No.	Vendor	Description	Amount
0	EBS Trust	Monthly group insurance premium	\$79,734.62
87875	American Bank & Trust	2 nd lease payment for Police Patrol Vehicle	\$13,496.00
87876	Thomas and Erika Baham	CEIP Grant	\$10,000.00
87899	ESRI, Inc.	ArcGIS licenses	\$9,400.00
87902	Sweet Home Chamber of Commerce	Final FY18 payment per contract	\$5,000.00
87907	Accela, Inc.	Springbrook software annual maintenance	\$17,924.64
87962	Petrocard	Fuel for city vehicles	\$5,100.75
87972	Senior Citizens of Sweet Home	Public Transit funds distribution	\$24,210.00
87989	Primasing Motors, Inc.	Chassis for new Public Works dump truck	\$27,685.59

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
88016	President's Club	Beautification reimbursement	\$6,779.80
88021	Senior Citizens of Sweet Home	Roof repair reimbursement	\$7,895.00
88054	Benton County Public Works	City wide striping	\$5,729.62

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

For the month of October 2018, the city processed 30 passports and took 24 passport pictures.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of October 2018, 85 lien searches were completed.

Utility Billing:

In July 2017, utility billing became the responsibility of the Finance Department. Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of October 2018, the city processed 195 service requests and saw 17 new customers open accounts in Sweet Home. In total, 49 accounts were opened and 43 were closed. The city processed 3,275 utility billing statements and 1,073 past due notices. **53 accounts were turned off for non-payment on October 10, 2018.**

Bank Reconciliation

Checks by Date

User: bneish
 Printed: 11/07/2018 - 10:03AM
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/2/2018	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	10/2/2018	Vantagepoint Trf. Agents 108524/10904		AP		25,878.69
0	10/2/2018	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	10/2/2018	MEDICARE		AP		7,645.90
0	10/2/2018	EBS TRUST		AP		79,734.62
0	10/2/2018	SWEET HOME POLICE EMPLOYEE!		AP		1,040.00
0	10/2/2018	Vantagepoint Trf. Agents 705507		AP		458.33
0	10/2/2018	HSA - PAYROLL DEDUCTIONS		AP		9,275.00
0	10/2/2018	AFLAC		AP		831.22
0	10/2/2018	NATIONWIDE-PAYROLL DEDUCTIO		AP		1,900.00
0	10/2/2018	ASI-PAYROLL DEDUCTIONS		AP		120.00
0	10/2/2018	FICA PAYROLL TAXES		AP		32,130.72
0	10/2/2018	FEDERAL PAYROLL TAXES		AP		20,678.85
0	10/2/2018	PERS		AP		12,162.23
0	10/2/2018	Vantagepoint Trf. Agents 300619		AP		3,670.00
0	10/2/2018	OREGON PAYROLL TAXES		AP		10,115.71
87867	10/2/2018	SUSAN FITZWATER		AP		4.21
87868	10/2/2018	Tommy Mull, Jr.		AP		44.32
87869	10/2/2018	OREGON AFSCME COUNCIL 75		AP		896.93
87870	10/2/2018	Thomas Robey		AP		40.27
87871	10/2/2018	STEELHEAD STRENGTH & FITNES		AP		655.30
87872	10/2/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
87873	10/2/2018	UNITED WAY		AP		40.00
0	10/3/2018	UMPQUA BANK - ACH		AP		3,894.10
87874	10/3/2018	ALSCO		AP		477.75
87875	10/3/2018	American Bank & Trust		AP		13,496.00
87876	10/3/2018	Thomas and Erika Baham		AP		10,000.00
87877	10/3/2018	DENNIS BARNHART		AP		150.00
87878	10/3/2018	CASCADE COMPUTER MAINTENA		AP		2,850.00
87879	10/3/2018	LELORA CECCATO		AP		74.68
87880	10/3/2018	COMCAST BUSINESS		AP		3,720.55
87881	10/3/2018	DAN DEE SALES		AP		600.00
87882	10/3/2018	GRAINGER		AP		248.30
87883	10/3/2018	LES SCHWAB WAREHOUSE CENTE		AP		300.70
87884	10/3/2018	MAILFINANCE		AP		675.81
87885	10/3/2018	MID-VALLEY NEWSPAPERS		AP		217.20
87886	10/3/2018	NATIONAL BUSINESS SOLUTIONS		AP		1,041.71
87887	10/3/2018	NET ASSETS		AP		1,101.00
87888	10/3/2018	OFFICE DEPOT		AP		57.66
87889	10/3/2018	OREGON DEPT OF ENVIRONMENT		AP		101.71
87890	10/3/2018	PETROCARD		AP		2,870.64
87891	10/3/2018	POLLARD WATER		AP		491.24
87892	10/3/2018	SELECTEMP CORPORATION		AP		1,778.81
87893	10/3/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		2,600.00
87894	10/3/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
87895	10/3/2018	TRAFFIC SAFETY SUPPLY CO., INC		AP		2,699.28

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87896	10/3/2018	WELLS FARGO VENDOR FIN SERV		AP		592.00
87897	10/3/2018	WOODCHUCK TREE SVC., LLC		AP		2,950.00
87898	10/4/2018	ACCELA, INC. #774375		AP		493.75
87899	10/4/2018	ESRI, INC.		AP		9,400.00
87900	10/4/2018	METEREADERS, LLC		AP		1,974.42
87901	10/4/2018	MOONLIGHT BPO, INC.		AP		2,872.39
87902	10/4/2018	SWEET HOME CHAMBER OF COMI		AP		5,000.00
87903	10/4/2018	Thistledown Farm		AP		200.00
87904	10/4/2018	VERIZON WIRELESS		AP		1,514.16
87905	10/4/2018	PACIFIC POWER		AP		22,807.10
0	10/12/2018	ASI-PAYROLL DEDUCTIONS		AP		11.25
0	10/12/2018	FEDERAL PAYROLL TAXES		AP		4,906.70
0	10/12/2018	OREGON PAYROLL TAXES		AP		2,780.00
0	10/12/2018	ADVANCES		AP		13,900.00
87906	10/12/2018	911 SUPPLY		AP		253.47
87907	10/12/2018	ACCELA, INC. #774375		AP		17,924.64
87908	10/12/2018	ALBANY CHRYSLER DODGE JEEP		AP		938.42
87909	10/12/2018	ALSCO		AP		280.74
87910	10/12/2018	ANDERSON ENTERPRISES		AP		81.00
87911	10/12/2018	ARAMARK UNIFORM SERVICES		AP		86.84
87912	10/12/2018	DENNIS BARNHART		AP		300.00
87913	10/12/2018	Best Pots, Inc.		AP		600.00
87914	10/12/2018	BI-MART CORPORATION		AP		10.93
87915	10/12/2018	BLACKSTONE PUBLISHING		AP		42.94
87916	10/12/2018	BUCK'S SANITARY SERVICE, INC.		AP		40.00
87917	10/12/2018	Canon Financial Services, Inc.		AP		385.00
87918	10/12/2018	CASCADE COMPUTER MAINTENA		AP		3,076.00
87919	10/12/2018	CASCADE RYE		AP		500.00
87920	10/12/2018	CASELLE, INC.		AP		196.67
87921	10/12/2018	CH2M OM SERVICES		AP		88,439.17
87922	10/12/2018	CHAFIN FARM CARRIAGES		AP		400.00
87923	10/12/2018	Chemdry Quality		AP		812.80
87924	10/12/2018	CITY DELIVERY SERVICE		AP		18.95
87925	10/12/2018	CNA SURETY		AP		100.00
87926	10/12/2018	COMCAST BUSINESS		AP		171.97
87927	10/12/2018	DAVID M. COREY Ph.D		AP		420.00
87928	10/12/2018	DAILY JOURNAL OF COMMERCE		AP		59.80
87929	10/12/2018	DAN DEE SALES		AP		164.93
87930	10/12/2018	DEPT. OF ADMINISTRATIVE SERVI		AP		900.00
87931	10/12/2018	DEPT. OF CONSUMER AND BUSINI		AP		3,738.31
87932	10/12/2018	Dwain Wise Auto		AP		236.00
87933	10/12/2018	EBSCO INFORMATION SERVICES C		AP		35.99
87934	10/12/2018	FASTENAL COMPANY		AP		257.74
87935	10/12/2018	FERGUSON WATERWORKS #3011 -		AP		1,164.50
87936	10/12/2018	GATEWAY IMPRINTS, INC.		AP		165.00
87937	10/12/2018	Global Equipment Company, Inc.		AP		2,153.85
87938	10/12/2018	GRAINGER		AP		100.76
87939	10/12/2018	HOY'S TRUE VALUE		AP		1,310.78
87940	10/12/2018	HUTCHINS WELDING AND REPAIR		AP		2,273.82
87941	10/12/2018	INDUSTRIAL WELDING SUPPLY, IN		AP		13.10
87942	10/12/2018	INGRAM LIBRARY SERVICES		AP		706.40
87943	10/12/2018	KIP AMERICA, INC.		AP		240.00
87944	10/12/2018	LEHR		AP		341.00
87945	10/12/2018	LES SCHWAB WAREHOUSE CENTE		AP		522.11
87946	10/12/2018	LESTER SALES		AP		11.85
87947	10/12/2018	LIBERTY ROCK PRODUCTS, INC.		AP		149.10

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
87948	10/12/2018	LINN BENTON TRACTOR CO.		AP		353.80
87949	10/12/2018	FELYCIA MCKENZIE		AP		69.78
87950	10/12/2018	MOOSE CREEK MACHINE & REPAI		AP		150.00
87951	10/12/2018	Tommy Mull, Jr.		AP		126.88
87952	10/12/2018	MURRAYSMITH		AP		85,479.24
87953	10/12/2018	NATIONAL BUSINESS SOLUTIONS		AP		844.35
87954	10/12/2018	NET ASSETS		AP		364.00
87955	10/12/2018	NEW ERA		AP		669.65
87956	10/12/2018	NORTHWEST NATURAL		AP		100.02
87957	10/12/2018	O & M POINT S TIRE & AUTO SERV		AP		47.50
87958	10/12/2018	OFFICE DEPOT		AP		490.94
87959	10/12/2018	ONE CALL CONCEPTS		AP		163.80
87960	10/12/2018	PACIFIC POWER		AP		22,088.27
87961	10/12/2018	PASTEGA COFFEE SERVICE		AP		219.74
87962	10/12/2018	PETROCARD		AP		5,100.75
87963	10/12/2018	PITNEY BOWES		AP		144.12
87964	10/12/2018	Police One Academy		AP		1,936.00
87965	10/12/2018	Sean Potter		AP		698.81
87966	10/12/2018	PRIMASING MOTORS, INC.		AP		216.00
87967	10/12/2018	REGIONAL AUTOMATED INFORM#		AP		2,253.14
87968	10/12/2018	REIO LLC		AP		69.78
87969	10/12/2018	RENEWED PROPERTIES, LLC		AP		131.18
87970	10/12/2018	SAMARITAN HEALTH SERVICES		AP		25.00
87971	10/12/2018	SELECTEMP CORPORATION		AP		5,103.29
87972	10/12/2018	SENIOR CITIZENS OF SWEET HOM		AP		24,210.00
87973	10/12/2018	SIERRA SPRINGS		AP		68.08
87974	10/12/2018	SONSRAY MACHINERY LLC		AP		313.61
87975	10/12/2018	SOUTH FORK TRADING CO., INC.		AP		31.62
87976	10/12/2018	STAPLES ADVANTAGE		AP		833.99
87977	10/12/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		1,300.00
87978	10/12/2018	SWEET HOME ROTARY		AP		121.64
87979	10/12/2018	Sweet Home Veterinary Hospital		AP		50.28
87980	10/12/2018	Tell & Sell / Sweet Home Printing		AP		30.55
87981	10/12/2018	Thou Art Beautiful		AP		800.00
87982	10/12/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
87983	10/12/2018	TRAFFIC SAFETY SUPPLY CO., INC		AP		412.09
87984	10/12/2018	VAN DYKE'S SIGNMAKER, INC.		AP		975.00
87985	10/12/2018	WELLS FARGO FINANCIAL LEASIN		AP		832.00
87986	10/12/2018	WELLS FARGO VENDOR FIN SERV		AP		157.93
87987	10/12/2018	WILBUR-ELLIS COMPANY LLC		AP		292.00
87988	10/12/2018	WILDISH SAND & GRAVEL CO.		AP		889.87
87989	10/18/2018	PRIMASING MOTORS, INC.		AP		27,685.59
0	10/22/2018	STANDARD INS. CO.		AP		10,071.39
87990	10/22/2018	ALBERTSONS / SAFEWAY		AP		83.91
87991	10/22/2018	Amazon Capital Services, Inc.		AP		92.67
87992	10/22/2018	BI-MART CORPORATION		AP		175.00
87993	10/22/2018	CASCADE COMPUTER MAINTENA		AP		3,154.00
87994	10/22/2018	CENTER POINT LARGE PRINT		AP		175.56
87995	10/22/2018	CENTURYLINK		AP		1,365.11
87996	10/22/2018	CIRCLE K		AP		1.99
87997	10/22/2018	DAN DEE SALES		AP		150.00
87998	10/22/2018	KIRA DENTON		AP		100.00
87999	10/22/2018	Candice Elliott		AP		50.00
88000	10/22/2018	GOING GREEN		AP		40.00
88001	10/22/2018	HOME DEPOT CREDIT SERVICES		AP		79.99
88002	10/22/2018	HOY'S TRUE VALUE		AP		75.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88003	10/22/2018	Rebecca Huenergardt		AP		54.25
88004	10/22/2018	KING OFFICE EQUIPMENT, INC.		AP		1,512.90
88005	10/22/2018	Linn County Road Department		AP		35.00
88006	10/22/2018	BRIAN LUCAS		AP		65.44
88007	10/22/2018	CHAYHOWA MCELHINNY		AP		35.00
88008	10/22/2018	CAROLYN MOFFET		AP		48.27
88009	10/22/2018	MOONLIGHT BPO, INC.		AP		676.43
88010	10/22/2018	NATIONAL BUSINESS SOLUTIONS		AP		973.21
88011	10/22/2018	NORM'S ELECTRIC, INC.		AP		180.00
88012	10/22/2018	NORTHWEST NATURAL		AP		248.56
88013	10/22/2018	OFFICE DEPOT		AP		91.17
88014	10/22/2018	OK COUNTRY FEED & SUPPLY		AP		25.00
88015	10/22/2018	OMLID & SWINNEY		AP		385.00
88016	10/22/2018	PRESIDENT'S CLUB		AP		6,779.80
88017	10/22/2018	QUALITY PLUS INTERIORS		AP		28.08
88018	10/22/2018	KEITH ROHRBOUGH		AP		625.00
88019	10/22/2018	SAIF CORPORATION		AP		75.00
88020	10/22/2018	SANTIAM FEED & GARDEN CENTE		AP		25.00
88021	10/22/2018	SENIOR CITIZENS OF SWEET HOM		AP		7,895.00
88022	10/22/2018	SHAMROCK SUPPLY COMPANY, IN		AP		29.00
88024	10/22/2018	STATE OF OREGON LOTTERY		AP		20.00
88025	10/22/2018	THRIFTWAY		AP		25.00
88026	10/22/2018	WALKER HEATING & AC, INC.		AP		140.00
88027	10/22/2018	WILEY CREEK COMMUNITY CENT		AP		21.03
88028	10/22/2018	Cody Wilson		AP		100.00
88029	10/30/2018	BLACKSTONE PUBLISHING		AP		61.90
88030	10/30/2018	BULLARD LAW		AP		1,039.50
88031	10/30/2018	Cloverdayle, LLC		AP		2,000.00
88032	10/30/2018	COMCAST		AP		623.90
88033	10/30/2018	COMCAST BUSINESS		AP		3,895.99
88034	10/30/2018	DAN DEE SALES		AP		20.00
88035	10/30/2018	DAVID GUYER		AP		21.60
88036	10/30/2018	JUNIOR LIBRARY GUILD		AP		198.30
88037	10/30/2018	KATHRYN & RALPH LISKEY		AP		115.92
88038	10/30/2018	METEREADERS, LLC		AP		1,975.68
88039	10/30/2018	NORTHWEST NATURAL		AP		492.39
88040	10/30/2018	SCOTT EDWARDS ARCHITECTURE		AP		8,327.78
88041	10/30/2018	SWEET HOME CHOPPERS		AP		620.20
88042	10/30/2018	SWEET HOME SCHOOL DISTRICT #		AP		57.85
88043	10/30/2018	SYNCB/AMAZON		AP		1,084.13
88044	10/30/2018	WELLS FARGO FINANCIAL LEASIN		AP		734.00
88053	10/30/2018	Amazon Capital Services, Inc.		AP		281.01
88054	10/30/2018	BENTON COUNTY PUBLIC WORKS		AP		5,729.62
88055	10/30/2018	BRATTAIN INT'L TRUCKS, INC.		AP		249.83
88056	10/30/2018	INDUSTRIAL WELDING SUPPLY, IN		AP		105.14
88057	10/30/2018	KIP AMERICA, INC.		AP		240.00
88058	10/30/2018	MOOSE CREEK MACHINE & REPAI		AP		300.00
88059	10/30/2018	NORM'S ELECTRIC, INC.		AP		237.50
88060	10/30/2018	OREGON DEPT OF ENVIRONMENT		AP		160.00
88061	10/30/2018	OWEN EQUIPMENT COMPANY, INC		AP		87.86
88062	10/30/2018	PACWEST MACHINERY, LLC		AP		183.79
88063	10/30/2018	POLLARD WATER		AP		165.75
88064	10/30/2018	Prime Resins, Inc.		AP		1,528.04
88065	10/30/2018	RAM STEELCO, INC.		AP		523.40
88066	10/30/2018	SELECTEMP CORPORATION		AP		276.32
88067	10/30/2018	WALKER HEATING & AC, INC.		AP		225.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	10/31/2018	EBS TRUST		AP		75,676.70
0	10/31/2018	Vantagepoint Trf. Agents 705507		AP		458.33
0	10/31/2018	NATIONWIDE-PAYROLL DEDUCTIO		AP		1,900.00
0	10/31/2018	ASI-PAYROLL DEDUCTIONS		AP		120.00
0	10/31/2018	PERS		AP		11,830.37
0	10/31/2018	CHILD SUPPORT ACCOUNTING UN		AP		918.00
0	10/31/2018	HSA - PAYROLL DEDUCTIONS		AP		775.00
0	10/31/2018	OREGON PAYROLL TAXES		AP		10,245.05
0	10/31/2018	MEDICARE		AP		7,589.34
0	10/31/2018	FIRST INVESTORS - PAYROLL DED		AP		350.00
0	10/31/2018	FEDERAL PAYROLL TAXES		AP		20,430.86
0	10/31/2018	SWEET HOME POLICE EMPLOYEE!		AP		1,120.00
0	10/31/2018	Vantagepoint Trf. Agents 300619		AP		3,670.00
0	10/31/2018	FICA PAYROLL TAXES		AP		31,879.62
0	10/31/2018	AFLAC		AP		831.22
0	10/31/2018	Vantagepoint Trf. Agents 108524/10904		AP		26,216.50
88049	10/31/2018	OREGON AFSCME COUNCIL 75		AP		886.13
88050	10/31/2018	STEELHEAD STRENGTH & FITNES		AP		655.30
88051	10/31/2018	SWEET HOME COMMUNITY FOUN		AP		155.00
88052	10/31/2018	UNITED WAY		AP		40.00
						<hr/> <hr/>
						Total Check Count: 234
						<hr/> <hr/>
						Total Check Amount: 907,109.20
						<hr/> <hr/>



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

Sweet Home Public Library

October happenings at the Library!

Statistics

Patrons checked out 3,235 items and renewed 981 items. This is a 10% increase!

Patrons placed 271 items on hold.

Staff issued 48 new library cards to patrons and 3 nonresident cards.

337 individuals signed on to use the computers in the library and printed 556 pages.

Resource sharing savings was \$2,604.67 in October.

Events

Each Thursday we offered storytimes for toddlers and babies and on Fridays we offered preschool storytimes. For these eight programs, we had 68 children and 57 adults attend.

We hosted two child abuse trainings put on by the ABC House and an Eye Clinic put on by OHSU and the Elks Lodge.

New York Times bestselling author, Andra Watkins was a wonderful storyteller as she described, in her southern charm, what it was like to travel with her 80 year old father for five weeks. In an effort to amplify her message that we all need to take pause and breathe some life into our own treasured relationships, Watkins has created a beautiful challenge called the **Make A Memory campaign**. Reach out and claim an adventure this year. Make a Memory before it's too late.

We had 36 children attend the live performance of Pinocchio put on by Traveling Lantern Theater.

Staff and volunteers handed out candy before going to the Boys and Girls Club and participating in the first Halloween carnival event at the Trunk-n-treat put on by Holley Church.

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

Statistics for August, 2018		Statistics for September, 2018		Statistics for September, 2018	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	255	OPAC Logins	220	OPAC Logins	244
SIP2 Logins	333	SIP2 Logins	362	SIP2 Logins	396
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3469	Checkouts	2898	Checkouts	3235
Renewals by Staff	781	Renewals by Staff	688	Renewals by Staff	621
Renewals by OPAC	134	Renewals by OPAC	169	Renewals by OPAC	360
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	177	Holds by Staff	98	Holds by Staff	139
Holds by OPAC	166	Holds by OPAC	123	Holds by OPAC	132
ACTIVE PATRONS	2484	ACTIVE PATRONS	2484	ACTIVE PATRONS	2432
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	36	Resident	35	Resident	48
NonResident	3	NonResident	14	NonResident	3
ITEM COUNTS		ITEM COUNTS		ITEM COUNTS	
	36126		36182		36135
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	429	Logins this month	337	Logins this month	450
Pages printed	782	Pages printed	556	Pages printed	1231
Resource Sharing Savings	\$3,267	Resource Sharing Savings	\$2,886	Resource Sharing Savings	\$2,604.57

Library Advisory Board Minutes
October 11, 2018
Meeting time- 4:30pm

Present at the meeting were Kevin Hill, Eva Journey, Don Hopkins, Charlene Adams, Diane Gerson, Danielle Herb and Brandon Neish.

Motion to approve the minutes from the August 8, 2018 and September 13, 2018 meeting. Motion seconded. (Motion approved 5 ayes, 0 opposed).

By consensus, Don Hopkins absence was excused from the September 13, 2018 meeting.

Brandon Neish provided a fiscal report update and stated that the Finance Office is finally getting caught up on the end-of-the-year rush. The Library Board was given three months (July, August and September) of library expenses. Brandon stated that there is nothing out of the ordinary and that the Library is spending the same as it has for the last five years. The first quarter is closed and there is a lot of room for how the rest of the year will go. Brandon stated they anticipate a little bit of additional revenue primarily in the property tax line because the City received a contribution from Comcast from back property taxes that were due. For the Library, it amounted to about \$7,000. Rose stated that in the August report shows the renewals for OCLC, Overdrive, and the newspapers. Brandon restated that these expenses are in line with the five year trend.

Don Hopkins inquired if we received any of the funds left from the estate. Brandon responded that we have not received any of that money as yet.

Danielle Herb presented Lynda.com and explained that it is a new online resource full of tutorials and lessons. She stated that Lynda.com is on Facebook, on the public computers and the department website. To access, you log in with your library card and pin number. There are 10,000 courses from design, accounting, computers, guitars and business. Danielle stated that she made presentations to the City Council emphasizing trainings for businesses and the High School Librarian demonstrating resume writing. She also stated that it is good for staff training to help staff stay abreast of technology. Danielle demonstrated how to make play lists and selecting portions. You can also select your skill level from beginners to advance. Presenters for courses for Lynda.com are vetted experts in their field. Eva suggested doing a presentation to the Junior High School.

The statistics for the library were reviewed. Rose pointed out that the attendance for Creature Teachers was over 120. Upcoming programs at the Library will be New York Times bestselling author, Andra Watkins and Pinocchio by the Traveling Lantern Theater.

There was discussion of the new circulation desk and the accounting line item of \$10,000 and whether or not that would be sufficient money to purchase a new desk.

The Library has been asked by Ron Feist and Senator Wyden to provide a program that can be replicated at other libraries along the Oregon Trail. Rose explained that we will be shipping apples from Grandpa's Farm and the books "Apples to Oregon" and "Wagons Ho", with an Oregon Trail map.

Rose reported that the carpet cleaning cost about \$800.00 and the 16 hours of design and the 4,200 prints for last year's Summer Reading Program cost \$718.00. The New Era also designed and printed posters for each of the ten programs at a cost of about \$500.00. Rose felt these posters increased interest and attendance at the programs.

Rose explained about the mounted television which we will be using to display programs and events at the Library and reduce the clutter on the Circulation desk.

Don Hopkins asked how many security cameras we had especially around the bookdrop. Rose said there are two cameras focused on the bookdrop. We are looking into providing additional cameras for the front of the Library.



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8969
Fax 541-367-5007
www.ci.sweet-home.or.us

PLANNING COMMISSION MEETING

September 4, 2018
CITY HALL ANNEX
1140 12TH AVENUE

PUBLIC MEETING CALL TO ORDER AT 6:59PM

ROLL CALL ATTENDING:

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

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Angela Clegg, Associate Planner
Lagea Mull, Project Assistant

PLEDGE OF ALLEGIANCE

REGISTERED VISITORS:

Eric Lund, 6321 Lake Pointe Way, Sweet Home OR 97386
Ellis & Nila Toftdahl, 1210 43rd Ave, Sweet Home OR 97386
Earl & JoAnn Main, 1212 43rd Ave, Sweet Home OR 97386
Dan Dorm, PO Box 3577, Salem OR 97302

COMMENTS FROM THE PUBLIC:

none

REVIEW/APPROVAL OF MINUTES: August 6, 2018

Commissioner Jurney moved to approve the minutes
Commissioner Stephens seconded the motion to approve.

Question was called

Aye (4)

Vice-Chairperson Wolthuis, Commissioner Jurney, Commissioner Herb,
Commissioner Stephens

Nay (0)

Absent (2) Lance Gatchell, Edith Wilcox

Motion Passed Unanimously 4 Ayes to 0 Nays 2 Absent

PUBLIC HEARINGS

PUBLIC HEARING OPENED AT 7:01PM

Vice-Chairperson Wolthuis stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan

or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Vice-Chairperson Wolthuis stated the first public hearing will be in regards to;

Public Hearing. File LUD 18-01: . The applicant is requesting to construct a private street that would be used to access adjoining lots in the Lake Pointe Estates Subdivision. Location: 6332 Lake Pointe Way, Sweet Home, OR 97386. Applicant: Eric Lund.

Vice-Chairperson Wolthuis asked the Commissioners if they had any of the below stated in regards to the application;

Personal Bias: None

Conflict of Interest: None

Exparte: None

CEDD Jerry Sorte is asking the Planning Commission to provide guidance in addition making a decision and provide clarity due to the unique situation in application of our code. The applicant is requesting to construct a private street that would be used to access adjoining lots in the Lake Pointe Estates Subdivision. The proposed private street is anticipated to provide access to approximately five (5) lots. The proposed private street would connect to Lake Pointe Way; which is also a private street. The subject properties were created as a part of a subdivision and planned unit development in 2016 under applications SD 15-01/PD 15-01. This application is being reviewed as a minor change to an approved development plan that is referred to the Planning Commission. The proposed private street would be located in the Residential Low-Density (R-1) Zone. Staff recommends the following conditions of approval:

The private street shall be built to the Residential Neighborhood Street Standards listed in SHMC 16.12.020; except as modified in these conditions of approval. Paved street width shall be a minimum of 20 feet. The private street shall not be required to provide sidewalks. The private street may be developed as an access easement. The applicant shall provide a street maintenance agreement that is recorded and ensures continued maintenance of the proposed private street. The staff is seeking clarification & a decision from the Planning Commission.

Questions & Concerns for Staff:

- Fire turnaround on Lot 1, no buildings or parking allowed
- No hammerhead style, per city & fire district
- Street requirement: pavement with curbs
- Street can be wider than 20'

Vice-Chairperson Wolthuis asked the applicant to speak to the request.

Applicant: Eric Lund & family own LakePointe Estates. They are trying to gain access to lots 2, 3, 4 from Lot 1. The homes would face Foster Lake with garages down below. The driveways would be up top. Other options would be cost prohibitive.

Questions & Concerns for Applicant:

- Will easement be 30' wide? Minimum is 20' The easement is thoroughly broad.

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None
Rebuttal: None

PUBLIC HEARING CLOSED AT 7:27PM.

Commission has concerns about the width of the road being too narrow for emergency equipment. The applicant was called back to table.

PUBLIC HEARING RE-OPENED AT 7:31PM

Questions & Concerns for Applicant:

- Could the street be 30' wide to accommodate the side parking? Due to the sloping of the land the cost would be prohibitive. Option to put "no parking" signs on the street. There will be a driveway up top & down below plus a garage.
- There will be 4 outside parking spots in driveways plus 2 inside garage.

PUBLIC HEARING CLOSED AT 7:36PM.

Commissioner Herb moved to approve LUD 18-01.
Commissioner Journey seconded the motion to approve

Question was called

Aye (4)

Vice-Chairperson Wolthuis, Commissioner Journey, Commissioner Stephens and Commissioner Herb

Nay (0)

Absent (2) Edith Wilcox & Lance Gatchell

Motion Passed Unanimously 4 Ayes to 0 Nays 2 Absent

Vice-Chairperson Wolthuis stated the next public hearing will be in regards to;

Public Hearing. File VR 18-06

Vice-Chairperson Wolthuis stated the first public hearing will be in regards to;

The applicant is requesting variances in order to reduce the required driveway distance from an intersection for two properties located at the intersection of Citabria Street and 43rd Avenue. At 4302 Citabria Street, the applicant is seeking to reduce the required setback from 40 feet to 30 feet. At 4301 Citabria Street, the applicant is seeking to reduce the required setback from 40 feet to 19 feet. **APPLICANT:** Daniel Dorn **PROPERTY OWNER:** The Landing LLC

Vice-Chairperson Wolthuis asked the Commissioners if they had any of the below stated in regards to the application;

Personal Bias: None

Conflict of Interest: None

Exparte: None

CEDD Jerry Sorte explained the variance request, staff report, and background of the property. He then reviewed approval criteria that are applicable to the variance request, as well as the staff findings, and application. He recommended that the Planning Commission hear testimony and make a decision on this matter. He also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. He then asked if there were any questions of staff.

Questions & Concerns for Staff:

- Clarity on parking in clear vision. 20' is standard.

Vice-Chairperson Wolthius asked the applicant to speak to the request.

Applicant: Daniel Dorn and partners inherited this development. They are building out remaining lots. The lots are very challenging due to size. They have designed houses to fit these lots. 4301 Citabria is only 45' area to place the driveway. The applicant was also surprised to find 43rd Ave is a minor arterial street. They do not have a single story plan which would fit that lot. The design is single story on one side with a two story on the other side. There is 70' of clear vision area. There are two traffic speed mitigating items, a 90° turn and 4 way stop.

Testimony in Favor: None

Testimony in Opposition:

Ellis Toftdahl, 1210 43rd Ave: the original development went from 104 lots, 137 lots, 240 lots these are 820 sq ft lots. Strongly disagree with the speed on 43rd Avenue. People drive way more than 25 mph. He wants them to deny the setback because the city has a 40' setback from the corner and it should remain.

Earl Main, 1212 43rd Ave: He is opposed to the variance and two story houses.

Rebuttal: Daniel Dorn: when the subdivision was plotted, the city made a mistake in allowing a lot without access. Asking to correct error and allow access with a driveway.

Neutral Testimony: None

PUBLIC HEARING CLOSED AT 8:04PM

Planning Commission discussed the application.

Considerations and Ideas Included:

- Clear vision issues including landscaping- minimum clear vision area is 20' from corner
- Parking on road sides-
- Restrictive Covenant on property
- Two Homes should be put in neighborhoods with like

Commissioner Stephens moved to approve File VR 18-06

Conditions: The property owner shall sign and record a restrictive covenant for the subject properties in which they agree to apply and maintain the Clear Vision Area requirements listed in SHMC 17.08.040 an area with a minimum of 40 foot legs along 43rd Avenue and Citabria Street. This requirement shall run with the property and be required of all future property owners.

Commissioner Journey seconded the motion to approve.

Question was called

Aye (4)

Vice-Chairperson Wolthuis, Commissioner Journey, Commissioner Stephens and Commissioner Herb

Nay (0)

Absent (2) Edith Wilcox & Lance Gatchell

Motion Passed Unanimously 4 Ayes to 0 Nays 2 Absent

DISCUSSION:

Future Meeting Location- Is the Planning Commission interested in moving to the Police Station?

- **Concerns:** sound system, better appearance
- **Decision:** maintain current location

CEDD Sorte requested a clarifying motion on parking in driveway for VR 18-06 Restrictive Covenant.

Commissioner Stephens amend original motion that the Clear Vision Area exempts parking in the homeowner's driveway.

Commissioner Herb seconded the motion to approve.

Question was called

Aye (4)

Vice-Chairperson Wolthuis, Commissioner Journey, Commissioner Stephens and Commissioner Herb

Nay (0)

Absent (2) Edith Wilcox & Lance Gatchell

Motion Passed Unanimously 4 Ayes to 0 Nays 2 Absent

Commissioner Herb concerned with condition of retention ponds & lack of code enforcement.
CEDD Sorte expressed support & goals for Code Enforcement

Meeting Adjourned: 8:39PM

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 September 4, 2018.

Henry Wolthius Vice Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Lagea Mull, Project Assistant



Community and Economic Development Department

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
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PLANNING COMMISSION MEETING
October 15, 2018 at 7:00 PM
CITY HALL ANNEX
1140 12TH AVENUE

ROLL CALL ATTENDING:

Present: Edith Wilcox, Eva Journey, Thomas Herb, Lance Gatchell

Absent: Henry Wolthuis, Greg Stephens (*Excused*)

STAFF:

Jerry Sorte, Community and Economic Development Director (CEDD)
Angela Clegg, Associate Planner
Joe Graybill, Staff Engineer

PLEDGE OF ALLEGIANCE

REGISTERED VISITORS:

Scott Walker, 1006 Mountain View Rd, Sweet Home OR 97386

COMMENTS FROM THE PUBLIC:

none

REVIEW/APPROVAL OF MINUTES: July 2, 2018

Commissioner Journey moved to approve the minutes
Commissioner Herb seconded the motion to approve.

Question was called

Aye (4)

Chairperson Gatchell, Commissioner Journey, Commissioner Herb,
Commissioner Wilcox

Nay (0)

Absent (2) Commissioner Wolthuis, Commissioner Stephens

Motion Passed Unanimously 4 Ayes to 0 Nays 2 Absent

PUBLIC HEARINGS

Chairperson Gatchell provided a summary of the application: P18-05;

Chairperson Gatchell stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue

accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

PUBLIC HEARING FOR FILE P18-05 OPENED AT 7:05PM

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff Report: Associate Planner, Angela Clegg, explained the partition request, staff report, and background of the property. Clegg discussed the comments and concerns from the public including: driveway location and safety concerns of the driveway being across the entrance to Juniper Street; drainage issues down the NW side of the property to 23rd; and potential rats on the property. Staff found that after a 5 foot right of way dedication that some of the proposed parcels will be under minimum lot size. Staff also found that the proposed lot lined do not meet code. Clegg reviewed the maps included as attachments to the staff report then cited the criteria that are applicable to the partition request, as well as the staff findings, and application.

CEDD Sorte explained the 5-foot right-of-way dedication. Mountain View currently has a width of 40 feet. For this type of road, the maximum width is 60 feet. Staff feels that going up to 60 feet might be excessive in this location based on the topography. 50 foot right of way would be appropriate. The equitable way for the 50-foot right-of-way to be created is to half one half of the right-of-way come from one half of the road and the other come from the other side of the road. Staff has recommended a condition a five-foot road dedication on this property. The applicant will need to rework the property lines to some level to make sure that there is 8,000 square feet per lot. If the planning Commission were to approve, they can request that this be a condition of approval. The other issue that the dividing lines be at a 90-degree angle to the road. There is an issue with the current dividing lines between parcels 2 and 3. CEDD Sorte reminded the planning commission that they need to address all the concerns raised in the comments even if they aren't covered under planning statute.

Commissioner Journey addressed Engineer Joe Graybill about the public comment concerning the drainage down on 23rd. Graybill stated that because of the vegetated hillside there is often leaves, branches, garbage, debris that runs down the property onto 23rd. It is on the Publics Works task list to keep the inlet clean so that it doesn't back up. It is one of many locations that our City storm crews keep an eye on. Commissioner Journey asked if there is more development would that add to the issue? Graybill commented that it may eliminate some of the leaves and debris, but it will always be an issue and they encourage individual property owners to keep the storm drains clean. Commissioner Journey asked about possibly building a bridge to get to the residents. Graybill commented that because of the ditch and topography it would be expensive to try to construct a driveway across the ditch. Commissioner Journey asked about the rat situation. Clegg responded that the Code Enforcement Officer has been to the site several times and did not see any rats when he was there, but there are multiple properties in the area that have rat problems. They are working with the property owners to clean up those properties with problems. Commissioner Journey asked about the road dedication and right-angle property lines not being in the covenant. CEDD Sorte explained that they would look at these as conditions to the approval of the application. Staff used the residential street standards for the easement access criteria. Use a covenant agreement or condition of approval for the street dedication.

Commissioner Herb also questioned the angles of the parcels. CEDD Sorte said that should be address to the applicant. Sorte read the criteria associated with the angles. Herb also discussed his concern about less foliage leading to more run-off and more drainage issues below. Engineer Graybill commented that it is the City's responsibility to make sure the drainage is cleared. Prefer private owner to keep clean, but city usually does the cleaning. In subdivision ordinance there is a parameter to mitigate run-off but there is not any for individual houses.

Chairperson Gatchell asked the applicant to speak to the request.

Applicant: Mark Rose, PO 1375, Corvallis, OR. Mr. Rose directed a question to planning staff regarding the 80-foot lot width. CEDD Sorte explained that is a lot width is at the building line. Mr. Rose talked about the potential of doing a serial partition with a future of 4 lots. His parcel lines are due to the topography of the lot. He will not be doing any development in the swale, and additional water flows onto the property from elsewhere. Mr. Rose has no problem with the 5-foot street dedication. He will redraw the partition lines to better conform to the 8-foot lot width code and allow for 8,000 square feet minimum per lot. He had cleaned up the garbage and abandoned garbage which may have taken care of most of the rats. He feels there will be some additional drainage from the house roofs, but he can work some additional development designs to address the additional drainage. Asked about the road improvement agreement. CEDD Sorte explained that the agreement states that at the time of development / or when the area reaches critical mass then the half-street improvements will be required to happen. Mr. Rose is concerned about having to build curbs and sidewalks where there is a deep ditch. Engineer Graybill explained that the sidewalk would be coming directly off the existing pavement. There will need to be a retaining wall below the sidewalk like the one near Hawthorne Elementary School. This improvement is also part of the safe routes to school plan. CEDD Sorte explains that is the purpose for the agreement is so that the improvements don't have to be done right away, but when there is a critical mass. Mr. Rose is willing to sign a road improvement agreement if he isn't the only one that must do the improvements. Engineer Graybill explained more about the Safe Routes to School grant that will be associated to the road improvements to Mountain View Road. Engineer Graybill is going to look up the costs for improvements on the side of Mountain View that applicant's property is.

Commissioner Journey asks about the driveway accessing all 4 houses. Journey is wondering about a turnaround right where it takes a left turn heading toward lot 3. Clegg explains that the criteria for requiring a fire apparatus turnaround. Because the driveway extends past the maximum 150 feet there is a turnaround required. Mr. Rose asked what the turnaround consists of. Engineer Graybill explains that the Marshall and the Chief will go out and determine the amount of room and then help the applicant design a turnaround that complied with code and the property.

Commissioner Gatchell Thanked the applicant for his testimony.

Testimony in Favor: None

Testimony in Opposition: Scott Walker, 1006 Mountain View Rd. owns the property adjacent to the property in question. The applicant wishes to put a driveway which would service three properties right along the Walker's property line. This has been a single-family driveway for many years. Mr. Walker takes issue with how close the driveway is to his property, the increased traffic and noise. He is opposed to the application. He would like to see the property fixed up with only a single-family dwelling.

Commissioner Gatchell Thanked the opposition for his testimony.

Neutral Testimony: None

Rebuttal: There is an existing paved driveway to the existing house which is where the easement would go. The easement would need to be 25' wide. In response to the increased traffic issue the applicant stated the code allows for the property to be divided. Growth is happening all over town which causes more traffic. The traffic folks did not take issue with the increase.

CHAIRPERSON GATCHELL CLOSED THE PUBLIC HEARING AT 7:57PM.

Discussion:

Commissioner Herb does not have positive thoughts about the application. There has always been a problem up there mitigating the depth of the side of the road/ sidewalk area. There is a lot of drainage happening in that spot from the property, Juniper and other areas. This could cause drainage problems for the neighbors.

Commissioner Journey this property is developable. It could potentially have more divisions on it. According to the Comprehensive Plan there is the possibility of more houses there. She understands a person's concern over their property if it's a large piece versus having 4 – 8,000 SF parcels right next to it. She appreciates the concern of the neighbors. There is not a 1 acre minimum though. The lot is partitionable. She is concerned over the lack of clarity on the access road and the access for fire personnel. She agrees with Commissioner Herb about the drop-off on the side of the road. The question was raised on how a sidewalk would be put there.

Engineer Graybill responded that under normal circumstances if you end up with a retaining wall at a slope, often the municipality will have to have a slope easement onto a property. This would alleviate nearly all of them. Commissioner Herb suggested the city buy the segment of land. Engineer Graybill stated that is a possibility. The City of Sweet Home does not normally purchase right-of-way from private property owners. There is not the funding or the financial interest or wherewithal to do that but the city has negotiated easements to do those types of things.

Commissioner Wilcox is concerned with the fire turnaround and with the third house up against the swale. She raised the question if the location would cause backup of the drainage coming off of the swale down below or disrupt any part of the swale. Engineer Graybill confirmed that this development appears to be at the top end. It's a pretty good gradient going down the hill and around the curve and adjacent onto the next-door property. According to the elevation map there is a 30' elevation change between Mountain View Road and the 23rd Avenue cul-de-sac. With the exception blocked inlet which needs to be maintained open there is plenty of slope and gradient for water to go through there.

Commissioner Gatchell posed the question of revising the property lines so they are perpendicular to the street. CEDD Sorte stated the Planning Commission could continue the Public Hearing to a later date. Engineer Graybill suggested having residents park their vehicles in the garages which would give enough space for emergency vehicles to turn around.

Commissioner Journey agreed with Commissioner Gatchell that it would be better to have more data before making a decision.

PUBLIC HEARING FOR FILE P18-05 REOPENED AT 8:10PM.

PUBLIC HEARING FOR FILE P18-05 WAS CONTINUED UNTIL NOVEMBER 5, 2018, 7:00PM IN THE SAME LOCATION.

PUBLIC HEARING FOR FILE ZC 18-03 OPENED AT 8:15PM

Chairperson Gatchell provided a summary of the application: ZC 18-03;

Chairperson Gatchell stated the following;

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Chairperson Gatchell asked the Commissioners if they had any of the below stated in regards to the application;

Personal Bias: None

Conflict of Interest: None

Exparte: None

Staff Report: CEDD Jerry Sorte explained the zone change request, staff report, and background of the property. Sorte stated that the City has also applied for Conditional Use permit CU 18-12. Sorte reviewed the maps included as attachments to the staff report, and stated that the zone change would allow the zoning of the property to match the existing comprehensive plan map designation. Sorte then cited the criteria that are applicable to the zone change request, as well as the staff findings, and application.

Sorte indicated that ODOT did not have a concern regarding the proposed change. The property had been historically used as a government facility.

Sorte stated that based on the findings presented in the staff report, staff recommends that the Planning Commission make a recommendation of approval of this application to the City Council. A City Council hearing will occur October 23, 2018 and will consider the recommendation.

He recommended that the Planning Commission hear testimony and make a decision on this matter. He also asked that the Planning Commission specify the appeal period and direct staff to prepare an order for signature of the Commission Chair. He then asked if there were any questions of staff.

Chairperson Gatchell acknowledged that the staff presentation would serve as the applicant's statement. Chairperson Gatchell acknowledged that there were no members of the public present; with the exception of a representative from the New Era Newspaper (who indicated he would not be testifying),

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

Chairperson Gatchell asked for questions of the applicant.

Commissioner Wilcox questioned why or if the property would need to be changed to commercial rather than remaining residential since it was previously used for a government facility while it was zoned residential. Sorte replied that staff acknowledged that a case could be made that the property could continue to be used as a government facility, consistent with the past use of the property. However, staff has recommended this application in order to match the zoning with the Comprehensive Plan map designation so the City could obtain a permit and allow the public an opportunity to provide input.

Commissioner Herb inquired as to the proposed use of the property beside the subject property (to the West). Graybill confirmed that the City did not know of plans for that property. Sorte confirmed that that property is zoned C-2.

Chairperson Gatchell closed the public hearing at 8:23 PM.

Deliberations: The general consensus was that all were in favor of this application.

Motion: Commissioner Journey moved to 1. Move to recommend that the City Council approve application ZC 18-03; which includes: adopting the findings of fact listed in the staff report.

Second: Commissioner Wilcox

Motion passed: 4-0.

PUBLIC HEARING FOR FILE CU 18-12 OPENED AT 8:24PM

Chairperson Gatchell provided a summary of the application: CU 18-12;

Chairperson Gatchell stated the following;

The applicant is requesting to use the property located at 3225, 3227 and 3229 Main Street, Sweet Home, OR 97386 for governmental use as the location of the new City Hall facility. The property is identified on the Linn County Assessor's Map as 13S01E33B Tax Lots 101, 200, 300, and 400. The property contains approximately 6.5 acres. Applicant: City of Sweet Home.

Chairperson Gatchell asked the Commissioners if they had any of the below stated in regard to the application;

Conflict of Interest: None

Exparte: None

Personal Bias: None

The applicable substantive criteria are listed in the staff report. Testimony, arguments and evidence must be directed toward the criteria described or other criteria in the plan or land use regulation which the person believes to apply to the decision. Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

Staff Report: CEDD Jerry Sorte explained the properties listed on the conditional use permit request, staff report, and background of the property. Sorte reviewed the maps included as attachments to the staff report and explained that it is not customary for a conditional use permit

to extend to the center of the right of way. That is why we have shown the properties outside of the of the right-of-way here. This application is the implementation under a new zone so what we recommend of the Sorte then cited the criteria that are applicable to the conditional use permit, as well as the staff findings, and application..

Sorte stated that based on the findings presented in the staff report, staff recommends that the Planning Commission approve this application with the conditions listed in the staff report with one of the primary conditions being that this approval is dependent on the approval of the zone change.

Chairperson Gatchell asked if there were any questions. Commissioner Journey inquired if there is a concern about the neighboring property encroaching by 14'. CEDD Sorte stated the city would want to work with the neighbor by acknowledging there is an encroachment. Commissioner Wilcox expressed concerned about the potential of Public Works being relocated to the new property. CEDD Sorte stated the current application is about normal City Hall use, not potential future use.

CHAIRPERSON GATCHELL CLOSED THE PUBLIC HEARING AT 8:31PM.

Testimony in Favor: None
Testimony in Opposition: None
Neutral Testimony: None
Rebuttal: None

Motion: Commissioner Journey based on the above findings of fact listed in the staff report moved to recommend approving application; depending on approval of application ZC 18-03 for conditional use permit CU 18-12.

Second: Commissioner Herb

Motion passed: 4-0.

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 October 15, 2018.

Lance Gatchell Chairperson
Sweet Home Planning Commission

Respectfully submitted by: Lagea Mull, Project Assistant

MEMORANDUM



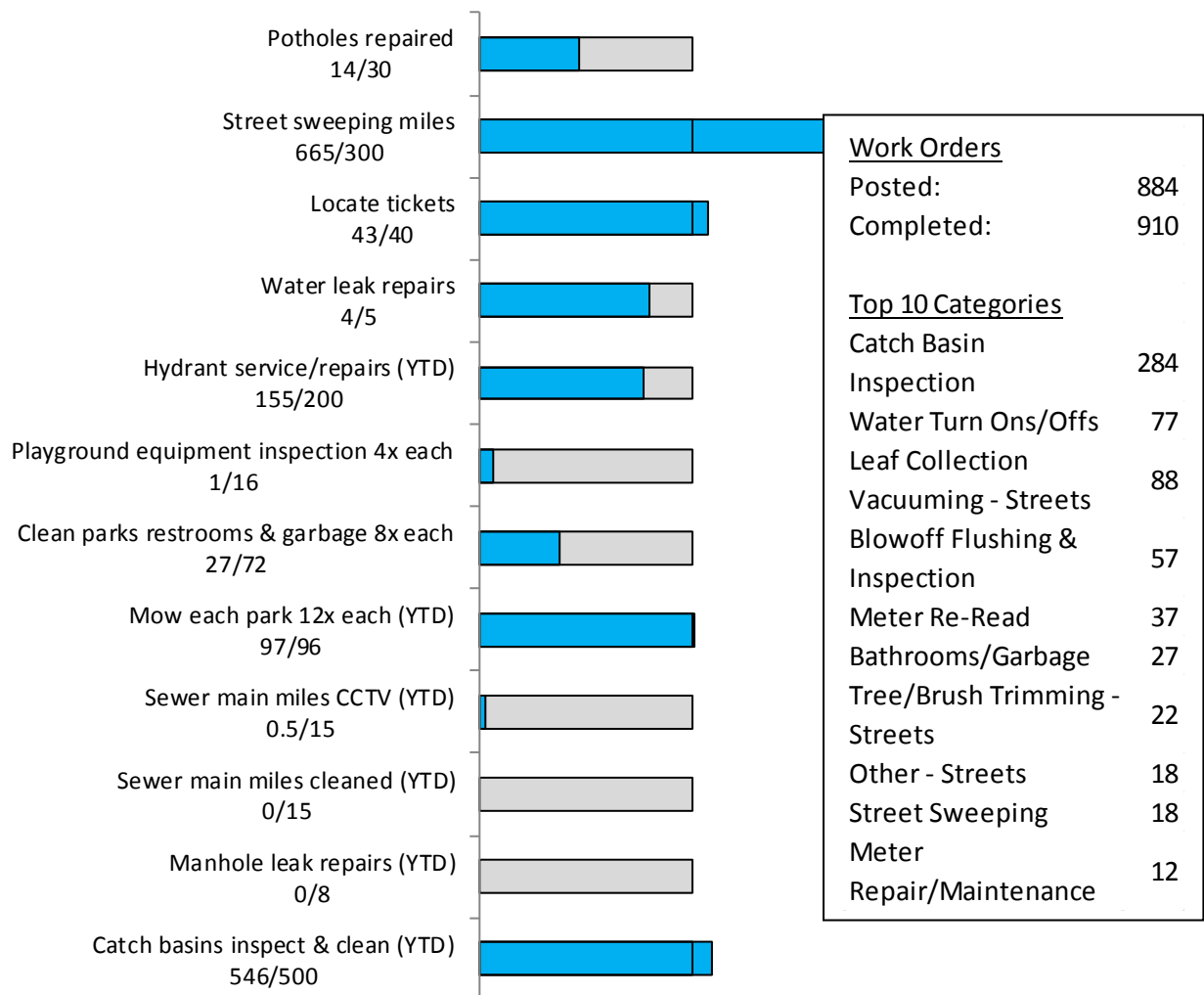
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: November 6, 2018
 SUBJECT: Public Works Activities Report/October 2018

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

Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis and may not reflect work done prior to implementing our new Dude Solutions work order system.

October 2018



Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Staff & design team conducted site visits to tour Florence WWTP Biosolids composing facility. Workshop will be schedule for the upcoming weeks.

Dude Solutions - Work Order Management System

Scope: Replace existing PubWorks database with Dude Solutions work order management system.

Status: Software purchased. Training completed in May 2018. Software currently utilized by PW staff. Staff demonstration Dude Solution product for City Council.

Fall Leaf Collection Program

Scope: Develop program to remove leaves from the City right of ways.

Status: Staff sent information out to the community, asking residence to schedule leaf collection starting October 1st, through December 15, 2018. Residences can schedule by calling Public Works, or requesting pick up through pour Citizens Portal on the City website. Leaf collection Program is operational and having great reviews from the community.

Sankey Park Restroom Installation

Scope: Install new restroom facility in Sankey Park.

Status: Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for November, 2018. PW staff completed rough grading for restroom and for the parking lot improvements.

Parks Irrigation System Improvements

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

Status: Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair.

2018 Overlay Project

Scope: 2" pavement overlay on 18th Ave, Ames Creek Rd, 45th-46th-47th Aves, & Kalmia St.

Status: Project is in preliminary design and planning.

Weddle Bridge Inspection and Tuning

Scope: Inspect and maintain Weddle Bridge.

Status: Inspection of Weddle Bridge is required to certify structural integrity. Report will follow the inspection process with recommendations.

Public Works Facility Security Upgrades

Scope: Install security system at Public Works Facility

Status: Staff installed new security system at Public Works Facility. Staff is making camera adjustments as needed to ensure proper camera coverage of Public Works grounds. Staff is in discussion with an alarm system vendor for the equipment yard.

DEQ - 18th Ave Groundwater Contamination Resolution

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

Status: Staff will proceed with LID for secure funding.

Air/Vacuum Valve Program

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

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

Water Service Reconnection Program

Scope: On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

Status: Plans for Elm Street water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018. Staff completed bid process, but will add additional street repair work to the project, then re-bid the project.

10th Ave Reservoir Leak & SCADA Relocation

Scope: Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

Status: Staff located and isolated valve for this reservoir. Staff to determine water loss. The SCADA contractor completed the relocating of SCADA equipment onto the newest reservoir on 10th Ave., which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated. All work has been completed.

Linn Shuttle Bus Shelters

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

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

Capitol Christmas Tree Event

Scope: Support the community to ensure Capitol Christmas Tree ceremony is successful.

Status: Staff completed the traffic control plan, parade route, new ornaments installed, and staff has beautified the community in preparation of the event.



CITY OF SWEET HOME PARK AND TREE COMMITTEE MINUTES

October 17, 2018; 8:30 a.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

Call to Order

Roll Call of Park and Tree Committee Members:

Lance (Wally) Shreves Chairperson; Lena Tucker Vice-Chair(excused); Alice Smith Vice-Chair; Nancy Patton, Bob Dalton, Debra Sue Northern, Council Representative Dave Trask

Staff:

Dominic Valloni Public Works Maintenance Supervisor, Kevin Makinson Public Works Parks Crew Leader, Joe Graybill Staff Engineer, Jerry Sorte Community Economic Development Director, Greg Springman, Public Works Director, Angela Clegg, Associate Planner

Guests:

Mary Brindle, Linn County Small Woodlands Association (SWA)
William Bowling, President, Linn County Small Woodlands(SWA)

Time Reports

Alice Smith 8 hours (harvest festival and cottonwoods complaint)
Wally Shreves 4 hours (harvest festival)
Debra Northern 8 hours

Public Comment: This is an opportunity for members of the public to address the Park and Tree Committee on topics that are not listed on the agenda.

No public comment.

New City Hall Park – Small Woodlands Association

Mr. Bowling, SWA provided copies of a proposal (attached). They would like to dedicate park space next to the New City Hall to Robert Mealy. They propose to plant Valley Ponderosa Pine in either a 10x10 or 12x12 spacing in the back area of the park near the fence line. The fence has been proposed to move back. Mrs. Brindle gave the committee a brief history of Mr. Mealy and his contributions to the City of Sweet Home and to tree farmers (attached). They would also like to install an educational kiosk to identify local plant species and highlight Robert Mealy's history to the area. The SWA would like to install identification markers on all the area trees and shrubs, and would like to help install ADA compliant walkways through the park area. The SWA does have funds to help contribute to this effort and is will to help nurture the pines, replace and plant other native vegetation along the fence line.

CEDD Sorte reminded the committee that their role is to recommend this to the city council, he asked the committee the following questions: 1) does the park and tree committee want to designate the land next to the new city hall as a park; 2) does the park and tree committee support working with the small woodlands association to dedicate the park as described by Mr. Bowling and Mrs. Brindle? Does the park and tree committee agree to have the park managed as described? 3) The park and tree committee will need to go through the naming procedures in order to dedicate this park.

Alice Smith recommended to the SWA and the committee to go look at the pathway at Cascadia State Park as an example of a permeable ADA path. Smith is also concerned about the spacing of the trees proposed by the SWA. The spacing they propose represent a dense tree farm and not so much a park spacing that is open grown and wide spacing. City Council Representative Dave Trask was also concerned about the tight spacing and maintenance.

Mr. Bowling replied that they wanted to represent the tree farm aspect since that was what Mr. Mealy was about. As the pines grow SWA will come in and thin the odd or dying trees just like they do at a tree farm. SWA doesn't plan to plant and walk away. They plan to help maintain the trees through maturity.

Chairperson Shreves posed the question to the committee as to whether they were in favor of looking at the property as a park. The committee replied with a yes. Shreves then wanted to talk about the process to go about the dedication. He is also concerned about the watering and mowing with the tight tree spacing, and adding the paths will add to the maintenance for the public works crew.

Greg Springman, Public Works Director and Dominic Valloni, Maintenance Superintendent expressed their concern about maintenance. They would like SWA to submit an official plan and then maintenance can be discussed internally as to whether the proposed plan will support their timeline and tasks. They feel that a park concept can meet all of the need of the Publics works department and the SWA. Public Works can incorporate maintenance of the area into a plan that they are already creating for the site. Public works will maintain the site, including the dedication area once it is installed Springman wants to install irrigation on the grounds to green it up. Alice doesn't encourage irrigation for the pines or other native trees already on the site. Too much water will kill the trees. Mr. Bowling stated that the Ponderosa Pines will not need extra water. They are a native tree and they don't water them on the tree farms so they hope to encourage native conditions. Springman said that they can have more discussions about a maintenance and watering plan once the plan is submitted.

Clegg and Sorte stated that the new city hall is currently going through a rezoning process and permit for use. There will need to be more work done on this proposal before it can be submitted to the City Council. If approved by the City Council then it will need to go through the permitting process. Counselor Trask remember a discussion at the city council about making the area next to the new city hall a park, and he is all for doing that.

Bob Dalton asked the committee and staff about what is the criteria to call an area a park. Is there a code or a description? Clegg said she will gather the information on the parks and the naming process and bring it to the December meeting for the committee to review.

Mr. Bowling and Mrs. Brindle left. The Committee thanked them for attending.

Chairperson Shreves encouraged the committee to go walk the new city hall site to get a better idea of the proposal. Valloni brought up Hobart Park as a more Natural Area for a memorial, but Smith said Hobart is too wet for the Ponderosa Pines. PWD Springman wants to make sure to have some input on the plan. He stated that they had already had some plans for the area proposed to move the fence line back.

Sankey Park Improvements Update – City Staff

Joe Graybill, Staff Engineer reported that the new restrooms have been ordered. They are about 5-6 weeks out. They need to move the utilities five feet outside of the floodplain. Graybill has laid out the parking lot improvements and pathways. Committee members commented on how well the new grass looks. Counselor Trask expressed his concerned about not being prepared for when the new restroom arrive. Springman stated that there is already power and they just need to get a permit so they can get moving. The water is already there, it will just have to be moved. Springman asked for direction from Graybill so that they can get working on moving the utilities.

Debra Northern asked about the garbage cans and the picnic tables. Springman told the committee that 12 garbage cans have been ordered, but they are waiting for the path designs so that they can pour pads to anchor them to.

Chairperson Shreves asked if there was going to be more parking on 14th. Graybill informed the committee that there will be 6 more paces added where the driveway to the old house was, but the grassy swale will remain for drainage. There is also additional parking going in by the bridge. Springman added that removing the swale to add more parking would be expensive and a drainage issue.

CEDD Sorte reminded the committee that they need to make a list of projects and put them in a 5 year funding plan. That way they can check through the projects as they go. Project can change and move as situations change. Park and tree committee needs to work with public works to create the plan. Once the plan and budget have been created then it will go to City Council for approval.

Chairperson Shreves asked if the bridge project was still on hold. Graybill said yes. Shreves wanted to know what the original intent of the bridge was. Graybill explained that the original concept was to install a bridge that will connect to trail systems and link the community and Sankey park. Right now the only way to access Sankey Park from the north and east is to walk all the way around.

CEDD Sorte stated that staff needs to reach out to the individual that donated money towards the bridge installation and see if they are willing to use that money for other improvements to the park. Bob Dalton agreed that at least there need to be some communication to them letting them know that the city still wants to use the money for improvements.

Dalton expressed to the group that everyone need to review the Master Plan and offer help to the Community and Economic Development Department. He would like to see the committee become a working committee and not just a meeting committee. Shreves agreed with Dalton.

Counselor Trask asked the committee to create a plan with a priority list for the next budget cycle. Council will then choose what on that list will get done. Trask also gave kudos to the committee and the public works department for how far they have come over the past few years and all the work that is now getting done. He encourages committee members to go to City Council meetings when there are park and tree items on the agenda.

Public Works and CEDD Staff Updates

Kevin Makinson, Parks Crew Leader reported that there are 3 new picnic tables going into Ashbrook Park

Valloni reported that a neighbor bordering Clover Park complained about trespassers entering his property where the park isn't fenced and using his property as a toilet. Makinson cleaned up the mess and then cleared some of the overgrown brush to discourage any more trespassing onto the private property. The owner asked about having the fence extended to discourage trespassing. Graybill informed the committee that the property line goes right through the middle of the creek. Putting a fence across the creek will not work due to high water and debris that may get caught on the fence. For now, Makinson will keep an eye on the vegetation and try to keep it trimmed back to discourage trespassing and use.

Harvest Festival Wrap-Up– City Staff

Clegg gave thanks to everyone for their help with the festival. Alice sold 35 trees that were purchased from the Small Woodlands Association. They sold the trees for \$5.00 and made \$175.00 during the sale. Alice requested to have more parks members help with the booth next year. Work with public works to get before and after pictures, maps, etc. to display.

Shreves mentioned some changes he would like to see for next year. Clegg invited everyone to an after action meeting for the festival that will be help the following week. Clegg will send out meeting invitations and they will review all of the pros and cons of the festival at that meeting.

City Park Names: 10th and Elm; 12th and Nandina

Clegg will find out what the process is for naming parks and report back to the committee at the December meeting. Clegg will also research the City's definitions of 'Parks' and report back at the December meeting. Once a park is named or designated committee member would like to have signage informing the public. Many of the smaller parks have nothing telling the public that it's a park. Shreves would like the committee to visit the small parks and come up with ideas to bring to the next meeting.

Committee and staff will discuss the issue of fruit trees at these parks and others at the December Meeting.

Park and Tree Committee Responsibilities

Tree inventory: Shreves will talk with Lena Tucker about the inventory and how to do it so that it can be updated.

Smith created the Master Tree List, but says it needs to be updated. She will work with the committee to do that.

Wally asked if duty #5 was actually a beautification committee item and not park and tree committee. Bob Dalton has talked with the beautification committee about getting more involved with the park and tree committee to work together on beautification projects.

Smith addressed the promotion of public knowledge through the Arbor Day celebration and through the Harvest Festival.

Shreves asked how the Park and Tree Committee recommend recreation programming. Nancy Patton stated that right now there are movies and music in the park. Currently there is a lack of staff and staff time to head up a recreation program. Conversations with potential partners need to be had in order to move forward. Partners could include the Chamber of Commerce, the Boys and Girls Club, and LBCC. Dalton feels that the Chamber should be more involved in working on this. Shreves would like to see adult sports leagues, etc. Patton asked Councilor Trask if there was funding to add another staff person to head this program. Trask said he would talk to City Manager Towry. The group agrees that there needs to be at least a volunteer to take the lead to get this started. Right now it will have to be someone from the park and tree committee or a volunteer from one of the partnerships.

Round Table Discussions (Committee comments about topics not listed on the agenda)

Patton asked about the Adopt-A-Park program. Clegg informed the committee that the program is on hold until the program can be reworked. It is not working how it is currently set up. Unfortunately, due to other workload, this has not been on the top of the priority list to work on but it is on the list to get done. As soon as Clegg has the time and can have internal meetings with staff to discuss the program she will report back to the committee.

Patton informed the committee that there is a man and a girl riding a motorcycle through Ashbrook Park. They were advised to call the police if they see it again.

Concerns about water running onto Main Street at Clover Park were expressed. Springman informed the committee that there is a natural spring that seeps through the rocks so the majority of the water comes from that when the ground is saturated. There was a small amount of water running on the ground from the sprinklers, but public works has fixed that.

Chairperson Shreves confirmed that there is still an open position on the committee. He would like the committee members to try to recruit to fill that spot so that they have a full committee.

Smith reported that she had gone out to look at some cottonwoods that came in as a code enforcement complaint. She wants to know what the follow-up is. Since there is a dispute, the land-owner wants the city to follow-up. She would like to see a city ordinance banning cottonwoods. Alice explained that it has been the history to send out a tree committee member to evaluate hazard trees, etc., but some situations can be uncomfortable. Clegg will follow up with the code enforcement officer and report back.

Councilor Trask would really like to emphasize that the committee starts working on their project priorities to present to city council. It needs to be at the top of the committees action items list.

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 Community and Economic Development Office at (541) 367-8113.

The Sweet Home Park and Tree Committee welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Committee may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

If you have questions, please contact the Community and Economic Development Department at 1140 12th Ave, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

SHMC 1.10 CITY COMMITTEES

§ 2.10.050 POWERS AND DUTIES.

- A. Park and Tree Committee. The powers and duties of the Park And Tree Committee shall be as follows:
1. To conduct an inventory of existing street trees, including historical trees and public properties in need of beautification and plantings and present a written report to the City Council of its findings;
 2. To develop and recommend to the City Council, for its adoption, a master list of trees suitable for planting within the city. The list shall be reviewed annually, a copy of which shall be kept on file in the office of the City Recorder for public information;
 3. To develop and recommend to the City Council, for its adoption, ordinances and policies for the planting, care, maintenance, replacement and protection of trees throughout the city;
 4. To act in an advisory capacity to the Planning Commission with respect to landscape design, suitable plantings, protection of natural vegetation and street tree requirements;
 5. To submit recommendations to the City Council regarding the beautification of public properties and rights-of-way;
 6. To promote public knowledge and acceptance of the value of tree planting and maintenance programs and requirements;
 7. To develop a capital development program for each fiscal year, to include acquisition of new land and/or development of existing property for parks and other recreation areas;
 8. To recommend recreation programing needs to be produced by the city;
 9. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and
 10. To preform additional duties and studies as may be required from time to time by the City Council.
 11. To meet a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of the next year's capital and recreation programs.
- B. Public and Traffic Safety Committee. The duties and powers of the Public And Traffic Safety Committee shall be as follows:
1. To work closely with the state's Traffic Safety Committee and seek whatever assistance as would benefit the city. The Committee shall engage in a traffic safety program within the city to ensure public traffic safety awareness.
 2. To review all requests to establish or alter traffic controls and parking controls and all traffic safety problems coming to the attention of the Committee. The Committee shall be empowered to make recommendations to the City Council for corrective action.
 3. To review all public safety matters that are referred to it by the City Council.

(Ord. 1263, § 1, 2017)



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 November 30 – Hood River
 December 5 – Manzanita
 December 6 – Waldport
 December 12 – Monroe
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December 13 – Bandon
 December 13 – Klamath Falls
 December 14 – Grants Pass
 January 10 – Sisters
 January 18 – Baker City
 January 23 – Salem

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