



CITY OF SWEET HOME CITY COUNCIL MINUTES

March 22, 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.

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: 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

President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Susan Coleman
Councilor Angelita Sanchez
Councilor Dylan Richards

ABSENT

Mayor Greg Mahler
Councilor Lisa Gourley

STAFF

Christy Wurster, City Manager Pro Tem
Blair Larsen, Community and Economic Development Director
Brandon Neish, Finance Director
Julie Fisher, Administrative Services Manager
Lagea Mull, Communications Specialist
Jason Ogden, Police Captain
Steven Haney, Utilities Operation Manager

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.

Megan Dazey, Library Services Director
Trish Rice, Engineer Technician

MEDIA
Benny Westcott

Motion to approve the absence of Mayor Mahler and Councilor Gourley made by Councilor Trask, Seconded by Councilor Coleman.

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

Consent Agenda:

Motion to approve the consent agenda made by Councilor Coleman, Seconded by Councilor Richards.

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

Approval of Minutes:

- a) 2022-03-08 City Council Minutes - ES
- b) 2022-03-08 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Information Only - Pacific Power Resiliency Grant for WTP Generator
Engineer Technician Trish Rice gave a status update on the grant for the Water Treatment Plant generator.
- b) Request for Council Action - Downtown Streetscape and Parking Plan Final Adoption
Community and Economic Development Director Blair Larsen presented the Streetscape Plan and stated this will be the final report. CEDD Larsen stated formal adoption is necessary for finding potential funding sources.
Motion to adopt the Downtown Streetscape and Parking Plan made by Councilor Coleman, Seconded by Councilor Richards.
Voting Yea: President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards
- c) Request for Council Action – Radiator Supply Request
Radiator Supply Owner Will Garrett clarified the request for a partnership with the City for the Sweet Home Ice Box BBQ. He added they now have a sponsor for the addition of a fireworks display for Fourth of July weekend for community members to enjoy and add value to the event.
Motion in Support of the Sweet Home Ice Box Cook-Off in the amount of \$15,000 from Economic Development Funds made by Councilor Sanchez, Seconded by Councilor Richards.
Voting Yea: Councilor Coleman, Councilor Sanchez, Councilor Richards
Voting Nay: President Pro Tem Gerson, Councilor Trask
Motion to put a hold on all new request from the Economic Development Funds that are not already allocated or part of the CEIP Program, until after budget season made by Councilor Coleman, Seconded by Councilor Trask.

Voting Yea: President Pro Tem Gerson, Councilor Trask, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

New Business:

- a) Presentation and Request for Council Action – Council of Governments Recruitment Services IGA

Ryan Schultze Oregon Cascades West Council of Governments presented the proposed process and timeline for the Sweet Home City Manager recruitment.

Motion made to accept the IGA with the Oregon West Council or Government for Recruitment Services by Councilor Coleman, Seconded by Councilor Richards.

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

- b) Request for Council Action - Music and Brews Public Address System Application

Ron Moore, SHEDG President, addressed the Council to answer any questions they might have regarding the Public Address System Application. Mr. Moore talked about the event and the activities that will be open and free to the public and the ticketed concert in the evening.

Motion to approve the PA Permit for the Music and Brews event made by Councilor Sanchez, Seconded by Councilor Richards.

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

- c) Proclamation - Child Abuse Awareness

Police Captain Jason Ogden announced April 2nd at 10am, there will be a pinwheel planting ceremony for Child Abuse Prevention at the Sweet Home Police Department.

President Pro Tem Gerson read the Proclamation regarding Child Abuse Awareness.

- d) Request for Council Action – Resolution No. 8 for 2022 – Intent to Appoint a City Manager

City Manager Pro Tem Christy Wurster stated the Resolution presented is required as per City Charter. The Resolution declares the City Manager position vacant and states Council's intent to hire a City Manager.

Motion to approve Resolution No. 8 for 2022 made by Councilor Richards, Seconded by Councilor Coleman.

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

- e) Request for Council Action - ODOT US 20/OR 228 ADA Ramp Easement Offer Packet

Engineer Technician Trish Rice presented the agreement from ODOT to purchase 133 square feet of ROW for ADA ramp construction for the amount of \$2100. There was a question by Council if the offer was fair. Engineer Technician Rice explained an appraisal was completed by an independent party and \$2100 was the estimated value.

Motion to approve the agreement made by Councilor Coleman, Seconded by Councilor Richards.

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

- f) Request for Council Action - Community Services Consortium Water Assistance Contract

Finance Director Brandon Neish reported the State of Oregon designated \$13.8 million statewide to assist with water bills for those with low income.

The program is managed by the Community Services Consortium. The City would share specific utility account information after receiving a signed consent from customers to determine eligibility for the federal program.

City Manager Pro Tem Christy Wurster acknowledged and thanked Councilor Sanchez for her efforts to make this program available to Sweet Home residents.

Motion made to approve the agreement with Community Services Consortium for Water Assistance to residents by Councilor Sanchez, Seconded by Councilor Richards.

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

- g) Request for Council Action – Resolution No. 9 for 2022 – Surplus Equipment in Police and Public Works

Finance Director Brandon Neish reported there were items which were deemed no longer useful to the City and staff is requesting authorization to surplus those items.

Motion made to approve Resolution No. 9 for 2022 by Councilor Coleman, Seconded by Councilor Richards.

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

- h) Request for Council Action - Resolution No. 10 for 2022 -Supplemental Budget for Police Department

Finance Director Brandon Neish requested available excess dollars within the budget for a related expense which is to replace the access control system at the Police Department.

Motion made to approve Resolution No. 10 for 2022 by Councilor Coleman, Seconded by Councilor Richards.

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

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:

Administrative and Finance/Property

Minutes from the March 15, 2022, meeting was included in the packet.

Chamber of Commerce

Councilor Gerson reported the Chamber has been working on plans for the upcoming banquet.

Reports of City Officials:

Mayor's Report

No Report

City Manager's Report

City Manager Pro Tem Christy Wurster reported on construction on the east end of Hwy 20 which will cause a dip in water pressure. A water boil advisory was distributed to residents who will be affected.

The Annual Chamber Banquet will be held on April 2 at 5 PM.

An Arbor Day event will be hosted at 1400 Evergreen Lane at Evergreen Park on April 23rd.

The first Budget Meeting to present the Budget Message will be held April 6th.

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

Public Works Director

A written report was included in the packet. There were no questions from the Council.

- a) Information Only: WWTP Final Design Task Order Amendment
- b) Information Only: ODOT ADA Ramps Project Schedule

Finance Director

A written report was included in the packet. There were no questions from the Council.

- a) Finance Monthly Report - February 2022

Police Chief

A written report was included in the packet. There were no questions from the Council.

- a) Police Department Monthly Report

City Attorney

No Report

Council Business for Good of the Order

Adjournment

The meeting adjourned at 8:12 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder