



# CITY OF SWEET HOME CITY COUNCIL MINUTES

October 25, 2022, 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.

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 1-971-203-2871 Meeting ID: 226 531 982

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon Public Meeting Law, and have been approved by the Mayor and Chairperson of the meeting.

## 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 Dave Trask  
Councilor Lisa Gourley  
Councilor Susan Coleman  
Councilor Angelita Sanchez  
Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Blair Larsen, Community and Economic Development Director  
Jason Ogden, Interim Chief of Police  
Robert Snyder, City Attorney  
Megan Dazey, Library Services Director  
Julie Fisher, Administrative Services Manager  
Greg Springman, Public Works Director

### PRESS

Benny Westcott, The New Era

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*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.*

**Consent Agenda:**

Motion to approve the consent agenda made by Councilor Richards, Seconded by Councilor Coleman. Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

**Approval of Minutes:**

- a) 2022-10-11 City Council Meeting

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

Lorie Turner, 1617 Main Street spoke to the Council about her concern of a large ferrel rabbit population in Sweet Home. Lorie Turner presented the Council with ideas on how to deal with the rabbits.

- a) Presentation - Government Portfolio Advisors  
Garrett Cudahey, Chief Investment Officer with Government Portfolio Advisors gave an update on the City's portfolio which is set up conservative. There were no questions of the Council.
- b) Presentation - Grove, Mueller, and Swank - FY 21-22 Audit  
The presentation from Grove, Mueller, and Swank was postponed until November 8, 2022.

**New Business:**

- a) Request for Council Action - Conditional Use Application CU22-12  
Community and Economic Development Director Blair Larsen explained there are multiple parcels that make up Northside Park. Staff is requesting combining all parcels into one, which requires a Conditional Use Permit.  
Motion to authorize signature of the Conditional Use Permit Application made by Councilor Coleman, Seconded by Councilor Richards.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards
- b) Request for Council Action – Authorization for Newly Created Position and Updated Salary Schedule.  
City Manager Kelcey Young presented Council with the request for a new position of Communications Manager. This position will replace the Communications Specialist position and will be split 50% Communications and 50% IT. City Manager Young explained the cost savings of the position by eliminating the need for an onsite IT contractor.  
Motion to approve the position of Communications Manager made by Councilor Gourley, Seconded by Councilor Richards.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards
- c) Request for Council Action - Regional Disaster Preparedness Planning Services Contract  
Community and Economic Development Director Blair Larsen introduced the request for contract approval for Regional Disaster Preparedness. Several partners would share the cost equally with the exception of Brownsville Fire District which would pay a reduced cost

due to funding limitations. The City of Sweet Home will act as the contract manager. The cost to the City will be \$6,600 and has been budgeted.

Motion to approve the contract for Regional Disaster Preparedness made by Councilor Richards, Seconded by Councilor Coleman.

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

## **Reports of Committees:**

### Chamber of Commerce

Councilor Gerson reported the Sweet Home Chamber and Visitors Center will be adding new board members.

### Park and Tree Committee

Councilor Trask reported the Park and Tree Committee are working on a new stage at Sankey Park and additional details will be coming to Council soon.

## **Reports of City Officials:**

### Mayor's Report

Mayor Mahler asked Community and Economic Development Director for an update on the (CEIP) Commercial Exterior Improvement Grant Program. CEDD Blair Larsen reported a draft will be presented to Council for approval with recommended updates from the board.

### City Manager's Report

City Manager Kelcey Young reported a contractor doing work on the ODOT project cut into a gas line last week. Sweet Home Fire and Ambulance, Police Department and Public Works responded quickly and handled the issue extremely well. What could have been a very dangerous situation ended up to be just a nuisance, and CM Young commended staff.

CM Young reported the League of Oregon Cities - LOC, is offering free Elected Essential training in Albany on December 5th and 6th. She encouraged all councilors to attend the training.

## **Department Director's Reports (2nd meeting of the Month)**

### Finance Director

CM Kelcey Young gave an update on recruiting efforts for a Finance Director.

Matt Brown, Interim Finance Director reported he has been working to clean up several years of accounting and brought in an extra consultant to aide in bank reconciliations. Interim Finance Director Brown and City Manager Young have been working on a complete fund restructure to present to the Council by December.

Councilor Coleman thanked Financial Operations Manager Cindi Robeck for all of her dedication and extra work during the transition.

Councilor Trask asked Interim Director Brown why the City is in this position. Interim Director Brown stated the previous Finance Director and City Manager did not have proper checks and balances. He added all finance directors around the state are experiencing the same, Auditors and not renewing contracts. The State of Oregon is aware of the issue.

## Police Department Monthly Report

Interim Police Chief Jason Ogden reported an emergency at the Police Department where an employee was found unresponsive and 911 was called. Sergeant Cummings and Officer Hamlin were quick to respond and most likely saved the life of the employee. Interim Chief Ogden has nominated the pair for the Life Saving Award.

Mayor Mahler requested to honor both employees, as well as, Interim Chief Jason Ogden, publicly at City Council

a) Monthly Department Report - September 2022

City Attorney

No Report.

### **Council Business for Good of the Order**

Mayor Mahler questioned development of 24th Avenue and there was discussion on the ODOT ramp project.

Community and Economic Development Director Blair Larsen gave a recap of the ODOT sidewalk project. There was discussion on the sidewalk near the railroad trestle which ends at each side of the bridge. Due to liability, ODOT is not able to complete a sidewalk under a trestle that may not be sound. However, the railroad doesn't want to give up the trestle in fear that they will not get authorization to replace it but they also don't have the funds for repairs. ODOT has built up to both sides of the bridge and the City can then continue with the connection. A proposal has been sent to the railroad for a temporary asphalt path that would meet ADA requirements. A more permanent link will be added once bridge repairs are completed.

Councilor Gourley reported painting will begin to decorate business windows downtown.

Councilor Sanchez requested an update on traffic speed in work zone. Update was provided by Interim Chief Ogden regarding additional patrols.

Councilor Coleman gave a reminder of the Community Meet and Greet event for all new City Leaders including the new Fire Chief, City Manager, Senior Center Director, and Chamber of Commerce Director.

Councilor Gerson announced the new City Hall art display by artist Deb Cooley.

### **Adjournment**

The meeting adjourned at 7:50 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder