

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

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

WIFI Passcode:
guestwifi

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

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Briana
Councilor Coleman
Councilor Gerson
Councilor Goble

Councilor Gourley
Mayor Mahler
Councilor Trask

C. Consent Agenda:

- a) Approval of Minutes: January 23, 2018 (pg. 3-6)

D. Recognition of Visitors and Hearing of Petitions

- a) **Proclamations:** City of Sweet Home – Medal of Honor City (pg. 7-10)
City of Sweet Home – 125th Anniversary (pg. 11)
- b) Volunteer Emergency Management Coordinator – Tommy Mull (pg. 12-13)

E. Old Business:

- a) 9th Avenue Property Discussion (pg. 14-15)

F. New Business:

- a) Request for Council Action – OLCC License Request for Midway Market Inc. (pg. 16-23)
- b) Request for Council Action – OLCC License Request for Downtown Lounge (pg. 24-30)
- c) Request for Council Action – Community Grants Awards (pg. 31-54)
- d) Request for Council Action – Grape Street Waterline Project (pg. 55-115)

G. Introduction, First and Second Reading of Ordinance Bills

- a) INTRODUCTION
- b) FIRST READING

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

MISSION STATEMENT

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

c) SECOND READING

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

I. Resolutions

J. Reports of Committees:

Admin. & Finance/Property(Minutes 01-17-18 & 01-26-18 pg. 116-117)	Goble
Public Safety/Traffic Safety	Coleman
Public Works	Mahler
Park and Tree Committee (Minutes 1-17-18 pg. 118-120)	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Coleman
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

K. Reports of City Officials:

- a) Mayor’s Report
- b) City Manager’s Report
 - i. S|EA Timeline (pg. 121-123)
- c) Department Director’s Reports:
 - i. Finance Director
 - (1) January 2018 Finance Staff Report (pg. 124)
 - (2) January 2018 Checks by Date (pg. 125-128)
 - ii. Library Services Director
 - (1) Library Advisory Board Minutes 01-11-18 (pg. 129)
 - iii. Community and Economic Development Director
 - (1) CEDD Monthly Report (pg. 130-131)
 - iv. Police Chief
 - v. Public Works Director
 - (1) Monthly Engineer Report (pg. 132-133)
 - vi. City Attorney’s Report

L. Adjournment

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

SWEET HOME CITY COUNCIL
MEETING MINUTES

January 23, 2018

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

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

Visitors Registered to Speak: None

Media: None

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

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

Items on the consent agenda are as follows:
Approval of Minutes: January 9, 2018

Recognition of Visitors & Hearing of Petition

Old Business: None

New Business:

Request for Council Action
Appointment to the YAC – Anna Coleman & Sicily Neuschwander

Motion to appoint Anna Coleman and Sicily Neuschwander to the Youth Advisory Council to an At Large Grades 7-12 position with a term to expire June 30, 2018 (Gourley/Gerson) 7 Ayes, 0 Opposed.

Request for Council Action –
Appointment to Park and Tree Committee– Bob Dalton

Motion to appoint Bob Dalton to the Park and Tree Committee with a term to expire December 31, 2021 (Gourley/Coleman) 7 Ayes, 0 Opposed

Introduction, First and Second Reading of Ordinance Bills:

Introduction: None

First Reading: None

Second Reading: None

Third and Final Reading of Ordinance Bills: None

Resolutions:

Resolution No. 3 for 2018 – A Resolution to Set Copy, Research, and Miscellaneous Service Fees
Motion to Adopt Resolution No. 3 for 2018 – A Resolution to Set Copy, Research, and Miscellaneous Service Fees (Goble/Gerson) 7 Ayes, 0 Opposed. This Resolution becomes effective immediately.

Resolution No. 4 for 2018 – A Resolution Concerning Street Closures and Restrictions
Motion to Adopt Resolution No. 4 for 2018 –A Resolution Concerning Street Closures and Restrictions (Gerson/Briana) 7 Ayes, 0 Opposed

Committee Reports:

Administration & Finance/
Property Committee None

Public/Traffic Safety None

Public Works None

City Boards/Committees:

Chamber of Commerce
Bill Matthews
Executive Director
Chamber of Commerce
Bill Matthews announced the Chamber Banquet scheduled for March 24, 2018. The theme for the Banquet will be Christmas All Year Round in conjunction with the Capitol Christmas Tree.

Fire District None

Park & Tree Commission Councilor Trask referred to the minutes in the packet.

Y.A.C. None

Ad Hoc Committee
Community Healthcare None

Regional Boards/Committees:

Area Commission on
Transportation (ACT) Councilor Coleman announced that she will not be able to attend the next meeting on Thursday. Mayor Mahler stated he will consider an alternate for that committee.

COG None

Solid Waste Advisory
Council (SWAC) None

Mayor's Report

Mayor Mahler announced the Willamette National Forest has been chosen to supply the national Christmas Tree for the Capitol. Other activities have been planned including ornament making parties and a parade on November 10, 2018.

City Manager's Report

City Manager Ray Towry reported on the following:

Executive Team Retreat - planned for the first week of February. The Training will be provided by Bullard Law.

Council Training - date was set for February 24, 2018.

S|EA - Thursday, January 25, 2018 they will view the facility with a structural engineer. Timelines and dates will be provided and will include opportunity for input.

Council Rules – A draft for Council is almost complete.

9th Avenue Property - the Council asked that the item be added to the Agenda of the next meeting for discussion.

Smart Meters – information was provided, citizens are able to opt out of the meter upgrade, and the Council opted not to pursue the issue. City Attorney Robert Snyder added that Pacific Power will not pass on private information gained from the meters. The meters comply with FCC rules and the PUC has no concerns. City Attorney Snyder added that about 50% of households are already equipped with the smart meters.

Capitol Christmas Tree – work has begun identifying stakeholders to coordinate efforts. This opportunity may have an effect on the upcoming budget.

Retirement Party for Pat Gray – Friday, January 26, 2018 from 4pm to 6pm.

Department Directors Reports:

Finance Director

Finance Director Neish presented the quarterly budget status and announced all funds are in the black, the Wastewater Fund currently has a positive balance. Retiring Finance Director Pat Gray added that the enterprise fund is on an account receivable system. FD Gray also announced the 2017 Annual Report for the Finance Department is on the City website.

Library Director

Library Services Director Peda invited everyone to a magic show on Tuesday, February 13th at 4pm. The act includes a balloon artist and escape artist.

Community and Economic Development Director

CEDD Sorte announced the Small Business Development Center (SBDC) will have a "Going into Business" class at Key Bank this on February 20th as part of the Small Business Management Program.

The Planning Commission held a Work Session on Code Updates. The progress will be updated on the website to keep everyone informed and allow for comments.

CEDD Sorte reported on a free service that the Planning Department offers to review applications called a "Pre-Application Review". The motto of the department is to "help people out the best they can under the rules they have" and considers staff as problem solvers.

Police Chief

Chief Lynn referred to the packet which included year end statistic for the Police Department. Chief Lynn reported the department will begin public education pushes starting with information on preventing theft from unsecured vehicles.

Public Works

Public Works Director Greg Springman referred to the proposal that he will be seeking to approve in an upcoming meeting. PWD Springman announced an upcoming Work Session on February 13, 2018 to present the proposal and Murray Smith will be available for questions. PWD Springman explained that they are using the approach to use as much of the existing facility as they can to be more cost effective.

City Attorney

PWD Springman reported on a large water leak at Hwy 228 and 4th Avenue. The repair should be completed by January 24, 2018.

None

Mayor Mahler added that this meeting will be the last Council meeting for Finance Director Pat Gray. Mayor Maler read highlights of accomplishments from Pat's 26 years of service to the City of Sweet Home. Mayor Mahler thanked Pat for her service and stated she will be greatly missed.

Mayor Mahler presented Pat with a marble plaque from the National Governor's Finance Officers Association for recognition of the City's Budget presentation.

Adjournment:

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

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

Mayor

ATTEST:

City Manager – Ex Officio City Recorder



PROCLAMATION
City of Sweet Home, Oregon
“Medal of Honor City”

- WHEREAS, the Medal of Honor is our nation’s highest award for valor presented to a member of our nation’s Armed Forces for acting with conspicuous gallantry and intrepidity above and beyond the call of duty during combat with an enemy of the United States and at the risk of death to oneself while saving others; and
- WHEREAS, Oregon has been home to 26 Medal of Honor recipients from the U.S. Army, U.S Army Air Forces, U.S. Navy and U.S. Marine Corps who served in eight wars in ten countries during a period of 108 years beginning with the Civil War and ending with the Vietnam War; and
- WHEREAS, during the 79th Legislative Assembly at the request of Bend Heroes Foundation, the Oregon Legislature and Governor Kate Brown designated all 451 miles of U.S. Highway 20 in Oregon as the “**Oregon Medal of Honor Highway**” (House Bill 2100) and 12 cities to which the 26 Medal of Honor recipients are connected as “**Medal of Honor Cities or Communities**” (HCR 1); and
- WHEREAS, the Bend Heroes Foundation’s “**Oregon Medal of Honor Highway/Cities**” initiative with the Oregon Legislature and Governor Kate Brown resulted in the first of its kind tributes to Medal of Honor recipients in our nation; and
- WHEREAS, the 451 mile border to border **Oregon Medal of Honor Highway** along U.S. Highway 20 passes through Sweet Home where two **Oregon Medal of Honor Highway** signs were funded by Cascade Timber Consulting, Inc., Murphy Company, Sweet Home Timber, Radiator Supply House, Inc. and Oregon Trail Chapter 72 of the Korean War Veterans Association; and
- WHEREAS, the City of Sweet Home deeply appreciates the service and sacrifice of our nation’s Medal of Honor recipients and the positive roles they have played in their communities across Oregon and our nation for over 156 years.

NOW THEREFORE IT IS RESOLVED THAT the City Council of the City of Sweet Home, Oregon hereby proclaims Sweet Home a “**Medal of Honor City**”.

PROCLAIMED this 13th day of February 2018.

Mayor Greg Mahler

ATTEST:

City Manager - Ex Officio City Recorder

BEND HEROES FOUNDATION

OREGON MEDAL OF HONOR HIGHWAY & CITIES FACT SHEET



On July 14, 2016, the nonprofit Bend Heroes Foundation requested the Oregon legislature to honor Oregon's 26 Medal of Honor recipients with a border to border "**Oregon Medal of Honor Highway**" on US Highway 20 and 12 cities designated as "**Medal of Honor City/Community**". The honors will be accomplished by 12 signs installed by Oregon Department of Transportation (ODOT) along the 451 mile US 20 highway between Newport, OR and the OR/ID border near Nyssa, OR. Bend Heroes Foundation will install markers at each Medal of Honor City or Community. This project will be funded by donations to Bend Heroes Foundation.

Bend Heroes Foundation drafted and requested the legislation which became House Bill 2100 (**Oregon Medal of Honor Highway**) and House Concurrent Resolution 1 (**Medal of Honor Community/City**). Chief Sponsors of the legislation are Representative John Huffman, Representative Gene Whisnant, Representative Mike McLane, Senator Tim Knopp and Senator Betsy Johnson. Both measures were passed by unanimous vote by the Oregon House and Senate on June 5 and May 31 respectively. Governor Kate Brown signed HB 2100 into law on June 20 and again in a ceremonial setting in Bend on October 20. The new highway law became effective on October 8.

The Medal of Honor Highway and City/Community signage project honors 26 recipients connected with Oregon (home of record, residence after receiving the Medal of Honor or burial) and who received the Medal of Honor, our nation's highest award for military valor during combat in 8 wars in 10 countries over 108 years from the Civil War to the Vietnam War. The legislation includes honoring future Medal of Honor recipients connected with Oregon.

To earn the Medal of Honor the recipient had to act with conspicuous gallantry and intrepidity above and beyond the call of duty during combat and at the risk of one's life while saving others. More than half of the nation's recipients from WWI to the present lost their lives during their act of unselfish heroism.

This project compliments the "**Oregon Medal of Honor Exhibit**" created by the Foundation at Evergreen Air & Space Museum in McMinnville and the 5 veterans' memorial highways signs project across Oregon also managed by Bend Heroes Foundation.

The 451 mile "**Oregon Medal of Honor Highway**" on US Highway 20 begins at Newport, Oregon, crosses 6 counties and ends at the Oregon/Idaho border at Nyssa, Oregon (attached map). It also intersects the 5 other Veterans highways on US 101, I-5, US 97, US 395 and I-84. We believe the "**Oregon Medal of Honor Highway**" and the "**Medal of Honor City/Community**" project is another first of a kind honor to veterans in our nation.

At 3,365 miles in length, US Highway 20 is the longest highway in our nation – begins in Newport, OR crosses 12 states and ends in Boston, MA. Fifty seven (57) percent of all 3,500 Medal of Honor awards made since 1862 (155 years ago) are accredited to those 12 states.

At least 12 states have created Medal of Honor highways, bridges etc. named for individual recipients. None honor all of a state's recipients and are border to border in length. It is hoped that Oregon's initiative will result in more Medal of Honor Highways and Cities in other states, especially on US Highway 20.

The 12 Medal of Honor Cities are: Agness, Bend, Corvallis, Eugene, Hood River, Jordan Valley, Medford, Oakridge, Portland, Richland, Salem and The Dalles. All are incorporated except Agness (Community). Attached is a list of the 26 Oregon Medal of Honor recipients, their military service, wars and cities.

At 97 years young on October 26, WWII Army Medal of Honor recipient Mr. Robert D. "Bob" Maxwell of Bend is the "most senior" of the 71 (4 WWII and 67 post WWII) Medal of Honor recipients of all wars living in our nation today. Bob is a Director of Bend Heroes Foundation and treasured advisor for this unique project.

Prominent "**Oregon Medal of Honor Highway**" highway signs (see below) will be funded by Bend Heroes Foundation and installed by ODOT along US 20. Medal of Honor historic markers will also be funded by the Foundation and installed by ODOT at selected rest areas and turnouts along US 20 displaying the 3 Medal of Honor medals (Army, Navy/Marines/Coast Guard and Air Force), criteria for receiving the Medal of Honor award, names of all 26 recipients and their wars. A quick response (QR) code on the ADA accessible markers will allow viewers to download more detailed information from the **Congressional Medal of Honor Society** web site.

Two Oregon Medal of Honor Highway signs were unveiled between Bend and Sisters at the Three Sisters Viewpoint on October 26, Mr. Maxwell's 97th birthday. The 3rd sign was unveiled by Mr. Maxwell, dignitaries and this writer in Newport, OR, the "Western Terminus of the Oregon Medal of Honor Highway" on Oct. 30. Three more signs were installed by ODOT during December (2 east of Bend and 1 west of Riley). Three more signs will be installed east of Burns (1 sign) and near Nyssa (2 signs) on February 7 and 14, 2018 respectively. The last 3 signs will be installed in near Sweet Home (2 signs) on February 16 and Corvallis (TBD).

The **Medal of Honor City/Community** marker program is also managed by the Foundation. A permanent marker at each city or community will include the name of the city, name of the recipient, image of the recipient's Medal of Honor medal, Medal of Honor citation, name of war, and years of that war, donors names, legacy, dedication date and QR code and web site for the **Congressional Medal of Honor Society**.

Bend Heroes Foundation and its project partners raised \$70,200 to pay ODOT to fabricate and install 67 signs on 5 border to border veterans' memorial highways on US 395 (**WWI**), US 97 (**WWII**), I-5 (**Korea, Purple Heart Trail**), I-84 (**Vietnam**) and US 101 (**Persian Gulf, Afghanistan, Iraq**). The Foundation initiated that project 10 years ago with the Legislature to honor nearly one half million Oregon veterans who served, 6,022 who died and the estimated 15,000 who were wounded during 5 major wars over the last 100 years from WWI to the present.

The Foundation has enjoyed an outstanding relationship with ODOT HQ, Regions and District staffs over the last 9 years. We also thank the Oregon Legislature for eagerly supporting legislation we requested over the last 10 years honoring Oregon's half million war veterans and 26 Medal of Honor recipients with extensive memorial highways across Oregon totaling about 2,500 miles.

The Foundation has almost completed raising \$40,000 to fund the new **Oregon Medal of Honor Highway and Medal of Honor Cities/Communities** project. Donations are tax deductible and can be made at www.bendheroes.org or by mail: 1900 NE 3rd St., Ste 106, #205, Bend, OR 97701.

Someone must speak for these 26 "Bravest of the Brave" heroes and that high honor and privilege has fallen to all of us.

Contact: Dick Tobiason, Chairman, Bend Heroes Foundation and Project Manager: dtobiason@bendcable.com, 541.390.9932 Web site: www.Bendheroes.org, 1900 NE 3rd St., Ste 106 #205, Bend, OR 97701

Bend Heroes Foundation is a 501 c3 nonprofit entity (Tax ID 27-2071808). Donations are tax deductible.

Oregon Medal of Honor Recipients by Wars and Cities

CIVIL WAR: (1861-1865)

Alaric B. Chapin, U.S. Army, Portland.
Hartwell B. Compson, U.S. Army, Portland.
Nathan H. Edgerton, U.S. Army, Agness.*
Louis Renninger, U.S. Army, Eugene.

INDIAN WAR CAMPAIGNS: (1861-1898)

James Jackson, U.S. Army, Portland.
Nicholas Meaher, U.S. Army, Jordan Valley.
Lewis Phife, U.S. Army, Salem.

PHILIPPINE INSURRECTION: (1899-1911)

Frank C. High, U.S. Army, Medford.
Charles E. Kilbourne, U.S. Army, Portland.
Marcus W. Robertson, U.S. Army, Hood River.
Jacob Volz, U.S. Navy, Portland.

BOXER REBELLION: (1900)

John A. Murphy, U.S. Marine Corps, Portland.

PEACETIME: (1903)

Harry D. Fadden, U.S. Navy, peacetime, The Dalles.

WWI: (1917-1918)

Edward C. Allworth, U.S. Army, Corvallis.

WWII: (1941-1945)

Arnold L. Bjorklund, U.S. Army, Portland.
Arthur J. Jackson, U.S. Marine Corps, Portland.
**David R. Kingsley, U.S. Army Air Forces, Portland.
Robert D. Maxwell, U.S. Army, Bend.
Henry Schauer, U.S. Army, Salem.
**Stuart S. Stryker, U.S. Army, Portland.

KOREAN WAR: (1950-1953)

Stanley T. Adams, U.S. Army, The Dalles.
**Loren R. Kaufman, U.S. Army, The Dalles.

VIETNAM WAR: (1964-1975)

**Larry G. Dahl, U.S. Army, Portland.
**John N. Holcomb, U.S. Army, Richland.
**Gary W. Martini, U.S. Marine Corps, Portland.
**Maximo Yabes, U.S. Army, Oakridge.

* Agness is unincorporated and thus a "Medal of Honor Community"

** Posthumous Award

dt 1-31-18



PROCLAMATION
Declaring February 10, 2018,
As City of Sweet Home's 125th Anniversary

- WHEREAS, the City of Sweet Home is located at the east-end of Linn County, lies at the foot of the Cascade Mountains next to the Santiam River; and
- WHEREAS, settlers first arrived in the Sweet Home Valley in 1851 and shared the valley with the friendly Santiam band of the Kalapuyan Indian Tribe; and
- WHEREAS, on February 10, 1893, Sweet Home became an incorporated city in Linn County, Oregon; and
- WHEREAS, the first City of Sweet Home Charter was adopted December 5, 1910; and
- WHEREAS, the City of Sweet Home proudly recognizes Sweet Home's heritage, and acknowledges the benefits of preserving the traditions and customs of earlier times; and
- WHEREAS, the community has emphasized family values and balanced a small town character while promoting economic prosperity and growth; and
- WHEREAS, the City of Sweet Home is recognized as the gateway to the Santiam Playground, and is thoroughly enjoyed by residents and visitors alike; and
- WHEREAS, ***Oregon at its best!*** is truly a befitting description of the City of Sweet Home as it celebrates its 125th Anniversary throughout 2018.

THEREFORE, I Greg Mahler, Mayor of Sweet Home, do hereby proclaim February 10, 2018 as the City of Sweet Home's 125th Anniversary and call upon all citizens to join the festivities celebrating the traditions and customs of Sweet Home throughout 2018.

PROCLAIMED this 13th day of February 2018.

Mayor Greg Mahler

ATTEST:

City Manager - Ex Officio City Recorder

Tommy J. Mull, Jr.
497 Strawberry Lp. Sweet Home OR, 97386

tommymulljr@gmail.com

SUMMARY

Ethical, charismatic, merit-driven, multi-disciplined Program Security & Emergency Manager with twenty-three years of tactical, operational, emergency management and strategic security and leadership experience focused on antiterrorism & force protection management, asset vulnerability assessment, emergency management assessment, physical security requirements implementation, and continuous process improvement.

SECURITY CLEARANCE

- Secret (19 September 2008)

SPECIAL SKILLS

- Proactive, self-starting, solutions based team leader/player with extensive Federal and State security knowledge
- Specialist in antiterrorism/force protection, physical security requirements, management and protection
- Specialist in emergency management requirements, program implementation & compliance execution
- Influential leader who can execute hard decisions through approved methods with minimal supervision
- Highly effective performer in fast paced, demanding, high visibility professional team environments
- Extraordinary written, oral and presentation communication skills to achieve maximum “win-win” results
- Well versed in security & emergency management training: planning, developing, implementing, and evaluating
- Exceptional working knowledge of Microsoft: Word, Excel, Publisher and Power Point applications
- Outstanding knowledge in security/emergency management related acquisition: requirements/cost/impacts
- Risk management expert who applies creative deviation strategies to gain asset requirement compliance

EMPLOYMENT HISTORY/DUTIES/RESPONSIBILITIES

President. Duart Defense LLC. Sweet Home. OR 2017 – Present

- Devises site-specific procedures, implements, executes and exercises security and emergency preparedness action plans for small businesses, churches and schools
- Conducts risk assessments, identifies security and emergency vulnerabilities based on threats and recommends physical and procedural mitigation solutions
- Conducts situational awareness, assailant identification and response to emergency incident training for detecting, delaying or eliminating active assailant attacks

Compliance Inspector. Air Mobility Command (AMC) Inspector General. Scott AFB. IL 2012 – 2016

- Validates AMC antiterrorism & force protection, physical security, emergency management and information protection compliance for 142 Active Duty, National Guard, & Reserve units worldwide
- Senior Security Manager; supports classified and unclassified AMC units, coordinated and managed security standard implementation supporting the Inspector General, AMC
- Leader and expert in implementation of new Air Force Inspection System. Increased effectiveness & flow of key performance indicators to stakeholders.

Non-Commissioned Officer. Operations. 375 Security Forces Squadron. Scott AFB. IL 2010 – 2012

- Leads, supervises, and manages force protection and physical security functions designed to provide protection for six DoD, Air Force and Army Higher Headquarters elements
- Establishes requirements, develops procedures, policies and detailed instructions for law enforcement, investigation and security operations
- Managed 5 security sections: pass and registration, Installation Security/Physical Security, visitor control and reports and analysis earning multiple individual and team excellence awards

Antiterrorism Officer. SMC. LA AFB. CA. 2006-2010

- Installation AT/FP Officer: Oversaw Unified Facility Criteria (UFC) and DoD 2000.12/2000.16 program management compliance over 16 units to ensure 100% operational and inspection readiness
- Training Manager: Ensured all DoD Security Forces development, training and evaluation was met to support the largest DoD Civilian Police force in AF Space Command. Created and implemented first ever Career Development Plan and Field Training Officer (FTO) Program for LA AFB 083 Security Officers

EDUCATION

- A.A. Degree, Criminal Justice, Community College of the Air Force
- Security and Emergency Management Courses:
 - Air Force Anti-Terrorism Courses and Integrated Defense Risk Management Process
 - Air Force Security Engineering and Critical Infrastructure Course
 - Antiterrorism Level II, III and Executive Level IV certified
 - FEMA Incident Command System 100/300/400/700 Certified

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: February 13, 2018	TITLE: 1730 9 th Avenue Listing Price	TYPE OF ACTION: <u>X</u> RESOLUTION MOTION OTHER
SUBMITTED BY: Ray Towry	ATTACHMENTS:	
REVIEWED:		

PURPOSE OF THIS MEMO:

Should City Council adjust the listing price for 1730 9th Avenue property?

BACKGROUND/CONTEXT:

An appraisal was completed on the property on October 19, 2016 by Powell Banz Valuation estimating the property value at \$250,000 and suggested listing the property 10% - 15% over that value.

The Linn County Real Market Value (RMV) was listed as \$290,820.00 on land and buildings. A Public Hearing was held December 13, 2016 where Council accepted public comment on the property, declared the appraised value and adopted Resolution 34 for 2016 declaring the property as surplus, authorizing its sale.

Council authorized staff to enter into an agreement with NW Heritage to list the property at \$349,900.00, the property was listed in June 2017.

One offer was received that was less than half of the asking price. An additional unofficial offer is expected which is as equally low as the first.

THE CHALLENGE/PROBLEM:

How to maximize the return to taxpayers from the sale of surplus property.

STAKEHOLDERS:

- City of Sweet Home Residents – Council wants to see the property gain the best return for the City

ISSUES & FINANCIAL IMPACTS:

1. Property Tax Income – Selling the property would put its value back on the tax rolls for the property tax income
2. New City Hall Renovation – Revenue from the property sale could be used to fund the remodel of the new City Hall.

ELEMENTS OF A STABLE SOLUTION:

OPTIONS:

1. Do Nothing - Keep the listing price at \$349,900.00.
2. Reduce the listing price to \$334,443.00 (\$290,820.00 (Linn Co. RMV) plus 15%)
3. Reduce the listing price to \$290,820.00 (Linn Co. RMV)
4. Reduce the listing price to \$287,500.00 (the appraised value of \$250,000.00 plus 15% - as suggested by Powell Banz Valuation)
5. Reduce the listing price to \$250,000.00 (the appraised value by Powell Banz Valuation)
6. Authorize staff to negotiate a sale price and to come back to Council for approval but not less than \$250,000.00.
7. Reduce the listing price to another amount to be determined by Council.

8. Set a schedule for the listing price to be reduced 5% every 90 days until it is sold or reaches \$250,000.00.

RECOMMENDATION:

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: February 13, 2018 SUBMITTED BY: Jeff Lynn, Chief of Police REVIEWED: Ray Towry, City Manager	TITLE: New Liquor License – Mr. Lucky’s Deli – Midway Market ATTACHMENTS: OLCC liquor License Application – Mr. Lucky’s Deli	TYPE OF ACTION: _____ RESOLUTION <u> X </u> MOTION _____ OTHER
--	---	--

PURPOSE OF THIS MEMO: Mr. Lucky’s Deli is changing ownership and the new owner, Sahil Chawia, has applied for a “Limited On-Premises” liquor license. The location of the business is 1207 Long Street.

BACKGROUND/CONTEXT: The Sweet Home Police Department is tasked with reviewing applications for liquor licenses that are within the City Limits of Sweet Home. Mr. Lucky’s Deli is changing ownership. As with any change of ownership, the new owner must apply for a Liquor License through the Oregon Liquor Control Commission under their name. The new owner, Sahil Chawia, also owns and operates Midway Market in Sweet Home. The new owner has applied for a Limited On-Premises liquor license. This type of license allows beer and wine to be sold and consumed on the premise only. This type of license is appropriate for this type of business.

The Police Department received this application during the end of January 2018 and has conducted an investigation into this request.

As part of the investigation the new owner was contacted. The business will maintain its existing methods of operation.

Based upon review of the investigation I found no reason to recommend denial to the Sweet Home City Council.

STAKEHOLDERS:

- Mr. Lucky’s Deli- A liquor license and the ability to sell beer, wine and spirits are a part of the business model for Mr. Lucky’s Deli.
- Citizens/Community – Mr. Lucky’s Deli creates additional opportunities and choices for the community.

ISSUES & FINANCIAL IMPACTS:

- Denial of an OLCC liquor license could have a negative impact on sales for Mr. Lucky’s Deli.
- There are no known or anticipated financial impacts for the Sweet Home Police Department or the City of Sweet Home.

OPTIONS:

1. Do Nothing.
2. Direct further investigation prior to City’s recommendation.
3. Make a motion that the City of Sweet Home recommends an OLCC license be granted to Mr. Lucky’s Deli.

RECOMMENDATION:

4. Staff recommends option #3 - *Make a motion that the City of Sweet Home recommends an OLCC license be granted to Mr. Lucky’s Deli.*

18-00482



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Date application received 1-23-18

Name of City or County City of Sweet Home

Recommends this license be Granted Denied

By _____

Date _____

OLCC USE

Application received by OK

Date 10/05/17

License Action: C/O

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1 <u>MIDWAY MARKET INC.</u>	Applicant #2
Applicant #3	Applicant #4

2. Trade Name of the Business (the name customers will see):
MR. LUCKY'S DELI

3. Business Location: Number and Street 1207 LONG ST.
 City SWEET HOME County LINN ZIP 97386

4. Is the business at this location currently licensed by the OLCC? Yes No

5. Mailing Address (where the OLCC will send your mail):
 PO Box, Number, Street, Rural Route 1207 LONG ST.
 City SWEET HOME State OR ZIP 97386

6. Phone Number of the Business Location: 541-367-3040

7. Contact Person for this Application:

Name <u>SAHIL CHAWLA</u>	Phone Number <u>541 224 3158</u>
Mailing Address, City, State, ZIP <u>3239 U.S. Hwy 20, SWEET HOME, OR, 97386</u>	
Email <u>SONNY CHAWLA5@GMAIL.COM</u>	

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1 	Signature of Applicant #2
Signature of Applicant #3	Signature of Applicant #4



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>CHAWLA</u> (FIRST) <u>SAHEL</u> (MIDDLE)	
2. Other Names Used (Maiden, Etc.):	
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____	
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone: <u>541-224-3158</u>
6. Driver License or State ID #:	7. State: <u>OR</u>
8. Residence Address: <u>3239 U.S. HWY 20, SWEET HOME, OR, 97386</u>	
9. Mailing Address (if different):	
10. E-Mail (optional): <u>SONNYCHAWLA5@GMAIL.COM</u>	
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>NANCY ANN PATRECIA SHORT-CHAWLA</u>	
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).
 No Yes (Please include explanation below) Unsure (Please include explanation below)
 OFF PREMISES SALES AT:
 MIDWAY MARKET
 3239 U.S. Hwy 20, Sweet Home, OR, 97386

17. Have you, or any legal entity that you are a part of, **ever** had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?
 No Yes (Please include explanation below) Unsure (Please include explanation below)


18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?
 No Yes (Please include explanation below) Unsure (Please include explanation below)
 OFF PREMISES SALES AT:
 MIDWAY MARKET
 3239 U.S. Hwy 20, Sweet Home, OR, 97386

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) CHAWLA	(FIRST) SAHIL	(MIDDLE)
Signature: 		Date: OCT 03/2017



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>CHAWLA</u> (FIRST) <u>VED</u> (MIDDLE) <u>P</u>	
2. Other Names Used (Maiden, Etc.):	
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____	
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone: <u>646-574-2054</u>
6. Driver License or State ID #:	7. State: <u>OR</u>
8. Residence Address: <u>3239 U.S. Hwy 20, Sweet Home, OR, 97386</u>	
9. Mailing Address (if different):	
10. E-Mail (optional): <u>VEDCHAWLA@GMAIL.COM</u>	
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>KUSHAL CHAWLA</u>	
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)	

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

OFF PREMISES SALES AT:
MIDWAY MARKET

3239 U.S. Hwy 20, Sweet Home, OR, 97386

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.

Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

OFF PREMISES SALES AT:

MIDWAY MARKET

3239 U.S. Hwy 20, Sweet Home, OR, 97386

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST)

CHAWLA

(FIRST)

VED

(MIDDLE)

P

Signature:

Date:

OCT. 03 / 2017



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

541-367-3040

Applicant Name: MIDWAY MARKET INC.

Phone: 541-224-3758

Trade Name (dba): MR. LUCKY'S DELI

Business Location Address: 1207 LONG ST

City: SWEET HOME

ZIP Code: 97386

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7 AM to 7 PM
Monday 7 AM to 7 PM
Tuesday 7 AM to 7 PM
Wednesday 7 AM to 7 PM
Thursday 7 AM to 7 PM
Friday 7 AM to 7 PM
Saturday 7 AM to 7 PM

Outdoor Area Hours:

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

The outdoor area is used for:

- Food service
Alcohol service
Enclosed, how

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

- Live Music
Recorded Music
DJ Music
Dancing
Nude Entertainers
Karaoke
Coin-operated Games
Video Lottery Machines
Social Gaming
Pool Tables
Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: Outdoor:
Lounge: 26 Other (explain): VLT - 6
Banquet: Total Seating: 32

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature:

Date: OCT 10 2017

Oregon Liquor Control Commission
AUTHORITY TO OPERATE

License Heading:

LICENSEE: MIDWAY MARKET, INC

DATE: DECEMBER 13, 2017

FEE PAID: \$202.60

RECEIPT #: 912415 **DATE:** 12/13/17

TRADENAME: MR. LUCKY'S DELI

ADDRESS: 1207 LONG STREET

MAILING ADDRESS

SWEET HOME OR 97386

(IF DIFFERENT)

Type of License: LIMITED ON - PREMISES SALES

Authority to operate pending receipt of formal license certificate effective:

90 Day Temporary Authority From: DECEMBER 14, 2017 To MARCH 13, 2018

For 90 Day Temporary Authorities:

- Granting of this authority does not obligate the OLCC to issue a permanent license.
- Applicants who spend or commit money with only a Temporary Authority to Operate, do so at their own risk
- The OLCC may revoke this authority without prior administrative proceedings for cause.

Important Notice:

This notice is intended to inform you that as a licensee of the OLCC, your business is subject to a minor decoy visit without further notice. If you and your staff would like training in checking ID, please call the OLCC at 1-800-452-6522 or your local OLCC field office.

RESTRICTIONS: NO YES

IF YES, SEE ATTACHED RESTRICTION DOCUMENT DATED

**For the Director, Public Safety
Division**

By *Amanda Cooper*
**Name: AMANDA COOPER,
LICENSE INVESTIGATOR**

HQ Cashier (2 copies when money collected w/90 day or 1 copy if money collected w/Final ATO)

Regional Copy / Inspector

File

Licensee

Rev: 11/18/14

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: February 13, 2018	TITLE: New Liquor License – Downtown Lounge	TYPE OF ACTION: <u> X </u> RESOLUTION — MOTION — OTHER
SUBMITTED BY: Jeff Lynn, Chief of Police	ATTACHMENTS: OLCC liquor License Application – Downtown Lounge	
REVIEWED: Ray Towry, City Manager		

PURPOSE OF THIS MEMO: The Downtown Restaurant and Lounge is changing ownership and the new owner, Shawn Schuster, has applied for a “Full On-Premises, Commercial” liquor license. The location of the business is 1234 Main Street.

BACKGROUND/CONTEXT: The Sweet Home Police Department is tasked with reviewing applications for liquor licenses that are within the City Limits of Sweet Home. The Downtown Restaurant and Lounge is changing ownership. As with any change of ownership, the new owner must apply for a Liquor License through the Oregon Liquor Control Commission under their name. The new owner, Shawn Schuster, has applied for a “Full On-Premises Commercial” liquor license. This type of license allows beer, wine and spirits to be sold and consumed on the premise only. This type of license is appropriate for this type of business.

The Police Department received this application during the first part of February 2018 and has conducted an investigation into this request.

As part of the investigation the new owner was contacted. The business will maintain its existing methods of operation.

Based upon review of the investigation I found no reason to recommend denial to the Sweet Home City Council.

STAKEHOLDERS:

- Downtown Lounge - A liquor license and the ability to sell beer, wine and spirits are a part of the business model for the Downtown Lounge.
- Citizens/Community – The Downtown Lounge creates additional opportunities and choices for the community.

ISSUES & FINANCIAL IMPACTS:

- Denial of an OLCC liquor license would have a negative impact on sales for the Downtown Lounge.
- There are no known or anticipated financial impacts for the Sweet Home Police Department or the City of Sweet Home.

OPTIONS:

1. Do Nothing.
2. Direct further investigation prior to City’s recommendation.
3. Make a motion that the City of Sweet Home recommends an OLCC license be granted to the Downtown Restaurant and Lounge.

RECOMMENDATION:

4. Staff recommends option #3 - Make a motion that the City of Sweet Home recommends an OLCC license be granted to the Downtown Restaurant and Lounge.

18-00704



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Date application received 1-29-2018

Name of City or County City of Sweet Home

Recommends this license be Granted Denied

By _____

Date _____

OLCC USE

Application received by OLC

Date 01/19/18

License Action: C/O & C/TN

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1 <u>Downtown Lounge LLC</u>	Applicant #2
Applicant #3	Applicant #4

2. Trade Name of the Business (the name customers will see):
Downtown Restaurant and Lounge

3. Business Location: Number and Street 1234 Main St

City Sweet Home County Linn ZIP 97386

4. Is the business at this location currently licensed by the OLCC? Yes No

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route 4098 Windy Ave

City Albany State OR ZIP 97322

6. Phone Number of the Business Location: 541 818-0447

7. Contact Person for this Application:

Name Shawn Schuster Phone Number 541 401-1716

Mailing Address, City, State, ZIP 4098 Windy Ave Albany OR 97322

Email DTLounge@yahoo.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1 	Signature of Applicant #2
Signature of Applicant #3	Signature of Applicant #4



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) <u>Schuster</u>	(FIRST) <u>Shawn</u>	(MIDDLE) <u>Anthony</u>
2. Other Names Used (Maiden, Etc.):		
3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your SSN: _____		
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).</p> <p>Do you voluntarily consent to the OLCC's use of your SSN as just described? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
4. Date of Birth (MM/DD/YYYY):	5. Contact Phone: <u>541 401-1716</u>	
6. Driver License or State ID #:	7. State: <u>OR</u>	
8. Residence Address: <u>4098 Windy Ave Albany OR 97322</u>		
9. Mailing Address (if different):		
10. E-Mail (optional):		
11. Do you have a spouse or domestic partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list his/her full name: <u>Destiny Marie Schuster</u>		
12. If yes to #11, will this person be involved in the management of, or have control over the business? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
13. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
14. In the past 10 years, have you been convicted ("convicted" includes paying a fine) in Oregon or another U.S. state of a FELONY ? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		
15. Have you ever been in a drug or alcohol diversion program in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Please include explanation below) <input type="checkbox"/> Unsure (Please include explanation below)		

16. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, **ever had** an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

↑ SS

Applying for Liquor License for Downtown Lounge

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) *Schuster* (FIRST) *Shawn* (MIDDLE) *Anthony*

Signature: *[Handwritten Signature]* Date:



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

1. Name: (LAST) Schuster (FIRST) Destiny (MIDDLE) Marie
 2. Other Names Used (Maiden, Etc.): Schoenig
 3. Do you have a Social Security Number (SSN) issued by the U.S. Social Security Administration?
 Yes No If yes, please provide your SSN: _____

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).

Do you voluntarily consent to the OLCC's use of your SSN as just described? Yes No

4. Date of Birth (MM/DD/YYYY): _____ 5. Contact Phone: 541-908-3831
 6. Driver License or State ID #: 1 7. State: Oregon

8. Residence Address: 4098 Windy Ave Albany OR 97322

9. Mailing Address (if different): _____

10. E-Mail (optional): _____

11. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: Shawn Anthony Schuster

12. If yes to #11, will this person be involved in the management of, or have control over the business?
 No Yes

13. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of driving a car with a suspended driver license or driving a car with no insurance?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

14. In the past 10 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or another U.S. state of a **FELONY**?
 No Yes (Please include explanation below) Unsure (Please include explanation below)

15. Have you ever been in a drug or alcohol **diversion program** in Oregon or another U.S. state? A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.
 No Yes (Please include explanation below) Unsure (Please include explanation below)

16. Do you, or any legal entity that you are a part of, currently hold or have previously held a liquor license or a recreational marijuana license in Oregon or another U.S. state? (Note: alcohol service permits and marijuana worker permits are not liquor licenses).

No Yes (Please include explanation below) Unsure (Please include explanation below)

17. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate denied or cancelled by the OLCC or any other governmental agency in the U.S.?

No Yes (Please include explanation below) Unsure (Please include explanation below)

18. Are you applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Please skip questions 19 & 20. Go directly to question 21.
 Yes Please answer questions 19, 20, and 21.

19. Do you or will you have any ownership interest in a business that manufactures, wholesales, or distributes alcohol in Oregon or another U.S. state?

No Yes (Please include explanation below) Unsure (Please include explanation below)

20. Does or will an alcohol manufacturer, wholesaler, or distributor in Oregon or another U.S. state have any ownership interest in your business?

No Yes (Please include explanation below) Unsure (Please include explanation below)

21. Do you currently have, or will you have, any ownership interest in any business in Oregon with a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license?

No Yes (Please include explanation below) Unsure (Please include explanation below)

You must sign your own form. Another person, like your attorney or a person with power of attorney, may not sign your form. I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name: (LAST) Schuster (FIRST) Destiny (MIDDLE) Mare

Signature: [Handwritten Signature] Date: 1/12/18



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

541 818-0447

Applicant Name: Downtown Lounge LLC Phone: 541 401 1716

Trade Name (dba): Downtown Restaurant and Lounge

Business Location Address: 1234 Main St

City: Sweet Home ZIP Code: 97386

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 8AM to 2:30AM, Monday to Friday, Saturday

Outdoor Area Hours: Sunday 8AM to 2:30AM, Monday to Saturday

The outdoor area is used for: Food service, Alcohol service, Enclosed, how Fully Fenced

The exterior area is adequately viewed and/or supervised by Service Permittees. (Investigator's Initials)

Seasonal Variations: No If yes, explain:

ENTERTAINMENT

- Check all that apply: Live Music, Recorded Music, DJ Music, Dancing, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday 9pm to 2:30AM, Monday to Saturday

on occasion

SEATING COUNT

Restaurant: 47 Outdoor: 22 Lounge: 52 Other (explain): Total Seating: 121

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Date: 1-12-18

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: February 13, 2018	TITLE: Community Grants Program	TYPE OF ACTION: — RESOLUTION
SUBMITTED BY: Ray Towry	ATTACHMENTS: January 2018 Community Grants Ranking	<input checked="" type="checkbox"/> MOTION
REVIEWED:		— OTHER

PURPOSE OF THIS MEMO: Should the City of Sweet Home award funds from the Community Grants Program?

BACKGROUND/CONTEXT: Four applications were received for the January cycle of the Community Grants Program. On January 9th, the Administration, Finance and Property Committee reviewed the applications and tabled the issue until January 26th. On January 26th the committee met again and ranked the applications in the following order: Friends of the Library, United Way of Linn County, The President's Club, and Center Against Rape and Domestic Violence (CARDV). It was recommended by the Committee to split \$1500 from the Community Grants Program Budget Line between the top 3 applicants. It was also requested that the President's Club verify they are benefitting Sweet Home residents and only request reimbursement for funds spent to aid Sweet Home residents.

THE CHALLENGE/PROBLEM: Identify which applicants will receive funds from the 2017-2018 Community Grants Program.

STAKEHOLDERS:

1. Elected Officials
2. City Staff
3. Community Grant Applicants
4. Community Members

ISSUES & FINANCIAL IMPACTS: Funds have been allocated from the 2017-2018 General Fund, staff time and cost will also be incurred during the processing, initial review and monitoring of the applications.

ELEMENTS OF A STABLE SOLUTION: Direction from Council on how to award, or if to award, any funds for the Community Grant Program.

OPTIONS:

1. *Do Nothing.*
2. *Make a Motion* to approve \$1500 from the 2017-2018 Community Grants Program to be allocated as follows: \$500 to Friends of the Library, Community Bookstore shelving, \$500 to the United Way of Linn County for the Dolly Parton Imagination Library, and \$500 to The President's Club for Christmas in Sweet Home with the requirement to provide verification that grant funds will only be spent to aid Sweet Home residents.
3. *Make a Motion* to approve \$0-\$2500 from the 2017-2018 Community Grants Program to be allocated in another manner.

RECOMMENDATION:

1. Staff and the Administration, Finance and Property Committee recommend Option #2. *Make a Motion* to approve \$1500 from the 2017-2018 Community Grants Program to be allocated as follows: \$500 to Friends of the Library, Community Bookstore shelving, \$500 to the United Way of Linn County for the Dolly Parton Imagination Library, and

\$500 to The President's Club for Christmas in Sweet Home with the requirement to provide verification that grant funds will only spent to aid Sweet Home residents.



City of Sweet Home
Community Grants Program Application

Funding Cycle 1	Applications Solicited	Grants Awarded
Funding Cycle 2	June 1 – June 30	July
Special Opportunity	December 1 – December 31	January
(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)	February 1- February 28, 2017	March 2017

tax ID
501 C3/EIN 93-
079-7200

1. ORGANIZATION/AGENCY: *The President Club*
"Christmas in Sweet Home"
2. ADDRESS: *541-990-1487 (Patty)*
3. PROJECT DIRECTOR: *Nancy Patton* DAYTIME PHONE: *541-409-4276 (NPP)*
4. WEBSITE: *Nancy address 3041 Foothills Drive* E-MAIL: *pattanprod@aol.com*
5. PLEASE ATTACH A CURRENT COPY OF THE IRS AFFIRMATION OR DETERMINATION LETTER ISSUED TO YOUR ORGANIZATION.

- * 6. PROJECT NAME: *Kids Free Christmas Store*
7. DATE PROJECT TO BEGIN: *Dec. 2018* TO BE COMPLETED: *Dec 2018*

①
date
to be
determined

8. * TOTAL PROJECT BUDGET:
 - A. Amount Grant Funding Requested: \$ 500 (+)
 - B. Funds to be provided by Applicant: \$ 1,000 (+)

Sources of additional Project Funding"

<i>City / jacob business</i>	\$ 250.
<i>private donors</i>	\$ 200 - 400
<i>other businesses</i>	\$ 800.
<i>apparently drawing</i>	\$ 200.

9. SOURCE OF ORGANIZATION/AGENCY OPERATING FUNDS: *funding from businesses/individual donors*
10. WHAT IS YOUR ORGANIZATION/AGENCY ANNUAL BUDGET? *\$1000 (+)*

11. NARRATIVE DESCRIPTION OF PROJECT (*If additional room is needed attach a written narrative.*)

The Kids Free Christmas Store is a part of the

We have produced the kid store for 3 years now. We purchase gifts (for all ages), for kids 12-under to ~~purchase~~ ^{ship} for FREE for the people in the house where they live. This has grown yearly and ³ ~~is~~ getting larger every year. (See attached)

It is also an opportunity for the residents of Sweet Home to give and volunteer for the children of Sweet Home

12. ANY ADDITIONAL COMMENTS THAT SUPPORT THE NEED FOR PROJECT AND/OR PROJECTS MERIT AS AN EVENT OR ACTIVITY DESIGNED TO PROMOTE THE CITY OF SWEET HOME:

This event reaches out to children 12 under in Sweet Home ~~that~~ so they can give Christmas gifts to their families. Many kids do not have the opportunity. It is a blessing to do this

13. CERTIFICATION:

I/We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the City of Sweet Home Community Grants Program. We agree to comply with the city's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds if requested.

We further acknowledge that any deviations from the uses described in the application will require us to submit a program amendment which will be reviewed and approved by the Administration and Finance Committee prior to receipt of any funds.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Community Grants Program as administered by the City of Sweet Home in compliance with applicable local, State and Federal Law.

Nancy Aatta
Signature (Project Director)

Dec. 28/2017
Date

RETURN APPLICATION TO:

City of Sweet Home
Community Grants Program
1140 12th Avenue
Sweet Home, Oregon 97386
Phone 541-367-8969

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE

For City Use Only:	
Date Received: _____	By: _____
Staff Review By: _____	Date: _____
Committee Review Date: _____	Action: _____
Council Review Date: _____	Action: _____



Photos courtesy of Nancy Patton
SHOPPERS line up outside the American Legion Hall Saturday for the Kids Store shopping event for children, who could select free gifts for loved ones.

Organizer: Record turnout for shopping day

The fourth annual Rocking Around the Christmas Tree, together with a Kids Store shopping event, drew about 100 participants this year, despite the wet weather, organizer Nancy Patton said.

In Rocking Around the Christmas Tree, participants visit local businesses and get "passports" stamped at each one, with a chance to win cash and other prizes. "Rocking" was moved back a week in an effort to increase participation, and it worked, she said.

"It went very well this year despite the rain," said Patton, who owns Trash to Treasure. "More people also participated than before."

Cash winners this year, during an after party at Cedar Shack Drive-In, were Debra Nickless, Jared Rachman and Anna Dean.

Participants also voted on the businesses for the best Christmas tree, lights on inside and outside. Those winners were: Best Christmas Tree - Spoleto's Italian Restaurant; Best Outdoor Lights - Cedar Shack; Best Indoor Lights - Downtown Restaurant and Lounge; and Best Window Display - Hippie Hollow. All received dinner for two from sponsor The Point Restaurant and movie passes from Rio Theater.

During the inaugural free Kids Store for children 12 and under to "shop" for family members, 220 gifts were given out.

Patton expressed thanks to the American Legion and said organizers plan to seek a "business sponsor, along with donations from the community, to make this an even bigger event."

1st year

YOUR COMMUNITY



Kids Free Christmas Store

Lexis Jones, 5, above left, and her sister Destiny, 7, exit Sweet Home Evangelical Church Saturday with their grandfather, Dean Jones, lugging a load of gifts the children got at the second annual Kids Free Christmas Store. Organizer Nancy Patton, of the Christmas in Sweet Home Committee, said 145 "shoppers" ranging from infants to 12-year-olds "shopped" for gifts for their families, taking home a total of 625 items. Twenty volunteers worked "nonstop" for four hours to help children shop, Patton said.



Red-shirted volunteers Richard Ingham, left, and Chris Layme help Doug Baxter, 10, foreground, and James Gardner, 6, shop. Below, volunteers Patti Almason, right, and Nancy Croft wrap gifts. "As with every new adventure, there are things to work out, but overall it was awesome," organizer Nancy Patton said. "Seeing children picking out gifts for a family member was wonderful." Patton thanked donors who contributed money and gifts for the event—last year she used her husband's Christmas bonus to buy gifts because there were no donors. She said she is seeking a storage space to stockpile gifts for next year. For information, stop by Trash to Treasure at 1023 Main St. or call (541) 818-0265.



GIFT STATISTICS for Kids Christmas Shopping Dec 10, 2016														
	Shopper Name	Shopper Age	ORN	TREE	0-3	4-6	7-12	Teen Boy	Teen Girl	Mom	Dad	GMA	GPA	TOTAL GIFTS
136	Mici	11			1					1	1	1	1	5
137	J.D.	8					1			1	1	1	1	5
138	Lillie	10					1			1	1	1	1	5
139	Cherish	8 mo.			1					1				2
140	Marissa	11	1							1	1			2
141	Skyler	12					3	1		1	1			6
142	Savanna	12					3	1		1	1			6
143	Adrian	10					3	1		1	1			6
144	McElheran Family					1	2			1	1			5
145	Bryson	2					2			1	1			4
TOTALS			73	20	47	60	108	36	29	131	122	58	34	625
Percent					8%	10%	17%	6%	5%	21%	20%	9%	5%	100%
Percentage of gifts by age group					34%			10%		55%				
					Ages 0 to 12			Teens		Parents / Grandparents				

12/11/2016

GIFT STATISTICS for Kids Christmas Shopping Dec 9, 2017														
Ticket Number	Shopper Name	Shopper Age	0-3	4-6	7-12	Teen Boy	Teen Girl	Mom	Dad	GMA	GPA	TOTAL GIFTS		
134	Toby	7	1		1			1	1			4		
135	Bella	2	1		1			1	1			4		
136	Elena	3		1				1				2		
137	Molly	11				1	1	1	1			4		
138	Zach	16 ?			1	1	1	1	1			5		
139	Ellie	10	1		1		1			1		4		
140	Joylynn	8	1		1		1			1		4		
141	Madison	11				1		1	1			3		
142	NO SHOPPING TICKET											0		
143	Gabriel	8			1	1	1	1	1	1	1	7		
144	Madyson	11			1		1	1	1			4		
145	Rowan	7				1	2	1	1	1	1	7		
TOTALS			70	53	133	38	47	130	122	83	61	737		
Percent			9%	7%	18%	5%	6%	18%	17%	11%	8%	100%		
Percentage of gifts by age group					35%			12%		54%				
					Ages 0 to 12			Teens		Parents / Grandparents				



She helps kids deliver good cheer

Nancy Patton, here in her Trash to Treasure store, has been involved in a variety of outreach activities in Sweet Home, but her latest, the Kids Free Christmas Store, has a special place in her heart, she says. To learn more about Patton and her efforts to give less-fortunate children a chance to give holiday gifts, see page 9.

Photo by Sean C. Morgan

■ www.sweethomenews.com

(541) 367-2135

Nancy Patton

From page 9

families, it just gets you right there (in the heart). But the other neat thing is the Police Department and the Fire Department gave me gifts. Both of them called me and that was a real blessing.

"I was expecting a little box, their whole van was packed with stuff. I will tell you this, if it wasn't for the police department and the fire department last year, we wouldn't have made it."

At least one contributor got a head start for this year's free store.

"This year, one of my vendors (at Trash to Treasure), a retired nurse, gave me \$600," Patton said.

This vendor had contributed before, but approached Patton early for this year's event.

"She came to me at the beginning of this year, she's a Christian, and she said, 'I just feel like I'm supposed to give you some money for that kids' store,'" Patton said. "When she handed me the check, I about had a heart attack."

The store, which is held at Sweet Home Evangelical Church, is open to children 12 years old and younger.

Pastor Brian Hotrum lets the group use the church at no cost.

The first stop when a child visits the free store is the registration table, where he or she checks in and gets help filling out a card with their name and the members of their



A YOUNG LADY, with an older relative, heads for home after a turn at the Kids Free Christmas Store.



File Photos
YOUNG SHOPPERS sign in to participate in at last year's Kids Free Christmas Store.

household who they want to shop for.

While children wait their turns to shop, they are treated to cookies and hot chocolate. This year Dutch Bros. is donating the hot chocolate, Patton said.

Each child is paired with an adult personal shopper who helps him or her select gifts from the items, which are arranged by age group and gender. The last stop is a gift-wrapping station.

Last year they were short on items for babies and toddlers, Patton said.

"Of course, we're always short on the mom stuff," she added.

Donated items can have a value of \$10 or less but everything should be new.

"I want this to be a quality event," Patton said.

Even if a child does not have money, she wants him to be able to give gifts to his family members, she said.

"I want him to be really proud," Patton said, taking a few moments to wipe away tears. "It makes me cry, I'm sorry. (I want him to) be really proud that he can get his mom and dad something."

Patton said she and her husband have a heart for children. The couple is raising their 5-year-old great-grandson, Tyson. He will make an appearance at the shop too, dressed as Santa.

"It just means a lot to me, when you see those little kids in there and

how happy they are," Patton said. "I know that God has blessed our efforts because it is for children," Patton said. "Children mean a lot to him. I think the better we can take care of our children, the better society we're going to be."

Longtime volunteer's latest focus is Kids Christmas shopping experience

By Audrey Caro
Of The New Era

Nancy Patton has volunteered in one way or another for most of her adult life.

Through the years, that's included work for churches, schools, children's sports teams, chambers of commerce and beauty pageants. She's enjoyed it all, she says, but it's when she talks about one of her most recent endeavors that she gets emotional.

Patton has been on the Sweet Home Beautification Committee for five years.

"Three years ago, (committee member) Bob Dahlenburg said 'We don't have enough things for kids,'" Patton said. "I already was doing the Rock Around the Christmas Tree (event) for the businesses, and so I just thought 'Well, why don't we do a free kids store?'"

Thus was born the Kids Free Christmas Store, which is in its third year (see page 17 for details).

That idea didn't include a blank check to fund the store, she said. She collected money to buy the gifts so local children could shop, at no cost, for Christmas presents for their family members.

The first year, about 94 children shopped at the free store.

Last year 167 children participated and about 600 gifts were given away.

Patton's husband Larry works for CH2M Hill, which has donated \$250 each year for the free store, she said.

All Star Auction, the Laura Gillott team, Wendi Melcher and O&M Tires also contribute, as well as Patton's store, Trash to Treasure. Last year she also got donations from the Police Department and Sweet Home Fire and Ambulance District.

"It's easy to get sponsors," Patton said. "You start talking about kids, you know, who want to shop for their



See Nancy Patton, Page 16

NANCY PATTON, center, works with volunteers during last year's Kids Free Christmas Store.

File Photo

FREE RECRUITING

help us this Christmas season for our 3rd Annual Kids Christmas. Children under the age of 12 yrs shop FREE for their family!

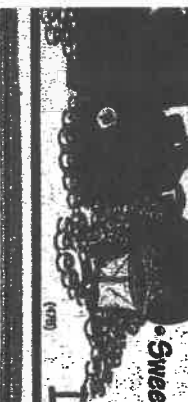
1 of **NEW unwrapped gifts** (under \$ 10) for all ages & any gender, baby through senior adult.

Please drop off before **Saturday, December 9th**.

Unwrapped Gifts Drop Off Zones:

- Trash to Treasure
- Sweet Home Evangelical Church
- Sweet Home Chamber of Commerce
- Foster Lake Mall

Info: 541-409-4276



Sweet Home Holiday Events

Christmas Tree Lighting
November 30th 6:30pm
at Clover Park
Hot cocoa & coffee

Singing Christmas Tree
Dec 1st & 2nd at 7:30pm
Sweet Home High School
Auditorium

Life-Size Lighted Christmas Cards
Displayed throughout town.
Dec 1st through 31st

Christmas Parade (on Long Street)
Saturday Dec 2nd 11am

Linn Co. Museum
Open 1st 3 weekends in December 1-4pm
Hot beverages & cookies

Dec 9th & 16th 5-7pm
Carriage Rides & Carolling
and Live Nativity
at Linn Co. Museum

Kids Christmas Store Saturday Dec 9th 10am-4pm
at Evangelical Church, Long Street.

Kids Free Christmas Store

The third annual Kids Free Christmas Store, 10 a.m. to 4 p.m., Saturday, Dec. 9, at Sweet Home Evangelical Church, 1347 Long St. Children 12 and under will be able to select gifts, at no cost, for members of their family. Individuals and businesses contribute cash to purchase or items for the store. Children will be helped shopping and then have their gift wrapped. They will then take the presents home and put under the tree. Hot chocolate and cookies will be provided for the children as they wait to shop.

Donations of unwrapped and new gifts, under \$10, for any age and gender, tissue and gift bags will be accepted through Thursday, Dec. 7. Items may be dropped off at Santiam Variety Discount Store in the Safeway shopping center, Trash to Treasure at 1023 Main St., the Sweet Home Chamber of Commerce on Main Street, or the Evangelical Church on Long Street.

Volunteer help is needed. For more information or to volunteer, contact Nancy Patton at (541) 409-4276. For a fuller story on the Christmas Store, see page 9.

Kids Christmas Free Store

The Committee for Christmas in Sweet Home is collecting gifts for its third annual Kids Christmas Free Store.

The event will take place from 10 a.m. to 4 p.m. Saturday, Dec. 9, at the Evangelical Church gym, 1347 Long St.

Children 12 and under will be able to select gifts, at no cost, for members of their family. Individuals and businesses contribute cash to purchase or items for the store. Children will be helped shopping and then have their gift wrapped. They will then take the presents home and put under the tree. Hot chocolate and cookies will be provided for the children as they wait to shop.

Donations of unwrapped and new gifts, under \$10, for any age and gender, tissue and gift bags

Santiam Variety Discount Store the Safeway shopping center, Trash to Treasure at 1023 Main St., Sweet Home Chamber of Commerce on Main Street, or the Evangelical Church on Long Street. Volunteer help is needed. For more information or to volunteer, contact Nancy Patton at (541) 409-4276.

3rd Annual Kids Christmas Store

Saturday, December 9th • 10-4pm
at Evangelical Church Gym • 1347 Long Street

Sweet Home Kids 12 & under Shop Free for Family!

Sponsored By: Christmas in Sweet Home Committee
Trash to Treasure • CH2M - All Star Auction House

Wendy Melcher/Heritage NW
Laura Gilloft/Team/Kaler Williams
Point's Tire & Auto Service • Oregon Jamboree
Info: 541-409-4276



Light up Clover Park
Tree Lighting & Christmas Cards
Hot Chocolate and Coffee



Christmas Cards downtown!

Life size, lighted Christmas
cards designed and painted
by over 20 local artists
and groups!
Dec. 1 - New Year's Day

Events at the East Linn Museum:

Holiday music played by local artists
most event nights & hot beverages served.
Museum Open Fri.-Sat 1-4pm First 3 Weekends

December 9th & 16th

Live Nativity
5 p.m. - 7 p.m.

Give a gift of canned food for SHEM

Carriage Rides
5 p.m. - 7 p.m.
Join us for caroling

3rd Annual Kids Free Christmas Store

December 9th - 10 a.m. - 4 p.m.
Evangelical Church 1347 Long St.
FREE store for Sweet Home children
12 and under to shop for their family.
Free Gift Wrapping, Cookies, Hot Chocolate

Kids Store is sponsored by
O&M Point & Tires & Service, CH2M, All Star Auction,
Laura Gilbott-Keller Williams Real Estate,
Wendell Melcher-Heritage NW Real Estate,
Oregon Jamboree, Evangelical Church
and Trash To Treasure.

541-409-4276

TREES FOR SCHOLARSHIPS

14th Annual Decorated Tree Auction
& Dinner Buffet

Saturday, Dec 2nd.
Silent Auction and Social 5:30 p.m.
Live Auction 7:30pm

Admission \$20

Sweet Home High School Cafeteria | 1641 Long Street
Public Viewing of Trees - Saturday noon - 2:00pm

RSVP to Sharismith@lauragillott.com or call
541-409-4019

Proceeds provide scholarships
for SHHS graduates.

City of Sweet Home Community Grants Program Application



	Applications Solicited	Grants Awarded
Funding Cycle 1	June 1 – June 30	July
Funding Cycle 2	December 1 – December 31	January
Special Opportunity	February 1- February 28, 2017	March 2017

(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)

1. ORGANIZATION/AGENCY: United Way Of Linn County
2. ADDRESS: P.O. Box 905, Albany, Or 97321
3. PROJECT DIRECTOR: Larry Horton DAYTIME PHONE: 541-619-2683
4. WEBSITE: www.unitedwayoflinncounty.org E-MAIL: dlarry_horton@yahoo.com
5. PLEASE ATTACH A CURRENT COPY OF THE IRS AFFIRMATION OR DETERMINATION LETTER ISSUED TO YOUR ORGANIZATION. * See attachment
6. PROJECT NAME: Dolly Parton’s Imagination Library
7. DATE PROJECT TO BEGIN: On-going TO BE COMPLETED: On-going
8. TOTAL PROJECT BUDGET: \$65,500

- A. Amount Grant Funding Requested: \$ 500
- B. Funds to be provided by Applicant: \$ 9,500

Sources of additional Project Funding”

Costal Farms & Ranch	\$10,000
Selmet	\$ 1,500
Albany Public Library	\$10,000
5 Rotary Clubs in Linn County	\$19,000
Oregon Community Foundation	\$15,000

9. SOURCE OF ORGANIZATION/AGENCY OPERATING FUNDS: Contributions
10. WHAT IS YOUR ORGANIZATION/AGENCY ANNUAL BUDGET? \$721,000

NARRATIVE DESCRIPTION OF PROJECT (If additional room is needed attach a written narrative.)

This project is an early literacy program that provides age appropriate books to children (ages birth to 5 years) once a month (until they enter kindergarten) at no cost to their families. The program has shown to build better readers and stronger families. Parents read to and with their children. Questions and activities at the end of the story are provided which greatly improves reading skills and parent/child interactions.

City of Sweet Home Community
Grant Program

11. ANY ADDITIONAL COMMENTS THAT SUPPORT THE NEED FOR PROJECT AND/OR PROJECTS MERIT AS AN EVENT OR ACTIVITY DESIGNED TO PROMOTE THE CITY OF SWEET HOME:

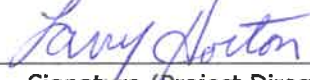
It is well known that businesses like to settle in communities that have a well-educated work force. Unfortunately, Sweet Home students are lagging behind state averages in reading and our high school dropout rate is higher than the state average. Research shows if children aren't reading by the end of third grade they are 85% more likely to dropout of school. This program can help solve the problem and help make Sweet Home more desirable to future families and future businesses.

12. CERTIFICATION:

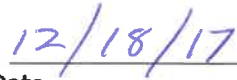
I/We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the City of Sweet Home Community Grants Program. We agree to comply with the city's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds if requested.

We further acknowledge that any deviations from the uses described in the application will require us to submit a program amendment which will be reviewed and approved by the Administration and Finance Committee prior to receipt of any funds.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Community Grants Program as administered by the City of Sweet Home in compliance with applicable local, State and Federal Law.



Signature (Project Director)



Date

RETURN APPLICATION TO:

City of Sweet Home
Community Grants Program
1140 12th Avenue
Sweet Home, Oregon 97386
Phone 541-367-8969

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE

For City Use Only:	
Date Received: _____	By: _____
Staff Review By: _____	Date: _____
Committee Review Date:	Action: _____
Council Review Date:	Action: _____

Internal Revenue Service

Date: July 18, 2005

UNITED WAY OF LINN COUNTY
PO BOX 905
ALBANY OR 97321-0333

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms Bradshaw #31-02167
Customer Service Representative

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

93-0470252

Dear Sir or Madam:

This is in response to your request of July 18, 2005, regarding your organization's tax-exempt status.

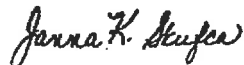
In June 1974 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



City of Sweet Home
Community Grants Program Application

	Applications Solicited	Grants Awarded
Funding Cycle 1	June 1 – June 30	July
Funding Cycle 2	December 1 – December 31	January
Special Opportunity	February 1- February 28, 2017	March 2017

(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)

1. ORGANIZATION/AGENCY: Center Against Rape and Domestic Violence
2. ADDRESS: PO Box 914, Corvallis, OR 97339
3. PROJECT DIRECTOR: Jennifer Morris DAYTIME PHONE: (541) 758-0219 ext.302
4. WEBSITE: www.cardv.org E-MAIL: jennifer.morris@cardv.org
5. PLEASE ATTACH A CURRENT COPY OF THE IRS AFFIRMATION OR DETERMINATION LETTER ISSUED TO YOUR ORGANIZATION.
6. PROJECT NAME: Confidential and emergency shelter for Sweet Home residents experiencing sexual or domestic violence
7. DATE PROJECT TO BEGIN: February 1, 2018 TO BE COMPLETED: June 30, 2018
8. TOTAL PROJECT BUDGET:
 - A. Amount Grant Funding Requested: \$ 1,000 _____
 - B. Funds to be provided by Applicant: \$ 491,500 _____

Sources of additional Project Funding"

United Way Linn County	\$8,500
Federal and State Grants	\$255,000
Local Grants	\$ 85,000
Contributions	\$150,000
9. SOURCE OF ORGANIZATION/AGENCY OPERATING FUNDS: Federal grants, state grants, fundraising and private donations
10. WHAT IS YOUR ORGANIZATION/AGENCY ANNUAL BUDGET? \$1,217,859
11. NARRATIVE DESCRIPTION OF PROJECT (***If additional room is needed attach a written narrative.***)

See attached narrative.

City of Sweet Home
Community Grant Program

12. ANY ADDITIONAL COMMENTS THAT SUPPORT THE NEED FOR PROJECT AND/OR PROJECTS MERIT AS AN EVENT OR ACTIVITY DESIGNED TO PROMOTE THE CITY OF SWEET HOME:

See attached additional comments.

13. CERTIFICATION:

I/We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the City of Sweet Home Community Grants Program. We agree to comply with the city's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds if requested.

We further acknowledge that any deviations from the uses described in the application will require us to submit a program amendment which will be reviewed and approved by the Administration and Finance Committee prior to receipt of any funds.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Community Grants Program as administered by the City of Sweet Home in compliance with applicable local, State and Federal Law.

Jennifer Morris
Signature (Project Director)

12/28/2017
Date

RETURN APPLICATION TO:

City of Sweet Home
Community Grants Program
1140 12th Avenue
Sweet Home, Oregon 97386
Phone 541-367-8969

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE

For City Use Only:
Date Received: _____ By: _____
Staff Review By: _____ Date: _____
Committee Review Date: _____ Action: _____
Council Review Date: _____ Action: _____

11. Narrative description of project (if additional room is needed attach a written narrative.)

The Center Against Rape and Domestic Violence (CARDV) is a well-established 36 year old nonprofit organization providing unduplicated services to residents in Linn and Benton Counties. The mission of CARDV is two-fold: to provide services and support to those affected by sexual and domestic violence, and to provide education and leadership within the community to change the societal conditions that cultivate these forms of violence. CARDV services include a 24-hour crisis and support line, emergency and confidential shelter, crisis response, legal advocacy, medical support at the hospital and support groups.

The Sweet Home Community Grant would provide confidential and emergency shelter for Sweet Home residents who experience sexual or domestic violence. Last fiscal year 10 adults and 11 children from Sweet Home accessed CARDV's emergency shelter for a total of 351 bed nights. The average length of time in shelter for families and individuals was about 17 nights. The average cost for a family of four staying in shelter is approximately \$35.00 for a one-night stay. The \$1,000 grant would provide funding for approximately 29 nights in shelter.

CARDV's shelter is the only confidential and emergency shelter for residents in Linn and Benton Counties. Shelter provides survivors of sexual and domestic violence access to an immediate confidential location to stay, and is available to anyone who has experienced violence regardless of age, gender identity, sexual orientation, ability or religious affiliation. CARDV's shelter is the only confidential and emergency shelter available for women, men and children of all ages. The shelter is also the only confidential shelter program that supports survivors in their recently established recovery from substance abuse in Linn and Benton Counties.

12. Any additional comments that support the need for project and/or projects merit as an event or activity designed to promote the city of Sweet Home:

The goal of the emergency shelter program is to work with survivors to ensure they experience less violence, report a higher quality of life, gain social supports and less difficulty obtaining community resources.

Shelter provides a safe, confidential place for survivors and their family to stay. While in shelter, clients are provided with all food and household necessities and have immediate access to advocacy. Advocacy services include, assistance with medical and legal services, connecting with social services agencies, case management, referrals to community agencies for parenting support and one-on-one peer support. Additionally, CARDV provides transportation for clients who do not have their own transportation options.

Survivors of sexual and domestic violence access CARDV services through well-established partnerships with the Sweet Home Police, Linn County Sheriff, Samaritan Hospital and Clinics and Sweet Home schools. In addition to survivors accessing CARDV services through partnering agencies, the majority of referrals to CARDV services are made by friends and family members of the survivor. CARDV provides outreach and education in Sweet Home through participation in service club presentations, booths at resource fairs, presentations at the high schools and awareness displays throughout the community.

Internal Revenue Service
EP/EO Disclosure Desk
P.O. Box 2350 Los Angeles, CA 90053

Person to Contact:
F. Mirafior or L. Barragan
Telephone Number:
(213)894-4232
Refer Reply to:
91-785
Date: OCT 30 1990

CENTER AGAINST RAPE AND
DOMESTIC VIOLENCE
410 NW 5TH
CORVALLIS, OR 97330

RE: 93-0792125
CENTER AGAINST RAPE AND
DOMESTIC VIOLENCE

Gentlemen:

This is in response to your request for a determination letter of the above-named organization.

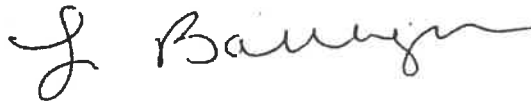
A review of our records indicates that the above-named organization was recognized to be exempt from Federal income tax in JULY, 1981, as an organization described in Internal Revenue Code section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in section 509(a) of the code, because it is an organization described in section 170(b)(1)(A)(vi).

This letter is to verify your exempt status and the fact that the determination letter issued on JULY, 1981 continues to be in effect.

If you are in need of further assistance, please feel free to contact me at the above address.

We appreciate your cooperation in this regard.

Sincerely,



Disclosure Assistant



**City of Sweet Home
Community Grants Program Application**

	Applications Solicited	Grants Awarded
Funding Cycle 1	June 1 – June 30	July
Funding Cycle 2	December 1 – December 31	January
Special Opportunity	February 1- February 28, 2017	March 2017

(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)

1. ORGANIZATION/AGENCY: Friends of the Sweet Home Library
2. ADDRESS: 1200 Long Street / Sweet Home, OR 97386
3. PROJECT DIRECTOR: Jackie Dougherty DAYTIME PHONE: 541-405-2405
4. WEBSITE: none E-MAIL: coastcrazy@comcast.net
5. PLEASE ATTACH A CURRENT COPY OF THE IRS AFFIRMATION OR DETERMINATION LETTER ISSUED TO YOUR ORGANIZATION.
6. PROJECT NAME: Replacement of six shelving units for the Community Bookstore
7. DATE PROJECT TO BEGIN: February, 2018 TO BE COMPLETED: March, 2018
8. TOTAL PROJECT BUDGET: \$1,800.00
 - A. Amount Grant Funding Requested: \$ 450.00
 - B. Funds to be provided by Applicant: \$ 450.00
- Sources of additional "Project Funding"

\$ Roger's Fine Woodworking (in-kind)	\$500.00
\$ Siletz Tribal Charitable Contribution Fund	\$400.00
\$	
9. SOURCE OF ORGANIZATION/AGENCY OPERATING FUNDS:

The Friends of the Sweet Home Library operate the only used bookstore in the City of Sweet Home. The bookstore operates with volunteers 6 days a week for 6 hours per day. Monies raised from the sale of used books support programs such as the Summer Reading program and assist in purchasing new materials for all ages at the Sweet Home Public Library.
10. WHAT IS YOUR ORGANIZATION/AGENCY ANNUAL BUDGET? \$10,000

City of Sweet Home
Community Grant Program

11. NARRATIVE DESCRIPTION OF PROJECT (If additional room is needed attach a written narrative.)

There are six shelving units at the Community Bookstore made of pressboard that have been moved from the previous location to the current location on the corner of 12th and Long Street. The volunteers at the bookstore cautiously place donated books on these shelves fearing they will collapse from the weight of too many books. These shelving units will be replaced with wooden shelving constructed by Roger Campbell, a finish carpenter, who has generously reduced his hourly shop rate for this project. The new wooden shelves will increase the number of books the Friends can put out which in turn will increase the monies the Friends can provide to the Sweet Home Public Library and will eliminate the safety concerns for customers and volunteers.

12. ANY ADDITIONAL COMMENTS THAT SUPPORT THE NEED FOR PROJECT AND/OR PROJECTS MERIT AS AN EVENT OR ACTIVITY DESIGNED TO PROMOTE THE CITY OF SWEET HOME:

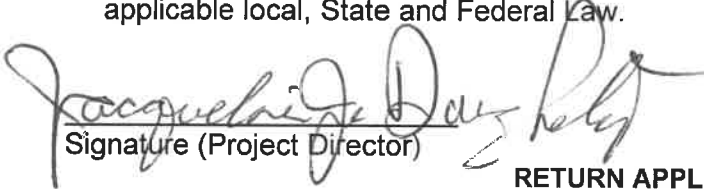
The Friends of the Sweet Home Library is a nonprofit group of volunteers whose purpose is to maintain an association of people interested in libraries; to focus public attention on the library, its programs, services and needs; to stimulate the use of the Library's resources and services; and promote the Library as a meeting place for people and ideas.

13. CERTIFICATION:

I/We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the City of Sweet Home Community Grants Program. We agree to comply with the city's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds if requested.

We further acknowledge that any deviations from the uses described in the application will require us to submit a program amendment which will be reviewed and approved by the Administration and Finance Committee prior to receipt of any funds.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Community Grants Program as administered by the City of Sweet Home in compliance with applicable local, State and Federal Law.


Signature (Project Director)

12-29-17
Date

RETURN APPLICATION TO:

City of Sweet Home
Community Grants Program
1140 12th Avenue
Sweet Home, Oregon 97386
Phone 541-367-8969

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE

For City Use Only:	
Date Received: _____	By: _____
Staff Review By: _____	Date: _____
Committee Review Date: _____	Action: _____
Council Review Date: _____	Action: _____

City of Sweet Home
Community Grant Program

**CITY OF SWEET HOME COMMUNITY GRANTS PROGRAM
PROGRAM REIMBURSEMENT REQUEST FORM**

Applicant Name

Date of Request

Address

Request #

City/State Zip Code

Final Request

Attn: _____ Phone _____

Project: _____

Summary of request (attach receipts):

Comments:

CERTIFICATION:

I certify that to the best of my knowledge and belief, the billed costs and disbursement are in accordance with the approved project; the disbursements meet the intent of the City of Sweet Home Community Grant Program. I have included copies of all receipts for this request.

Applicant Signature Date

Date Date

Section I. General Information

1. **Registration #:** 16876

Friends of the Sweet Home Library
 1101 13th Avenue
 Sweet Home OR 97386

Phone: (541) 367-5007 **Fax:**
Period Beginning: 1/1/2016 **Period Ending:** 12/31/2016

Cross Through Incorrect Items and Correct Here:
 (See instructions for change of name or accounting period.)

Registration #:
Organization Name:
Address:
City, State, Zip:
Phone: **Fax:** **Amended Report?**
Email:
Period Beginning: / / **Period Ending:** / /

2. Did a certified public accountant audit your financial records? - If yes, attach a copy of the auditor's report, financial statements, accompanying notes, schedules, or other documents supplementing the report or financial statements. Yes No
3. Is the organization a party to a contract involving person-to-person, advertising, vending machine or telephone fund-raising in Oregon? Yes No
 If yes, write the name of the fund-raising firm(s) who conducts the campaign(s): _____
4. Has the organization or any of its officers, directors, trustees, or key employees ever signed a voluntary agreement with any government agency, such as a state attorney general, secretary of state, or local district attorney, or been a party to legal action in any court or administrative agency regarding charitable solicitation, administration, management, or fiduciary practices? If yes, attach explanation of each such agreement or action. See instructions. Yes No
5. During this reporting period, did the organization amend its articles of incorporation, bylaws, or trust documents, OR did the organization receive a determination letter from the Internal Revenue Service relating to its tax-exempt status? If yes, attach a copy of the amended document or letter. Yes No
6. Is the organization ceasing operations and is this the final report? (If yes, see instructions on how to close your registration.) Yes No
7. Provide contact information for the person responsible for retaining the organization's records.

Name	Position	Phone	Mailing Address & Email Address
Debra Roberts	treasurer	602 361-9343	43850 Lakeview Way Foster, OR 97345 debraroberts823@gmail.com

8. List of Officers, Directors, Trustees and Key Employees – List each person who held one of these positions at any time during the year even if they did not receive compensation. Attach additional sheets if necessary. If an attached IRS form includes substantially the same compensation information, the phrase "See IRS Form" may be entered in lieu of completing that section. **(Oregon law requires a minimum of three directors for nonprofit corporations.)**

(A) Name, mailing address, daytime phone number and email address	(B) Title & average weekly hours devoted to position	(C) Compensation (enter \$0 if position unpaid)
Name: Jackie Dougherty Address: _____ Phone: (541) 405-2405 Email: coastcrazy@comcast.net	President 3 hrs.	0
Name: Joyce Farris Address: _____ Phone: (541) 367-5315 Email: none	Vice President 2 hrs.	0
Name: Paul Ehrharn Address: _____ Phone: (541) 466-5836 Email: paul3ins@gmail.com	Secretary 1 hr.	0

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: FRIENDS OF THE SWEET HOME

LIBRARY
1101 13th Avenue, Sewwt
Home, OR, US, 97386

D Employee Identification

Number 93-0875011

E Website:

F Name of Principal Officer: Debra Roberts

43850 Lakeview Way, Foster,
OR, US, 97345

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: February 13, 2018 SUBMITTED BY: Joe Graybill, Staff Engineer Greg Springman, Public Works Director REVIEWED:	TITLE: FY 2016 Grape St Waterline Project Supplemental Budget. ATTACHMENTS: Staff Recommendation Letter Invoice & Payment Report	TYPE OF ACTION: — RESOLUTION <u>X</u> MOTION — OTHER
---	---	--

PURPOSE OF THIS MEMO:

Request is for the approval of additional project funds of \$6,278.03 over the previously approved contract with RL Houck Construction Co. of Salem Oregon to construct a waterline on Grape St off 18th Ave and Grape Loop.

BACKGROUND/CONTEXT:

During the course of construction of the FY 2016 Grape St Waterline Project by RL Houck Construction Co of Salem, Oregon, complications arose in trying isolate portions of the city water distribution system. Older segments of the system are notorious for not have adequate isolation valving.

In this particular case, the project involved fully connecting and valving the 4", 6" and 10" waterlines at the intersection of 18th Ave and Grape St. The 4" had no isolation valve from Long St to its dead end around the corner at Ames Creek Road and Mountain View Road. Attempts were made to shut down the line with our known valves, which proved to not fully shut the system off, and delays resulted till we found the correct valve connection. Delays to contractor operations such as this are typically the responsibility of the owner. This increased project costs as indicated on the attached Invoice Report.

We added an "In-line" shut off valve midway between Grape St and Long St closer to Kalmia St to aid in reducing the very long lengths of pipeline between valves. This increased project costs as indicated on the attached Invoice Report (CO No. 1).

We also moved the 8" Grape St waterline 1.5 feet from its original alignment to have more clearance working alongside the original 2" line. This resulted in some additional excavation, backfill, and asphalt paving quantities. There was also a typographical error in the bid document that had transposed numbers for the City estimate of pavement bid quantities. This increased project costs as indicated on the attached Invoice Report.

The project is completed, system maps are updated, and the Grape St neighborhood will have more consistent water flows.

The bid proposal submitted through the public bidding process was for \$169,995.00, with a 10% contingency of \$16,999.50, for a total of \$186,994.50. The engineers estimate was \$221,252.00. The additional \$6,278.03 brings the total project cost to \$193,272.53.

THE CHALLENGE/PROBLEM:

How does Sweet Home update our water system to eliminate leaks, broken lines and other inefficiencies, including system network connectivity and isolation that plague our aging infrastructure?

STAKEHOLDERS:

- City of Sweet Home residents. Water system ratepayers and consumers pay for the improvement and maintenance of the water distribution system.
- City Council. As elected officials, you have adopted a Vision, "...to provide viable and sustainable infrastructure."
- Construction Contractors. Cities, and their Contractors hired to perform work, sometimes find unreliable and undocumented older systems that complicate their activities.

ISSUES & FINANCIAL IMPACTS:

1. Rates will not increase because of this project. Waterline replacement projects are allocated within the Water Depreciation Capital Fund section of the Adopted 2016–2017 Operating Budget.
2. The total project cost is \$6,278.03 over the Council approved project allocation.

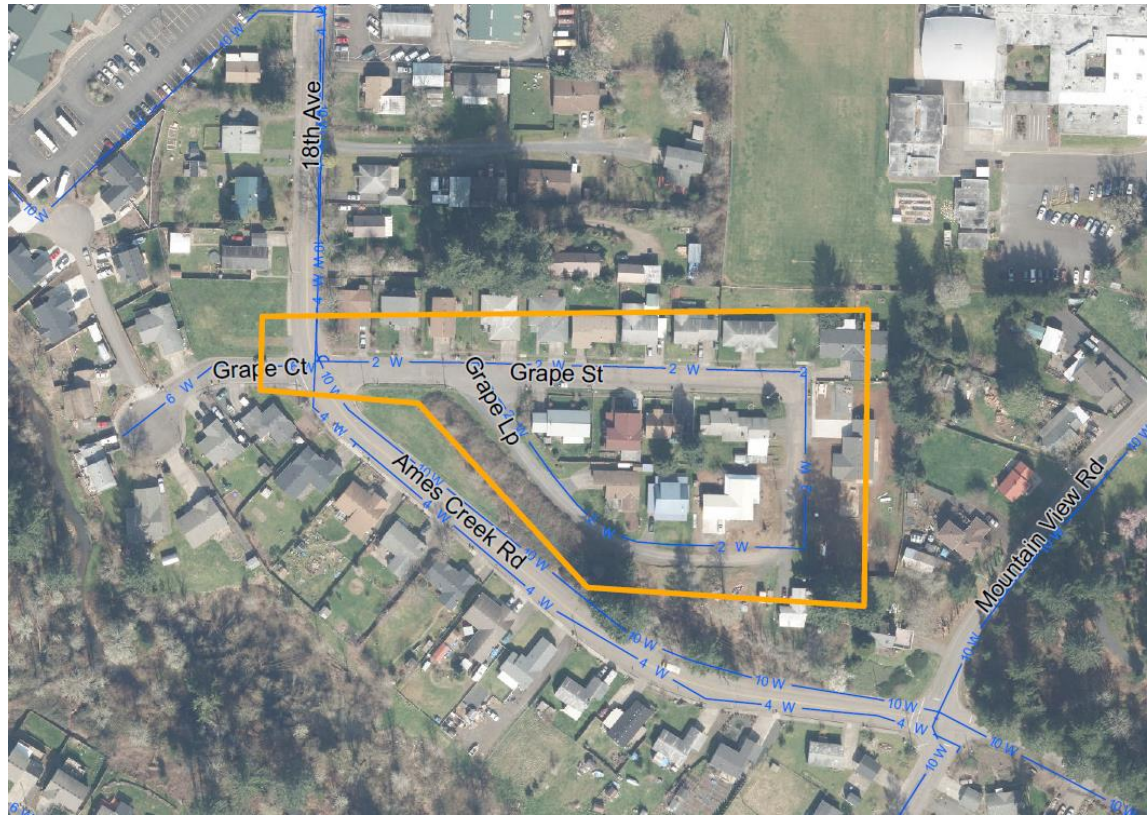
OPTIONS:

1. Reject funding the project cost overage.
This option may impact the city's ability to have reliable bids in the future, and may result in legal challenges.
2. Authorize additional funds to the contract
Accept the request for additional funds for the contract for RL Houck Construction Co. of Salem Oregon as shown on the tabulation of Progress Invoices No. 1, No. 2, and No. 3, indicating the various stages of construction and charges.

RECOMMENDATION:

Staff recommends City Council choose Option 2 – Authorize additional funds to the contract. The recommended option will require additional funds in the amount of \$6,278.03 to conclude the contract and payment to RL Houck Construction Co. of Salem Oregon, in the amount of \$24,277.50 per their Invoice No. 3.

Grape St Waterline Project Challenges & Complications



Project Startup

- Construction began May 2017
- Water mains are typically constructed from the connection with existing mains going outward.
- But fittings for the connections in 18th Ave had not arrived from the supplier, so that work was scheduled for the end of the project.
- Construction commenced on Grape St from the east side of 18th Ave proceeding eastward up Grape St and around Grape Lp. Then returned to 18th Ave to install the connections.

18th Ave
connection work
scheduled for end

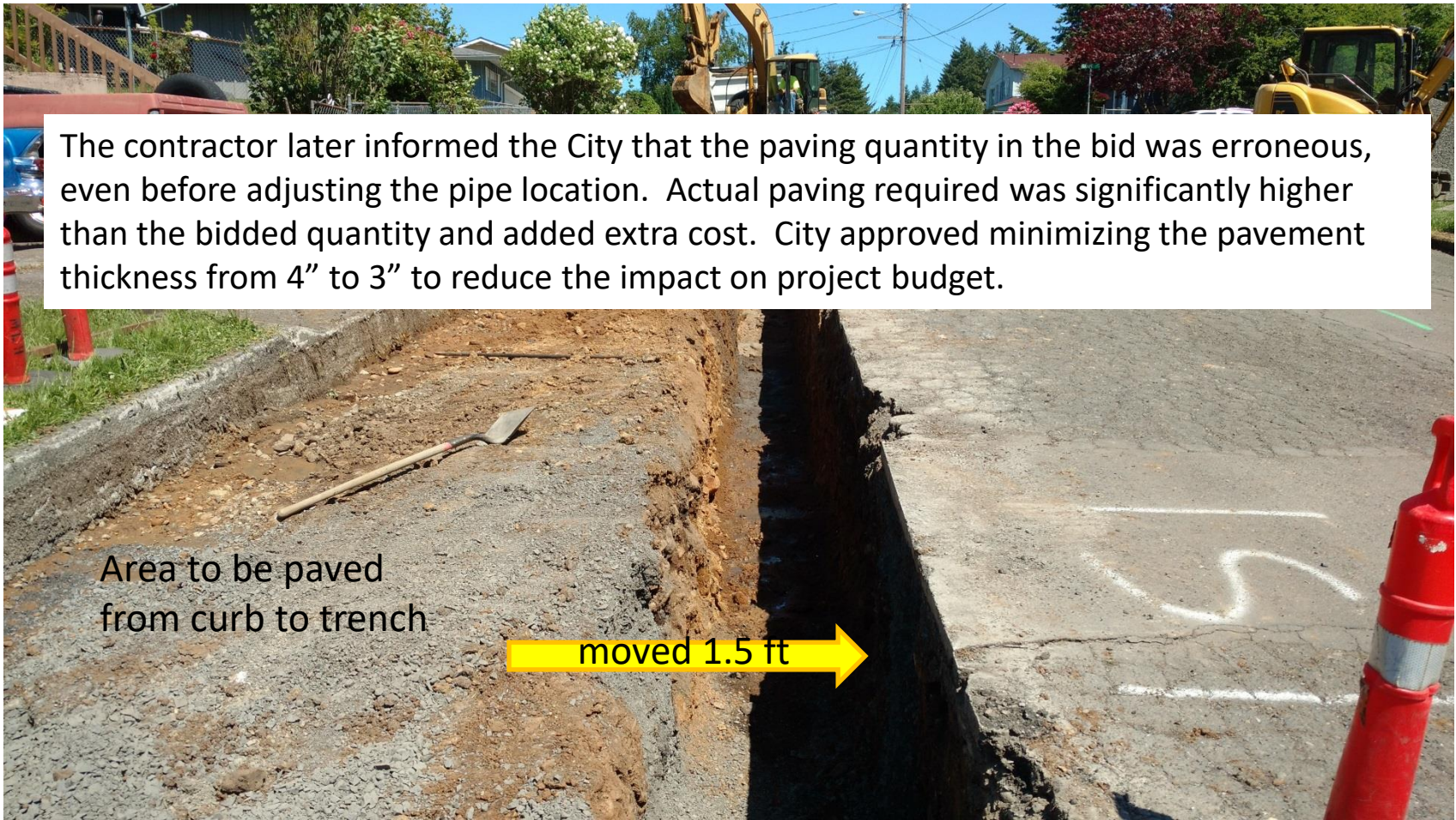


Work began east
of intersection

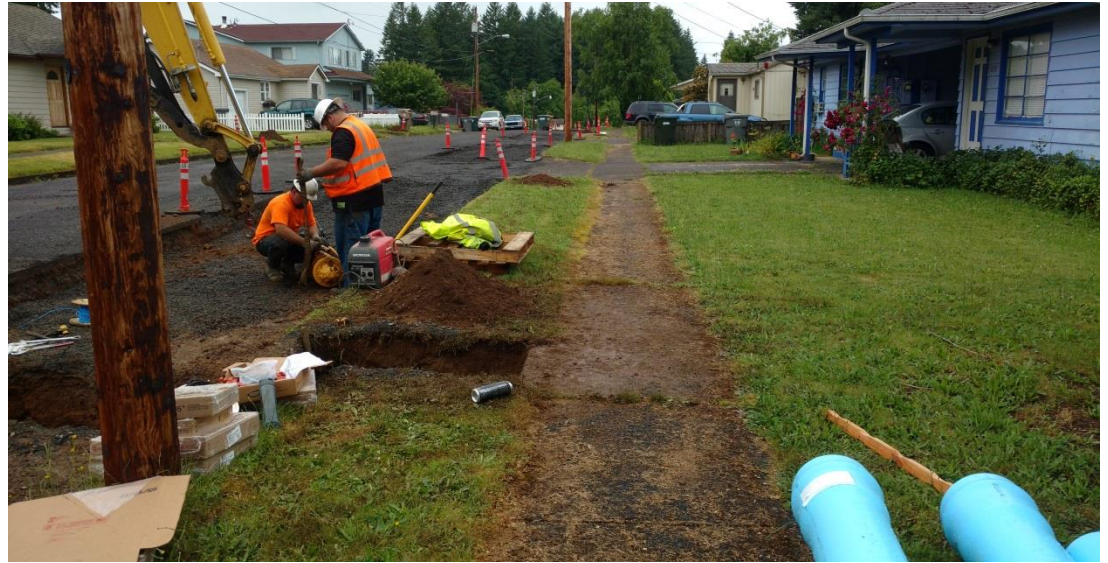
Built eastwards

“Wobbly” alignment of old 2” pipe conflicted with new 8” pipe. City approved moving 1.5 ft further from the curb. Costs for additional excavation & paving covered by project contingency.

The contractor later informed the City that the paving quantity in the bid was erroneous, even before adjusting the pipe location. Actual paving required was significantly higher than the bidded quantity and added extra cost. City approved minimizing the pavement thickness from 4” to 3” to reduce the impact on project budget.



Work went well on Grape St & Grape Lp during May & June

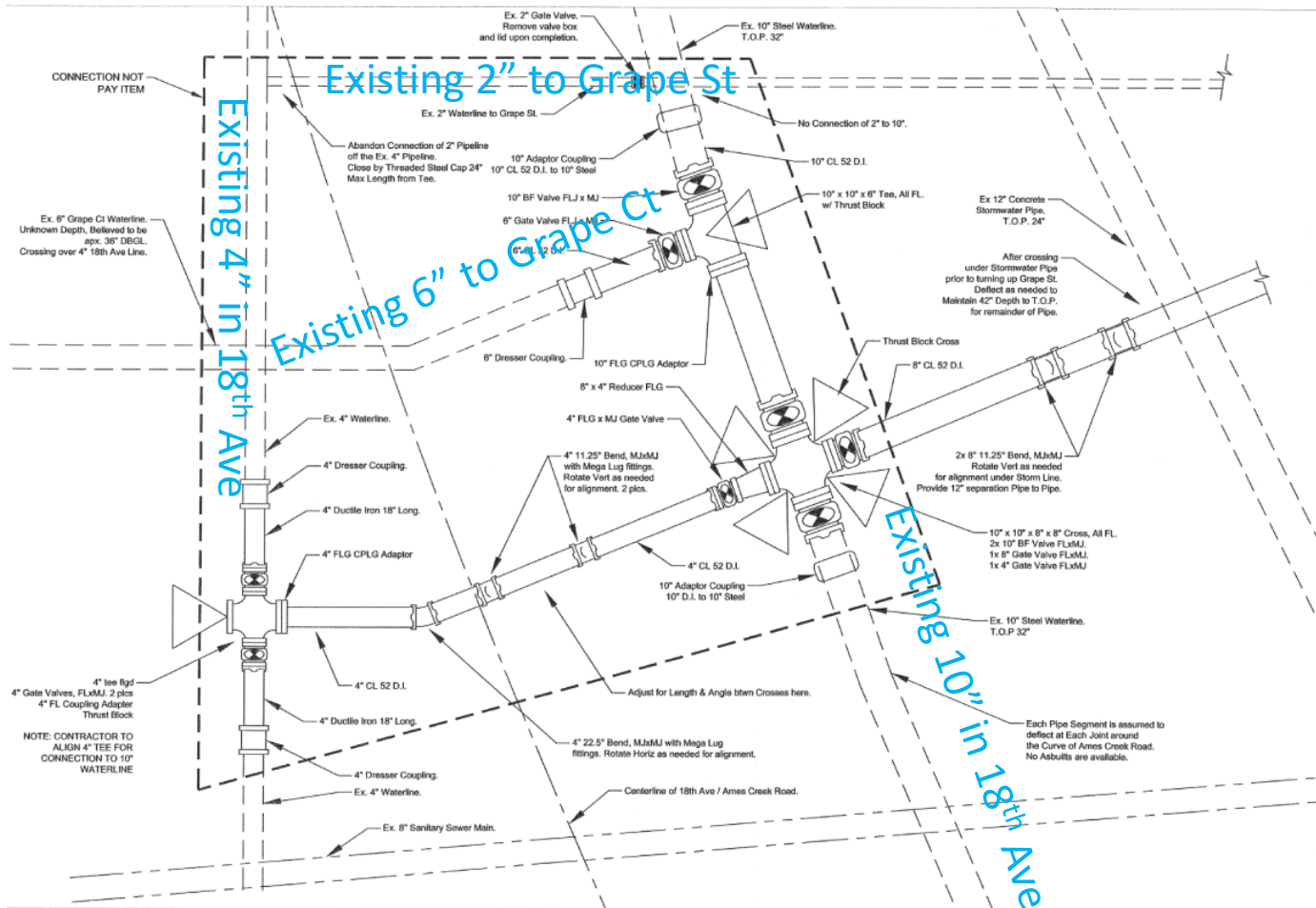


With pipe installation complete on Grape St & Grape Lp, connection work began on 18th Ave in June



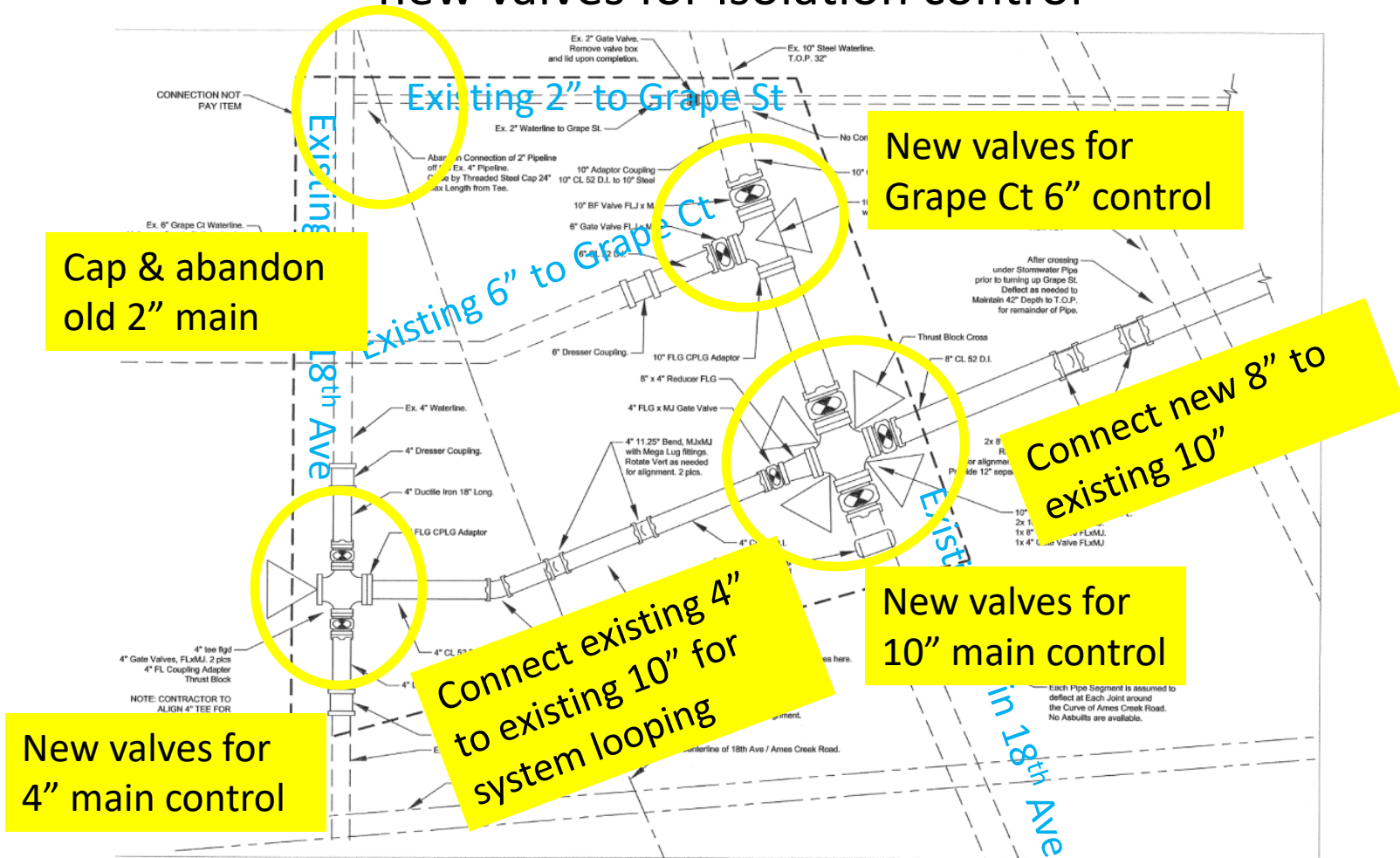
18th Ave work

Connection of new main, connections between existing mains, new valves for isolation control



18th Ave work

Connection of new main, connections between existing mains, new valves for isolation control



This is when things started to get weird

An existing valve was discovered controlling Grape Ct that had been paved over.
(Previous exploration attempts to find such a valve had been unsuccessful.)
We eliminated the Grape Ct valves from the plan. This saved us money.



Another street layer was found 1 ft below the surface of 18th Ave, complete with a second storm system.

Apparently at some point the City had rebuilt the street on top of itself.



(The 2nd storm system was investigated & deemed abandoned. Cost neutral. But it's unsettling that we find no record of such a major change to one of our major streets.)

Mains were shut down and the assembly connecting the new Grape St main to the 10" main in 18th Ave was installed without incident.

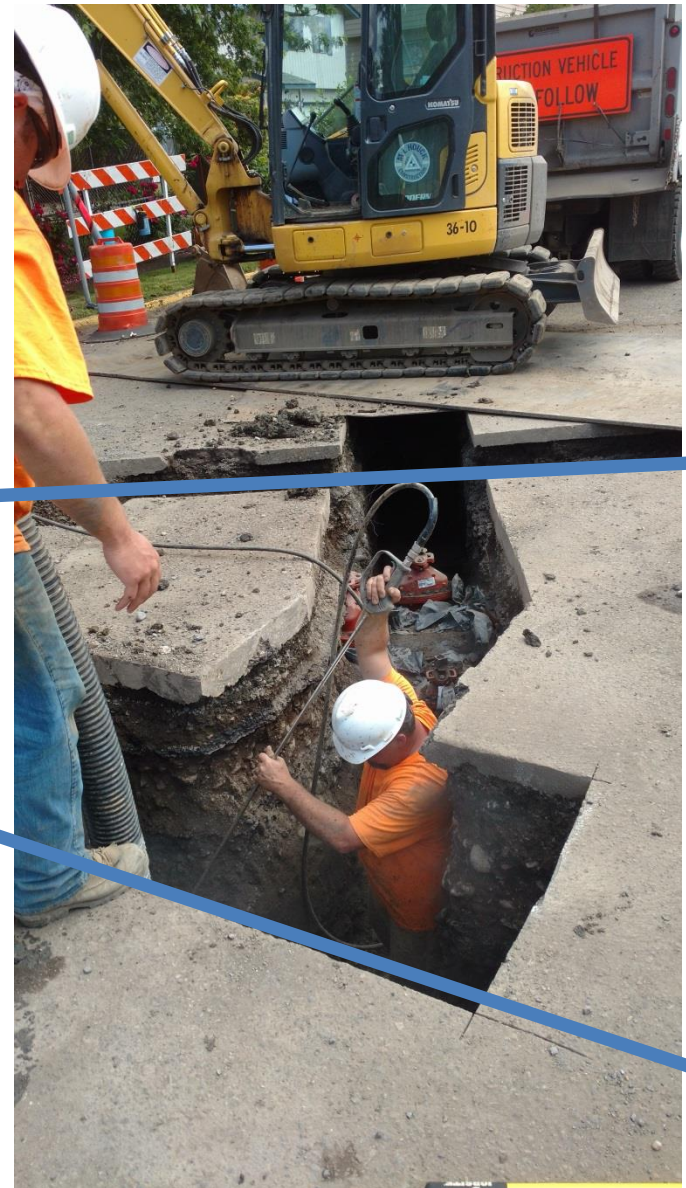




The connection to the 4" was attempted....

10" main with valve assembly installed

4" main to be connected



But it geysered water when the 4" pipe was cut.

City crews scrambled to determine why it hadn't shut down.

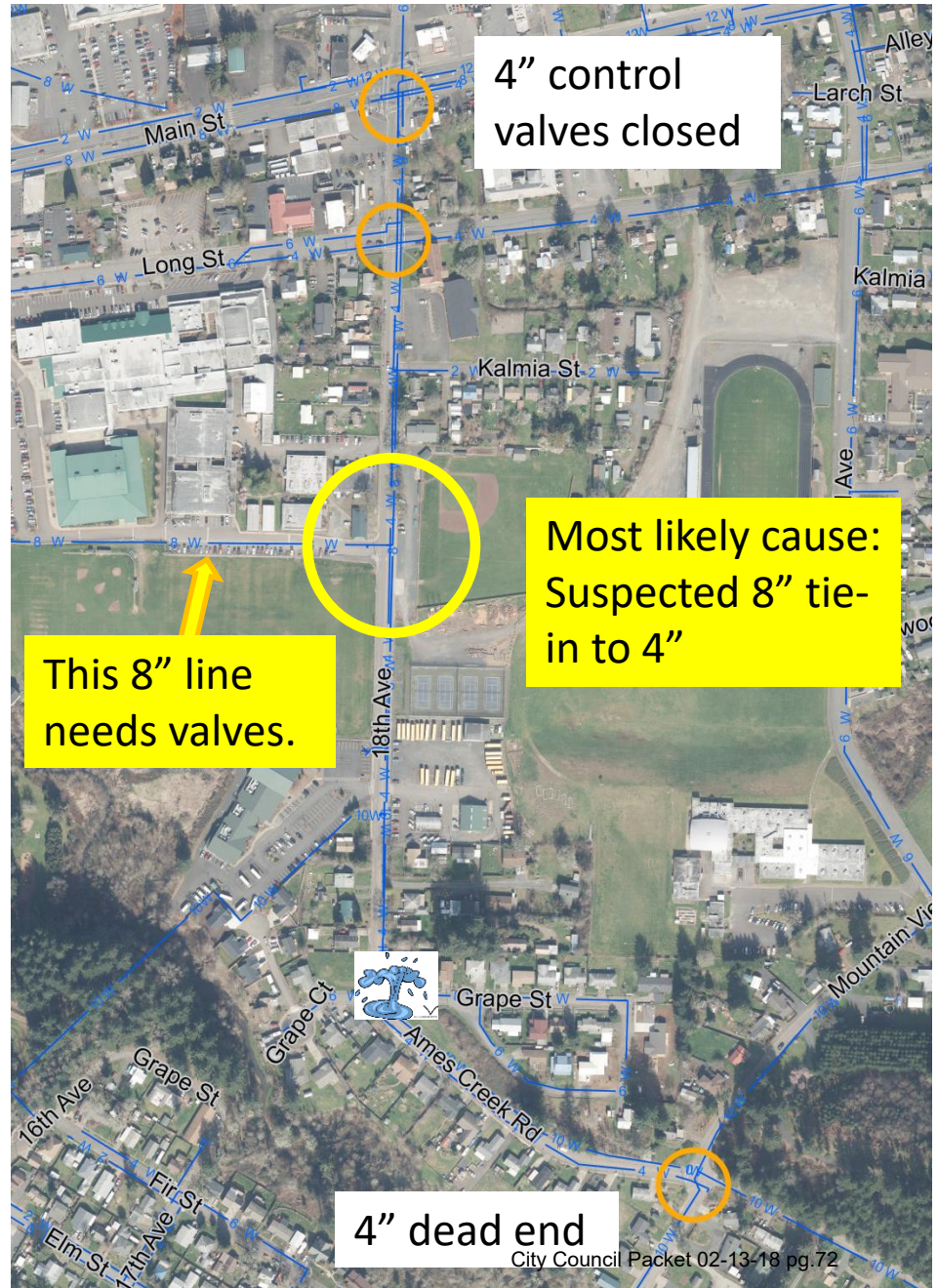
The 4" main is a dead end at Mountain View Rd. Its only known source is Long St, with no other known ties. Closing valves at Long St & Main St should have turned it off, but didn't.

We provided a clamp to stop the geyser while troubleshooting.

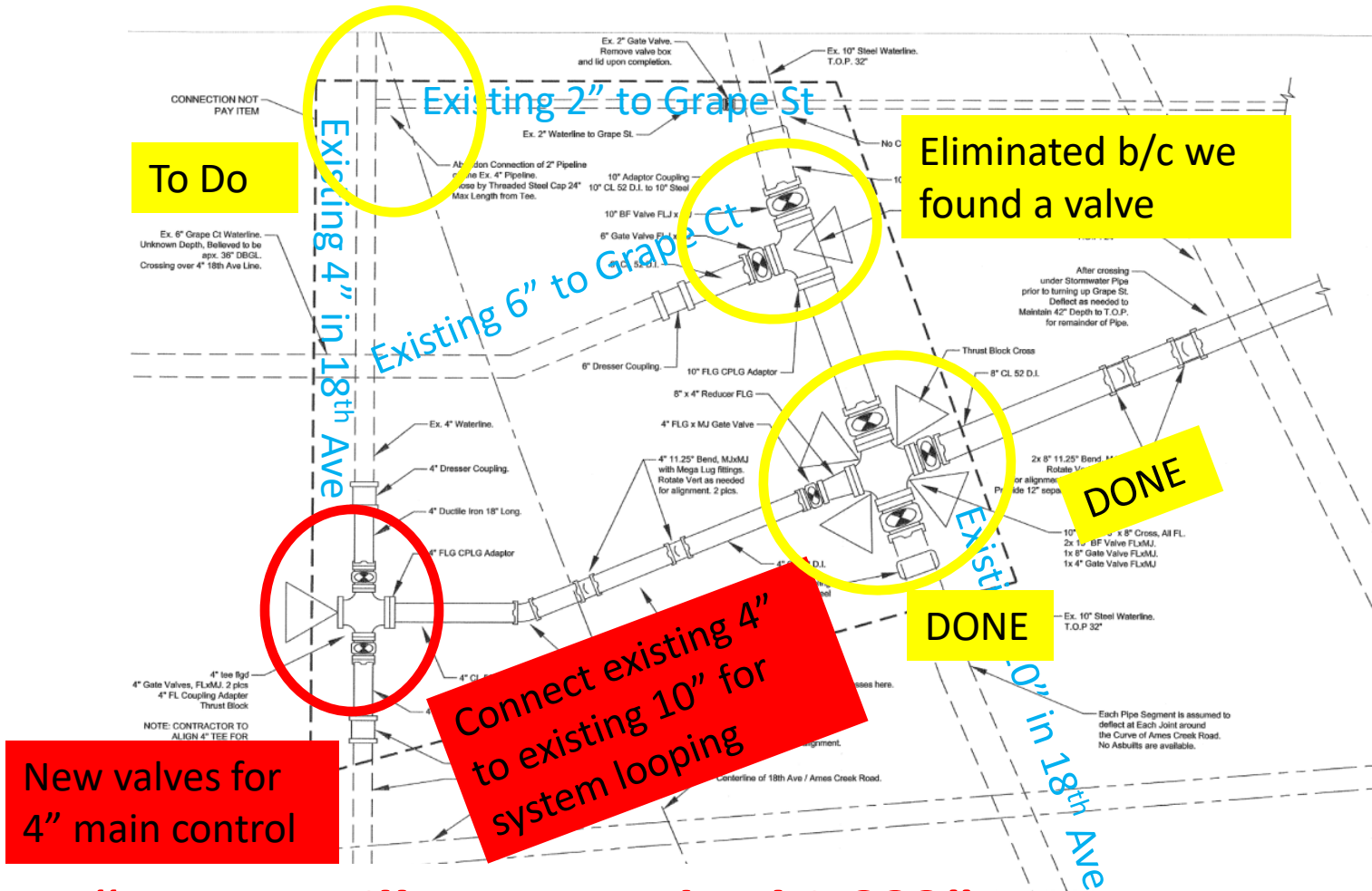


The most likely cause was probably the 8" line crossing the high school field from 15th Ave. This line was believed to be connected to the 8" line in 18th Ave. It probably had an unknown connection with the 4" that prevented shutdown.

This 8" main was previously identified for a future valve installation.



The City reconsidered how important the 4" connection & valves really are to us, and whether it was still worth the extra difficulty to do it. The paving quantity error had eaten up most of the project contingency.



“Do we still want to do this???”

The City reconsidered how important the 4” connection & valves really are to us, and whether it was still worth the extra difficulty to do it. The paving quantity error had eaten up most of the project contingency.

Lack of control valves is the entire reason we run into problems like this where we can't turn the water off.

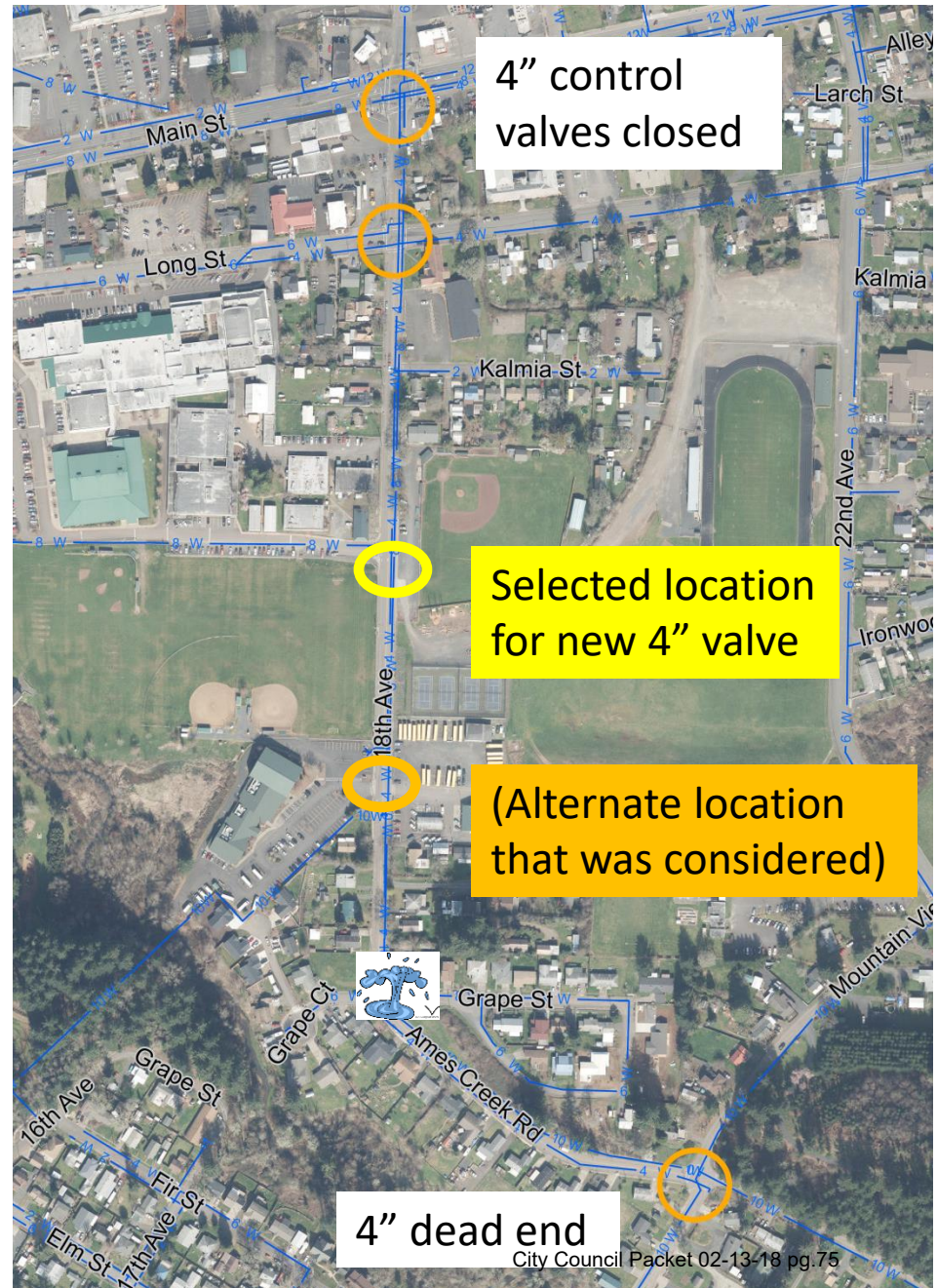
If we skipped the valves, we'd have this problem forever.

To fix the problem we need to bite the bullet and do it right. The City decided that yes, we really need those 4” valves as planned.

City crews determined that placing an *EZ Valve* on the 4" on the south side of the suspected tie-in should give us the control needed.

We began to process a change order for the extra work.

(*EZ Valve* is a type of inline control valve that is installed live. No shutdown is required to install an *EZ Valve*.)



Meanwhile the contractor did required tests on the new main on Grape St. It passed, was placed in service, and was paved. With the change order in process and nothing else to work on while we figured out our end, the contractor went to work on another job. (Now mid-July.)



When the change order was completed, the contractor was deeply involved in their other project.

They returned in early December.

The *EZ Valve* was successfully installed without incident.



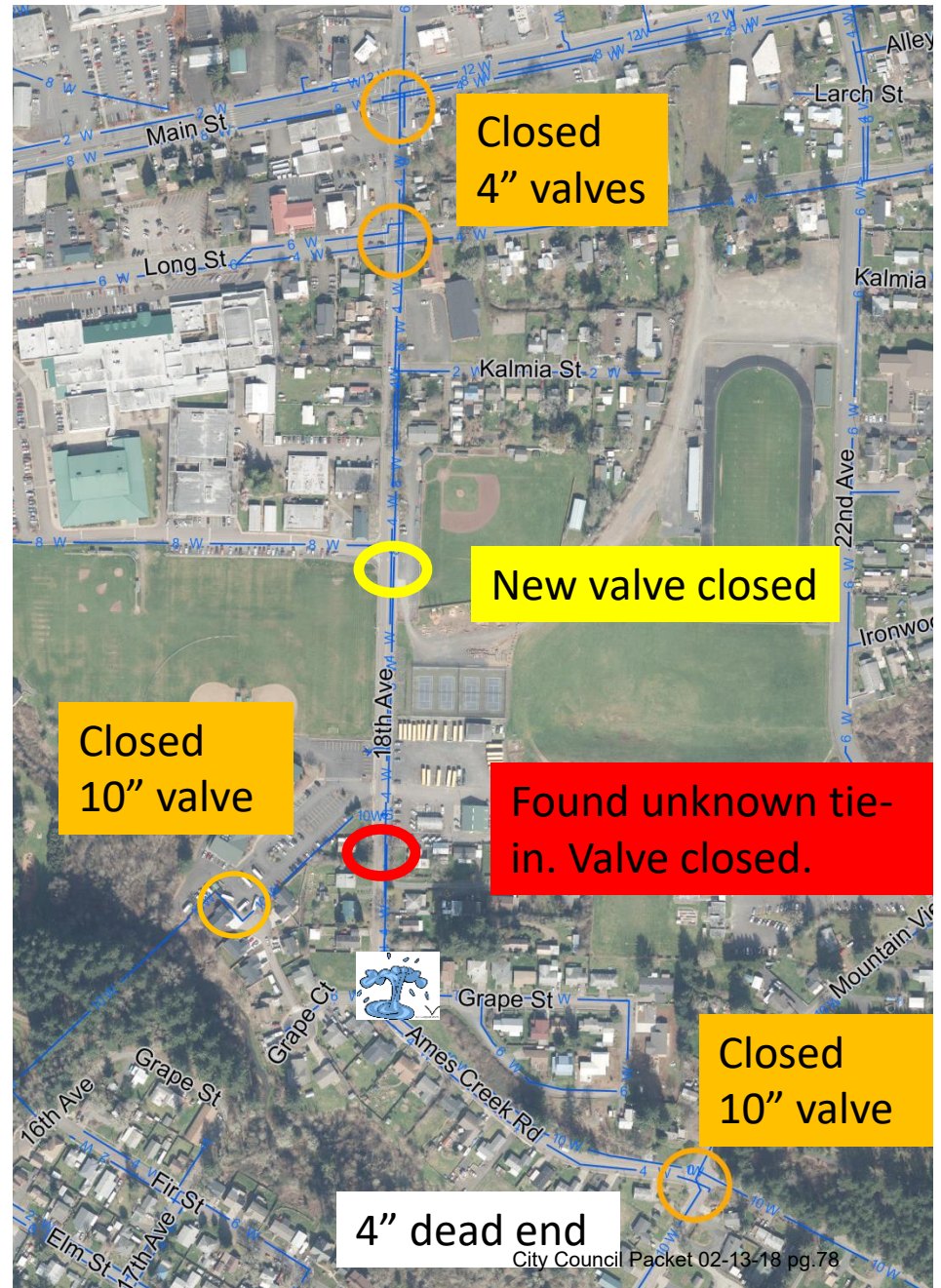
EZ Valve

4" dead end

The contractor attempted the 4" connection again. And it STILL had water.

City crews scrambled. ...Again.

After shutting off every valve in the area, related or not, we finally found a previously unknown tie-in between the 4" and the 10" close to the Community Center and were able to shut it down.



The 4" assembly was successfully installed.

The old 2" main was abandoned.

The project was completed Dec 2017.



1. IDENTIFICATION OF OFFICIAL REPRESENTATIVES; OWNER, ENGINEER, CONTRACTOR, PROJECT:

Project Name FY 2016 Grape St Waterline Project **Project No.** SHPW 4306
Owner Name City of Sweet Home **Phone #** 541-367-6977
Mailing Address 1140 12th Ave, Sweet Home, OR 97386
Engineer Name Same **Phone #** Same
Mailing Address _____
Contractor Name ML Houck Construction Co. **Phone #** 503-463-7177
Mailing Address 4444 22nd Ave NE, Salem, Ore 97301 **CCB License #** 811095
Contact Person (s) Michael Houck. **Emergency#** _____

2. DESCRIPTION OF CHANGE:

Describe Change: Work related to the 4" waterline in Connection #1. A new Line Tap 4" valve will need to be installed north up 18th Ave. Location TBD by City crews.

Describe Impacted Work: With the waterline unable to be turned off, an In-Line Hot Tap Valve will be installed closer to the High School. Since other work is completed, additional work and re-mobilization for crews is necessary and subcontractor hiring for line tap installation.

List Plan Sheets & Spec. Section: Connection Detail #1, Sheet 8 of 9; and Bid Item No. 8 – Connection #1, 18th Avenue, in the Contract Documents.

Describe Changes to Schedule: Work is approved for extension through summer so that ML Houck can schedule returning crew and subcontractor work for line valve installation.

Describe Changes to Budget: Project Manager Ken Zahler provided estimate of \$17,121 in email dated July 07, 2017 detailing MOB and Digging cost elements. This work will increase the total project cost above the approved (\$169,995) budget, but total will remain within the contingency (10%) budget by less than \$1000.

Project Dates:

Need First Known.	By Whom.	Contractor Notified.	How.	Owner Notified.	How.
June 2017	City & Contractor	June 2017	Onsite & Email.	--	--

Total Amount of Change \$: TBD, total project should be within approved budget.

Miscellaneous:

3. CHANGE REQUEST ACCEPTED BY:

Engineer: (CITY) [Signature] **Date:** 9/26/17
Owner: (CITY) Joe [Signature] **Date:** 9/26/2017
Contractor: [Signature] **Date:** 9/20/2017

Joe Graybill

From: Trish (Patricia) Rice
Sent: Friday, July 7, 2017 11:18 AM
To: Ken Zahler
Cc: Joe Graybill
Subject: RE: 4" Inline Valve Install

Thanks!

So with all the various changes we've made to the project, could we get a figure for the total final cost? I'm imagining something like the invoice or bid tab that shows the tonnage, etc with a grand total since we have made several adjustments to the quantities of rock and paving. I've done some figures on my side to get in the ballpark, but it will be more solid/accurate coming from you.

And I believe we've discussed with you changing the paving depth from 4" to 3" up Grape St but I don't think we emailed you about it for recordkeeping. Here you go. We approve changing the paving depth on Grape St from 4" to 3" thick which can be done in one lift (thickness to remain 4" in 18th Ave).

Thanks for your help, you're great to work with. See you Monday.

Trish Rice
Engineering Technician

*Sweet Home Public Works
1140 12th Avenue
Sweet Home, OR 97386
541-367-6977 x 241 office
541-936-2310 cell
price@ci.sweet-home.or.us*

From: Ken Zahler [<mailto:ken@houckco.com>]
Sent: Friday, July 07, 2017 10:47 AM
To: Trish (Patricia) Rice
Cc: 'Mike Houck'; sarah@houckco.com
Subject: 4" Inline Valve Install

Trish,

I put together costs for the 4" inline valve, and to get ML Houck back to where we could install the valves and "T" on the 4" to 10" tie in. The labor and materials for the 4" to 10" tie in would be covered under the remainder of what is left under Connection # 1 that has yet to be billed. As this would require Knife River a remobilization charge and a minimum charge for their crew, the price reflects this. If the city would like to flag and pave it themselves, this could save the city some money.

MOB	1,500.00
Flaggers	2,140.00
Cones	0.00
Roll Up Signs	0.00
Digging	

Sawcut A/C	90.00
Dump Truck	832.00
88 Excavator	1,280.00
labor	968.00
Steel Plates	496.00
Line Tap Valve	6,160.00
Rock for backfill	330.00
Valve Can	135.00
Paving	3,190.00
Total:	17,121.00

Cost for 4" Inline valve install complete: \$ 17,121.00

Ken Zahler

ML Houck Construction
503-463-7177 Office
503-480-4704 Cell



TO: GREG SPRINGMAN, PUBLIC WORKS DIRECTOR
FROM: JOE GRAYBILL
DATE: JULY 31, 2017
PROJECT: GRAPE ST WATERLINE PROJECT
REFERENCE FOLDER: G:\ENGR\CAPIMPLAN\WATER\GRAPE ST

SUBJECT: GRAPE ST WATERLINE CONSTRUCTION COST PROGRESS.

SCOPE:

This is a request to allow for an additional dollar amount be allocated to the Grape St Waterline project for completion of distribution system connections and valving. The details below, and Bid Item List are attached.

DETAILS:

During the course of construction, there have been some changes to the work scope. Most notable was the difficulty in shutting off the 4" waterline in 18th Ave, in order to complete Connection #1. Problem is though, the valves we anticipated would shut off the water, did not. There must be some other connections that we don't know of – or, connected pipes without valving – in 18th Ave providing flow. In contractor encountered delays while city forces attempted to shut off the water. We were unsuccessful, so the contractor lost a day of crew and flagger time, which is a cost to us. In order to make the intended connection, the contractor will need to install an In-line hot tap valve, and install the planned tee and connection valves. Re-mobilization and the extra costs of valving are part of the anticipated extra charge. The City would normally have installed the In-line valve as part of the project components.

Other changes within the project work, were

- Added one long-side service (cost to recover will be assessed when the property is developed),
- Found a typo-error in the bid quantity for Asphalt Paving, which ended in increased material, however we reduced the thickness of the street paving on the Grape St cul-de-sac to 3" from 4", and maintained 4" in the roadway necessary at the 18th Ave intersection due to the traffic loading in that area, which mitigated some of that.
- Moved the water line 18" further from the north curb to provide extra distance from the existing often-fragile 2" line, increasing road base excavation and materials.

These items to date through Progress Invoice #2 have used most of the main project funds, with the anticipated remaining work using the contingency funds. We have received an estimate of ~\$17K for the remaining work to finish, and rounding that up to an even ~\$18K will place the total project funding necessary over by a few dollars. The nature of the work with the valving being difficult to estimate an exact number prior to work itself.

Our intent will be to minimize or prevent any cost overage above the original project cost and contingency.

FY2016 Grape St Waterline Project
 Detailed Bid Item Listing

Project Bid Items :

Project Bid Items :				ML Houck Construction Co.		Progress Invoice #1		Progress Invoice #2		Progress Invoice #3	
Bid Item No.	Item Description with Bid Unit Price.	Unit	Approx. Quantity	Unit Cost	Total						
1	Mobilization, Bonds, Permits and Insurance.	L.S.	1	Lump Sum	\$ 22,000.00			1	\$ 22,000.00		
2	8" CL50 Ductile Iron Pipe	L.F.	22	\$ 95.80	\$ 2,107.60			23	\$ 2,203.40		
3	a. 8" C900 PVC	L.F.	625	\$ 36.65	\$ 22,906.25			625	\$ 22,906.25		
4	b. 6" C900 PVC	L.F.	723	\$ 34.95	\$ 25,268.85			723	\$ 25,268.85		
5	Fire Hydrant Assembly	Ea.	2	\$ 4,100.00	\$ 8,200.00			2	\$ 8,200.00		
6	1" AWWA C904 PEX Meter Service - Short Side	Ea.	15	\$ 1,065.00	\$ 15,975.00			15	\$ 15,975.00		
7	1" AWWA C904 PEX Meter Service - Long Side	Ea.	7	\$ 1,400.00	\$ 9,800.00	*		8	\$ 11,200.00		
8	Roadway AC Level 2, Class C Pavement.	Ton.	125	\$ 166.00	\$ 20,750.00					144.99	\$ 24,068.34
9	Connection No. 1	L.S.	1	Lump Sum	\$ 21,350.00			0.75	\$ 16,012.50		\$ 4.00 \$ 664.00
10	Connection No. 2	L.S.	1	Lump Sum	\$ 3,239.00			1	\$ 3,239.00		0.25 \$ 5,337.50
11	Connection No. 3	L.S.	1	Lump Sum	\$ 1,135.00			1	\$ 1,135.00		
12	Connection No. 4	L.S.	1	Lump Sum	\$ 935.00			1	\$ 935.00		
13	Connection No. 5	L.S.	1	Lump Sum	\$ 160.80			1	\$ 160.80		
14	Air/Vacuum Station	L.S.	1	Lump Sum	\$ 2,225.00			1	\$ 2,225.00		
15	Roadway Base Rock	Ton.	750	\$ 18.59	\$ 13,942.50			471	\$ 8,755.89		
	Subtotal				\$ 169,995.00				\$ 140,216.69	Subtotal	

\$ 7,010.83 5% Retain \$ - 5% Retain
\$ 133,205.86 Total

Invoice #1 Payment Request

Extra Width of Roadway
 Crew & Flagger Time - 10" & 4" Shut Off Scheduling

1 \$ 1,710.00
 8 \$ 3,000.00 \$ 375.00
 \$ 28,778.34 Subtotal

Request for Invoice #1 Retainage Release

1 \$ 7,010.83

Invoice #2 Payment Request

\$ 35,789.17 Total

Final Paving
 Final Connectio No. 1
 Change Order No. 1
 Standby Time - Shut Down Delay

\$ 664.00
 \$ 5,337.50
 \$ 17,121.00
 \$ 1,155.00

Invoice #3 Payment Request

\$ 24,277.50 Total

Original Contract \$ 169,995.00
10% Contingency \$ 16,999.50
Total \$ 186,994.50

\$ 36,789.14 Remaining
 \$ 16,999.50 Remaining

\$ 999.97 Remaining
 \$ 16,999.50 Remaining
 \$ 17,999.47 Remaining Project

\$ - Remaining
 \$ - Remaining
 \$ (6,278.03) Project Overage

Total Project Cost \$ 193,272.53
Project Overage - Request for Additional Funds \$ 6,278.03
Engr Estimate \$ 221,252.00

M.L. HOUCK CONSTRUCTION CO

4444 22ND AVE. / SALEM, OREGON 97301
 (503) 463-7177 / (503) 463-4979 FAX

INVOICE

Project: Grape St Waterline

To: City of Sweet Home
 1140 12th Ave
 Sweet Home OR 97386

Attention: Joe Graybill
 Phone: 541-367-6977
 email: jgraybill@ci.sweet-home.or.us

Invoice No: M17025 3
 Date: 12/12/17

B.I.	DESCRIPTION	QTY	UNIT	PER CONTRACT		QUANTITIES			AMOUNTS		
						TOTAL	PREVIOUS	CURRENT	TOTAL	PREVIOUS	CURRENT
1	Mobilization, Bonds, Permits, and Ins	1	LS	22,000.00	22,000.00	1.00	1.00	0.00	22,000.00	22,000.00	0.00
2	8" CL50 Ductile Iron Pipe	22	LF	95.80	2,107.60	23.00	23.00	0.00	2,203.40	2,203.40	0.00
3a	8" C900 PVC	625	LF	36.65	22,906.25	625.00	625.00	0.00	22,906.25	22,906.25	0.00
3b	6" C900 PVC	723	LF	34.95	25,268.85	723.00	723.00	0.00	25,268.85	25,268.85	0.00
4	Fire Hydrant Assembly	2	EA	4,100.00	8,200.00	2.00	2.00	0.00	8,200.00	8,200.00	0.00
5	1" AWWA C904PEX Meter Service -	15	EA	1,065.00	15,975.00	15.00	15.00	0.00	15,975.00	15,975.00	0.00
6	1" AWWA C904PEX Meter Service -	7	EA	1,400.00	9,800.00	8.00	8.00	0.00	11,200.00	11,200.00	0.00
7	Roadway AC Level 2 Class C Pavem	125	TN	166.00	20,750.00	148.99	144.99	4.00	24,732.34	24,068.34	664.00
8	Connection No. 1	1	LS	21,350.00	21,350.00	1.00	0.75	0.25	21,350.00	16,012.50	5,337.50
9	Connection No. 2	1	LS	3,239.00	3,239.00	1.00	1.00	0.00	3,239.00	3,239.00	0.00
10	Connection No. 3	1	LS	1,135.00	1,135.00	1.00	1.00	0.00	1,135.00	1,135.00	0.00
11	Connection No. 4	1	LS	935.00	935.00	1.00	1.00	0.00	935.00	935.00	0.00
12	Connection No. 5	1	LS	160.80	160.80	1.00	1.00	0.00	160.80	160.80	0.00
13	Air/Vacuum Station	1	LS	2,225.00	2,225.00	1.00	1.00	0.00	2,225.00	2,225.00	0.00
14	Roadway Base Rock	750	TN	18.59	13,942.50	471.00	471.00	0.00	8,755.89	8,755.89	0.00
					0.00			0.00	0.00	0.00	0.00
	Extra Width on Roadway		LS	1,710.00	0.00	1.00	1.00	0.00	1,710.00	1,710.00	0.00
	Crew & Flagger Time - waiting for 10" & 4" to be shut down		HR	375.00	0.00	8.00	8.00	0.00	3,000.00	3,000.00	0.00
					0.00			0.00	0.00	0.00	0.00
					0.00			0.00	0.00	0.00	0.00
	Change order 1		LS	17,121.00	0.00	1.00		1.00	17,121.00	0.00	17,121.00
	Standby Time - Shut Down Delay		LS	1,155.00	0.00	1.00		1.00	1,155.00	0.00	1,155.00
					0.00			0.00	0.00	0.00	0.00
					0.00			0.00	0.00	0.00	0.00
					0.00			0.00	0.00	0.00	0.00
					0.00			0.00	0.00	0.00	0.00
					0.00			0.00	0.00	0.00	0.00
					169,995.00						
						TOTALS:			193,272.53	168,995.03	24,277.50
						RETAINAGE			0.00	0.00	0.00
						NET DUE			193,272.53	168,995.03	24,277.50

CITY OF SWEET HOME, OREGON
FY 2016-17 Grape Street Waterline Project

BID DATE: APRIL 5, 2017

BID FORM

Item No.	Description	Estimated Qty.	Unit	Unit Price	Total Price
1	Mobilization, Bonds, Permits, and Insurance	ALL	L.S.	LUMP SUM	\$
2	8" CL50 Ductile Iron Pipe	22	L.F.	\$	\$
3	PVC PIPE				
	a. 8" C900 PVC	625	L.F.	\$	\$
	b. 6" C900 PVC	723	L.F.	\$	\$
4	Fire Hydrant Assembly	2	E.A.	\$	\$
5	1" AWWA C904 PEX Meter Service - Short Side	15	E.A.	\$	\$
6	1" AWWA C904 PEX Meter Service - Long Side	7	E.A.	\$	\$
7	Roadway AC Level 2 Class C Pavement	125	Ton	\$	\$
8	Connection No. 1	1	L.S.	LUMP SUM	\$
9	Connection No. 2	1	L.S.	LUMP SUM	\$
10	Connection No. 3	1	L.S.	LUMP SUM	\$
11	Connection No. 4	1	L.S.	LUMP SUM	\$
12	Connection No. 5	1	L.S.	LUMP SUM	\$
13	Air/Vacuum Station	1	L.S.	LUMP SUM	\$
14	Roadway Base Rock	750	Ton	\$	\$
TOTAL BASE BID				\$	

CONTRACT DOCUMENT

FOR CONSTRUCTION OF

**CITY OF SWEET HOME
2R Program
FY 2016-17 Grape Street Waterline Project**

Department of Public Works, Engineering Division
1140 12th Avenue
Phone 541.367.6977 • Fax 541.367.6440

March 06, 2017

TABLE OF CONTENTS

TABLE OF CONTENTS 2

INSTRUCTIONS TO BIDDERS 3

BID 4

CONTRACT 7

BID BOND 9

PAYMENT BOND 10

PERFORMANCE BOND 13

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM 16

BID FORM 17

SPECIAL PROVISIONS I 18

SPECIAL PROVISIONS II 24

PREVAILING WAGE for PUBLIC WORKS CONTRACTS 29

RECIPROCAL PREFERENCE LAW 29

PROJECT DRAWINGS (SEPARATE ATTACHMENT) 29

INSTRUCTIONS TO BIDDERS

Sealed bids for the **FY2016-17 Grape Street Waterline Project** will be received on behalf of the City of Sweet Home by Michael Adams at 1140 12th Avenue, Sweet Home, OR 97386 until bid closing time of **2:00 PM local time on Wednesday, April 5, 2017**. Bids will be held but not opened until 4:00 PM (the submittal deadline for the “First-Tier Subcontractor Disclosure Form”). The outside of the Bid envelopes shall be clearly marked **FY2016-17 Grape Street Waterline Project** and show (1) the Bidder’s name, (2) the Bid Opening time and date and (3) the Bidders CCB license number, and shall be delivered to the City of Sweet Home by or before the above listed bid closing time.

The City will require that for projects greater than \$100,000, the “First-Tier Subcontractor Disclosure Form” as contained in the bidding documents, be submitted with the bid documents in a separate sealed envelope by the Bid Closing or within two working hours of the Bid Closing, not later than **4:00 PM local time Wednesday, April 5, 2017**. The envelope shall be clearly marked “**Disclosure Form for FY2016-17 Grape Street Waterline Project**”, and shall include (1) Bidders name, and (2) the submittal time and date deadline. Bidders who fail to submit the required disclosure will be considered non-responsive. Immediately following the disclosure deadline, the bids shall be opened and publicly read. **Submittals by Facsimile or Electronic Data Interchange (EDI) will not be accepted.**

Contract specifications, and plan sets – in PDF file format –, may be obtained from the Bid Posting menu off the Services tab on the City of Sweet Home website at www.ci.sweet-home.or.us. Questions about the project elements may be directed to Joe Graybill, Staff Engineer, Sweet Home City Hall, 1140 12th Avenue, Sweet Home, Oregon, 97386, contact by phone at 541-367-6977 x240, or email jgraybill@ci.sweet-home.or.us.

Each bidder must possess the most recent/current set of the 2015 Oregon Standard Specifications for Construction (as revised). These are also available online at http://www.oregon.gov/ODOT/HWY/SPECS/pages/standard_specifications.aspx

No bid shall be received or considered unless the bidder is registered with the Construction Contractors Board for construction projects or licensed with the Landscape Contractors Board for landscaping projects.

Bidders Checklist: All prospective bidders must include the following:

- Each bid must contain a statement as to whether the Bidder is a resident Bidder, as defined in ORS 279C.365. In determining the lowest responsible bidder, the City of Sweet Home will, for the purpose of awarding the Contract, add a percentage increase on the bid of a nonresident bidder equal to the percentage, if any, of the preference given to that bidder in the state in which the bidder resides.
- All bids shall contain a statement declaring that the Bidder agrees to comply with the provisions of ORS 279C.800 to 279C.870 regarding payment of prevailing wages and the Bureau of Labor and industries fee.
- The project bid document set, with names and corporate information of the bidder, schedule of prices completely filled out (may be a separate document), and additional addendum items if any. However, General Requirements, Bid Item No. lists, and Project Drawings do not need to be included.
- The First-Tier Subcontractor Disclosure Form as noted above.
- Each bid must contain Surety and Bond information.
- A 10% bid bond, certified check, or cashier’s check shall accompany each bid on all projects and shall be forfeited if the bidder fails to enter into a Contract with the City of Sweet Home within ten (10) days after the date of the Notice of Award.

The City may reject any bid not in compliance with all prescribed public procedures and requirements, and may reject for good cause any and all submittals upon a finding of the City that it is in the best interest to do so, as determined solely by the City.

BID

To the Honorable Mayor and City Council
City of Sweet Home, Oregon 97386

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned Bidder declares that the Contract Documents for the construction of the proposed improvement have been carefully examined; that the site has been personally inspected; that the Bidder is satisfied as to the quantities of materials, items of equipment and conditions or work involved including the fact that the description of the quantities of work and materials as included herein is brief and is intended only to indicate the general nature of such items and to identify the said quantities with the detailed requirements of the Contract Documents; and that the bid is made according to the provisions and under the terms of the Contract Documents, which documents are hereby made a part of this bid. The bidder has received and considered the following Addenda to specifications, if any, of revisions and/or additions to the plans; No. _____ to No. _____, inclusive; Plan Revision Sht. No. _____; Plan Addition Sht. No. _____.

The minimum bid submittal requirement for this project shall include this Bid form and schedule(s) of prices, bid bond as required, first-tier contractor form and all other required attachments. All Contract Documents are included in this Bid by reference, whether attached or not.

The Bidder further declares that the only persons or parties interested in this bid are those named herein: that this bid is in all respects fair and without fraud: that it is made without collusion with any official of the City of Sweet Home, and that the bid is made without any connection or collusion with any person making another bid on this Contract.

The Bidder further declares that the provisions required by the Oregon Revised Statutes ORS 279C.800 relating to Prevailing Wage Rates shall be included in and made a part of the Contract. The Bidder further declares that all applicable sections relating to Public Contracts as set forth in ORS 279A to 279C have been complied with in making this bid, and, as required, shall be made a part of the Contract Documents as completely as if the same were fully set forth herein.

The Bidder further declares that they are registered, or shall become registered if awarded a contract, with the Construction Contractor's Board, and possess such additional licenses and certifications as required by law for the performance of the Work proposed herein as required by OAR 812.

The Bidder further agrees that its own judgment has been exercised regarding the interpretation of subsurface information and all data, which it believes pertinent from the Engineer, Owner, and other sources in arriving at these conclusions, have been utilized.

CONTRACT EXECUTION, BONDS AND CERTIFICATES OF INSURANCE

The Bidder agrees that if this bid is accepted, a Contract with the City of Sweet Home, Oregon, will be executed within ten (10) days after the date of the Notice of Award, in the form of Contract annexed hereto, and will at that time, deliver to the City of Sweet Home the Performance and Payment Bond required by Subsection 00130.4 of the Oregon Standard Specifications for Construction (as revised), the certificates of insurance as specified in these documents, and will, to the extent of this bid, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all of the materials necessary to complete the work in the manner, in the time, and according to the methods as specified or shown in the Contract Documents.

It is the intent of the City of Sweet Home to award the Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Contract Documents and does not exceed the funds available. The City of Sweet Home shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the City of Sweet Home's judgment, is in the City of Sweet Home's own best interest. In submitting this Bid, it is understood that the City of Sweet Home reserves the right to accept or reject in part or in whole, any and all bids received, to adjust the scope of the work within reasonable limits, to postpone award for a reasonable time, or award to the selected firm or contractor any subsequent engineering design and construction services contract, part or in whole, for recommended capital projects as allowed by law. The RFB does not commit the City of Sweet Home to pay any costs incurred to prepare a bid.

BIDDING, CONSTRUCTION, AND COMPLETION DATES

Sealed bids will be received at the City of Sweet Home Public Works Department at 1140 12th Avenue until
2:00pm on April 5, 2017. *(Time & Date)*

with 1st Tier Subcontractor Disclosure Forms until
4:00pm on April 5, 2017. *(Time & Date)*

The Bidder agrees to begin work within 10 calendar days after the date of the Notice to Proceed issued on or near;
April 26, 2017 *(Date)*

and, to complete the construction, in all respects by;
June 23, 2017 *(Date)*

Completion schedule – if not defined to certain date above – shall be set per #s of days as follows:
60 *(Days)*

Calendar days that inclement weather or adverse site conditions preclude normal construction activities shall be considered exempt.

RETAINAGE

To ensure the proper performance of the Contract, the City shall retain five (5%) of the amount of each progress payment until final completion and acceptance of all work covered by this contract.

LIQUIDATED DAMAGES

In the event the Bidder is awarded the Contract and shall fail to complete the work within the time stated above or extended time agreed upon, as more particularly set forth in the Contract Documents, liquidated damages, if required as specified in the Special Provisions I portion of this contract documents, shall be paid to the City of Sweet Home, Oregon, as provided under Subsection 00180.85 of the Oregon Standard Specifications.

BID BOND

Accompanying this bid is a certified check, cashier’s check or Bidder’s Bond in the sum of

Dollars & Cents (\$ _____), *(10% of total contract price)*

according to the General Requirements of the Contract Documents which is to be forfeited as liquidated damages, if, in the event that this bid is accepted, and the Bidder shall fail to execute the Contract and furnish satisfactory Performance and Payment Bond under the conditions and within the time specified in the Contract Documents; otherwise said check or bond is to be returned to the Bidder.

SURETY

If the Bidder is awarded a construction Contract on this bid, the Surety which will provide the Performance and Payment Bond will be:

(Name)

(Address)

(City, State)

LUMP SUM OR UNIT PRICE WORK, MANNER of PAYMENT

The Bidder further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following lump sum or unit price amounts, it being expressly understood that the unit prices are independent of the exact quantities involved. The Bidder agrees that the lump sum prices and the unit prices represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type and unit of work called for in these Contract Documents. The amounts shall be shown in both words and figures. In the case of a discrepancy, the amount shown in words shall govern.

BIDDER

The name of the Bidder submitting this bid is:

_____ (Name)
 _____ (Address)
 _____ (City, State, Zip)
 _____ (Email, Telephone)
 _____ (Federal Tax ID No)
 _____ (Construction Contractor Board No)
 _____ (Workers' Comp Ins. Co.)
 _____ (Workers' Comp Policy/Binder No)

The above Bidder's name and address is the address to which all communications concerned with this bid and with the Contract shall be sent.

In accordance with ORS 279C.365, Bidder hereby declares that it (circle correct designation) **is / is not** a resident Bidder. If the bidder is non-resident, indicate _____ % preference of your state resident bidders.

In accordance with ORS 279C.800 to 279C.870, Bidder hereby declares that it complies with provisions for labor, materials, Industrial Accident Fund, liens, withholding taxes, and employee drug testing.

The names of the principal officers of the corporation submitting this bid, or of the partnership, or of all persons interested in this bid as principals, are as follows:

If Sole Proprietor of Partnership: IN WITNESS hereto the undersigned has set his/her hand this _____ day of _____, 20____.

_____ (Signature of Bidder)
 _____ (Title)

If Corporation: IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this _____ day of _____, 20____.

_____ (Name of Corporation)
 _____ (By)
 _____ (Title)
 _____ (Attest)
 _____ Secretary (Mandatory Signature)



(SEAL)

CONTRACT

THIS CONTRACT, made between the CITY OF SWEET HOME, a municipal corporation, hereinafter called "Owner" and _____, hereinafter called "Contractor".

WITNESSETH:

The Contractor, in consideration of the sums to be paid and other covenants herein contained, agrees to perform and complete the work herein described and to furnish all necessary machinery, tools, apparatus, equipment, supplies, materials, and labor and perform all work in accordance with the applicable Oregon Standard Specifications for Construction, the Special Specifications bound herewith, and in accordance with such alterations or modifications of the same as may be made by the City, and according to such directions as may from time to time be made or given by the Engineer under the authority and within the meaning and purpose of this Contract. This agreement shall be binding upon the heirs, executors, administrators, successors, and assigns of the Contractor.

The applicable Drawings, the applicable Oregon Standard Specifications for Construction, the Special Specifications, and the Schedule of Contract Prices bound herewith are hereby specifically referred to and by reference made a part hereof, and shall by such reference have the same force and effect as though all of the same were fully inserted herein.

The Contractor shall faithfully complete and perform all of the obligations of this Contract, and in particular, shall promptly, as due, make payment of all just debts and obligations incurred in the performance of said Contract and shall not permit any lien or claim to be filed or prosecuted against the City.

The Contractor, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

The Contractor agrees to protect, indemnify, and hold harmless the Owner, its officers, agents, and employees harmless against any and all loss, claims, or suits (including costs and attorney's fees) for or on account of injury to or death of persons, damage to, or destruction of property belonging to either the Owner or others occurring by reason of the act or neglect of the Contractor, Contractor's employees, or agents (including subcontractors) in connection with the performance of this Contract.

It is expressly understood that this Contract shall be governed by the laws of the State of Oregon. The statutes of the State of Oregon for public works contracts, specifically but not exclusively ORS 279C, as amended or superseded, including the latest additions and revisions, are incorporated by reference as part of the contract documents, and the party contracting with the Owner hereby covenants and agrees to comply with all of the obligations and conditions applicable to public contracts pursuant to ORS 279C as though each obligation or condition were set forth fully herein. In addition, if the contract identified above calls for a public improvement as that term is defined by ORS 279A.010, the party contracting with the Owner further agrees to comply with all obligations and conditions applicable to public contracts for public improvements pursuant to ORS 279C as though each obligation or condition were set forth fully herein.

The Contractor further declares by the signing of this Contract that all the provisions required by ORS 279A to 279C relating to Public Contracts, Purchasing, and Prevailing Wage Rates for work performed under the Contract with the Owner are made part of this Contract as completely as if the same were fully set forth herein.

In consideration of the faithful performance of all of the obligations herein set out and in consideration of the faithful performance of this Contract, the Owner agrees to pay to the Contractor the amount earned, as determined from the actual quantities of work performed and prices and other basis of payment specified, taking into consideration any amounts that may be deductible, under the terms of the Contract.

The Contractor agrees to complete the work within the time specified herein and to accept as full payment hereunder the amounts computed as determined by the Contract Documents and based on the said bid.

Said improvements shall be completed by the date specified in said Contract Documents and if not so completed, unless said time for completion is extended, as provided in the Contract Documents, or if extended, if the same is

FY2016-17 Grape Street Waterline Project

not completed within the time extended, the City will be caused to incur liquidated damages as specified in the Contract Documents. Liquidated damages shall be retained out of any monies due or to become due under this agreement.

Payments shall be made as provided in the Contract Documents.

Should suit or action be undertaken to enforce any of the terms of this agreement or to seek damages for its breach, the prevailing party shall be entitled to an award of its reasonable attorney fees, including those incurred on appeal.

IN WITNESS WHEREOF the parties hereto have executed or caused to be executed by their duly authorized officials, the Contract and affixed their respective official seals.

CONTRACTOR:

**OWNER:
CITY OF SWEET HOME, OREGON:**

APPROVED AS TO FORM:

City Attorney

DATE: _____

DATE: _____

By: _____

By: _____
Public Works Director

Title: _____

By: _____
City Manager

By: _____

Title: _____
(Note: Signatures of two officers are required for a corporation.)

Corporation Tax No. (if incorporated)

Social Security No. (if individual)

BID BOND

DATE. _____

BOND NO. _____.

AMOUNT OF BID: _____ (\$).

KNOW ALL MEN BY THESE PRESENTS, that we

(Name of Contractor)

as Principal, hereinafter called the PRINCIPAL, and

(Name of Surety)

a corporation duly organized under the laws of the State of _____ having its principal place of business at _____, in the State of _____, and authorized to do business in the State of Oregon, as SURETY, hereinafter called the Surety, are held firmly and bound unto the City of Sweet Home, Oregon, as Obligee, hereinafter called the OBLIGEE, in the sum of

_____ Dollars & Cents (\$ _____), *(10% of total contract price)*

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL is herewith submitting his or its Bid for _____, said Bid, by reference thereto, being hereby made a part hereof.

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contracts Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or on the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

A certified copy of the agent's power-of-attorney must be attached hereto.

Signed and sealed this _____ day of _____, 20____

PRINCIPAL

SURETY

By: _____

By: _____

Title: _____

Title: _____

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

PAYMENT BOND

DATE. _____

BOND NO. _____

TOTAL BID AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS, that we

(Name of Contractor)

as CONTRACTOR (Principal), and

(Name of Surety)

a corporation, duly organized to do a general surety business in the State of Oregon as SURETY, jointly and severally, bind ourselves, our heirs, executors, administrators, successors, and assigns firmly in the sum of

_____ Dollars & Cents (\$ _____), *(total contract price)*

to the Owner for the payment of labor, materials, and equipment furnished for the use in the performance of the Contract, which is incorporated herein by reference. The Contractor and Surety, jointly and severally, agree that this Bond shall be deemed amended automatically and immediately, without formal and separate amendments, hereto, upon amendment to the Contract not increasing the Contract Price more than twenty five percent (25%). The term "amendment wherever used in this Bond, and whether referring to this Bond, the Contract, or the loan documents, shall include any alteration, extension, or modification of any character whatsoever.

With respect to the Owner, this obligation shall be null and void if the Contractor: 1) promptly makes payment, directly or indirectly, for all sums due Claimants, and 2) defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment of labor, materials, or equipment furnished for use in the performance of the Contract.

With respect to Claimants, this obligation shall be null and void if the contractor promptly makes payment, directly or indirectly, for all sums due.

A Claimant is defined as persons claiming to have supplied labor or materials, for the prosecution of the work provided for in the Construction Contract, including any person having a direct contractual relationship with the Contractor furnishing the Bond or direct contractual relationship with any subcontractor, or an assignee of such person, or a person claiming monies due to the State Accident Insurance Fund Corporation, State Department of Unemployment Trust Fund, or the Department of Revenue, in connection with the performance of the Construction contract, has a right of action on the Contractor's Board as provided in ORS 279C.380 only if: 1) the person or the assignee of the person has not been paid in full; and 2) the person gives written notice of claim, as prescribed in ORS 279C.605, to the Contractor and the Secretary of State, in the Construction Contract with a state agency, or the clerk or auditor if the public body is other than a state agency.

The intent of this Bond shall be to include without limitation, the terms 'labor, materials or equipment, that part of water, gas, power, light, heat, oil. Gasoline, telephone service or rental equipment used in the Contract, architectural and engineering services required for performance of the work of the Contractor, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

The Contractor and Surety hereby jointly and severally agree with the Owner that every Claimant, who has not paid in full before the expiration of a period of one hundred twenty (120) days after the date on which the last of such Claimant's work or labor was done or performed, or materials were furnished by such Claimant, for which claim is made, may have a right of action on this Bond. The Owner shall not be liable for the payment of any costs or

expenses including attorneys' fees which the Owner may incur in connection with its defense of any such right of action.

No suit or action shall be commence on this Bond by any Claimant: 1) Unless claimant shall have given written notice to the Contractor and the Secretary of State, if the Contractor with a state agency, or the clerk or auditor of the public body which let the Contract if the public body is other than a state agency, within one hundred twenty (120) days after such Claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, or hand delivered in an envelope addressed to the Contractor, and such other entity who is to receive notice, at any place where that party maintains an office, conducts business, or at its residence, or delivered to that location. 2) After the expiration of two (2) years from the date on which the Claimant last performed labor, materials or equipment. Any limitation embodied in this Bond, which is prohibited by any law controlling the project, shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by law.

When the Claimant has satisfied the conditions of the above, the Surety shall promptly and at the Surety's expense take the following actions: 1) Send an answer to the Claimant, with a copy to the Owner, within forty-five (45) days after receipt of the claim, stating the amount that are undisputed and the basis for challenging any amount that are disputed. 2) pay or arrange for payment of any undisputed amounts.

The Surety's total obligation shall not exceed the amount of the bond and any amendment thereto as outlined above, and the amount of this Bond shall be credited for any payments made in good faith by Surety.

Amounts owed by the Owner to the Contractor under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

The Surety shall not be liable to the Owner, Claimants or others for obligation of the contractor that are unrelated to the Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligations to make payments to, give notices on behalf of, otherwise have obligations to Claimants under this Bond.

The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and to other obligations.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

Definitions: 1) Construction Contract; The agreement between the Owner and the Contractor identified on the signature page, including all contract Documents and changes thereto.

IN WITNESS THEREOF, the parties hereto have caused this bond to be executed this _____ day of _____, 20_____.

(Corporate Seal)

Principal

Title:

Street/City Address

(Corporate Seal)

Surety

Title:

Street/City Address

(Corporate Seal)

Surety Witness:

Title:

Street/City Address

City of Sweet Home, 1140 12th Avenue, Sweet Home OR 97386 *(Owner)*

FY 2016-17 Grape Street Waterline Project *(Project)*

None *(Bond Modifications)*

PERFORMANCE BOND

DATE. _____

BOND NO. _____

TOTAL BID AMOUNT: _____

KNOW ALL MEN BY THESE PRESENTS, that we

(Name of Contractor)

as CONTRACTOR (Principal), and

(Name of Surety)

a corporation, duly organized to do a general surety business in the State of Oregon as SURETY, jointly and severally, bind ourselves, our heirs, executors, administrators, successors, and assigns firmly in the sum of

_____ Dollars & Cents (\$ _____), *(total contract price)*

to the Owner for the performance of the Construction Contract and any extension thereof, and during the twelve (12) month guaranty period which contract, extension and guaranty are incorporated herein by reference.

If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in the following paragraph.

If there is no Owner Default, the Surety's obligation under this Bond shall arise after: 1) The Owner has notified the Contractor and the Surety at its address described on the signature page herein, that the Owner is considering declaring the contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held no later than fifteen (15) days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any subsequently to declare a Contractor Default; and 2) The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than twenty (20) days after the Contractor and the Surety have received notice as provided in the above paragraph; and 3) The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the construction contract in accordance with the terms of the contract with the Owner.

When the Owner has satisfied the conditions of the above paragraph, the Surety shall promptly and at the Surety's expense take one of the following actions: 1) Arrange for the Contractor with consent of the Owner, to perform and complete the Construction Contract; or 2) Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors, which agents or independent contractors shall be acceptable to the Owner; or obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in the following paragraph in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or 4) Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances: 4a) After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefore to the Owner; or 4b) Deny liability in whole or in part and notify the Owner citing reasons therefore.

If the Surety does not proceed as provided in the above paragraph with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen (15) days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to

enforce any remedy available to the Owner. If the Surety proceeds as provided in the above paragraph, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under the second above paragraph, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for: 1) The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract; 2) Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under the second above paragraph; and 3) Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted with two (2) years after Contractor Default or within two (2) years after the Contractor ceased working or within two (2) years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

The Surety shall not be liable to the Owner or others for obligation of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.

The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and to other obligations.

Notice to the Surety, the Owner or the Contractor shall be mailed by certified or registered mail or delivered to the address shown on the signature page.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Definitions: 1) Balance of the Contract Price; The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

2) Construction Contract; The agreement between the Owner and the Contractor identified on the signature page, including all contract Documents and changes thereto.

3) Contractor Default; Failure of the contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction contract.

4); Owner Default; Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction contract or to perform and complete or comply with the other terms thereof.

IN WITNESS THEREOF, the parties hereto have caused this bond to be executed this _____ day of _____, 20_____.

(Corporate Seal)

Principal

Title:

Street/City Address

(Corporate Seal)

Surety

Title:

Street/City Address

(Corporate Seal)

Surety Witness:

Title:

Street/City Address

City of Sweet Home, 1140 12th Avenue, Sweet Home OR 97386 *(Owner)*

FY 2016-17 Grape Street Waterline Project *(Project)*

None *(Bond Modifications)*

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Project Name: **FY2016-17 Grape Street Waterline**

Bid Closing Date & Time: Wednesday April 5 , 2017, 2:00 PM.

Bid Open Time: Wednesday April 5 , 2017, 4:00 PM.

Disclosure Due Date & Time: Wednesday April 5 , 2017, 4:00 PM.

Bid total greater than \$100,000? _____ (Yes / No, if No, subcontractor information is not required).

If the bidder will not be using any subcontractors that are subject to the above disclosure requirements, the Bidder is required to indicate "NONE" on the accompanying form.

Bidders are required to disclose information about certain first-tier subcontractors when the contract value for a Public Improvement is greater than \$100,000, see ORS 279C.370. Specifically, when the contract amount of a first-tier subcontractor furnishing labor or labor and materials would be greater than or equal to: (i) 5% of the project Bid, but at least \$15,000 whichever is greater; or (ii) \$350,000 regardless of the percentage of the total project bid, the Bidder must disclose the following information about that subcontractor either in its Bid submission, or within two hours after Bid Closing:

- The name of each subcontractor, and
- The category of work to be performed, and
- The dollar value of the subcontract.

Compliance with the disclosure and submittal requirements outlined herein and in ORS 279C.370 and its amendments is a matter of Responsiveness. Bids that are submitted by the Bid Closing Time, but for which the disclosure submittal has not been made by the specified deadline, are not Responsive and shall not be considered for Contract award.

Subcontractor's Name	Category of Work	Dollar Value of Subcontract

Use additional sheets of this page if necessary.

Submitted by: _____ (Bidder & Contact Name), _____ (Phone #).

BID FORM

This page blank.

Please see separate
FY2016-17 Grape St Waterline Project Bid Form

SPECIAL PROVISIONS I

GENERAL REQUIREMENTS AND INFORMATION

The Oregon Standard Specifications for Construction (as revised), American Public Works Association (APWA) and American Water Works Association (AWWA) Standard Specifications, and ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), etc. as applicable, are the Construction Specifications for this project. Other sections of the Oregon Standard Specifications may also apply and their omission as a direct reference herein does not relieve the Contractor from those standards. The cost of other items not specifically called for in the bid will be considered incidental to the Project and no additional payments will be made.

The General Requirements and Information references, as provided in the Special Provisions I are general in nature, those descriptions and references in the Technical Specification portion of the Special Provision II section are related more specifically to the particulars of the Project.

NOTE: All codes, standards, workmanship, material testing, general items, products, execution, special provisions, measurement and payments etc., are well documented in the Specifications noted above, and are NOT repeated here, but are included herein in whole or in part as reference and shall be applicable.

DESCRIPTION NARRATIVE OF WORK

Work is the construction of 625 feet of 8" waterline on Grape Street, 723 feet of 6" waterline on Grape Loop, replacing an existing 2" line in deteriorating condition. The first 22 feet of 8" waterline of Grape Street will be C151 Ductile Iron Class 50 pipe. The remaining pipe eastward to Grape Loop will be C900 PVC pipe. There will 2 new fire hydrants. Connection tie-ins will be made to the existing water grid at a 10" waterline and 4" waterline in 18th Avenue. Replacement water service lines of 1" C904 PEX pipe will be used at 22 residences, new meter and meter boxes, with some existing meters at those locations that are recently updated, reset for continued use.

TIME AND PLACE OF RECEIVING BIDS

Sealed bids will be received at the City of Sweet Home Public Works Department at 1140 12th Avenue, Sweet Home, Oregon, at which time as noted in the bid documents, the sealed bids will be publicly opened and read. Bids submitted after the specified time will not be received or opened.

The City of Sweet Home reserves the right to accept the bids and award a contract to the lowest responsible bidder; to postpone the acceptance of the Bid and the award of the contract for a period not to exceed thirty (30) calendar day; or to reject any and all bids received and further advertise the project for bids. The City of Sweet Home may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The City of Sweet Home reserves the right to accept all, or any component in part, any Bid Schedule (e.g. A, B,...) grouped bid items, or individual bid items as noted in the specifications.

CONSTRUCTION SCHEDULE

The work, as described in these Plans and Specifications, is to begin no earlier than that approved by City Council and noted in the Notice to Proceed. Following the Award of Contract, and prior to issuance of the Notice to Proceed, a Pre-Construction meeting will be held, at which the Contractor shall submit a written Work Schedule, Traffic Control Schedule, Erosion Control Plan, or other documents to the Engineer. The Work Schedule shall specify the project work days to be utilized within the allowable completion time. Failure to complete the work within the completion time prescribed shall be considered cause for assessing liquidated damages, as set forth in Paragraph "LIQUIDATED DAMAGES" of these Special Provisions.

TYPE OF BID

The Bid for the work is to be submitted on a unit price basis as called for in the Bid. The estimate of quantities of work to be done as tabulated in the Bid, and although stated with as much accuracy as possible, is approximate only, and is assumed solely for the convenience of the Contractor while assembling the Bid.

BASIS OF AWARD

Award, if made, will be to a responsible bidder with the lowest bid for the combination of schedules (if applicable) as stated above which is determined by the City to be in the City's best interest to award.

PERMITS

The contractor shall be responsible for acquiring any permits necessary for the completion of the work, i.e. fill & grade, water & wastewater plumbing, stormwater, or building construction on private property.

INCIDENTAL ITEMS

It is the intent of these documents that the bid items listed in the Bid shall provide full and complete payment for this project, as described in the Plan and Specifications. Payment for any incidental items, whether noted on the Plans and Specifications or not, which are necessary for the completion of the project as designed, but not listed explicitly as or with a bid item, shall be considered to have been included with the Bid.

PREQUALIFICATION

Prequalification is not required for this project, WITH the exception noted below in the Special Provisions 1 section of this document for bid item No. 26. That being a reference list of a minimum of 5 previous installations of porous concrete.

When they occur if stated in the Instructions to Bidders, statements on standard ODOT or AGC Form 40 forms must be received Sweet Home Public on the date stated. Prequalification shall state the bidder's experience in handling work of this type and magnitude, availability of equipment and supervisory personnel, giving references on previous similar projects, etc. Bids that are submitted by Contractors that have not prequalified will be considered non-responsive, and the bid will not be opened. Faxed Prequalification statements will not be accepted.

UTILITIES

The utilities shown on the Plans are located to the best degree possible from the information available, but are not guaranteed to be either accurate or complete. The existence of existing utility conflicts, not indicated on the Plans, shall not be the basis of extra work claims except that the cost of extra materials actually required to perform the work, and incorporated into the work, may be submitted for reimbursement in accordance with the General Conditions. The decision of the Engineer, as to the validity of such claims, shall be final. IN ACCORDANCE WITH ORS 757.542 TO 757.562 inclusive, it shall be the responsibility of the Contractor to notify all utility companies and organizations of his intention to begin construction. The Contractor alone shall be responsible for protecting all utilities and replacing utilities damaged by the Contractor during construction.

LIMITATION / SUBMISSION REQUIREMENTS

The City of Sweet Home reserves the right to:

- Accept or reject any or all bids received as a result of the RFB,
- Negotiate with qualified Bidders, as allowed by law.
- Cancel any RFB, in part or in whole, if it is determined to be in the best interest of the City to do so,
- Award to the selected firm or contractor any subsequent engineering design and construction services contract, part or in whole, for recommended capital projects,
- The RFB does not commit the City of Sweet Home to pay any costs incurred to prepare a bid.

BASIS OF AWARD

Award, if made, will be to a lowest responsible bidder (as defined by O.R.S.) for any combination of schedules as stated above which is determined by the City to be in the City's best interest to award.

CONSTRUCTION SCHEDULE

The construction schedule, as approved by the Engineer, will be an integral part of the Contract and will establish interim contract completion dates for the various activities. "Day" used throughout the Contract, unless otherwise stated, means "calendar day". Should any activity not be completed within five (5) days after the stated scheduled date, the Engineer shall have the right to order the Contractor to expedite completion of the activity by whatever means the Engineer deems appropriate and necessary without additional compensation to the Contractor.

It is expressly understood, and agreed, that failure by the Engineer to exercise the option to either order the Contractor to expedite an activity, or to expedite the activity by other means, shall not be considered precedent setting for any other activities.

SAFETY REQUIREMENTS

The Contractor shall have the sole responsibility for complying with the requirements of the Oregon Occupational Safety and Health Code, particularly Division 3, OAR 437-003, "Construction". Failure of the Contractor to comply with specific requirements shall be the Contractor's liability. No liability for safety violations will be assumed by the Engineer, City, or other involved parties. The Contractor shall comply with all Federal, State, County and City regulations.

PROTECTION OF FACILITIES

The Contractor shall make provisions for protection of all work during the period of construction, and shall repair or replace any facilities damaged by flood, fire, vandalism, neglect, or other means prior to acceptance of the completed facility by the Owner.

INSPECTION/ENGINEER

The term Inspector, Engineer, or the authorized representative of the Owner, for the purposes of approving materials and workmanship, shall be the City of Sweet Home.

SPECIFICATIONS

The Contractor shall perform all work in conformance with the construction drawings, special provisions and in compliance with the Oregon Standard Specifications for Construction (as revised) as if said specifications were bound herewith, or as they may be modified by the Special Provisions herein.

PROJECT WARRANTY

In addition to other specific warranties required by these Specifications, all work, including material and workmanship supplied by the Contractor shall be warranted to be free of defect for one (1) year from the date the written Final Acceptance by the City of Sweet Home. The Contractor also agrees to hold the City harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs, and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the Work, and the Contractor and his surety shall be liable for the cost thereof.

TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC

This shall include all temporary protection and direction of traffic per Oregon Standard Specifications for Construction, ODOT specifications, and as shown on the drawings or as stated herein. Traffic Control shall be per current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

Traffic control devices which are expected to be in place for the duration of the project may be shown on the drawings. The Contractor shall provide such other traffic control devices as may be required at locations where construction is of short duration (i.e., street intersections and access to private property).

Adequate warning protection will be required for pedestrians, residents, and any material stored in a staging area in the right-of-way, or roadway. Night time protection with lighted barricades may be required. Emergency vehicles must have access or have access provided when needed.

A traffic control plan shall be submitted to the Engineer for review and approval. Following approval, the plan SHALL BE ADHERED TO AT ALL TIMES. The Contractor may find it necessary to consider various traffic control options for different stages of construction. Limited street closure to through traffic will not be allowed on this project. The Contractor must submit and receive approval from the Engineer **prior** to and modifications to the approved plan. If, in the opinion of the Engineer, the Contractor fails to comply with the drawings or the approved traffic control plan, or fails to protect the public safety, in addition to other penalties as described in the Standard Construction Specification, payment for this item shall be reduced at the discretion of the Engineer

The Contractor shall furnish the Engineer with the name and phone number of a responsible person with authority to ensure that the provisions of the plan are complied with, particularly with regard to 24 hour availability to provide a one (1) hour response to problems, the Contractor shall, at all times, protect access to private property.

Access for all residents must be maintained at all times, provide 48 hour written notice to the residents when specific driveways may be out of use. Maintaining access at all times to adjoining properties shall be incidental to the Contract and no extra payment shall be made for work relating to maintaining access, including temporary rock or asphalt necessary for the convenience and safety of the public.

EROSION CONTROL

As required per DSL, COE, DEQ, and any other National permits. All construction activities shall conform to City NPDES permit and Stormwater Control Best Management Practices.

Erosion control measures shall protect excessive sediment runoff into catchbasins or ditch channels located at or near the work areas. Material deposits in excess must be removed by the contractor. The City of Sweet Home will not provide removal. This will include control of runoff from any areas used for staging when or if the staging area is in a portion of the street right-of-way.

FINAL CLEANUP

Final cleanup of all work sites or staging areas shall remove construction materials, equipment, debris, and dirt or gravel from all surfaces, as well as from catch basins and storm drains, that may have been impacted by construction activities. This may also include periodic street sweeping regularly since there are local residents within the work zone.

LIQUIDATED DAMAGES

Liquidated Damages will **not** be necessary on this project.

On projects if they were to occur, and would be as noted in the Instructions to Bidders, liquidated damages would be assessed as described in Section 00180.85 of the Oregon Standard Specifications for Construction. Liquidated damages shall apply against the Contractor and accrue to the Owner at the rate of Two Hundred Dollars (\$200) per day per Schedule for each and every day that the project remains uncompleted beyond the time period outlined in the Construction Schedule.

BONDING REQUIREMENTS

A performance bond and payment bond in the amount of 100% of the contract price shall be furnished to the City of Sweet Home upon executing the contract.

A warranty bond for one year is required from the date of the acceptance by the City. The City of Sweet Home shall be named on the bond as the project Owner.

QUALITY CONTROL TESTING

The Owner reserves the right to perform any testing as may be required to determine compliance with the specifications. Costs for such testing shall be the Owner's responsibility unless testing indicates noncompliance. Costs for such testing indicating noncompliance shall be borne by the Contractor. Noncomplying Work shall be corrected and testing will be repeated until the Work complies with the specifications. Contractor shall pay any costs for retesting non-complying Work.

The Contractor shall cooperate in every respect with the activities of the testing agency.

PRE-BID MEETING

A Pre-Bid meeting will not be required on this project.

PROPERTY PIN PROTECTION

All property pins adjacent to and within the work area shall be protected from disturbance. If property corners are disturbed during the course of the work, and are not specifically referenced in the Bid Tabulations as requiring setting or resetting, they shall be replaced by a licensed surveyor at the Contractors expense.

The care and protection, and replacement of damaged or dislodged property monumentation shall also apply to all City and Linn County Survey Markers, GPS Monuments, and other position control points.

PRE-CONSTRUCTION MEETING

A Pre-Construction meeting will be required on this project.

When they occur as noted in the Instructions to Bidders, the meeting will be located at City Hall, and scheduled to take place anytime within five (5) working days following the Notice of Award. The Notice to Proceed will generally be issued at the meeting.

RETAINAGE

To ensure the proper performance of the Contract, the Owner shall retain five (5%) of the amount of each progress payment until final completion and acceptance of all work covered by this contract.

WAGES AND SALARIES

Attention of Contractors is particularly called to the requirements concerning wages to be paid to certain categories and classifications of employees.

DISPOSAL OF EXCESS MATERIAL

All excess trench excavation, existing sidewalk or curb, and other materials designated to be removed under the contract shall be disposed of off site at the Contractor's expense and in a legal manner. Fill permits, stating Contractor provided quantity, transportation carrier, and fill destination, if within the City Limits, shall be acquired by the City as needed.

PAYMENT

The contractor shall accept the compensation as full payment for furnishing all materials, labor, tools, and equipment necessary to complete the work. Compensation shall include loss or damage arising from the nature of the work or action of the elements, or any unforeseen difficulties, which may be encountered during the prosecution of the work.

The quantities listed in the bid schedule do not govern final payment. Payments to the contractor will be made only for the actual quantities of the work performed and for the quantities of work performed as extra work or under supplemental agreement. When items of work are not listed in the bid schedule, the work shall be considered incidental and no separate payment shall be paid.

If the contract cost is determined wholly or in part, on a lump-sum basis, Engineer may use unit prices bid by Contractor in making progress estimates on the work. In case said unit prices do not, in the opinion of the Engineer,

truly represent actual relative costs of different parts of work, a percentage of the unit price may be used in making progress estimates.

END OF GENERAL REQUIREMENTS AND INFORMATION

SPECIAL PROVISIONS II
TECHNICAL SPECIFICATIONS

The Oregon Standard Specifications for Construction (as revised), American Public Works Association (APWA) and American Water Works Association (AWWA) Standard Specifications, and ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), etc. as applicable, are the Construction Specifications for this project. Other sections of the Oregon Standard Specifications may also apply and their omission as a direct reference herein does not relieve the Contractor from those standards. The cost of other items not specifically called for in the bid will be considered incidental to the Project and no additional payments will be made.

The General Requirements and Information references, as provided in the Special Provisions I are general in nature, those descriptions and references in the Technical Specification portion of the Special Provision II section are related more specifically to the particulars of the Project. The cost of other items not specifically called for in the Bidder's Bid will be considered incidental to the Project and no additional payments will be made.

NOTE: All codes, standards, workmanship, material type, material testing, general items, products, execution, special provisions, measurement and payments etc. related to the items noted below, are well documented in the Standard Specifications 00100 through 03010 and are NOT repeated here, but are included herein by reference.

All bid items include excavation, earthwork, and aggregate base and finish concrete work. All concrete shall be class 3600psi per Oregon Standard Specifications except as noted for Porous Concrete. All concrete segments shall be minimum of 4" in thickness, with exception of driveway and sidewalk apron areas which shall be 6" or 8" in thickness. Use compacted ¾"- or 1"- base fill under all sidewalk portions. Fill back edges of concrete walks smooth with native material to grade of adjacent yards.

Notification to immediately adjacent corner residents shall be made in writing by the contractor 48 hours in advance of the work. Notification shall state Project Name, Contractor Company Name, contact and phone, City Contact and Phone, the date of the work scheduled and a request to keep parked vehicles out of the corner area. Adequate warning protection will be required for pedestrians, residents, and any material stored in a staging area in the right-of-way, or roadway. Access for all residents must be maintained at all times, provide 48 hour written notice to the residents when specific driveways may be impacted.

Following this section is a map(s) showing the project work site location in Sweet Home.

Bid Items.

BID ITEM NO. 1 – Mobilization, Cleanup, Staking, Traffic & Erosion Control.

This item shall include all mobilization and final cleanup within the project area. This will also include periodic street sweeping and to provide final cleanup of all work sites or staging areas to remove construction materials, equipment, debris, and dirt or gravel from all surfaces, as well as from catch basins and storm drains, that may have been impacted by construction activities, since there are local residents within the work zone. This includes any staging area required.

This item shall include all Work Zone Traffic Control required by the City of Sweet Home, OSHA MUTCD, and Oregon Department of Transportation Standards. This bid item shall be considered full pay for all labor, materials, and equipment required to plan for, coordinate, sign, flag, detour, or direct traffic impacted by this project in accordance with Section 00225 of the ODOT Standard Specifications. A general traffic control plan shall be submitted – and approved – to the City prior to the beginning of work.

Adequate warning protection will be required for any material stored in a staging area in the right-of-way, or along the longitudinal cut drop off running lengthwise on the roadway. Night time protection of stored materials with lighted barricades may be required. This will include control of runoff from any areas used for staging when or if the staging area is a portion of the street right-of-way. Material deposits in excess must be removed by the contractor. The City of Sweet Home will not provide removal.

Access for all residents must be maintained at all times, provide written notice to the resident when specific driveways may be out of use. Emergency vehicles must have access or have access provided when needed.

This item shall include erosion control measures to protect excessive sediment runoff into catchbasins located in Grape Street, Grape Court, 18th Avenue, and Ames Creek Road. Bio-Filter bags or other forms of sediment barriers may be used.

BID ITEM NO. 2 – 8” AWWA C151, D.I. CL52 Water.

This per linear foot bid item includes all labor, materials, and equipment to install 22 feet of AWWA C151 8” Class 52 Ductile Iron waterline per standard AWWA and Oregon Specifications for Construction. This item shall include all appurtenances, fittings, warning tape, thrust restraints, 45 degree or 22.5 degree bends as necessary to cross over and under the two storm drain elements on the west side of 10th Avenue.

This bid item shall include all testing procedures for pipeline pressure and disinfection per AWWA standards.

Care needs to be taken around existing water services, stormwater and gas service lines. The depth of each service should be verified prior to major excavation, and repair options should be made available.

This bid item shall include all roadway sawcutting, excavation of roadway pavement, base material and along with existing curb, driveway apron and wings, and sidewalk sections. For the project work zone on Grape Street, 18th Avenue or Ames Creek Road is an approved heavy haul route. Excavated material hauled offsite and deposited at another property location within the City of Sweet Home will need a Fill & Grade Permit from the City Building Program Office, located in City Hall at 1140 12th Avenue, 541-367-7993, for information.

This bid item shall include all Class B Granular pipe zone and trench backfill consisting of compacted crushed rock of 1”-0” or ¾”-0” as approved. Compaction tests on the compacted backfill per standard spacing.

This bid item includes sawcutting the Valley Drain at Cedar Street and 10th Avenue. The drain is of unknown depth, though the standard should be 8” thick. If the Valley Drain can remain intact, and the pipeline can be placed below it without disturbance, and adequate roadway base compaction can be accomplished, then removal and replacement of the Valley Drain may not be necessary.

BID ITEM NO. 3 – 6” and 8” AWWA C900, PVC Water.

This per linear foot bid item includes all labor, materials, and equipment to install 723 feet of AWWA C900 6” and 625 feet of AWWA C900 8” Class 165 DR 25 PVC waterline per AWWA and Oregon Specifications for Construction. This item shall include all incidental appurtenances, fittings, warning wire and tape, thrust restraints, etc.

This bid item shall include all testing procedures for pipeline pressure and disinfection per AWWA standards.

This bid item shall include 12 gauge blue color tracer wire and warning tape on all plastic pipelines. Tracer wire material from Copperhead Ind. is detailed in Bid Item No. 4 and No. 5, for the meter services. Connection to service lines, adjacent tee configurations and existing tracer wires shall be with locking water proof and corrosion proof wire connectors Copperhead Ind. Blue SnakeBite locking connectors LSC 1230B or 3WB-01. Tracer wire shall be secured to the PVC pipeline at 10 foot intervals per 01140.45, and be coiled into valve boxes with 12 inches available from the surface. Tracer wire shall be securely and firmly attached to any existing Ductile or Cast Iron piping, with similar connectors and stainless steel strapping as necessary. Place Underground Marking Tape 12 inches over the pipeline during the backfill, taking care not to damage the tape.

A continuity check on the tracer wire is required prior to final paving. Contractor shall contact city personnel within a week after installation of the last meter service. City Maintenance shall perform a Locate Test on all main and services.

Care needs to be taken around existing water services, stormwater and gas service lines. The depth of each service should be verified prior to major excavation, and repair options should be made available.

This bid item shall include all roadway sawcutting, excavation of roadway pavement, base material and along with existing curb, driveway apron and wings, and sidewalk sections. For the project work zone on Cedar Street, 10th Avenue is an approved heavy haul route. Excavated material hauled offsite and deposited at another property location within the City of Sweet Home will need a Fill & Grade Permit from the City Building Program Office, located in City Hall at 1140 12th Avenue, 541-367-7993, for information.

This bid item shall include all Class B Granular pipe zone and trench backfill consisting of compacted crushed rock of 1"-0" or ¾"-0" as approved. Compaction tests on the compacted backfill per standard spacing.

BID ITEM NO. 4 – Fire Hydrant Assembly.

This per each bid item includes all labor, materials, and equipment to install fire hydrants (Mueller Super Centurion 250 Model A423) per the project plans, including the water main hydrant tee, valves and boxes, hydrant leg, hydrant, main port Storz adapter, thrust restraints, backfill, testing and painting, and any incidental items. The hydrant shall be painted a reflective silver for the barrel section, and the bonnet a color based on post construction flow tests per National Standard Color Codes.

BID ITEM NO. 5 – 1" AWWA C904 PEX Meter Service – Short Side .

This per each bid item includes all labor, materials, and equipment to install meter service assemblies of 1" AWWA C904-06 Cross-linked Polyethylene (PEX) blue water service line, 3/4" Sensus SR2-ER-TRPL remote read (100 cu. ft.) meter, meter box with remote probe lid, 12 awg tracer wire and warning tape, ball valve FB1100-4-Q-NL corporation stop, tapping saddle Romac 202NS or equal, locking wing 1"x3/4" Ford BA63-332W-Q-NL meter curb stop with meter swivel nut, Ford HHCA31-323-NL angle cartridge style dual check valve with meter swivel nut, and other appurtenances including the reconnection of customer side piping with a customer side shut off ball valve and box, coupling to the existing residents waterline, and any other incidental items, located on the north side – the short side – of the water line. All fittings in contact with potable water shall be constructed of lead free materials.

PEX 1" service piping shall be SDR 9, CTS MuniciPEX (PEXa) by REHAU or equal. Installation shall have all compression joint fittings, with stainless steel insert-stiffeners Ford Insert 53-72-Q or equal, installed 24" depth below grade level, with a slight serpentine trench lay for expansion/contraction. Due to meter depth, lay pipe segments horizontally and vertically straight with a 1" Quarter Bend Ell using Mueller, Ford, McDonald or equal compression fittings transitioning to the meter curb stop, without curvature of the pipeline. If curvature anywhere is necessary, with City approval, use a recommended curvature radius of 30 pipe diameters (no less than 20 diameters (10 per manuf.)), and under no circumstances reversing the coil direction.

Tracer wire shall be Copperhead Ind. 12 awg SuperFlex Tracer Wire attached to the PEX service line with zip-ties, not duct tape, at 10 foot intervals, and be routed into the meter box with a minimum of 12" extended and coiled. Tracer wire connection junctions shall be Copperhead Ind. Blue SnakeBite locking connectors.

The meter box shall be a 12"x20"x12" Armorcast AP6000485 Straight wall polymer box with a AA6000484RCTH cover with AMR/AMI top mount lid. The base support of the meter box shall be Class B crushed rock, and be a minimum thickness of 2" below the base of the water meter box.

This bid item shall also include the roadway sawcutting, excavation and backfill quantities for the trenching of the service line.

This includes all concrete saw cutting for each of the resident water meters located in the sidewalk area, materials to reconstruct the sidewalks where the existing meter services were removed, and any curbs, gutters, valley gutters, or other installations as necessary. All sidewalks shall be cut in a straight line, perpendicular to the travel path of the sidewalk, or as specified. Includes finish work and protection of the facilities during curing till passable surface conditions are approved. Damage or marring by citizens resulting in uneven surfacing or written text will necessitate reconstruction at contractors expense.

This item includes erosion control measures to protect excessive sediment runoff into catchbasins or ditch channels located at or near the work areas.

This item shall include all incidental finish top soil material used for minor backfilling and grading behind or adjacent to new sidewalk panels, back curbs, or ramp assemblies to match to existing adjacent surface grade.

BID ITEM NO. 6 – 1" AWWA C904 PEX Meter Service – Long Side .

This per each bid item includes all labor, materials, and equipment to install meter service assemblies of 1" AWWA C904-06 Cross-linked Polyethylene (PEX) blue water service line, 3/4" Sensus SR2-ER-TRPL remote read (100 cu. ft.) meter, meter box with remote probe lid, 12 awg tracer wire and warning tape, ball valve FB1100-4-Q-NL corporation stop, tapping saddle Romac 202NS or equal, locking wing 1"x3/4" Ford BA63-332W-Q-NL meter curb stop with meter swivel nut, Ford HHCA31-323-NL angle cartridge style dual check valve with meter swivel nut, and

other appurtenances including the reconnection of customer side piping with a customer side shut off ball valve and box, coupling to the existing residents waterline, and any other incidental items, located on the south side – the long side – of the water line. All fittings in contact with potable water shall be constructed of lead free materials.

PEX 1” service piping shall be SDR 9, CTS MuniciPEX (PEXa) by REHAU or equal. Installation shall have all compression joint fittings, with stainless steel insert-stiffeners Ford Insert 53-72-Q or equal, installed 24” depth below grade level, with a slight serpentine trench lay for expansion/contraction. Due to meter depth, lay pipe segments horizontally and vertically straight with a 1” Quarter Bend Ell using Mueller, Ford, McDonald or equal compression fittings transitioning to the meter curb stop, without curvature of the pipeline. If curvature anywhere is necessary, with City approval, use a recommended curvature radius of 30 pipe diameters (no less than 20 diameters (10 per manuf.)), and under no circumstances reversing the coil direction.

Tracer wire shall be Copperhead Ind. 12 awg SuperFlex Tracer Wire attached to the PEX service line with zip-ties, not duct tape, at 10 foot intervals, and be routed into the meter box with a minimum of 12” extended and coiled. Tracer wire connection junctions shall be Copperhead Ind. Blue SnakeBite locking connectors.

The meter box shall be a 13”x24”x12” Armorcast A6001946APCX12 Straight wall polymer box with a A6001866-H cover with AMR/AMI top mount lid. The base support of the meter box shall be Class B crushed rock, and be a minimum thickness of 2” below the base of the water meter box.

This bid item shall also include the roadway sawcutting, excavation and backfill quantities for the trenching of the service line.

This includes all concrete saw cutting for each of the resident water meters located in the sidewalk area, materials to reconstruct the sidewalks where the existing meter services were removed, and any curbs, gutters, valley gutters, or other installations as necessary. All sidewalks shall be cut in a straight line, perpendicular to the travel path of the sidewalk, or as specified. Includes finish work and protection of the facilities during curing till passable surface conditions are approved. Damage or marring by citizens resulting in uneven surfacing or written text will necessitate reconstruction at contractors expense.

This item includes erosion control measures to protect excessive sediment runoff into catchbasins or ditch channels located at or near the work areas.

This item shall include all incidental finish top soil material used for minor backfilling and grading behind or adjacent to new sidewalk panels, back curbs, or ramp assemblies to match to existing adjacent surface grade.

BID ITEM NO. 7 – Roadway AC Level 2, Class C Pavement.

This per Ton bid item shall include 1st (base course) and 2nd lift (wearing course) of 2” thick each, Level 2 (Class C) Asphalt Concrete Pavement. It shall be used for all mainlines, service, and hydrant trenches, and work area excavations.

BID ITEM NO. 8 – Connection #1, 18th Avenue.

This per lump sum bid item includes all labor, materials, and equipment to install new Tee configuration connection per Connection #1, to the existing 4” and the 10” pipe in 18th Avenue, including but not limited to Tee, Valves, Valve Boxes w/ guides, Reducers, Thrust Restraints, Adapters and Couplings, and other incidental items.

Excavation, backfill and paving quantities are not included in this bid item.

BID ITEM NO. 9 – Connection #2, Grape Loop -West.

This lump sum bid item includes all labor, materials, and equipment to install new Tee configuration piping running south in Grape Loop, including but not limited to Tee, Valves, Valve Boxes w/ guides, Reducers, Thrust Restraints, Adapters and Couplings, and other incidental items.

Excavation, backfill and paving quantities are not included in this bid item. Warning tape and 12guage tracer wire shall be installed also on the new pipe connecting to the existing network.

BID ITEM NO. 10 – Connection #3, Grape Loop - East.

This lump sum bid item includes all labor, materials, and equipment to install new Elbow configuration piping running south in Grape Loop, including but not limited to Tee, Valves, Valve Boxes w/ guides, Reducers, Thrust Restraints, Adapters and Couplings, and other incidental items.

Excavation, backfill and paving quantities are not included in this bid item. Warning tape and 12 gauge tracer wire shall be installed also on the new pipes connecting to the existing network.

BID ITEM NO. 11 – Connection #4, Grape Loop - East.

This lump sum bid item includes all labor, materials, and equipment to install new Elbow configuration piping running south in Grape Loop, including but not limited to Tee, Valves, Valve Boxes w/ guides, Reducers, Thrust Restraints, Adapters and Couplings, and other incidental items.

Excavation, backfill and paving quantities are not included in this bid item. Warning tape and 12 gauge tracer wire shall be installed also on the new pipes connecting to the existing network.

BID ITEM NO. 12 – Special Meter Connection – Grape Street.

This lump sum bid item includes all labor, materials, and equipment to install new Elbow configuration piping running south in Grape Loop, including but not limited to Tee, Valves, Valve Boxes w/ guides, Reducers, Thrust Restraints, Adapters and Couplings, and other incidental items.

Excavation, backfill and paving quantities are not included in this bid item. Warning tape and 12 gauge tracer wire shall be installed also on the new pipes connecting to the existing network.

BID ITEM NO. 13 – Air/Vacuum Release Station

This lump sum bid item includes all labor, materials, and equipment required to install one air/vacuum release station per the details shown on the plans. This includes but not limited to all tee, valves, air/vacuum release, enclosures, piping, reducers, etc. and any other incidentals necessary to complete the work to provide an operational air/vacuum release station complete and acceptable to the owner.

BID ITEM NO. 14 – Roadway Base Rock.

This per Ton bid item shall include 9” base rock course between the curb and trench line along Grape Street. It shall be supplied, placed and compacted to the requirements of the City Standards. The work shall also include any and all excavation of existing materials between the curb and trench line. Payment to include all work necessary to complete to the satisfaction of the Owner.

END OF GENERAL TECHNICAL REQUIREMENTS

PREVAILING WAGE for PUBLIC WORKS CONTRACTS

OREGON BOLI SPECIFICATIONS

On May 15, 2006, the Bureau of Labor and Industries, BOLI initiated a rule revision that allows public agencies to include a reference to a web address for BOLI wage rates rather than include all the wage rates in paper form in their bids.

Notice of Public Works Form WH81 for public works awarded after January 1 2008. ORS 279C.835 requires that public contracting agencies include with this form a copy of the disclosure of first-tier subcontractors submitted pursuant to ORS 279C.370

Wage rates for this project are those to be published by BOLI effective January 1, 2017. The web address is www.oregon.gov/BOLI.

RECIPROCAL PREFERENCE LAW

Oregon's Reciprocal Preference Law

Oregon's reciprocal preference law, ORS 279A.120, requires public contracting agencies, in determining the lowest responsible bidder, to add a percent increase to each out-of-state bidder's bid price which is equal to the percent of preference given to local bidders in the bidder's home state. For example, if the low bidder is from a state that grants a 10 percent preference to its own in-state bidders, the Oregon agency must add 10 percent to that bidder's price when evaluating the bid.

OAR 125-246-0310: Reciprocal Preferences.

- (1) When evaluating offers according to OAR 125-247-0255 through 125-247-0260, 125-249-0390 or 125-249-0640 through 125-249-0660, Authorized Agencies must add a percentage increase to the Offer of a Nonresident Offeror equal to the percentage, if any, of the preference that would be given to that Offeror in the state in which the Offeror resides. An Authorized Agency may rely on the list maintained by the Department according to ORS 279A.120(4) to determine:
 - (a) Whether the Nonresident Offeror's state gives preference to in-state Offerors; and if so,
 - (b) The amount of such preference (Percentage).
- (2) Authorized Agencies must add a percentage to the Offer that matches the Percentage described in Section (1) before determining Tie-Offers in accordance with OAR 125-246-0300.

The Department of Administrative Services (DAS), State Procurement Office has gathered information on preference laws of all states. See http://www.oregon.gov/DAS/SSD/SPO/reciprocal_detail.shtml for more details. This list is for your use in making contract awards under Oregon's reciprocal preference law. If you are in need of any assistance in the application of this law, please call or contact the State Procurement Office:

State of Oregon
Department of Administrative Services
State Procurement Office
1225 Ferry Street SE, U-140,
Salem, OR 97301-4285.
Tel: 503-378-4642.

PROJECT DRAWINGS (SEPARATE ATTACHMENT)

CONSTRUCTION DETAILS

See Attached.

SWEET HOME CITY COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

January 17, 2018

The meeting of the Administration and Finance Committee was called to order at 2:30 p.m. in the City Hall Conference Room.

Staff Present: City Manager Ray Towry and Recording Secretary Julie Fisher

Registered Visitors: None

Media: None

Committee Present: Councilor Goble, Councilor Gerson, Councilor Trask

The purpose of the Administration and Finance Committee meeting was to review and rank the applications for the Community Grants Program.

The Administration and Finance Committee reviewed 4 applications for the Community Grants Program. To be eligible for the Community Grants Program, applicants must be a Non-profit 501 C(3), must provide a documented benefit to the residents of Sweet Home and the project must comply with applicable City, State and Federal regulations as applicable. The Council will only award one grant per organization per calendar year. The applications were reviewed and the Committee requested more information from two of the applicants.

Motion to table the Community Grants Application Review until January 26th at 10:00am to allow CARDV and The President's Club to provide more information to the Administration, Finance and Property Committee. (Trask/Gerson)

With no further business the meeting adjourned at 3:25 p.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on January 17, 2018.

SWEET HOME CITY COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING MINUTES

January 26, 2018

The meeting of the Administration and Finance Committee was called to order at 10:05 a.m. in the City Hall Conference.

Staff Present: City Manager Ray Towry and Recording Secretary Julie Fisher

Registered Visitors: Nancy Patton, Jennifer Morris, Kelly Renshaw

Media: None

Committee Present: Councilor Goble, Councilor Gerson, Councilor Trask

The purpose of the Administration, Finance and Property Committee meeting was to review and rank the applications for the Community Grants Program.

The Administration and Finance Committee continued their review of the 4 applications for the Community Grants Program. The review had been tabled during the January 17, 2018 meeting.

To be eligible for the Community Grants Program, applicants must be a Non-profit 501 C(3), must provide a documented benefit to the residents of Sweet Home and the project must comply with applicable City, State and Federal regulations as applicable. The Council will only award one grant per organization per calendar year.

Nancy Patton representing The President's Club, and Jennifer Morris and Kelly Renshaw representing CARDV, were present to answer questions from the Committee and provide additional information. The Committee completed a ranking matrix and discussed allowing the Friends of the Library \$500 instead of the \$450 they requested. The Committee wanted to be sure that the criteria is met by asking the President's Club to verify they are benefiting residents of the City of Sweet Home and only seek reimbursement for funds spent to aid Sweet Home Resident's. The Committee will split \$1500 of the Community Grants funds equally between the top three applicants.

City Manager Ray Towry will rank the applicants based on the matrix completed by the Committee and submit the ranking as a recommendation to City Council on February 13, 2018.

With no further business the meeting adjourned 10:56 a.m.

The foregoing is a true copy of the proceedings of the City Council Administration and Finance meeting on January 26, 2018.



City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-8113
Fax 541-367-5113

Community and Economic Development Department

Sweet Home Park and Tree Committee Minutes

Wednesday, January 17, 2018

Sweet Home City Hall

Annex Building

1140 12th Ave., Sweet Home, OR 97386

www.ci.sweet-home.or.us

Call to Order at 8:35 AM

Attendance: Alice Smith, Lena Tucker, Nancy Patton, Katie Kohl

Visitors: Wally Shreves

Staff: Jerry Sorte, CEDD (Community and Economic Development Director), Greg Springman, PWD (Public Works Director) Kathryn Wilcox, PA (Planning Assistant), Stetson Wallis, PCL (Parks Crew Leader)

Absent: Angela Clegg, Mariann Biteman, Councilor Dave Trask

Welcome Guests, Introductions

Time Reports

Public Works Crew - Katie to get report from Rebecca for PW hours

Trees

Trees Planted - 0

Trees Removed - 0

Approval of Minutes

The Committee discussed the minutes of the December 20, 2017 Park and Tree Committee Meeting.

Edits Included; None

Comments Included: There needs to be a decision for each topic discussed.

Lena Tucker moved to approve the December 20, 2017 Park and Tree Committee Meeting minutes.

Nancy Patton seconded the motion.

Question was called, (4) Aye, (0) Nay, motion passed unanimously.

Decision was made to approve the December 20, 2017 Park and Tree Committee Meeting minutes

Old Business

Prioritization of Duties and Responsibilities

A. Capital Improvement Review & Recommendations

Discussion ensued about the Capital Improvement Plan. PWD Greg Springman updated the group on the status of the manufactured home removal from Sankey Park. He also explained that the Northside Irrigation System project to start in May. CEDD Jerry Sorte asked the group to make a recommendation to City Council for the Capital Improvement Plan and Budget.

Concerns Included;

- Parks Master Plan did not have adequate feedback from the Community
- Moving forward without proper direction from the Community
- Redoing plans repeatedly
- Public perception of tree removal in Sankey Park
- ADA accessibility and federal requirements
- Ames Creek Bank Erosion
- Design of Parking Lot

Ideas Included:

- Recommendation to Council on Capital Improvement Plan
- Recommendation to Council on Budget
- Moving forward on Individual park plans that do have adequate feedback from the Community
- Community outreach event about the Sankey Park tree removal
- Local loggers to assist in the tree removal at Sankey Park
- High School involvement in the tree removal at Sankey Park
- Completing the Pedestrian Bridge Project
- Improving the Sankey Park entrance
- Improving the Sankey Park Irrigation System
- Having a State of the City to address community feedback issues
- Pursuing NRPA Grant for Pedestrian Bridge Project with funds donated specifically for trail improvement.
- Promoting park improvements with before and after pictures of parks on websites
- Using the SHFAD drone to get aerials of parks
-

Decision was made to schedule a Project Planning Meeting.

Decision was made to move forward on the Trails and Pedestrian Bridge Project.

Decision was made to schedule a special meeting for February 3rd at 8:30AM for the Sankey Park Hazard Tree Assessment.

B. Programming Needs Review

Decision was made to table the discussion until Committee members are present.

C. Programming Budget Review

Decision was made to table the discussion until Committee members are present.

Tree Inventory

Discussion ensued about the tree inventory. PA Kathryn Wilcox explained that the Memorial and Celebration Tree inventory was up to date, but the Urban Forest inventory hasn't been updated since 1995.

Concerns Included;

- None

Ideas Included:

- Using GIS to identify tree locations
- Map the trees in GIS ArcMap software

Decision was made to start the process on a updating the inventory.

Ideas, Proposals and Discussion

Arbor Day

Discussion ensued about the purchasing of prizes for Arbor Day and the Harvest Festival.

Concerns Included;

- Spending freeze and funds availability

Ideas Included:

- Free promotional prizes such as stickers, fake tattoos, bracelets, etc.
- Purchasing of lunch boxes or water bottles from Arbor Day Foundation for winners of the Arbor Day Poster Contest

Decision was made to purchase the prizes once the spending freeze is lifted.

Hobart Nature Area

Discussion ensued about the purchasing maintenance and stewardship of Hobart Nature Area.

Concerns Included;

- Maintaining the Nature Area
- Updating the Lomatium count
- Review of Agreement and Requirements

Ideas Included:

- Oregon Department of Fish and Wildlife can provide assistance through services
- Hiring professional services to do a count
- Using volunteers such as students
- Contacting the Institute of Applied Ecology
- Interpretive Signage

Decision was made to move forward on conducting a Lomatium count.

Katie Kohl Resignation

Katie Kohl resigned from her appointment of a Park and Tree Committee Member. She was awarded a certificate of appreciation for her 15+ years of Service as a Tree Commissioner since September 26, 2002.

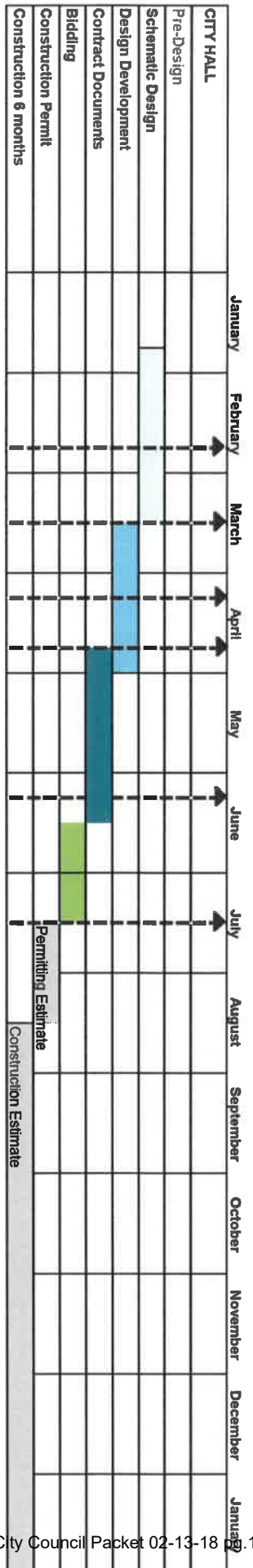
Decision was made to plant a memorial tree in Katie Kohl's honor, and that she would pick her favorite tree species.

Adjourn: 10:10 AM

The next Park and Tree Committee meeting will be held on February 21, 2018 at 8:30AM.

Sweet Home City Hall

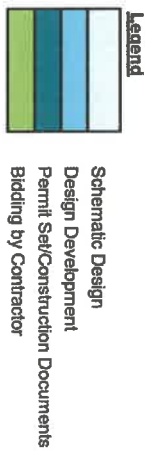
Project Schedule 02.01.2018



Meeting Milestones

- ▲ February 27th - Work Session
- ▲ March 13th - Work Session
- ▲ April 10th - Work Session
- ▲ April 24th - Work Session
- ▲ June 12th - Work Session
- ▲ June 12th

- ▲ Floor Plan / Concept Imagery
- ▲ Review of Floor Plan Revisions and Concept Design / Sign-off
- ▲ Presentation of Finishes and Design
- ▲ Review of Finish Revisions / Sign-off
- ▲ Contract Document Review / Sign-off
- ▲ Bid Reviews / Contractor Selection





January 30, 2018

To: S|E A

Attn: Elizabeth Kale

RE: Sweet Home City Hall Renovation
Main Street, Sweet Home, OR
Structural Site Visit Memo

Scope of Observation: WDY, Inc. was on site on January 25, 2018, 1:00 pm to 3:00 pm, to observe general existing exposed to view structural conditions of the existing building with respect to available undated record documents. Suspended ceilings were removed from most rooms. Hard ceilings in offices on the west side of the building were still in place. The crawl space was accessed from several locations and appears to conform to the record drawings. The flat roof supports several roof top mechanical units.

Observations: The existing building generally followed the intent of the record drawings. The following discrepancies were noted:

1. The exterior shear walls lacked truss blocking over the exterior walls.
2. The plywood sheathing on the interior shear walls stopped at the bottom of the sloped roof trusses and did not extend to the flat roof framing.
3. Additional roof framing is not present to support roof top mechanical units.

Recommendations: We recommend completing the lateral load path from the flat and sloped roofs to the original plywood sheathed shear walls by extending the plywood sheathing at the interior shear walls to the flat roof and installing truss blocking over the exterior walls. We recommend evaluation of existing roof framing to support mechanical equipment in addition to current code prescribed snow loading and snow drifting against flat roof parapets.

WDY, INC.



Dale DiLoreto, P.E., S.E.

Enclosure

\\WDY-DC01\Projects\2017\17095 Sweet Home City Hall\Document\17095_struct-obs_rpt 01.doc



Interior shear wall sheathing does not continue to flat roof.



Truss blocking over exterior shear walls not present.





City of Sweet Home Finance Department Monthly Report

January 2018

- **Finance Activities:**

Accounts Payable: 196 checks were processed for payments of \$614,890.54
(list is included)

Passport Applications processed: 49

Passport Photos: 54

Lien Searches: 63

- **Utility Billing Activities:**

Service Requests processed: 205

New customers to Sweet Home: 15 (10 own - 5 rent)

Accounts opened: 41

Account closed: 42

	January
UB Statements Processed	3,327
Past Due Notices Processed	1,167*
Number of accts turned off for non-payment	106

December was the last month phone calls will be made on delinquent accounts prior to turn offs

Accounts Payable

Checks by Date - Summary by Check Date

User: bneish
 Printed: 2/7/2018 10:06 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
86523	001500	ALSCO	01/05/2018	291.00
86524	002030	ANDERSON ENTERPRISES	01/05/2018	751.74
86525	ASCAP	ASCAP	01/05/2018	348.00
86526	002783	BACKFLOW MANAGEMENT, INC.	01/05/2018	100.00
86527	UB*00704	MARIANN BITEMAN	01/05/2018	38.40
86528	003715	EVERETT BLEHM	01/05/2018	383.51
86529	004420	BUCK'S SANITARY SERVICE, INC.	01/05/2018	378.00
86530	005808	CASELLE, INC.	01/05/2018	196.67
86531	005830	CB PACIFIC, INC.	01/05/2018	3,913.14
86532	006600	CH2M OM SERVICES	01/05/2018	85,863.27
86533	002622	COMCAST	01/05/2018	361.00
86534	023858	DCBS FISCAL SERVICES	01/05/2018	2,516.58
86535	009285	DEMCO	01/05/2018	636.34
86536	UB*00701	BEATA EDWARDS	01/05/2018	31.70
86537	UB*00703	GREG EICKMANN	01/05/2018	36.11
86538	013955	GROVE, MUELLER & SWANK, INC.	01/05/2018	5,000.00
86539	014020	H & H MACHINE, LLC	01/05/2018	162.34
86540	014634	ANGELA HELLIWELL	01/05/2018	74.99
86541	015376	HOUCK CONSTRUCTION MATERIALS	01/05/2018	75.50
86542	HOWARDG	GERALD HOWARD	01/05/2018	20.00
86543	017205	JUNIOR LIBRARY GUILD	01/05/2018	54.75
86544	017575	KIP AMERICA, INC.	01/05/2018	240.00
86545	021200	KNIFE RIVER	01/05/2018	105.09
86546	018200	LEAGUE OF OREGON CITIES	01/05/2018	20.00
86547	018203	LEAVE YOUR MARK	01/05/2018	61.42
86548	LESTERT	TINA LESTER	01/05/2018	286.50
86549	UB*00700	TINA & CHARLES LEWIS	01/05/2018	113.65
86550	019150	LINN COUNTY RECORDER	01/05/2018	55.00
86551	019170	LINN COUNTY TREASURER	01/05/2018	139.00
86552	020400	METEREADERS, LLC	01/05/2018	1,876.20
86553	021100	MOONLIGHT BPO, INC.	01/05/2018	871.91
86554	021145	THE MORGAN CPS GROUP, INC.	01/05/2018	1,280.00
86555	022402	NET ASSETS	01/05/2018	344.00
86556	022410	NEW ERA	01/05/2018	431.35
86557	023050	NORTHWEST NATURAL	01/05/2018	1,175.57
86558	023680	OFFICE DEPOT	01/05/2018	390.84
86559	023388	OREGON CITY COUNTY MANAGEME	01/05/2018	234.36
86560	024320	OREGON DEPT. OF AGRICULTURE	01/05/2018	50.00
86561	009450	OREGON DEPT OF ENVIRONMENTAL	01/05/2018	5,382.18
86562	024409	OREGON DEPT. OF REVENUE	01/05/2018	944.50
86563	023748	OREGON MAYORS ASSOC.	01/05/2018	135.00
86564	031146	OREGON SECRETARY OF STATE	01/05/2018	300.00
86565	025445	OUTBACK SIGNS	01/05/2018	50.00
86566	PERKINS	ALEX PERKINS	01/05/2018	30.00
86567	UB*00702	BAYLI RIGGS	01/05/2018	36.11
86568	029530	KEITH ROHRBOUGH	01/05/2018	350.00
86569	030250	SAIF CORPORATION	01/05/2018	30.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
86570	030542	SAMARITAN OCCUPATIONAL MED	01/05/2018	95.00
86571	030550	SANTIAM FEED & GARDEN CENTER	01/05/2018	28.91
86572	UB*00705	SPURLOCK TRADING	01/05/2018	40.68
86573	032910	STANDARD INS. CO.	01/05/2018	4,050.10
86574	032940	STAPLES ADVANTAGE	01/05/2018	182.23
86575	033661	SUNSHINE INDUSTRIES UNLIMITED,	01/05/2018	650.00
86576	035920	THYSSENKRUPP ELEVATOR CORP.	01/05/2018	511.27
86577	033822	TWGW, INC. NAPA AUTO PARTS	01/05/2018	129.67
86578	036550	ULINE	01/05/2018	58.53
86579	038345	D. MACK WALLS	01/05/2018	2,035.00
86580	038410	WEATHERFORD THOMPSON COWGIL	01/05/2018	990.00
86581	013220	WELLS FARGO VENDOR FIN SERV	01/05/2018	210.82
Total for 1/5/2018:				125,147.93
86582	032800	ACCELA, INC. #774375	01/12/2018	1,514.00
86583	001612	AMERICAN LEGAL PUBLISHING COR	01/12/2018	250.50
86584	002243	ARAMARK UNIFORM SERVICES	01/12/2018	516.08
86585	002560	AUDIO EDITIONS	01/12/2018	97.14
86586	003550	BI-MART CORPORATION	01/12/2018	67.57
86587	002623	COMCAST BUSINESS	01/12/2018	171.70
86588	UB*00708	TERRY CUTSFORTH	01/12/2018	106.92
86589	011805	FISHER'S RPM ELECTRIC MOTOR, INC	01/12/2018	2,865.17
86590	013661	GOVERNMENTAL PORTFOLIO ADVIS	01/12/2018	1,250.00
86591	028850	HUTCHINS WELDING AND REPAIR, LI	01/12/2018	153.61
86592	015850	INDUSTRIAL WELDING SUPPLY, INC.	01/12/2018	22.00
86593	015870	INGRAM LIBRARY SERVICES	01/12/2018	429.80
86594	UB*00710	MILDRED KUESEL	01/12/2018	13.30
86595	018720	LIBERTY ROCK PRODUCTS, INC.	01/12/2018	682.45
86596	019150	LINN COUNTY RECORDER	01/12/2018	185.00
86597	MCELHC	CHAYHOWA MCELHINNY	01/12/2018	40.00
86598	029730	JOSEPH G. MIROCKE	01/12/2018	405.20
86599	021100	MOONLIGHT BPO, INC.	01/12/2018	2,118.54
86600	022375	NEOFUNDS BY NEOPOST	01/12/2018	1,000.00
86601	022410	NEW ERA	01/12/2018	251.13
86602	UB*00706	CHRISTINA NICHOLS	01/12/2018	150.20
86603	026570	PETROCARD	01/12/2018	2,251.07
86604	018660	PETTY CASH - LIBRARY	01/12/2018	111.20
86605	SNYDERR	ROBERT SNYDER	01/12/2018	245.00
86606	UB*00709	WAYNE TUCKER	01/12/2018	24.70
Total for 1/12/2018:				14,922.28
86607	911SUP	911 SUPPLY	01/16/2018	229.46
86608	032800	ACCELA, INC. #774375	01/16/2018	2,625.00
86609	005485	CASCADE COMPUTER MAINTENANC	01/16/2018	3,154.00
86610	006990	CENTER POINT LARGE PRINT	01/16/2018	175.56
86611	006110	CENTURYLINK	01/16/2018	1,350.91
86612	007935	CIRCLE K	01/16/2018	20.00
86613	008320	CMI SOFTWARE CORPORATION	01/16/2018	4,850.00
86614	002622	COMCAST	01/16/2018	418.84
86615	002623	COMCAST BUSINESS	01/16/2018	2,344.99
86616	009240	DAY MANAGEMENT CORPORATION	01/16/2018	920.00
86617	011750	FEI PORTLAND WATERWORKS #3011	01/16/2018	1,935.90
86618	UB*00712	ALLISON GREVE	01/16/2018	65.77
86619	028850	HUTCHINS WELDING AND REPAIR, LI	01/16/2018	50.00
86620	017395	KENDALL FORD	01/16/2018	85.89

Check No	Vendor No	Vendor Name	Check Date	Check Amount
86621	018550	LES SCHWAB WAREHOUSE CENTER	01/16/2018	414.25
86622	019390	JEFF LYNN	01/16/2018	50.91
86623	022116	NATIONAL PHOTOCOPY CORPORATIC	01/16/2018	960.55
86624	022410	NEW ERA	01/16/2018	71.18
86625	023050	NORTHWEST NATURAL	01/16/2018	2,678.87
86626	023380	O & M POINT S TIRE & AUTO SERVICE	01/16/2018	715.00
86627	023680	OFFICE DEPOT	01/16/2018	25.04
86628	024601	OREGON HEALTH AUTHORITY - STAT	01/16/2018	355.00
86629	009450	OREGON DEPT OF ENVIRONMENTAL	01/16/2018	1,575.00
86630	025441	O'REILLY AUTOMOTIVE, INC.	01/16/2018	8.10
86631	025750	PACIFIC POWER	01/16/2018	22,089.50
86632	PASTEGA	PASTEGA COFFEE SERVICE	01/16/2018	111.05
86633	PEDAR	ROSE PEDA	01/16/2018	55.00
86634	026570	PETROCARD	01/16/2018	2,344.35
86635	029600	ROOTX	01/16/2018	276.08
86636	008200	SIERRA SPRINGS	01/16/2018	76.37
86637	032454	SOUTH FORK TRADING CO., INC.	01/16/2018	78.71
86638	UB*00705	SPURLOCK TRADING	01/16/2018	63.81
86639	033661	SUNSHINE INDUSTRIES UNLIMITED, I	01/16/2018	650.00
86640	031625	SWEET HOME INN	01/16/2018	75.00
86641	036400	TRAFFIC SAFETY SUPPLY CO., INC.	01/16/2018	49.85
86642	VERIZON	VERIZON WIRELESS	01/16/2018	357.21
86643	038420	WELLS FARGO FINANCIAL LEASING	01/16/2018	783.00
86644	013220	WELLS FARGO VENDOR FIN SERV	01/16/2018	384.66
Total for 1/16/2018:				52,474.81
ACH	005189	CARDMEMBER SERVICE - CM	01/19/2018	214.14
ACH	005190	CARDMEMBER SERVICE - ACH PAYM	01/19/2018	9,878.17
ACH	advances	ADVANCES	01/19/2018	18,950.00
ACH	asi	ASI-PAYROLL DEDUCTIONS	01/19/2018	11.25
ACH	fedtax	FEDERAL PAYROLL TAXES	01/19/2018	6,689.35
ACH	HSA	HSA - PAYROLL DEDUCTIONS	01/19/2018	5,875.00
ACH	statetax	OREGON PAYROLL TAXES	01/19/2018	5,276.00
ACH	umpqua	UMPQUA BANK - ACH	01/19/2018	3,693.61
86645	001200	ALBANY DEMOCRAT HERALD	01/19/2018	356.57
86646	009711	DRIVER AND MOTOR VEHICLE SERVI	01/19/2018	11.50
86647	011775	FIRST AMERICAN TITLE COMPANY O	01/19/2018	3,379.00
86648	014634	ANGELA HELLIWELL	01/19/2018	51.98
86649	UB*00713	THOMAS HERB	01/19/2018	34.99
86650	015000	HOME DEPOT CREDIT SERVICES	01/19/2018	118.63
86651	015400	HOY'S TRUE VALUE	01/19/2018	380.24
86652	021100	MOONLIGHT BPO, INC.	01/19/2018	698.74
86653	NELSON	MARY A NELSON	01/19/2018	100.00
86654	004426	NORTHWEST CODE PROFESSIONALS	01/19/2018	918.62
86655	023050	NORTHWEST NATURAL	01/19/2018	163.91
86656	023680	OFFICE DEPOT	01/19/2018	74.61
86657	023734	OK COUNTRY FEED & SUPPLY	01/19/2018	49.99
86658	025530	PACIFIC COAST CREDIT	01/19/2018	33.67
86659	REESE	REBECCA REESE	01/19/2018	544.00
86660	028870	RENEWED PROPERTIES, LLC	01/19/2018	89.52
86661	030542	SAMARITAN OCCUPATIONAL MED	01/19/2018	36.00
86662	STILLC	CRAIG STILL	01/19/2018	119.99
86663	000125	SYNCB/AMAZON	01/19/2018	1,143.93
86664	033822	TWGW, INC. NAPA AUTO PARTS	01/19/2018	20.39
86665	036749	US POSTMASTER	01/19/2018	98.00
86666	038345	D. MACK WALLS	01/19/2018	580.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 1/19/2018:	59,591.80
86667	002560	AUDIO EDITIONS	01/25/2018	73.50
86668	003766	LARRY J. BLAKE, JR., AAL	01/25/2018	150.00
86669	004423	BUCKMASTER, INC.	01/25/2018	59.00
86670	004500	BULLARD LAW	01/25/2018	1,050.00
86671	006600	CH2M OM SERVICES	01/25/2018	115,468.00
86672	002622	COMCAST	01/25/2018	1,688.53
86673	011360	EXTRAORDINAIR	01/25/2018	625.00
86674	011754	RANDEE FIELDS	01/25/2018	20.00
86675	015375	M.L. HOUCK CONSTRUCTION CO., INC	01/25/2018	17,999.47
86676	017575	KIP AMERICA, INC.	01/25/2018	277.91
86677	020400	METEREADERS, LLC	01/25/2018	1,876.80
86678	022116	NATIONAL PHOTOCOPY CORPORATIC	01/25/2018	1,196.69
86679	022245	NO DINX, INC.	01/25/2018	1,962.55
86680	023680	OFFICE DEPOT	01/25/2018	44.09
86681	023360	OREGON ASSOC. OF COURT ADMINIS	01/25/2018	150.00
86682	009450	OREGON DEPT OF ENVIRONMENTAL	01/25/2018	1,009.00
86683	028900	RESERVE ACCOUNT	01/25/2018	600.00
86684	030542	SAMARITAN OCCUPATIONAL MED	01/25/2018	72.00
86685	032050	SINGING CHRISTMAS TREE	01/25/2018	320.00
86686	UB*00715	ANGELINA SMITH	01/25/2018	11.40
86687	031560	SWEET HOME ROTARY	01/25/2018	243.28
86688	038420	WELLS FARGO FINANCIAL LEASING	01/25/2018	734.00
86689	UB*00716	JOHN WITTWER	01/25/2018	83.43
			Total for 1/25/2018:	145,714.65
ACH	001640	AFLAC	01/31/2018	916.89
ACH	010425	EBS TRUST	01/31/2018	80,831.46
ACH	015655	Vantagepoint Trf. Agents 108524/109047	01/31/2018	32,010.08
ACH	015660	Vantagepoint Trf. Agents 300619	01/31/2018	3,770.00
ACH	015661	Vantagepoint Trf. Agents 705507	01/31/2018	958.33
ACH	031525	SWEET HOME POLICE EMPLOYEES A:	01/31/2018	1,440.00
ACH	ASI	ASI-PAYROLL DEDUCTIONS	01/31/2018	120.00
ACH	CHILDSUP	CHILD SUPPORT ACCOUNTING UNIT	01/31/2018	917.00
ACH	FEDTAX	FEDERAL PAYROLL TAXES	01/31/2018	23,746.63
ACH	FICA	FICA PAYROLL TAXES	01/31/2018	35,014.38
ACH	FIRSTINV	FIRST INVESTORS - PAYROLL DEDUC	01/31/2018	350.00
ACH	HSA	HSA - PAYROLL DEDUCTIONS	01/31/2018	875.00
ACH	MEDICARE	MEDICARE	01/31/2018	8,330.77
ACH	NATIONW	NATIONWIDE-PAYROLL DEDUCTIONS	01/31/2018	1,550.00
ACH	PERS	PERS	01/31/2018	12,121.56
ACH	STATETAX	OREGON PAYROLL TAXES	01/31/2018	11,171.49
86690	024110	OREGON AFSCME COUNCIL 75	01/31/2018	1,140.42
86691	024409	OREGON DEPT. OF REVENUE	01/31/2018	911.36
86692	033350	STEELHEAD STRENGTH & FITNESS, I	01/31/2018	668.70
86693	033824	SWEET HOME COMMUNITY FOUNDA'	01/31/2018	155.00
86694	036860	UNITED WAY	01/31/2018	40.00
			Total for 1/31/2018:	217,039.07
			Report Total (196 checks):	614,890.54

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

Present at the meeting were Charlene Adams, Don Hopkins, Diane Gerson and Eva Journey and Rose Peda. Kevin Hill's absence was excused. Charlene Adams chaired the meeting.

Motion to approve the minutes as presented for the December 14, 2017 meeting. Motion approved 4 ayes, 0 opposed).

Copies of the current expenditures were distributed. Don Hopkins inquired about the charge from M&W Electric for \$845.00. Rose explained this was the electrical cost for the starter, disconnect switch and the three-phase wiring to the new exhaust fan. Eva inquired about the Oregon Library Association membership dues. Rose explained the payment for InfoPeople which is an online cataloging course for staff.

Eva Journey asked about the statistic for the library's holdings and if this is where the library wants to be. The method for weeding the collection was discussed. Diane Gerson asked about the 61 new patrons. Rose explained this was from the 2nd grade class visit and the new library cards issued to them.

Rose reported the attendance for the two programs in December which were CelloBop and A Christmas Carole in Prose.

Rose provided a quick update on the Trust Management grant and the print release station.

The Board reviewed the budget with preliminary recommendations for expenditures. Discussion of the increases to Technical Services for Cascade Computers, OCLC, Overdrive and Equinox. Discussion of Repair and Maintenance Services. Discussion of the Utilities with the inclusion of Ethernet charges. Charlene Adams said that some of the numbers for expenditures are pretty solid but there are a few unknowns. The Board recommended Rose set the remaining expenditures in the budget.

The meeting was adjourned.
Next Meeting is February 8, 2018

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: February 8, 2018

SUBJECT: Community and Economic Development Department Report for January 2017

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, and Parks and Recreation programs. The following is a summary of activities for the month of January 2017.

1. BUILDING

- Summary of Building Program Permits Issued (January 1, 2018-January 31, 2018).

Construction Category	Number of Permits
Residential 1 & 2 Family Dwellings	3
Residential Manufactured Dwellings	2
Commercial Mechanical	1
Commercial Structural	5
Commercial Plumbing	1
Residential Structural	2
Residential Mechanical Permits	7
Residential Plumbing	2
Total Permits	23
Value Estimate of All Permits	\$4,800,713.50

2. PLANNING

- Summary of Planning Division Permits Issued (January 1, 2018 – January 31, 2018).

Permit Type	Number of Permits
Property Line Adjustments	1
Fence Permits	1

- Projects and Activities:

We have created a page on the Planning Division website that lists our current projects with City wide impacts. Please see: <http://www.ci.sweet-home.or.us/ced/page/current-projects>. Current long-range planning projects include our full zoning ordinance and subdivision code replacement project and updates to our code to reflect the passage of Senate Bill 1051; which takes effect on July 1, 2018.

Staff provided support to the Planning Commission at their meeting on January 22, 2018. The Planning Commission has agreed that they will continue to meet on the first Monday of the month. They will also meet on the third Monday of the month as needed. This will reduce

potential delays that result from a one meeting per month schedule. Planning Commission meetings are at 7:00 PM. Staff also provided support to the Park and Tree Committee Meeting at their meeting on January 17, 2018.

3. ECONOMIC DEVELOPMENT

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on January 10, 2018. One outcome of that meeting was the direction to schedule a joint meeting between SHARE and the Planning Commission in order to share information and discuss common objectives. The joint meeting is tentatively scheduled for February 26 at 7:00 PM; location to be determined.

In December, our Economic Development team submitted an initial application to Business Oregon under the Rural Opportunities Initiative grant program. We developed a proposal based on a partnership between Philomath, Monroe, Harrisburg, Halsey, Brownsville, Lebanon, Sweet Home, and the Regional Accelerator & Innovation Network (RAIN) to hire a person (Venture Catalyst) to serve the region and help entrepreneurs launch and grow their companies. On January 26, Business Oregon invited our group to submit a full grant proposal; with the potential to obtain \$50,000 toward this effort. Our next application deadline is February 26. If we receive this grant award, the cities and RAIN will need to raise an additional approximately \$50,000 in order to fund the position. We are working as a group to identify funding sources, but the general consensus is that the cities will need to each contribute funds in some amount. If we are able to move forward, the next Business Oregon grant cycle will occur within the next year, and the group may be eligible to apply for additional grant money to fund this position.

4. PARKS – RECREATION PROGRAMMING

Staff is in the final stages of preparing for the 2018 Sweetheart Run; which will take place on February 10. Based on the number of registrants that we have to date; we may see our largest attendance. The City is fortunate again to receive a grant to support this event from the Siletz Tribal Charitable Contribution Fund in the amount of \$1,878. Proceeds from the run will be used to support the City's Parks and Recreation activities.

MEMORANDUM



TO: Greg Springman, Public Works Director
FROM: Joe Graybill, Trish Rice, Engineering Division.
DATE: February 6, 2018
SUBJECT: Engineering Projects Status

PRIORITY PROJECT: Wastewater Treatment Plant Facility Plan Phase 1

SCOPE: Upgrades to equipment & processes for DEQ Compliance

STATUS: Engineering services contract in negotiation with selected firm.

PRIORITY PROJECT: 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: Project is in predesign. Well water testing is underway by 3rd party.

PRIORITY PROJECT: 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: Inventory survey nearly complete. Needed repairs on existing units are being identified. Sites identified for future installations on existing city mains.

PRIORITY PROJECT: 2018 Path Program

SCOPE: Design pedestrian facility improvements including corner ramps & sidewalk infill.

STATUS: 70% design.

PRIORITY PROJECT: 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 St service reconnections complete. Ready for bid pending funding.

PRIORITY PROJECT: SHPD Roof Antenna

SCOPE: Emergency Operations Center Antenna Access.

STATUS: Plans completed & send to PD for installation.

PRIORITY PROJECT: New City Hall Remodel

SCOPE: Finalize proposed floor plan and prepare RFP for architectural design of construction drawings.

STATUS: Architectural firm has been retained & is in progress.

PRIORITY PROJECT: Bus Shelters (collaboration w/Linn Shuttle)

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

STATUS: Design recommendations received from ODOT.

PRIORITY PROJECT: Quince St Drainage

SCOPE: Resolve neighborhood drainage issue on Quince St east of 13th Ave.

STATUS: Done.

PROJECTS ON HOLD

- Sankey Park irrigation – referred to parks grant application
- Sankey Park parking lot paving – referred to parks grant application
- Boulder Ridge water pump station – on hold for funding

QUEUED PROJECTS

- Fuel Tanks at 24th Ave
- Waterline Replacement 9th Ave from Elm St to Cedar St, Catalpa St, Spruce St
- 3-5 Manhole Replacement Project
- 2020 Census - Local Address Update in 2018

City Council
Thank you for the very
nice hoodlum box and have
retirement party. I have
enjoyed working for the city
of Street Home very much
and will miss it. I appreciate
the support you have given me
over the years and hope Street
Home keeps moving 'Love', Pat

Thank you!

Pat