



# CITY OF SWEET HOME CITY COUNCIL MINUTES

June 25, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## 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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## Call to Order & Pledge of Allegiance

The meeting was called to order at 6:32 PM.

## Roll Call

### PRESENT

Mayor Susan Coleman  
Councilor Lisa Gourley  
Councilor Dylan Richards  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask

### ABSENT

President Pro Tem Greg Mahler

### STAFF

Kelcey Young, City Manager  
Garritt Bolkcom, Police Officer  
Matt Brown, Finance Director  
Ryan Cummings, Police Captain  
Angela Clegg, Tourism & Economic Development Coordinator  
Adam Leisinger, Communications Manager  
Cecily Hope Pretty, Administrative Services Director  
Robert Snyder, City Attorney  
Greg Springman, Interim Public Works Assistant Director

### MEDIA

Sarah Brown, The New Era  
Shayla Escudero, Albany Democrat-Herald

### GUESTS

Robert Egner, 28628 Ridgeway Road, Sweet Home, OR 97386  
Karla Hogan, 28948 Liberty Road, Sweet Home, OR 97386  
Patrick Rogers, 1995 Grape Loop, Sweet Home, OR 97386

Mayor Coleman stated that President Pro Tem Mahler was on a planned vacation. Councilor Trask moved to approve President Pro Tem Mahler's absence. Councilor Richards seconded the motion. The motion carried unanimously by those present.

## **Consent Agenda**

- a) Request for Council Action – Downtown Lounge Public Address System Application

Approval of Minutes:

- a) 2024-05-28 City Council Work Session Minutes
- b) 2024-05-28 City Council Meeting Minutes
- c) 2024-06-18 City Council Work Session Minutes

Councilor Richards moved to approve the consent agenda. Councilor Gourley seconded the motion. The motion carried unanimously by those present.

## **Recognition of Visitors & Hearing of Petitions**

- a) Special Recognition - Life Saving Award

Captain Cummings presented a Life Saving Award to Garritt Bolkom for saving the life of a community member in distress. City Manager Young thanked Officer Bolkom for his compassion and integrity. A friend of the community member read a statement from their spouse thanking them for their service in a difficult situation.

Mayor Coleman invited public comment.

Robert Egner expressed his disappointment with the discussion regarding Council rules in the previous City Council Work Session. He requested that City Council continue to work on rules specifically related to councilor conduct to ensure accountability.

## **Old Business**

There was no old business to be heard.

## **New Business**

- a) Request for Council Action - Resolution No. 11 for 2024 - Appointing a City Budget Officer

Director Brown stated that appointing a budget officer was required by Oregon law.

Councilor Thorstad moved to approve Resolution No. 11 for 2024. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- b) Request for Council Action - Resolution No. 12 for 2024 - Appropriating Funds for FY 2024

Director Brown stated that each fiscal year, he reviewed expenditures to ensure appropriations were correct for the fiscal year's budget in accordance with Oregon budget law.

Councilor Thorstad moved to approve Resolution No. 12 for 2024. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- c) Public Hearing & Request for Council Action - To Receive Comment on the Use of State Revenue Sharing Funds - Resolution No. 13 for 2024 - Declaring the City's Election to Receive State Revenues

Mayor Coleman opened the public hearing at 6:43 PM. Mayor Coleman asked Councilor to declare any bias, conflict of interest, or ex parte information. None were declared.

Director Brown stated that Oregon budget law required an annual resolution to elect to receive shared state revenue and the public hearing was the opportunity for citizens to discuss where they would like to see the shared revenues applied in the budget.

There being no public comment, the public hearing was closed at 6:45 PM.

Councilor Gourley moved to approve Resolution No. 13 for 2024. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- d) Request for Council Action - Resolution No. 14 for 2024 - Certifying the City Provides Four or More Services in Order to Receive State Revenues

Director Brown stated that the City was required to certify services in a minimum of four categories selected by the state in order to receive shared revenues. He noted that the city offered all services except for fire services, qualifying it to receive the revenue.

Councilor Gourley moved to approve Resolution No. 14 for 2024. Councilor Trask seconded the motion. The motion carried unanimously by those present.

- e) Request for Council Action - Resolution No. 15 for 2024 - Adopting the Fiscal Year 2024-2025 Budget

Director Brown stated that this resolution allowed the appropriation of funds for the next fiscal year and no monies could be spent after July 1, 2025 unless it was approved by the City Council according to Oregon budget law.

City Manager Young added that the budget as presented in the packet was unanimously approved by the Budget Committee.

Councilor Gourley moved to approve Resolution No. 15 for 2024. Councilor Richards seconded the motion. The motion carried unanimously by those present.

Item g – City Hall Lease Negotiation Authority was heard at this time.

- g) Request for Council Action – City Hall Lease Negotiation Authority

City Manager Young stated that the City had historically partnered with the Community Services Consortium (CSC) and CSC was interested in leasing the unfinished portion of Sweet Home City Hall. She noted that the draft lease offer would generate revenue for the City as well as offering in-kind services to the City. She stated that approval of the lease would support job creation and workforce development in Sweet Home, including support for fire management in the area.

Councilor Sanchez moved to approve the authorization of the City Manager to negotiate and approve lease agreements for City Hall. Councilor Richards seconded the motion. The motion carried unanimously by those present.

Item f – Old City Hall Lease Negotiation Authority was heard at this time.

- f) Request for Council Action – Old City Hall Lease Negotiation Authority

City Manager Young stated that the Sweet Home Fire District was currently utilizing a portion of the old City Hall but that they were open to relocation. She noted that Ridgeway Health was interested in leasing a portion of the building and approval of the item would authorize the City Manager to negotiate additional leases for the creation of a potential wellness center.

Councilor Gourley moved to approve the authorization of the City Manager to negotiate and approve current and future lease agreements for the building. Councilor Richards seconded the motion. The motion carried unanimously by those present.

- h) Request for Council Action – Downtown Property Purchase Authority

City Manager Young stated that Council goals included the acquisition of property and reducing downtown vacancies. She noted that the former Santiam feed store had been vacant for some time and the City was interested in preserving the historical nature of the property while offering space for new businesses, including potential artisan and musician space. She stated that the City was proposing an offer of \$260,000 for the purchase to be paid in two equal installments in 2024 and 2025.

Director Pretty read a submitted written statement from Josh Victor into the record expressing opposition to the City's purchase of downtown property.

Councilor Gourley noted the importance of property investments to ensure the health of the community and to provide services within Sweet Home.

Karla Hogan expressed opposition to the City's acquisition of downtown property and noted concern with expenses related to renovations.

Patrick Rogers expressed concern with the City taking on property management duties.

City Manager Young stated that public investment in property was a common economic development tool to provide access for private business to enter the market. She added that the City would be open to reselling the property at a later date.

Mayor Coleman stated that the City Council had toured the City of Independence which had also purchased a building to provide as a business incubator. She noted that the City had no desire to compete with private owners who were demonstrating investment in their buildings and businesses, but rather to provide spaces for additional business owners in need of operational space.

Councilor Gourley moved to approve the authorization of the City Manager to negotiate and approve a property transaction for the property discussed. Councilor Trask seconded the motion. The motion carried by the following vote:

AYE: Coleman, Gourley, Sanchez, Thorstad, Trask

NAY: Richards

ABSENT: Mahler

### **Reports of Committees**

There were no reports to be heard.

### **Reports of City Officials**

#### City Manager's Report

City Manager Young stated that there was a new dais in Council Chambers that had been made by the Sweet Home Public Works Department with wood donated by the Linn County Parks Department. She noted that there were also new microphones in Chambers. She stated that the repaving of Juniper Street was recently completed and Ironwood would be completed next and staff was exploring various methods to reduce repaving costs.

#### Mayor's Report

Mayor Coleman highlighted various accomplishment of the City over the previous year and a half including: Family Assistance and Resource Center opening, Paint the Town, successful management of the Wiley Creek fire, installation of LED lights, paving of Juniper Street, installation of fiber service, completion of bank reconciliations, public opening of Quarry Park, Sankey Park improvements, a funding plan for the wastewater treatment plant, a new dais and microphones, substantial completion of the Parks Master Plan, opening of Samaritan Urgent Care, opening of Wiley Creek Memory Care, new flashing crosswalks, and the revival of the Sweet Home Active Revitalization Effort (SHARE). She noted that the City's finances were solid and being well-managed and expressed support for the direction the community was taking.

### **Department Director Reports**

#### Library Services Director

- a) Library Director Report - May 2024

#### Community & Economic Development Director

- a) Community & Economic Development Director Report - May 2024

#### Police Chief

- a) Police Chief Report - May 2024

Captain Cummings reported that the Safety Fair at Sankey Park was very well attended.

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

There was Council consensus of support for community and staff efforts to support Sweet Home.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 7:31 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT