



# CITY OF SWEET HOME CITY COUNCIL MINUTES

June 09, 2020, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

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

## 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.

---

## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:30 PM

## Roll Call

### PRESENT

Mayor Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Cortney Nash (video)  
Councilor Dave Trask  
Councilor James Goble (video)  
Councilor Lisa Gourley (video)  
Councilor Susan Coleman

## Consent Agenda:

Motion for approval of the Consent Agenda

Motion made by Councilor Trask, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- a) Request for Council Action – Library Advisory Board Appointment

Approval of Minutes:

- a) 2020-05-26 City Council Minutes
- b) 2020-06-02 Special City Council Meeting Minutes

## Recognition of Visitors and Hearing of Petitions:

- a) Katherine Wilson, Grove, Mueller & Swank, P.C.

Katherine Wilson, Grove, Mueller & Swank, P.C. presented the Financial Statement Audit and the Independent Auditors Report. Grove, Mueller & Swank, P.C recommended changes to account reconciliation process due to untimely reconciliations.

There were no questions from the Councilors.

## Old Business:

- a) Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area

City Attorney Robert Snyder presented to Council proposed Ordinance No. 7 for 2020 - An Ordinance relating to Water System in Critically Affected Chemical Area. Water quality in this area has improved, and with the City's permission, DEQ will allow well owners an option of city water connection or not, after review of each case. The proposed ordinance is an amendment to current ordinance.

Motion to move Ordinance No. 7 for 2020 to first reading.

Motion made by Councilor Coleman, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Voting Nay: President Pro Tem Gerson

## New Business:

- a) Information Only – City of Sweet Home Fleet Policy Revision

City Manager Towry presented the revised City of Sweet Home Fleet Policy for information only.

The Council asked staff to research if the City could require mandatory testing after any type of accident. The Council also asked to clarify eating and driving in the policy. There were a few typos found and will be corrected before the policy returns to Council.

- b) Request for Council Action - Resolution No. 14 for 2020 - A Resolution Approving Setting Civil Penalty

City Attorney Snyder explained the Civil Penalties were removed from Code and not added to the Fee Schedule. The proposed resolution covers the fees set by resolution for Civil Penalties.

Motion to approve Resolution No. 14 for 2020 - A Resolution Approving Setting Civil Penalty.

Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- c) Request for Council Action – 2019-20 Audit Contract

Finance Director Neish and City Manager Towry requested to renew the audit contract with Grove, Mueller and Swank P.C.

Motion to approve the 2019-2020 Audit Contract.

Motion made by Councilor Coleman, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask,

Councilor Goble, Councilor Gourley, Councilor Coleman

- d) Request for Council Action – FEMA/State of Oregon Infrastructure Contract  
City Manager presented the FEMA/State of Oregon Infrastructure Contract stating it is necessary to claim FEMA funds for COVID-19 Response. Director Neish is overseeing and tracking all COVID-19 expenses.  
Motion to approve FEMA/State of Oregon Infrastructure Contract.  
Motion made by Councilor Gourley, Seconded by Councilor Coleman.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman
- e) Request for Council Action - City Manager Contract  
City Manager Towry reviewed proposed changes to the City Manager's contract to include use of a city vehicle, increase of vacation allotment, and updating address etc.  
Motion to approve City Manager Contract.  
Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman
- f) Request for Council Action - Enterprise Fleet Management Agreement  
Ryan Alford with Enterprise Fleet Management gave a short presentation regarding the fleet management program. There were questions from Council.  
Motion to approve the Fleet Management Agreement with Enterprise.  
Motion made by Councilor Trask, Seconded by Councilor Nash.  
Voting Yea: Mayor Mahler, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Coleman  
Voting Nay: President Pro Tem Gerson, Councilor Gourley
- g) Request for Council Action - Intergovernmental Agreement with Linn County for Emergency Small Business and Microenterprise Assistance CDBG Application and Sub-Grantee Agreement with Community Lending Works  
CEDD Blair Larsen presented the Request for Council Action to enter into an Intergovernmental Agreement with Linn County for Emergency Small Business and Microenterprise Assistance CDBG Application and Sub-Grantee Agreement with Community Lending Works.  
Community Development Finance Institution (CDGI), would be issuing the grant and verifying applications. An agreement in place with CDFI and the City would not mean an exchange of funds. The draft is not yet in place, but CEDD Larsen asked for approval noting the agreement does not affect the budget, just program.  
Motion to approve the IGA with Linn County and authorization to enter into an agreement with Community Lending Works, include draft as part of application.  
Motion made by Councilor Coleman, Seconded by President Pro Tem Gerson.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman
- h) PUBLIC HEARING - 2020-21 Approved Budget  
The Public Hearing for the 2020-21 Approved Budget was opened at 7:55 PM.

Mayor Mahler asked of the Council for any Exparte, Conflict of Interest, or Personal Bias. By Roll Call Vote, there was none.

Staff Report: Finance Director Neish presented the 2020-2021 Budget Committee Approved Budget. The Budget Committee met May 5,14,19 and recommended approval of the budget. The required LB1 Public Meeting Notice was published on social media accounts, the City website, and the New Era's social media site as well.

The Mayor asked for Testimony in Favor, Testimony in Opposition, and Neutral Testimony. There was no testimony received.

Public Hearing Closed at; 7:59 PM

No decision was made to give the Public a chance for Public Comment. Adoption of the Resolution will be on the June 23rd City Council Agenda.

## **Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

Ordinance No. 7 for 2020 was read in its entirety.

Motion to move Ordinance No. 7 for 2020 to second reading.

Motion made by Councilor Coleman, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Second Reading of Ordinance Bills

- a) Ordinance No 9 for 2020 - An Ordinance Amending the Official Zoning Map

Ordinance No. 9 for 2020 - An Ordinance Amending the Official Zoning Map was read by title only.

Motion to move Ordinance No. 9 for 2020 to third and final reading

Motion made by Councilor Gourley, Seconded by President Pro Tem Gerson.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Third Reading of Ordinance Bills (Roll Call Vote Required)

## **Reports of Committees:**

Administrative and Finance/Property

Minutes from the May 26, 2020 Administration, Finance and Property Committee were included in the packet.

- a) 2020-05-26 Admin, Finance & Property Committee Minutes

## **Reports of City Officials:**

Mayor's Report

Mayor Mahler thanked the community and staff for encouragement during his surgery.

City Manager's Report

City Manager Towry stated he would be out next week for Bereavement Leave.

A Council workshop is needed to prioritize Economic Development projects.

City Manager Towry reported on the quality of staff and the executive team, which is not only made up of Department Heads but also middle management. Many of those team members have voluntarily given up their COLA increase to help support other staff and ensure, given uncertain economic future, the City will not have to lay anyone off. This is strictly voluntary for the benefit of the community and staff. If financial reports allow the restitution of COLAs or back pay, staff will notify City Council. City Manager Towry stated it is a pretty impressive group that would volunteer to do that for their team and their community.

#### **Department Director's Reports (1st meeting of the Month)**

Library Services Director

- a) Sweet Home Public Library Monthly Report, May 2020

Community and Economic Development Director

- a) CEDD Monthly Report for May, 2020

Public Works Director

- a) June 2020 Public Works Monthly Report

Public Works Director Springman presented information regarding the repair of the 9th Avenue water leak and the water loss data report. It was noted, the water loss retained from the leak repair could fill the Sweet Home Public Pool three times per day.

City Manager stated the Council recently passed a resolution setting new water rates with a slight increase to the average consumer. There are still capital projects that are necessary, however given the successful repair water loss has been cut more than half and with the possibility of a recession, staff wonders if it would be appropriate to continue with a rate increase. City Manager Towry proposed postponing some work and completing projects that are possible without an increase. If the Council was to rescind rates some projects would have to be put off at least one year. Public Works Director Springman cautioned the postponement of projects and stated there are needed repairs to the system and additional leaks are occurring.

Motion to revisit Utility Rates during the June 23, 2020 meeting.

Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Motion to table the new water rates for one month.

Motion made by Councilor Gourley, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Goble

**Council Business for Good of the Order**

Councilor Gerson asked with the many outstanding projects with ODOT, if a liaison to ODOT was necessary. City Manager Towry stated our communications and relationships with Senator Girod and Representative Sprenger are the key for aide in many projects.

**Adjournment**

With no further business, the meeting adjourned at 8:35 PM

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder