

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

June 11, 2019, 6:30 p.m.
Sweet Home Police Department, 1950 Main Street
Sweet Home, OR 97386

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

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

C. Consent Agenda:

- a) Approval of Minutes: May 28, 2019 City Council Meeting (pg. 3-7)

D. Recognition of Visitors and Hearing of Petitions:

- a) Sweet Home Chamber of Commerce
- b) US Census Kirstin Stein – Update Report

E. Old Business:

F. New Business:

- a) Request for Council Action – Internal Service Funds Resolution No. 18 for 2019 (pg. 8-11)
- b) Request for Council Action – Audit Service Contract (pg.12-20)
- c) Request for Council Action – Library Fee Waiver for Children and Teens (pg. 21-22)
- d) Request for Council Action – Timber Service Contract (pg. 23-36)

G. Ordinance Bills

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

H. Reports of Committees:

Administrative & Finance/Property	Goble
Park and Tree Committee	Trask

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

MISSION STATEMENT

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Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Council of Governments	Gerson
Area Commission on Transportation	Trask
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley
Legislative Committee	Gerson

I. Reports of City Officials:

- a) Mayor’s Report
- b) City Manager’s Report
- c) Department Director’s Reports: (1st Meeting of the Month)
 - i. Library Services Director
 - (1) Library Report (pg.37)
 - (2) Patron Statistics March-May 2019 (pg. 38)
 - (3) Circulation Statistics by Item March-May 2019 (pg. 39)
 - ii. Community and Economic Development Director
 - (1) Monthly Report June 2019 (pg. 40-41)
 - (2) Planning Commission Draft Minutes 04-15-19 (pg. 42-47)
 - iii. Public Works Director
 - (1) Monthly Report June 2019 (pg. 48-50)
- d) Department Director’s Reports: (2nd Meeting of the Month)
 - i. Finance Director
 - ii. Police Chief
 - iii. City Attorney’s Report

J. Council Business for Good of the Order:

K. Adjournment

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SWEET HOME CITY COUNCIL
MEETING MINUTES

May 28, 2019

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

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

Visitors Registered to Speak: Caroline Cummings, Corey Wright, Matt and Brandy Jordan, and Liza Newcomb.

Media: Scott Swanson, The New Era

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

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

Items on the consent agenda are as follows:
Approval of Minutes: April 29, 2019 Executive Session
May 14, 2019 City Council

Recognition of Visitors & Hearing of Petition:

Recognition of Budget Committee Chairman Dave Holley: Mayor Mahler recognized Dave Holley for his years of services as Chairman of the Sweet Home Budget Committee.

Old Business:

Memorandum of Understanding between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative. Corey Wright and Carolyn Cummings representing RAIN presented to the Council information on their entrepreneur outreach offering assistance with connections to people, programs, physical assets and capitol.

The Memorandum of Understanding (MOU) between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative agrees that Sweet Home will provide \$7,124.76 to support a Rural Venture Catalysts.

Motion to Approve the MOU between Regional Accelerator and Innovation Network and the Linn-Benton Collaborative (Gourley/Trask)

Roll Call Vote:

Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Nash	Aye
Councilor Trask	Aye
Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	No

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

New Business:

Proclamation: Older American's Month – May 2019 Mayor Mahler read the proclamation for Older American's Month.

Public Hearing: 2019 Community Development Block Grant from the Oregon Business Development Department for the Linn County Housing Rehabilitation Partnership Program. The Public Hearing for the Community Development Block Grant from the Oregon Business Development Department for the Linn County Housing Rehabilitation Partnership Program was opened at 6:55pm. Mayor Mahler read the Public Hearing Disclosure Statement. Mayor Mahler asked the following of the Council: Personal Bias, Exparte Information and Conflict of Interest. There was none.

Liza Newcomb read the Public Meeting Notice in its entirety. Public Comment was opened. Dave Holley was concerned about the financial administration of the grants. Liza Newcomb explained that Willamette Neighborhood Housing Service would administer the grant funds and have had no findings in their audits.

There were no additional comments.
The Public Hearing was closed at 7:01pm.

Public Hearing: A Public Hearing to Consider Water Rates for the City of Sweet Home. The Public Hearing to Consider Water Rates for the City of Sweet Home was opened at 7:02pm. Mayor Mahler read the Public Hearing Disclosure Statement. Mayor Mahler asked the following of the Council: Personal Bias, Exparte Information and Conflict of Interest. There was none.

Finance Director Brandon Neish presented three options for Water Rates for the Council to consider.

Brandy and Matt Jordon spoke concerning Bulk Water Rates and how the rate increase has hurt their business making it hard to service customers in Sweet Home.

Ray Towry referred to a letter submitted by the School District regarding Bulk Water Rates.

There were no additional comments.
The Public Hearing was closed at 7:20pm.

Public Hearing: A Public Hearing to Consider Storm Utility Fees for the City of Sweet Home. The Public Hearing to Consider Storm Utility Fees for the City of Sweet Home was opened at 7:21pm. Mayor Mahler read the Public Hearing Disclosure Statement. Mayor Mahler asked the following of the Council: Personal Bias, Exparte Information and Conflict of Interest. There was none.

Finance Director Brandon Neish presented information on Storm Utility Fees.
There were no comments.
The Public Hearing was closed at 7:26pm.

Request for Council Action – Resolution No. 11 for 2019 - A Resolution Adopting a 2019-2020 Budget, Making Appropriations and Levying Taxes.

Motion to Approve Resolution No. 11 for 2019 – A Resolution Adopting a 2019-2020 Budget, Making Appropriations and Levying Taxes. (Trask/Gourley).

Roll Call Vote:

Mayor Mahler	Aye
Councilor Nash	No
Councilor Trask	Aye
Councilor Coleman	Aye
Councilor Gerson	No
Councilor Goble	Aye
Councilor Gourley	No

Motion passed with 4 Ayes (Trask, Coleman, Mahler, Goble), 3 Opposed (Nash, Gourley, Gerson) and 0 Absent.

Councilor Gerson read a prepared statement.

Request for Council Action – Resolution No. 12 for 2019 A Resolution Certifying Four or More Services in Order to Receive State Revenues.

Motion to Approve Resolution No. 12 for 2019 – A Resolution Certifying Four or More Services in Order to Receive State Revenues (Gerson/Gourley). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Resolution No. 13 for 2019 A Resolution Declaring the City’s Election to Receive State Revenues.

Motion to Approve Resolution No. 13 for 2019 – A Resolution Declaring the City’s Election to Receive State Revenues (Gerson/Coleman). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

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

Council heard testimony during the Public Hearing regarding comparable Bulk Utility Rates. Council asked to review the information prior to making a decision on Water Utility Rates.

Motion to Table Resolution No. 14 for 2019 – A Resolution regarding Water Utility Rates until June 11th (Gourley/Gerson). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Resolution No. 15 for 2019 - Storm Utility Fees

Motion to Table Resolution No. 15 for 2019 – A Resolution regarding Storm Utility Fees until June 11th (Trask/Gourley). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action – Resolution No. 16 for 2019 – Amendments to the 2019 Personnel Policies

The Request for Council Action was presented. There was discussion on the language regarding Salary Studies and suggested to remove reference to private employers and replace with public entities.

Motion to Approve Resolution No. 16 for 2019 – Amendments to the 2019 Personnel Policies (as amended) (Coleman/Gourley). Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Request for Council Action –
Resolution No. 17 for 2019 –
Amendments to the Youth Advisory
Council Bylaws

**Motion to Approve Resolution No. 17 for 2019 –
Amendments to the Youth Advisory Council Bylaws
(Gerson/Coleman). Motion passed with 7 Ayes, 0 Opposed
and 0 Absent.**

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

None

Second Reading:

None

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

None

Reports of Committees:

Administration & Finance/
Property Committee

No Report

Park & Tree Commission

No Report

Youth Advisory Council

Councilor Gourley reported the YAC will be holding a meet and greet as part of a recruitment effort.

Chamber of Commerce

No Report

Council of Governments (COG)

Councilor Gerson referred to her written report in the packet.

Area Commission on Transportation

No Report

Solid Waste Advisory Council
(SWAC)

Councilor Goble reported the next meeting is scheduled for the 1st week in June.

Ad Hoc Committee on Health

Councilor Gourley reported the committee has met to discuss goals. Councilor Gourley asked the Council Goals to be updated on the City website.

Legislative Committee

No Report

Reports of City officials
Mayor's Report

Mayor Mahler reported attending the Memorial Day Ceremony honoring Veterans at Gilliland Cemetery.

City Manager's Report

No Report

Department Directors Reports

Written reports were submitted by the following Departments: Finance and Police Departments.
Chief Jeff Lynn reported on a recent homicide and thanked OSP Crime Lab and the Linn County Major Crimes Team for their assistance.
Finance Director Neish presented the Quarterly Projection Report stating that revenues were up in most departments. A Supplemental Budget will be presented for the Wastewater Fund

due to a 45K overage charge from Jacobs. The Special Events Fund had expenses that exceeded the Budget but did not exceed revenues. The Special Events Fund will also require a Supplemental Budget.

FD Neish reported that Materials and Services and Capital in the Streets Fund were reduced 700k and projects have been moved to another fiscal year.

City Attorney

No Report.

Council Business for Good of the Order:

Councilor Goble requested information regarding cost savings from I&I reductions. PWD Springman stated the data is being collected but won't be available for review until the end of the quarter.

Adjournment:

With no further business the meeting adjourned at 8:05pm.

The foregoing is a true copy of the proceedings of the City Council at the May 28, 2019 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: June 11, 2019	TITLE: Establishing an Internal Service Fund	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION
SUBMITTED BY: B. Neish, Finance Director	ATTACHMENTS: Resolution No. 18 for 2019	<input type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager	ORS 294.343	<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: ORS 294.343	TOWARD COUNCIL GOAL: 2.5: Continue to implement financial “best” practices	

PURPOSE OF THIS RCA:

To establish an Internal Service Fund in accordance with Oregon Revised Statutes Chapter 294 Section 343 following the adoption of the City budget.

BACKGROUND/CONTEXT:

During an Administration, Finance & Property Committee of the City Council meeting on February 15, 2019, City staff introduced the Internal Service Fund as a budgeting tool and recommended the fund be included in the budget process. The proposed fund would separate those government expenses which were required for the operation of the government (non-discretionary) and those that the Council and citizens could truly appropriate to any program (discretionary funding). Reimbursements to fund these internal services would be paid by the major city funds representing all the City departments. Staff also highlighted that this practice is considered by the Government Finance Officers’ Association as a “best practice” which was established by the City Council as a goal for the current year.

On April 4th, 2019, City Manager Ray Towry presented the Budget Message to the Budget Committee which stated, in part, “this budget proposes to create an Internal Service Fund that would contain the central services of the government organization.” The Internal Service Fund and the funding formula that would feed this fund were discussed by the Budget Committee during three public meetings. Ultimately, the Budget Committee voted to revise the funding formula (on the advice from City staff) and approved both the creation of an Internal Service Fund and the amended budget including the Internal Service Fund upon separate motions. The Budget Committee took public comment into consideration at three separate meetings and passed both motions unanimously.

After a public hearing on May 14th, the City Council met on May 28, 2019 and voted to adopt the Approved 2019-2020 Operating Budget which included the new fund and the funding formula. With the budget adopted and the provisions for the new fund in place, ORS 294.343 now requires that the fund and the reimbursements into the fund be solidified in Resolution.

THE CHALLENGE/PROBLEM:

Does the City Council wish to be compliant with State law, ORS 294.343?

STAKEHOLDERS:

- State of Oregon – State law requires a resolution that establishes an Internal Service Fund should the City decide to include one in its accounting.

- City of Sweet Home citizens – Citizens want to know that the City is operating efficiently and within legal confines. Additionally, citizens paying taxes and fees want to know those funds are being spent appropriately. The Internal Service Fund will separate discretionary and non-discretionary funding increasing transparency in government spending and accounting.
- City of Sweet Home City Council – The City Council is required annually to adopt an operating budget by June 30 to ensure operations for another fiscal year. Resolution No. 16 ensures that the budget that was recently adopted can be adhered to. Additionally, the Internal Service Fund will give the Council a chance to see what is truly discretionary and give Council the ability to further define the direction of the community through budget adoption.

ISSUES & FINANCIAL IMPACTS:

If the Internal Service Fund resolution is not adopted, the budget will need to be reopened and reviewed as the expenses placed in the Internal Service Fund would need to be moved. This will likely impact the receiving fund by an amount greater than 10% resulting in the need for a second public hearing on a revised budget and adoption before the June 30 deadline.

ELEMENTS OF A STABLE SOLUTION:

Comply with ORS 294.343 in establishing the Internal Service Fund approved by the City's Budget Committee and adopted by the City Council.

OPTIONS:

1. Do Nothing. Under state law, this is not a recommended option.
2. Move to approve Resolution No. 16 for 2019.
3. Request that staff pursue other budget options and return to Council with additional proposals. The Council could direct City staff to review alternate options that do not include the creation of an internal service fund but would likely result in a secondary budget process.

RECOMMENDATION:

Staff recommends option 2, Move to approve Resolution No. 16 for 2019. The Resolution Establishing an Internal Service Fund ensures compliance with state law and mirrors the budget that was recently adopted by the City Council.

294.343 Internal service funds. (1) A municipal corporation may establish by ordinance or resolution one or more internal service funds. The ordinance or resolution creating the fund shall set forth in detail the following:

(a) The appropriation or appropriations to be charged in order to provide the initial money for financing the fund;

(b) The object or purpose of the fund;

(c) The methods for controlling of expenditures and encumbering of such funds; and

(d) The sources from which the fund shall be replenished.

(2) No person shall expend or encumber or authorize expenditure or encumbrance from funds created in accordance with subsection (1) of this section in excess of the balance of that fund, or for a purpose for which there is no appropriation or source of reimbursement authorized at that time.

(3) The anticipated expenditure for the ensuing year or ensuing budget period from an internal service fund created in accordance with subsection (1) of this section shall be budgeted as any other fund in accordance with ORS 294.305 to 294.565, appropriations shall be made for each internal service fund in accordance with ORS 294.456 and expenditures from the internal service fund shall be regulated thereby.

(4) Notwithstanding the limitations in ORS 294.305 to 294.565 applicable to increasing the appropriations of funds during the current year or current budget period, the governing body may increase appropriations of the internal service funds by ordinance or resolution.

(5) The charges for services shall be computed to cover all costs for such services and the charges shall be periodically revised to eliminate any element of profit or loss. [Formerly 294.470]

Resolution No. 18 for 2019

A RESOLUTION ESTABLISHING AN INTERNALSERVICE FUND.

WHEREAS, Oregon Revised Statutes Chapter 294 Section 343, hereafter ORS 294.343, subsection (1) states that a municipal corporation may establish by ordinance or resolution one or more internal service funds; and,

WHEREAS, ORS 294.343 subsection (3) states that the anticipated expenditure for the ensuring year or ensuring budget period from an internal service fund created in accordance with subsection (1) of this section shall be budgeted as any other fund in accordance with ORS 294.305; and,

WHEREAS, the City Council adopted Resolution No. 11 for 2019, Adopting a Budget for 2019-2020, Making Appropriations and Levying Taxes during the May 28, 2019 Council meeting as required by ORS 294.456; and,

WHEREAS, ORS 294.343 subsection (3) further states that appropriations shall be made for each internal service fund in accordance with ORS 294.456 and expenditures from the internal service fund shall be regulated thereby; and,

WHEREAS, ORS 294.343 subsection (5) states that charges for services shall be computed to cover all costs for such services and the charges shall be periodically revised to eliminate any element of profit or loss.

NOW, THEREFORE, BE IT RESOLVED BY THE SWEET HOME CITY COUNCIL that an Internal Service Fund is hereby established in the City of Sweet Home. Fund 290, Internal Service Fund, shall contain the expenditures of the central services of the government including, but not limited to the expenditures of the Finance Department, the City Manager's Office and the City Council.

Furthermore, the Internal Service Fund shall house the expenditures of the City Attorney, the Communications team, the costs associated with the City website, financial auditing services and the costs associated with the codification of City ordinances. The Internal Service Fund shall also consist of the salaries and benefits of the Public Works administrative team which shall ONLY be reimbursed by Public Works divisions.

Expenditures in the fund shall be offset by revenues earned from all public franchise fees excluding only those received from power companies doing business in Sweet Home. Expenditures shall be authorized by the Finance Director and approved by two of the following individuals: the City Manager, the Mayor and the Finance Director.

The Internal Service Fund shall be replenished quarterly by each of the major City funds. These funds include the General Fund, the Public Safety Levy fund, the Library Services fund, the Water Fund, the Wastewater Fund and the State Gas Tax Fund.

PASSED by the City Council and approved by the Mayor this 11th day of June, 2019.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: June 11, 2019	TITLE: 2018-19 Audit Contract	TYPE OF ACTION:
SUBMITTED BY: B. Neish, Finance Director	ATTACHMENTS: GMS Contract	<input type="checkbox"/> RESOLUTION
REVIEWED BY: R. Towry, City Manager		<input checked="" type="checkbox"/> MOTION
		<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: SH Finance Policy, Section IX ORS 297.425	TOWARD COUNCIL GOAL: 2.4: Develop transparency in all communication	

PURPOSE OF THIS RCA:

To enter into contract with Grove, Mueller & Swank, P.C. for an amount not to exceed \$30,000 for audit services for the 2018-2019 fiscal year as required by state law.

BACKGROUND/CONTEXT:

The City has contracted with Grove, Mueller & Swank for auditing services since 2001. The contract to audit the City’s 2017-2018 fiscal year was \$27,000. As stated in the contract, Grove, Mueller & Swank have agreed to audit the City’s 2018-2019 records and perform the necessary testing required under state law and according to Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). Upon completion of the audit, the Auditors will deliver to the City a report outlining the qualitative aspects of the City’s significant accounting practices, any difficulties encountered during the audit, disagreements with Management (the City), significant issues arising from the audit and additional items.

THE CHALLENGE/PROBLEM:

Should City Council enter into a contract to continue auditing services with Grove, Mueller & Swank, P.C.?

STAKEHOLDERS:

- State of Oregon – State law requires annual audits of municipalities by a third-party auditor.
- City of Sweet Home citizens – Citizens want to know that the City is operating efficiently and within legal confines. Additionally, citizens paying taxes and fees want to know those funds are being spent appropriately. The audit ensures transparency of the City’s financial processes and records.
- City of Sweet Home City Council – Council is ultimately responsible for the overall direction of the city government which includes financial records. Audits ensure those records are in good standing and highlight potential areas for change or growth.
- City of Sweet Home staff – The audit highlights how staff spent money during the year and recommends changes to processes and procedures designed to protect from misuse of government funds. The audit also demonstrates whether departments worked within their budgets for the fiscal year.

ISSUES & FINANCIAL IMPACTS:

\$36,000 has been budgeted for auditing services in the 2019-2020 operating budget.

ELEMENTS OF A STABLE SOLUTION:

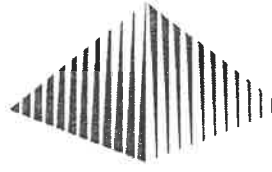
Continue to comply with state law which necessitates an annual audit to be completed for the fiscal year ending June 30, 2019.

OPTIONS:

1. Do Nothing. Under state law, this is not a viable option.
2. Move to approve the contract with Grove, Mueller & Swank, P.C.
3. Direct staff to find another auditing service. The Council could direct the Finance Department to complete a Request for Proposals for auditing services that would better fit the needs of the community and the Council.

RECOMMENDATION:

Staff recommends option 2, Move to approve the contract with Grove, Mueller & Swank, P.C. GMS has been auditing the City's financials for many years and is familiar with our practices and financial records. City staff and the Council have been pleased with past work completed by GMS and the auditors have always been frank and honest with the City related to its financial health and reports. Additionally, while possible to find another audit service, the time required to locate and sign another firm could put the City in jeopardy of not completing its audit requirements timely. Should the Council so wish to find another firm, staff would recommend approving the current contract and direct staff to begin the search for another firm to audit the 2019-2020 financials.



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

May 28, 2019

City Council
City of Sweet Home
1140 12th Avenue
Sweet Home, Oregon 97386

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sweet Home, Oregon (the City), as of June 30, 2019 and for the year then ended, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP) require that certain required supplementary information such as management's discussion and analysis (MD&A) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Individual fund budgetary schedules for the general fund and major special revenue funds. Due to Oregon law, this RSI will receive an "in-relation-to" opinion.
- 3) Schedule of the City's Proportionate Share of the Net Pension Liability (Asset) - Oregon Public Employees Retirement System.
- 4) Schedule of the City's Contributions - Oregon Public Employees Retirement System.
- 5) Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios – Implicit Rate Subsidy.
- 6) Schedule of the City's Proportionate Share of the Net OPEB Liability (Asset) – Oregon Public Employees Retirement System Retiree Health Insurance Account.
- 7) Schedule of the City's Contributions – Oregon Public Employees Retirement System Retiree Health Insurance Account.

Supplementary information other than RSI will accompany the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining fund statements.
- 2) Individual fund budgetary schedules other than general fund and major special revenue funds.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory section.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and in accordance with the Minimum Standards for Audits of Oregon Municipal Corporations. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we may request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the Minimum Standards for Audits of Oregon Municipal Corporations.

In making our risk assessments, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the City's basic financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to

form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We also will issue a written report on compliance with Minimum Standards for Audits of Oregon Municipal Corporations upon completion of our audit.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- 1) For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- 3) To provide us with:
 - a) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - b) Additional information that we may request from management for the purpose of the audit; and
 - c) Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
- 4) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the City's auditor;
- 5) For identifying and ensuring that the City complies with the laws and regulations applicable to its activities;
- 6) For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;

- 7) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- 8) For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- 9) For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Katherine Wilson, CPA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Grove, Mueller & Swank P.C.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that Grove, Mueller & Swank, PC's independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will not exceed \$30,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

The audit documentation for this engagement is the property of Grove, Mueller & Swank P.C. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the State

of Oregon or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to them by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank P.C.'s personnel. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit findings for guidance prior to destroying the audit documentation.

At the conclusion of our audit engagement, we will communicate to City Council the following significant findings from the audit:

- 1) Our view about the qualitative aspects of the City's significant accounting practices;
- 2) Significant difficulties, if any, encountered during the audit;
- 3) Uncorrected misstatements, other than those we believe are trivial, if any;
- 4) Disagreements with management, if any;
- 5) Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- 6) Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- 7) Representations we requested from management;
- 8) Management's consultations with other accountants, if any; and
- 9) Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Sweet Home, Oregon.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

CITY OF SWEET HOME
CONTRACT FOR SERVICES

THIS CONTRACT, made this 28th day of May, 2019, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and the City of Sweet Home, Oregon provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the year beginning July 1, 2018, and ending June 30, 2019, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.


Grove, Mueller & Swank, P.C. agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Grove, Mueller & Swank, P.C. are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Grove, Mueller & Swank, P.C. concerning such additional services.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract (unless agreed to by both parties). Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the City of Sweet Home hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 28, 2019, and the City hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.


Katherine R. Wilson, CPA
Grove, Mueller & Swank, P.C.

Ray Towry, City Manager
City of Sweet Home

5/28/19

Date

Date



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: June 11, 2019	TITLE: Library Fines and Fees	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION
SUBMITTED BY: R. Peda, Library Services Director	ATTACHMENTS:	<input checked="" type="checkbox"/> MOTION
REVIEWED BY: R. Towry, City Manager		<input type="checkbox"/> OTHER
RELEVANT CODE/POLICY: 1. Resolution #7 for 2019 Fee Schedule 2. Library Policy Manual – Library Cards, Material Loans	TOWARD COUNCIL GOAL: #2 Be an Effective and Efficient Government.	

PURPOSE OF THIS RCA:

To encourage children and teens to read during the summer, and to eliminate barriers of access to books, we are asking the City Council to eliminate fines on materials for children and teens, and eliminate the fee for the nonresident library card for out-of-city residents.

BACKGROUND/CONTEXT:

Summer is an important time for children and teens to continue reading and improving their language skills. If a child doesn't read over the summer months, they may be in danger of "summer slide" which is a marked decline in their reading ability upon return to school.

Numerous studies indicate that children who don't read or read infrequently during their summer vacation see their reading abilities stagnate or decline. This effect becomes more pronounced as students get older and advance through the school system. The situation for economically disadvantaged children is especially grim. If students from low-income families don't read over the summer, they are much more likely to fall behind their more privileged peers, widening the "achievement gap".

While Library staff encourages families to avail themselves of the books at the public library, fines and nonresident library card fees do just the opposite. The threat of accumulating fines on overdue materials and fees associated with getting an out-of-city library card are keeping low-income families away from the library, or from checking items out to take home. Whether the intended function of library fines is to encourage the prompt return of materials, to supplement the library budget, or to teach patron's responsibility, fines on children's materials can negatively affect the borrowing habits of members in our community who need the library the most.

How do we get books in the hands of children during the summer?

Barrier #1

The Sweet Home School District encompasses a broader area and a section of the community not in the City's taxing district for the Library's levy. The families outside of the taxing district pay a nonresident fee for the household to get a library card. During the school year, these families have access to books through the school libraries. During the summer, access to books comes from the public library. The Library Advisory Board recommends eliminating the

fee for nonresident cards for children and teens during the summer to eliminate barriers of access to books.

Barrier #2

The fines on materials checked out by children and teens is yet another barrier of access. The Library Advisory Board recommends eliminating the fines on these materials during the summer.

THE CHALLENGE/PROBLEM:

How do we keep children and teens reading during the summer and eliminate barriers of access to books?

STAKEHOLDERS:

- City of Sweet Home Residents. Residents pay property taxes for the library through a levy. The library works with the money they invest to operate the public library at a level of services they determine.
- Sweet Home City Council Members. Council members are the voice of the citizens they serve and represent. Each member of this group is interested in providing the best service possible.
- The Library Advisory Board. Appointed members of the community whose role is to make recommendations to the City Council about rules and policies for the efficient and effective operation of the library, its services and programs.
- Nonresident Families. While this group is not represented by City Council members, decisions made on this issue will impact them and their children.
- Sweet Home School District -Continued partnership with the Sweet Home School District to serve Sweet Home students.
- Sweet Home Boys and Girls Club -Continued partnership with the Sweet Home Boys and Girls Club to serve Sweet Home children.

ISSUES & FINANCIAL IMPACTS:

The Library believes the financial impact on the library's budget will be minimal but the impact on the community and the children will be immeasurable.

ELEMENTS OF A STABLE SOLUTION:

An ideal outcome would be the elimination of barriers to children reading throughout the summer.

OPTIONS:

1. Do Nothing. Leave the fines on all children and teen materials and charge the nonresident fee for out-of-city library cards.
2. Eliminate the fines on children's and teen's materials and the nonresident fee for out of city library cards for the summer months.
3. Eliminate the fines on children's and teen's materials only for the summer.
4. Eliminate the nonresident fee for out-of-city library cards for nonresidents for the summer.

RECOMMENDATION:

Staff recommends option 2, Motion to eliminate the fines on children's and teen's materials and the nonresident fee for out of city library cards for the summer months.



REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA:	TITLE:	TYPE OF ACTION:
June 11, 2019	Contract for Timber Consulting Services	— RESOLUTION
SUBMITTED BY:	ATTACHMENTS:	✓ MOTION
T. Rice, Engineering Tech G. Springman, PWD	Cascade Timber Consulting Proposal for Timber Consulting Services	— OTHER
REVIEWED BY:	TOWARD COUNCIL GOAL:	
R. Towry	3.2 Look for methods to improve community safety, Police, Community Design, etc.	
RELEVANT CODE/POLICY:		
Sweet Home Purchasing Policy SHMC 12.16 Public Trees, Shrubs and Bushes		

PURPOSE OF THIS RCA:

Staff is requesting Council to approve Timber Consulting Services for trees on City property and right-of-way.

BACKGROUND/CONTEXT:

The City owns 387 acres of park and facility properties, much of which has standing timber, and 45 centerline miles of right-of-way (44 miles improved streets and 1 mile of unimproved right-of-way). There is a need to improve the management of City-owned trees to improve public safety. Strong winter storms in recent years have caused several trees and large branches to fall which have damaged both City property and private property, including vehicles and structures. Several more trees have been identified as potentially hazardous. Staff also wish to efficiently recover revenue from salable timber when trees are removed, but the logging and sale of timber is outside our realm of expertise. To address this need, staff would like to procure a timber consultant to assist the City with all aspects of timber management, logging, and timber sale on City properties and right-of-way.

By retaining a timber consultant, the City can proactively identify and mitigate hazardous trees, thus improving public safety and reducing insurance claims. The City will also improve its ability to get the best price for its timber. The proposed duration of a new contract is 1 year with the option to extend another 3 years, for a total of 4 years possible.

April 9, 2019, City Council approved to solicit proposals for the City’s Timber Consultant. City staff posted the RFP for several weeks, where staff received 1 proposal from Cascade Timber Consultants. Cascade Timber Consultants’ proposal specifies a rate/fee of 2.5% of the gross timber proceeds for marketing the logs.

THE CHALLENGE/PROBLEM:

How do we work with stakeholders to maintain city operations and public safety at the voter’s expected level of service within budget restraints and being fiscally responsible?

STAKEHOLDERS:

- City Residents. Residents are the customers who deserve good service with the highest return on their tax and fees investment we can provide, and who trust the City to maintain their infrastructure systems at a high level of service. Residents adjacent to City parks have recently suffered property damage due to falling trees.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. Staff expertise lies with public improvement construction and maintenance. We do not have enough knowledge of the timber industry to get the best prices for logging contracts and timber sales when hazardous trees are mitigated.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.

ISSUES & FINANCIAL IMPACTS:

1. Public Works Budget – The City conducted negotiations with Cascade Timber Consultants, the contract rate of 2.5% of the gross timber proceeds for marketing the logs. There is money budgeted to pay for professional services in the Public Works budget. The consultant will assist the City with the sale of timber to recover the maximum amount of revenue feasible.
2. General Fund – Proactive mitigation of hazardous trees will reduce the costs associated with insurance claims.

ELEMENTS OF A STABLE SOLUTION:

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

OPTIONS:

1. Do Nothing. Management of the City's timber will continue to be reactive. Complaints of hazardous trees will continue to be evaluated by staff and/or the Tree Commission upon receipt. We will not have a comprehensive method to identify and mitigate hazards. We will remain uncertain about the best methods for logging and sale.
2. Make a Motion to enter into a contract with Cascade Timber Consulting for timber consulting services. Make a motion to approve Cascade Timber Consultant's proposal for timber consulting services for City property and right-of-ways.
3. Review the Timber Consulting Services proposal and suggest revisions. Request staff to re-negotiate proposal for timber consulting services, or additional services.

RECOMMENDATION:

Staff recommends Option 2, Make a Motion to enter into a contract with Cascade Timber Consulting for timber consulting services. By retaining a timber consultant, the City will gain professional expertise needed to proactively identify and mitigate City-owned timber issues, improve public safety, and efficiently navigate the timber sale process when trees are removed to get the best prices on logging and timber sale.



CITY OF SWEET HOME, OREGON

**REQUEST FOR PROPOSALS
TIMBER CONSULTING SERVICES**

Closes 3:00 pm, May 10, 2019

REQUEST FOR PROPOSALS TIMBER CONSULTING SERVICES

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Sweet Home (City) is soliciting proposals for Timber Consulting Services at City park and facilities properties as an independent contractor (Contractor) to the City. Services sought include, but are not necessarily limited to the items listed in Article I.D of this RFP. Work shall be provided to City on an as-needed basis, as authorized by the City Manager or the City Manager's designee. The City will consider proposals from firms as well as individuals.

B. BACKGROUND

The City of Sweet Home is an Oregon municipal corporation with city limits covering approximately 6 square miles. The population of the City is approximately 9,225. The City is located in Linn County, 25 miles east of I-5, and is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a City Manager form of government. The City has an annual expenditure budget of over \$14.3 million with revenue from a variety of sources. The funding is derived primarily from property tax support, fees, grants and contracts.

The City owns several parcels of real property in various locations throughout the City which serve as public parks and municipal facilities, illustrated on attached Figure 1. The City desires to improve the management of City-owned trees to improve public safety and protect facilities.

The City desires to engage the services of a timber consultant to advise on timber issues pertaining to public safety, timber health, selective and/or clear cut timbering of certain areas, and to provide all necessary services associated with the timbering, as further described herein.

Through the Public Works Department the City owns and manages:

- A. Parks system (13 owned, 14 managed, 336 acres).
- B. Facilities (18 locations, 51 acres)
- C. City right-of-way (44 centerline miles improved streets; 1 centerline mile unimproved right-of-way)

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

- | | |
|-----------------------------------|------------------------------|
| • RFP Advertised | April 10, 2019 |
| • <u>Proposal Due Date</u> | 3:00 pm, May 10, 2019 |
| • Selection Committee Evaluation | Week of May 13 – 17, 2019 |
| • Interviews (if needed) | Week of May 20 – 24, 2019 |
| • Contract Approval | June 11, 2019 |
| • Commencement of Contract | June 12, 2019 |

D. SCOPE OF SERVICES

- Cruise timber on City properties and right-of-way to determine timber conditions and health, and to identify potential safety hazards.
- Identify and/or mark property lines as needed to determine ownership of trees near City property lines, upon request.
- Recommend and oversee mitigation actions, particularly regarding the protection of public safety and property.
- Advise the City on, and manage, stand improvement projects such as thinning, noxious weed control, and hazardous tree removal.
- Advise the City in the determination of which areas of City property should be selectively and/or clearcut timbered. Sale boundary marking for total harvest (clearcut) areas.
- Selectively (single-tree and group selection method) mark, tally, and identify those trees on City property which currently should, in accordance with the established principles of forestry silviculture, be removed from the timber stand.
- City and Contractor will work together to determine the trees to be marked, to determine avenues of access for removal of the marked timber, as well as the appropriate time of year to permit harvesting. City shall make the final determination (with Contractor's advice) as to trees to be marked and proposed harvest.
- Conduct an inventory and appraisal of timber on City property upon request. Provide the City a copy of the appraisal prior to soliciting bids.
- Develop and prepare a bid package for the sale of the timber and assist City staff with all matters related to timber harvesting and the timber sale process.
- Furnish supervision in an advisory capacity during the performance of the contract between the County and the timber buyer(s), and to make inspections of the sale area during operations to help the City ensure the contract is performed in a good workmanlike manner, including proper protection of roads and structures and/or the cutting and removal of the timber in compliance with applicable Federal and State laws and regulations.
- Advise the City of local mill specifications and local timber markets.
- Make recommendations to City staff for improving the long term health of the timber. Include replanting or naturally regenerating new growth to replace trees that were harvested, as necessary.
- Consult with State and Federal agencies having jurisdictional authority over the project as needed.
- All services shall be rendered in a competent, timely and professional manner in accordance with the best interests of the City and the highest standards of the forestry profession in Oregon.

The Contractor reports directly to the Public Works Director or designee. Inquiries from the general public and/or press are outside the purview of the Contractor. Any and all inquiries for the Contractor's time shall be channeled through the Public Works Director or designee, who must authorize such request prior to the Contractor taking any action.

The Contractor may be directed to undertake specific projects for the City that have a finite scope of work, or for any other reason the City wishes to assign the work on a task-basis to the

Contractor. For such projects, the Contractor shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide five (5) hard copies and one (1) digital copy in .PDF format of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Sweet Home Timber Consulting Services Proposal". Proposals shall be submitted by **3:00 p.m. on May 10, 2019** to:

Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted in writing to:

Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386
Email: gspringman@sweethomeor.gov

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) cancel the procurement or reject any or all proposals in accordance with ORS 279B.100; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

D. PROTESTS

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.

E. PROPOSAL CONTENTS

Proposals shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications as per Article III.A of this RFP.
 - The City is interested in professionals with experience serving governmental entities and especially projects comparable in size and nature to the City of Sweet Home.
- Any relevant credentials held, such as Certified Arborist, Association of Consulting Foresters, Society of American Foresters, or similar, or equivalent combination of education and experience.
- Description of proposer's expertise in the following areas:
 - Planning and managing timber removal projects in City park environments
 - Timber health and safety analysis
 - Timber harvest planning and oversight
 - Timber sale cruising and timber marking
 - Timber sale inspection and security
 - Timber sale boundary marking
 - Seedling survival and stocking counts
 - Forest inventory/timber stand mapping
 - Locating/marketing of existing property lines
 - Oregon public contracting law
- Explanation of proposer's workload capacity and level of experience commensurate with the level of service required by the City.
- Explanation of proposer's facilities and availability of support staff.
- Certificate of Insurance of: \$2 million per occurrence/\$2 million aggregate comprehensive general liability insurance; and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance.
- A list of at least three references for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
- The proposer's fee schedule.
 - The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals.
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- A discussion of proposer's use of local resources.

F. PUBLIC RECORDS

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279B.060(6). Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to

maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

G. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- At least three (3) projects of similar natures specified in this Scope of Work.
- Ability to provide the timber consulting work needed by the City to the standards required by the City, and in conformance with Oregon public contracting law.
- Has the financial resources for the performance of the desired services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Timber Consulting Services Contract.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

	Maximum Points
1) Contractor's qualifications, expertise and relevant experience.	(35)
2) Assignment of competent, qualified staff that can provide service in a timely manner.	(20)
3) Price for services.	(15)
4) Familiarity with the City and City locale.	(10)
5) References.	(10)
Maximum Total Points	100

C. SELECTION

The City will negotiate with the highest-ranked proposer under ORS 279B.060(3)(d).

The evaluation committee will consist of 3 members. Each member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its

evaluation process, the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Contractor's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP. Upon completion of negotiations with the selected candidate, the evaluation committee shall provide the contract to City Council with a recommendation to execute the contract.

It is the desire of the City to have a new timber services contract in place no later than June 12, 2019.

D. CONTRACT

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a proposer's agreement with the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Sweet Home will enter into a one (1) year agreement, which thereafter may be extended upon written consent of both parties for additional three (3) year terms.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations. This solicitation is not an implied contract and may be modified or revoked without notice.

**The City of Sweet Home is an Equal Opportunity/Affirmative Action Employer.
Women, Minorities and Disabled Persons are encouraged to apply.**

**THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE
MODIFIED OR REVOKED WITHOUT NOTICE.**

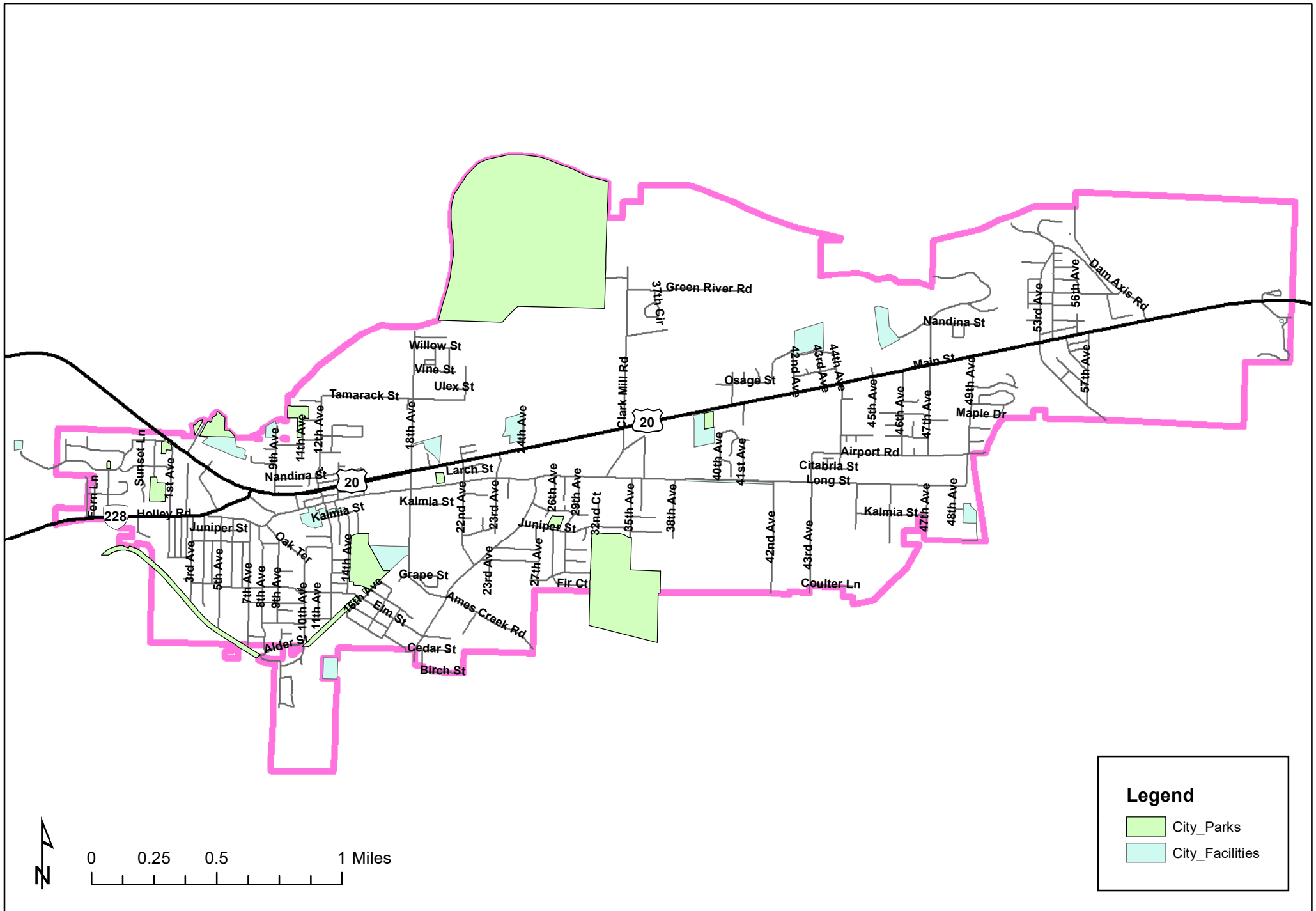


Figure 1 - City of Sweet Home parks and facilities properties Council Packet 06-11-19 pg. 32

CASCADE



Timber Consulting, Inc.

3210 HWY. 20

P.O. BOX 446

SWEET HOME, OREGON 97386

June 3, 2019

Telephone 367-2111

Area 541

Fax# 367-2117

MILTON I. MORAN, JR., Director
President

RICK JONES, Director
Surveying & Easements

BILL MARSHALL, Director
Silviculture

GAYLE GIDDINGS, Director
Office Management

BRIAN MURRAY, CF, Director
Presale

City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386

Dear Council,

Our firm Cascade Timber Consulting, Inc. (CTC) recently submitted an RFP for forestry consulting services for the city. You have asked for costs that will be associated with future projects.

As you can imagine, costs vary greatly due to task, scale, and difficulty. All jobs for CTC are originally evaluated by a forester. The job is then layed out in field, i.e. boundaries flagged, trees marked, utilities located, etc. Once the initial field work is completed, a contractor suitable to the task is chosen by CTC. The contractor submits the costs to CTC. A written contract between CTC and the City of Sweet Home as well as a contract between CTC and the operator will be reviewed and signed before the job is started.

For timber harvest situations, the contract will state the cost per thousand board feet to fell, log, and haul to each mill destination. Items such as road construction, road reconstruction, slash piling, burning fees, and administrative fees will be addressed individually as appropriate. CTC hourly rates will be applied for services such as layout and clerical work. CTC will charge 2.5% of the gross timber proceeds for marketing the logs.

Hourly or per acre rates will be applied for other activities such as:

- invasive weed control
- planting
- tree service work
- surveying
- precommercial thinning
- management plan writing
- timber cruising

- **GIS mapping**

A contract for these services will also be in place.

Cascade Timber Consulting, Inc. strives to bring excellence in forestry, and in this case to our city. We are committed to doing business with integrity and look forward to future projects that will benefit Sweet Home. Please let me know if I can help answer any question that you may have.

A handwritten signature in cursive script that reads "Brian Murray".

Brian Murray
Forester, CF
Cascade Timber Consulting, Inc.

CASCADE



Timber Consulting, Inc.

MILTON I. MORAN, JR
President

BILL MARSHALL, Director
Silviculture

RICK JONES, PLS, Director
Surveying & Easements

GAYLE GIDDINGS, Director
Office Management

BRIAN MURRAY, CF, Director
Sale Planning & Inventory

Telephone 367-2111
Area 541

Fax# 367-2117

3210 HWY. 20

P.O. BOX 446

SWEET HOME, OREGON 97386

May 8, 2019

City of Sweet Home,

Cascade Timber Consulting, Inc. (CTC), proposes our firm to be named as an independent contractor for the city of Sweet Home for the professional service and expertise in Timber Consulting, as it relates to Sweet Home's parks and facilities properties.

Our firm is dedicated to healthy forests, renewable timber products, sustainable harvest, clean water, and wildlife. CTC is a proud business that actively volunteers in the beautiful community of Sweet Home. We manage over 145,000 acres surrounding Sweet Home. Our sustainably managed forests are certified under the American Tree Farm System. We have 6 foresters that are active members of the Society of American Foresters.

CTC has decades of expertise in the following areas:

- Management planning
- Timber removal projects (recently Sankey Park)
- Safety – always a top priority
- Timbersale cruising and valuation
- Sale administration – ensuring that the products are merchandized appropriately and delivered to the correct mill
- Harvest boundary layout
- Seedling survival surveys
- Forest Inventory & timber stand mapping – utilizing ArcMap
- Licensed land surveyors for locating property lines

Upon request, CTC can provide a certificate of insurance as described in Section E. of the RFP Timber Consulting proposal.

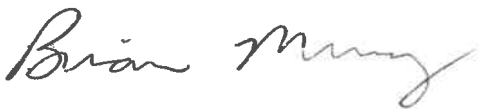
CTC has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.

Our firm is able to draw from many local subcontractors and experts to accomplish the task. CTC periodically using the Oregon State University Forestry Extension service for disease related issues.

Authorized person to represent the proposer in negotiating and signing any agreement which may result from this proposal:

Milton Moran, Jr., president

Thank you for considering Cascade Timber Consulting, Inc. as a timber consultant for the City of Sweet Home.



Brian Murray
Forester, CF
Cascade Timber Consulting, Inc.



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

Sweet Home Public Library

May happenings at the Library!

Statistics

Patrons checked out 3228 items.

Patrons placed 127 items on hold.

Staff issued 24 new library cards to patrons and 7 nonresident cards.

461 individuals signed on to use the computers in the library and printed 1,015 pages.

Resource sharing savings was \$2,631.25 for the month of May.

Events

We offered 10 baby, toddler and preschool storytimes with 82 children and 50 parents in attendance.

We received a \$5,000 grant from the Ford Family Foundation towards the Library Needs Assessment. We received \$250.00 from the Sweet Home Rotary to purchase give-away books when children sign up for the Summer Reading Program.

Summer Reading Programs – A Universe of Stories

Kickoff Program with Rhys Thomas Jugglemania will be Saturday, June 15

Sankey Park at 11am / Northside Park at 1pm and Wiley Creek Park at 3pm. This program was made possible by a grant from the Oregon Community Foundation

Programs are at the Boys and Girls Club and begin at 10am

June 26 Science Tellers / Aliens Escape from Earth

July 3 Museum of Natural & Cultural History / Our Place in Space

July 10 Eugene Science Center / A Universe of Science

July 17 Mad Science / Explore the Science of Space

July 24 Curt Carlyle / The Curt Show

August 7 Traveling Lantern / My Mother the Astronaut

August 13* OMSI

Elementary-school aged children earn a pass to attend by reading and attending programs

The OMSI Foundation gave us a \$500 discount on this program.

These programs are funded by grants from the Ready to Read Grant, Linn County Cultural Coalition Grant and the Friends of the Sweet Home Public Library.

Forest Fire Prevention posters were hung in the Library for parents, siblings and patrons to view.

Respectfully submitted,
Rose Peda, Library Services Director
June 2019

Statistics for March		Statistics for April		Statistics for May	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	301	OPAC Logins	287	OPAC Logins	278
SIP2 Logins	447	SIP2 Logins	389	SIP2 Logins	439
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	3508	Checkouts	3473	Checkouts	3228
Renewals by Staff	567	Renewals by Staff	532	Renewals by Staff	526
Renewals by OPAC	309	Renewals by OPAC	257	Renewals by OPAC	248
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	149	Holds by Staff	150	Holds by Staff	125
Holds by OPAC	159	Holds by OPAC	150	Holds by OPAC	127
ACTIVE PATRONS	2412	ACTIVE PATRONS	2404	ACTIVE PATRONS	2383
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	54	Resident	26	Resident	24
NonResident	9	NonResident	8	NonResident	7
ITEM COUNTS	35860	ITEM COUNTS	35868	ITEM COUNTS	35868
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	487	Logins this month	443	Logins this month	461
Pages printed	1064	Pages printed	1217	Pages printed	1015

Resource Sharing Savings \$3,277.84

Resource Sharing Savings \$3,277.84

Resource Sharing Savings \$2,631.25

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2019	March	April	May
Auto Manuals	0	0	0
Books on CD	166	148	139
Children's Board Books	99	76	62
Children's Easy Readers	249	189	279
Children's Fiction	326	293	277
Children's Graphic Novels	88	137	115
Children's NonFiction	255	251	182
Children's Picture Books	440	455	495
Children's Ready to Read	88	47	77
Children's 100 Books	60	63	33
Children's VOX Books	139	95	97
DVDs	708	763	698
Fiction	352	366	319
Magazines	40	43	29
Music CD	39	59	37
Mystery	245	266	192
New Fiction	211	213	205
New NonFiction	98	61	56
New Mystery	127	124	128
New Science Fiction	8	6	6
NonFiction	270	286	262
Northwest	12	17	23
Paperback General	21	15	5
Paperback Mystery	23	28	32
Paperback Romance	54	38	34
Paperback Westerns	17	6	14
Paperback Science Fiction	14	10	7
Science Fiction / Fantasy	31	26	24
Teen Fiction	124	87	102
Teen Graphic Novel	42	33	31
Teen NonFiction	5	2	3
Westerns	24	48	31
Ukuleles	9	11	8
TOTALS	4384	4262	4002

MEMORANDUM



TO: City Council
 Ray Towry, City Manager
 Interested Parties

FROM: Joe Graybill, Interim Community and Economic Dev. Dir.

DATE: June 11, 2019

SUBJECT: Community and Economic Development Department Report for May 2019

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

1. BUILDING

- Summary of Building Program Permits Issued.

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	2
Residential Manufactured Dwellings	2
Residential Structural	3
Residential Mechanical Permits	12
Residential Plumbing	4
Residential Demolition	1
Commercial Mechanical	3
Commercial Structural	6
Commercial Plumbing	2
Commercial Demolition	0
Commercial Site Development	0
Total Permits	35
Value Estimate of All Permits	\$12,024,901.15
Fees Collected	\$122,495.40

2. PLANNING

- Summary of Planning Division Permits Issued.

Permit Type	Number of Permits
Conditional Use Permits	0
Variance	0
Partition	1
Property Line Adjustments	0

- The Department is currently working on updates to the Sweet Home Municipal Code (SHMC), Planning Commission procedures, and updating and improving Land Use Applications with OCWCOG staff (Dana Nichols). We are also working on a short term amendment group of code updates, A comprehensive code update is being readied for staff and peer review, which would be presented to the Planning Commission and public review process.

- There are 3 applications in the queue for June.
- Oregon Cascades West Council of Government (OCWCOG) personnel are now working with the Planning Office with office hours on Mondays, and in Planning Commission.

3. ECONOMIC DEVELOPMENT

- Discussion continues the concept of establishing an innovation hub that is modeled after the Corvallis Foundry (www.corvallisfoundry.com), as a public workspace to hold business networking, resource and training events.
- Work on a property partition and right-of-way width change for 24th Ave is progressing. This is part of a comprehensive 24th Avenue Corridor Improvement Project.
- Preliminary work on the 18th Ave & Willow St Neighborhood Water LID (Proposed) is making progress with property and deed listings, cost estimates, and ownership.

4. CODE ENFORCEMENT

Summary of Actions.

CE currently has 153 +2 Citizen Portal open cases. Safeway carts returned: 32, Violations Resolved: 66.

Enforcement Type	Number of Cases
Animal	7
Clear Vision	1
Illegal dumping, Illegal parking.	1, 3.
Open Storage	15
Graffiti,	1
Living in a RV	7
Public Nuisance	3
Tall Grass & Weeds	104.
Public R.O.W.	9
Investigating, Notice Issued.	43, 19
New Complaint, New Violation, Violation Not Noted.	4, 18, 3

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

5. PARKS

- Presentation to the Oregon Parks and Recreation Department (OPRD) on June 20 for the Sankey Park Improvements Grant Application.

6. OTHER PROJECTS

- Progress meeting with ODOT Scoping Team on the Foster Sidewalk Project with engineering planned for later this year.
- Consultation with ODOT improvements at 22nd Ave & Main St. is ongoing, multiple options are on the table, including lighting, location, median refuge, RRFB pedestrian lights, etc.
- The property line adjustment for the east property line at the NCH should be resolved in June.
- An Art in the Right-of-Way ODOT permit will be required at some point for the recent sculpture placed near the East Linn Museum property.



CITY OF SWEET HOME PLANNING COMMISSION MEETING MINUTES

April 15, 2019, 6:30 p.m.
City Hall Annex, 1140 12th Avenue
Sweet Home, OR 97386

Call to Order and Pledge of Allegiance

Roll Call of Commissioners:

Lance Gatchell (Chair); Henry Wolthuis (Vice Chair); Eva Jurney; Greg Stephens; Thomas Herb, Greg Korn

Staff: Angela Clegg (Associate Planner), Dana Nichols (COG Planner), Joe Graybill (City Engineer)

Public Comment. This is an opportunity for members of the public to address the Planning Commission on topics that are not listed on the agenda.

No public Comments

Review and Approval of Minutes: January 28, 2019, February 4, 2019

Comments Include: Commissioner Jurney made corrections to the minutes before the meeting. The Commissioners voted to accept Commissioner Jurney's edits.

Commissioner Herb moved to approve the January 28, 2019 Planning Commission Meeting Minutes with the corrections done by Commissioner Jurney.

Commissioner Jurney seconded the motion to approve the January 28, 2019 Meeting Minutes.

Commissioner Jurney moved to approve the February 4, 2019 Planning Commission Meeting Minutes with the corrections done by Commissioner Jurney.

Commissioner Stephens seconded the motion to approve the February 2019 Meeting Minutes.

Public Hearing Note: Public Hearing for Applications CU19-01, CU19-02, CU19-03, and CU19-04 were opened at the same time.

Public Hearing. File CU19-01. The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 1. A partition and variance of the lot was approved on August 6, 2018 through applications P18-04 and VR18-05. The subject property contains 8,215 square feet, not including the flag pole, and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:36 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

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.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Wolthius: Favors the application. Recommended 1 driveway.

Chair Gatchell: Recommended 1 paved driveway.

Commissioner Stephens: Recommended 1 driveway.

Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU-19-02. The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 2. A partition and variance of the lot was approved on August 6, 2018 through applications P18-04 and VR18-05. The subject property contains 8,315 square feet and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:37 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

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.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Wolthius: Favors the application. Recommended 1 driveway.

Chair Gatchell: Recommended 1 pave driveway.

Commissioner Stephens: Recommended 1 driveway

Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-03 The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 1. A partition and variance of the lot was approved on March 18, 2019 through applications P19-01 and VR19-01. The subject property contains 8,978 square feet and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:37 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

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.

Personal Bias: None

Conflict of Interest: None

Experte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.

Commissioner Wolthius: Favors the application. Recommended 1 driveway.
Chair Gatchell: Recommended 1 pave driveway.
Commissioner Stephens: Recommended 1 driveway
Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at 1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-04 The applicant is requesting a Conditional Use Permit to develop a duplex on Parcel 2. A partition and variance of the lot was approved on March 18, 2019 through applications P19-01 and VR19-01. The subject property contains 8,759 square feet, not including the flag pole, and is in the Residential Low-Density (R-1) Zone.

PUBLIC HEARING OPENED AT 6:38 PM

Chair Gatchell read the description of the application and the Planning Commission proceeding process rules and regulations.

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.

Personal Bias: None

Conflict of Interest: None

Exparte Information: None

Staff: Clegg briefly discussed the application. Nichols explained that the Sweet Home Municipal Code states that *joint driveway access is encouraged*. The city's Transportation System Plan provides additional guidance for access-ways and design specifications.

Applicant: Was not present for the hearing

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

Rebuttal: None

PUBLIC HEARING CLOSED AT 7:15 PM

Planning Commission discussed the application.

Commissioner Journey: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Wolthius: Favors the application. Recommended 1 driveway.
Chair Gatchell: Recommended 1 pave driveway.
Commissioner Stephens: Recommended 1 driveway
Commissioner Herb: Recommended 1 driveway and would prefer the duplexes face each other.
Commissioner Korn: Ok either way. Encourages 1 driveway.

Commissioner Journey moved to approve application CU19-01, including the Conditions of Approval listed in Section V of the Staff Report, and thereby permit the Conditional Use proposed at

1280 44th Avenue; adopting the Findings of Fact listed in Section III of the Staff Report, the setting of a 21-day appeal period from the date of the mailing of the Notice of Decision, and hereby direct staff to prepare an Order to be signed by the Chair to memorialize this decision.

Commissioner Korn seconded the motion to approve the application.

Public Hearing. File CU19-05 & VR19-02 This application has been withdrawn.

Staff Update on Planning Projects: No Updates

Meeting Adjourned at 7:39 PM

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.

Persons interested in commenting on these issues should submit testimony in writing to the Community and Economic Development Department Office located in City Hall prior to the hearing or attend the meeting and give testimony verbally. Persons who wish to testify will be given the opportunity to do so by the Chair of the Commission at the Planning Commission meeting. Such testimony should address the zoning ordinance criteria which are applicable to the request. The Sweet Home Planning Commission 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 Commission may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

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

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

Planning Commission Process and Procedure for Public Hearings

- Open each Hearing individually
- Review Hearing Procedure (SHMC 17.12.130)
- Hearing Disclosure Statement (ORS 197.763)
 - At the commencement of a hearing under a comprehensive plan or land use regulation, a statement shall be made to those in attendance that:
READ: "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."
- Declarations by the Commission:

- Personal Bias - Prejudice or prejudgment of the facts to such a degree that an official is incapable of making an objective decision based on the merits of the case.
- Conflict of Interest - Does any member of the Commission or their immediate family have any financial or other interests in the application that has to be disclosed.
- Ex Parte Information - The Planning Commission is bound to base their decision on information received in the Public Hearing and what is presented in testimony. If a member of the Planning Commission has talked with an applicant or has information from outside the Public Hearing it needs to be shared at that time so that everyone in the audience has an opportunity to be aware of it and the rest of the Planning Commission is aware of it. In that way it can be rebutted and can be discussed openly.
- Staff Report
 - Review of application
 - Discussion of relative Criteria that must be used
 - During this presentation the members of the Planning Commission may ask questions of the staff to clarify the application or any part of the Zoning Ordinance or the applicable information.
- Testimony
 - Applicant's Testimony
 - Proponents' Testimony
 - Testimony from those wishing to speak in favor of the application
 - Opponents' Testimony
 - Testimony from those wishing to speak in opposition of the application
 - Neutral Testimony
 - Testimony from those that are neither in favor nor in opposition of the application.
 - Rebuttal
- Close Public Hearing
- Discussion and Decision among Planning Commissioners
 - Motion
 - Approval
 - Denial
 - Approval with Conditions
 - Continue
- If there is an objection to a decision it can be appealed to the City Council. The Planning Commission shall set the number of days for the appeal period. At the time the City Council goes through the Public Hearing Process all over again.
 - Recommendation made by Planning Commission—City Council makes final decision.
 - If you have a question, please wait until appropriate time and then direct your questions to the Planning Commission. Please speak one at a time so the recorder knows who is speaking.

MEMORANDUM



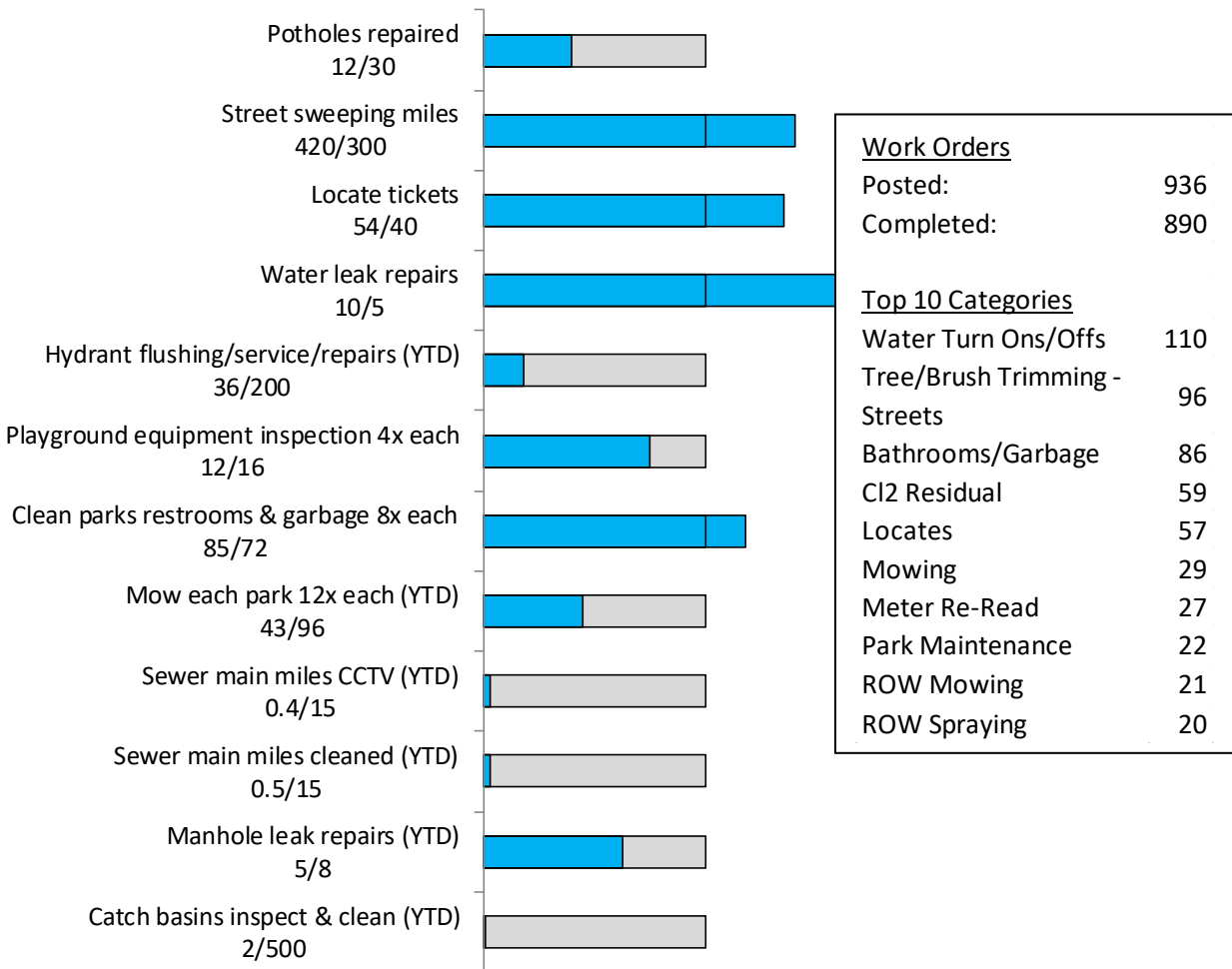
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: June 4, 2019
 SUBJECT: Public Works Activities Report/May 2019

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

Key Performance Indicators (KPI's) Dashboard

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

May 2019



Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Murraysmith completed the 20% Schematic Design and submitted to Council on March 12, 2019. Public Hearings on March 26, 2019, and April 9, 2019. Staff will present to Council proposal for final design in June, 2019.

City Curb Painting

Scope: Improve curb visibility, identifying restricted parking areas.

Status: Staff pressure cleaned all curbs in May, 2019. Annual curb painting to begin June, 2019.

Water Leak Detection Project

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

Status: American Leak Detection has completed their review of the City's water distribution system. PW staff has begun to schedule and make repairs on the identified water leaks. Approximately 60 repairs have been completed by PW staff to date. Staff will calculate water loss quarterly. Staff investigating new leak detection equipment to purchase.

Timber Consultant Selection

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

Status: Staff developed RFP to select consultant. The selection process is closed, and staff is currently selecting the Timber Consultant.

City Engineer of Record Selection

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

Status: Staff developed RFP to select consultant. The selection process is closed, and staff is currently selecting the Engineer of Record.

Sankey Park Restroom Installation

Scope: Install new restroom facility in Sankey Park.

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

Parks Irrigation System Improvements

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

Status: Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair. Project will resume in Summer 2019.

2018 Overlay Project

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

Status: Project on hold.

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. Additional street repair work will be added to the project, then re-bid the project.

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.



May 23, 2019

Ray Towry
City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

Re: Changes to Premier Package

Dear Ray Towry,

Dear Franchise Administrator:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that as of July 17, 2019, customers who subscribe to the Premier Package will receive Hitz, a new service that will include more than 200 movie titles selected from a variety of top studios. As of that date, Cinemax will no longer be available with the Premier Package. For more information about this change, please visit <http://xfinity.com/hitz>. We are notifying customers who subscribe to the Premier Package of these changes.

Cinemax will still be available to purchase separately. Customers who currently subscribe to Cinemax outside of the Premier Package will continue to receive the channel. For those customers, we note that as of July 10, 2019, More Max, Action Max, Thriller Max, 5Star Max, MovieMax, OuterMax, and Cinemáx, where carried, will only be available on channels 1822-1835. We are notifying customers who currently subscribe to these channels through bill messages.

Feel free to contact me at (503) 605-6015 if you have any questions.

Sincerely,

Kirk Nord
Director, Government & Regulatory Affairs