



# CITY OF SWEET HOME CITY COUNCIL MINUTES

August 08, 2023, 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 541-367-5128, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 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.

The meeting was called to order at

## **Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:30 PM

## **Roll Call**

### **PRESENT**

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Dylan Richards  
Councilor Josh Thorstad

### **ABSENT**

Councilor Angelita Sanchez

### **STAFF**

Kelcey Young, City Manager  
Blair Larsen, Community and Economic Development Director  
Matt Brown, Finance Director  
Robert Snyder, City Attorney  
Megan Dazey, Library Services Director  
Greg Springman, Public Works Director  
Jason Ogden, Police Chief  
Adam Leisinger, Communications Manager  
Angela Clegg, Associate Planner

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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.*

## MEDIA

Sarah Brown, New Era

## GUESTS

Joe Mankiewicz, Ameresco - Pacific Northwest, 9700 SW Capitol Hwy, Suite 110, Portland, OR 97219

Motion to excuse Councilor Sanchez absence by Councilor Trask, seconded by Pro Tem Mahler.

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

### **Consent Agenda:**

Motion made to approve the consent agenda by Councilor Gourley, seconded by Councilor Richards.

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

### Approval of Minutes:

- a) 2023-07-25 City Council Minutes

Motion to approve the minutes made by \_\_\_\_, Seconded by Council \_\_\_\_.

Voting Yea:

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

None

### **Old Business:**

Request for Council Action - Presentation regarding the Sewer Rate Study to provide information to Council.

The staff report was presented by Community and Economic Development Director Blair Larsen. He explained that in November of 2022 the Council approved Ameresco to conduct an energy saving audit to convert streets lights to LED. Staff has received the report from the audit and the results have been used to create a further agreement with Ameresco. Joe Mankiewicz, Ameresco - Pacific Northwest reviewed the Ameresco Audit Services Agreement for LED Streetlight Conversion and Sole Source Resolution presented the findings with a PowerPoint presentation. Ameresco is an energy services company. Mankiewicz stated that the street light conversion project is a project that they do with Pacific Power customers around the region. Street light conversions projects have extremely good payback within the life expediency of the equipment installed. Mankiewicz gave examples of past projects and further explained the conversion, equipment, reduction of sky glow, and savings for the City from the conversion. Councilor Trask asked about the warranties. Mankiewicz explained that GE lights warranty is roughly 10 to 12 years. GE has an agreement with Pacific Power and the warranty transfers to Pacific power once project is complete. Mayor Coleman asked if the estimated savings goes down does the payment go down or does it remain the same? Mankiewicz explained that the savings is based on the rates as the stand with an increase 3% per year. If rates were to go higher then savings would be greater, but they plan to keep a flat rate of 3%. The agreement with Pacific Power is what dictates the rates. Mankiewicz stated that substantial completion is expected around December. Pro Tem Mahler asked about the areas of the City that are dark and possibly adding new street lights. CEDD Director Larsen explained that the arrangement is based on savings from existing lights. For new lights, the City will follow the current procedures to contact Pacific Power to add a new pole and install the light. New lights that Pacific Power puts in will be the same lights as are being installed with the conversion. Pro Tem Mahler asked about the lights in median. CEDD Director Larsen explained that the lights in the median are decorative and owned by the City and are not included in the project. Councilor Gourley asked about the lights that turn on and off through the night and if the new lights would do the same thing. Mankiewicz stated that he did not know why the current lights turn on and off. The team will go through and document any faulty wiring and will work with Pacific Power to fix them. CEDD Director explained that the current lights have a thermal sensor in them and will flicker when they get hot until they are cool enough to come back on. Councilor Gourley asked if there will be a visual change to the light. Mankiewicz explained that they will look different and described what they will look like. Gourley asked if one gets damaged who bears the cost of the damage. Mankiewicz explained that the agreement with Pacific Power covers the damage. Councilor Trask asked if the new lights will be

installed on the poles that go over the street. Mankiewicz stated that they would. Pro Tem Mahler asked how reactive the lights are during power outages. Mankiewicz said they will come back immediately during their timer period. Attorney Snyder asked about the savings the City will receive. Mankiewicz stated that Snyder was correct.

Motion made to approve the agreement with Ameresco made by Pro Tem Mahler, seconded by Councilor Richards.

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

- a) Ameresco Audit Services Agreement for LED Streetlight Conversion and Sole Source Resolution  
Request for Council Action -

Motion to approve the agreement made by Mahler, Seconded by Council Richards.  
Voting Yea:

### **New Business:**

Information Only - Presentation regarding the Sewer Rate Study to provide information to Council.

City Manager Kelcey Young gave an update on the Waste Water Treatment Plant. City Manager Young highlighted the work being done by Public Works Director Springman, Utilities Manager Steven Haney, and Engineering Technician II Trish Rice. Mayor Coleman asked how old the former silo that was removed. Public Works Director Springman stated that he will have to research, but guesses that the silo was part of the 1973 addition.

Finance Director Matt Brown gave a presentation regarding the Sewer Rate Study. Director Brown explained the results of the study and informed the Council that staff will bring back a Resolution in September for Council approval. Pro Tem Mahler gave a history of the rates over time and recommended a increase of at least 4%, or close to that, each year moving forward. Councilor Trask gave additional information regarding the history of the rate changes. City Manager Young explained that staff will bring back the actual rate recommendation for the Council to vote on. Pro Tem Mauler asked if the Council needed to talk about rate comparisons in relation to other Cities. City Manager Young explained that they can discuss it if the Council requests it. Mayor Coleman stated that when they were at the Capital asking for the 7 million dollars State Legister grant that it was impactful that the City was raising their rates to help fix the issues at the Wastewater Treatment Facility. Mayor Coleman suggested a 3% rate increase. There was discussion regarding the payment of the 7 million dollar grant and the 30 million dollar loan. City Manager Young explained that the City is being reimbursed for the 7 million dollar grant. Councilor Trask asked how the City is going to be able to pay back the loans. Finance Director Brown explained that the former Finance Director was able to refinance some of the loans and was able to get lower interest rates. Finance Director Brown recommended that the City keep up with consistent increases each years and explained how the SDC funds will be able to be used for some of the expenses. Mayor Coleman asked which Master Plans have not been updated. Public Works Director Springman states that the Storm Water Master Plan and the Water Master Plan are being updated and will be brought to the Council at the end of the month. CEDD Director Larsen explained that the Parks Master Plan and the Transportation System Plan are currently being updated and are scheduled to be done in the next year. City Manager Young explained the rate comparisons. Pro Tem Mahler thanked City Manager Young for explaining the comparisons and recommended a rate increase each year. Finance director Brown reminded the Council that staff will be coming back to Council with water and storm water. Mayor Colemans asked staff to include the water and wastewater report in the discussion at the next meeting so they can compare the rates together. Finance Director Brown explained to the Council that the work he does is the City's and that staff can make adjustments to it if needed. Councilor Gourley discussed the past rate decisions and asked that there be annual reviews for Councilors. Councilor Richards asked for clarification on what is a fee and what is a tax, and expressed his concern over Councilors raising taxes. Mayor Coleman asked staff to define what is a tax and what is a fee. City Manager Young explained the differences between taxes and fees and the process for approving increases. Mayor Coleman asked staff what the implications would be if the City

did not repair the Wastewater Treatment Plant. City Manager Young described possible implications. Councilor Trask expressed his concern if the Wastewater Treatment Plant is not repaired. Councilor Gourley expressed her support of the rate change. Public Works Director Springman explained some possible repercussions if the Wastewater Treatment Plant is not repaired.

- a) Information Only- Presentation regarding the Sewer Rate Study to provide information to Council
  - Kelcey Wastewater
  - Matt Sewer Rate Study

**Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

**Reports of Committees:**

Ad Hoc Committee on Health

Councilor Gourley reminded the Council of the Community Health Fair on August 19th. There is a Health Committee meeting on August 17th.

Ad Hoc Committee on Arts and Culture

Councilor Gourley reminded the Council of the meeting on August 15th.

Administrative and Finance/Property

Traffic Safety Committee

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

**Reports of City Officials:**

City Manager's Report

City Manager Young thanked staff and the Police Department for their involvement in the Jamboree.

City Manager Young thanked Sweet Home Fire, ODF, Linn County and other partners with surrounding fires. City Council Young gave an update on the fire near Cascadia. She encouraged the Council to sign up for the Linn Benton Emergency. There is a link on the City's Facebook page. There is also a link on the website called Watch Duty for updates.

The City is resuming Paint the Town this weekend. It is family weekend with games and snacks. Friday is Movie in the Park showing Finding Nemo. Saturday is a BBQ for volunteers that are painting.

City Manager Young asked Council to check their email. There is a new group created called Council 2023. If there are any issues set up an appointment with Adam.

City Manager Young expressed condolences to the family of Don Hopkins a long time Library Board Member.

#### Mayor's Report

Mayor Coleman described her experience volunteering for the Jamboree. She thanked the volunteers, the Police Department and the Fire District for the service during the event.

Mayor Coleman thanked the Fire District and Cascade Timber for their efforts fighting the fire.

Mayor Coleman thanked Councilors for sharing thoughts on the rates study.

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

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Library Services Director

Library Director Dazey informed Council that Oregon Rocks will be in Sankey Park on Friday at 10:00 AM. It is a presentation by the Museum of Natural and Cultural History.

Community and Economic Development Director

Public Works Director

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

Finance Director

Police Chief

City Attorney

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

Councilor Richards thanked the Police Department, Fire District and emergency services for their work during Jamboree.

#### **Adjournment**

The meeting adjourned at 7:48 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder