



CITY OF SWEET HOME CITY COUNCIL MINUTES

June 28, 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

Mayor Greg Mahler
President Pro Tem Diane Gerson
Councilor Dave Trask
Councilor Susan Coleman
Councilor Angelita Sanchez

ABSENT

Councilor Lisa Gourley
Councilor Dylan Richards

STAFF

City Manager Pro Tem Christy Wurster
Police Chief Jeff Lynn
Finance Director Brandon Neish (online)
Community and Economic Development Director Blair Larsen
Library Services Director Megan Dazey
Communications Specialist Lagea Mull
Administrative Services Manager Julie Fisher

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.

Public Works Director Greg Springman
City Attorney Robert Snyder

MEDIA
Benny Wolcott

Motion to approve the absence of Councilor Richards and Councilor Gourley from the June 28, 2022 City Council Meeting. Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Motion to approve the absence of Councilor Gerson and Councilor Gourley from the June 28, 2022 City Council Work Session Meeting. Motion made by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Consent Agenda:

Motion made to approve the Consent Agenda by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez

Approval of Minutes:

- a) 2022-06-14 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

- a) Police Officer Swearing In Ceremony - Allen Cripe
City Manager Pro Tem Christy Wurster performed the swearing in for new officer Allen Cripe.

Old Business:

- a) PUBLIC HEARING – Resolution No. 15 for 2022 - A Resolution Naming the Sweet Home Wastewater Treatment Plant to the Mahler Water Reclamation Facility and Acknowledging the Dedicated Public Servants who Run the Facility.

The Public Hearing was opened at 6:40 PM. President Pro Tem Gerson explained the Public Hearing process and asked if the Council had any Exparte, Bias, or Conflict of Interest; there was none.

The Staff Report was presented by City Manager Pro Tem Christy Wurster. The request and public notice of the Public Hearing was published for 30 days.

President Pro Tem Gerson opened the floor for any Public Comment. There was none.

The Public Hearing was closed at 6:43 PM.

Motion made to approve Resolution No. 15 for 2022 by Councilor Coleman, Seconded by Councilor Trask.

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

Voting Abstaining: Mayor Mahler

- b) Request for Council Action - ODOT Art in the Public Right-of-Way Agreement.

Community and Economic Development Director Blair Larsen presented the agreement with ODOT regarding the mural on the ODOT building and grassy strip on 228 and Hwy 20 which requires landscaping. City Attorney Snyder stated he didn't see a clause to end the agreement by either party. City Council suggested a policy regarding murals. Items the Council wanted further information on included landscaping and maintenance and additional murals.

Motion to table the request made by Councilor Sanchez, Seconded by President Pro Tem Gerson.

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

New Business:

- a) Request for Council Action - Resolution No. 24 for 2022 - A Resolution Authorizing a Transfer of Appropriations for 2022.

Finance Director Neish presented the request to authorize transfers as outlined in the staff report, including funds to cover Economic Development expenditures of \$20k for the CEIP Grants and prevent over expenditure. There was also a change in benefits for personnel in the Internal Services Fund resulting in a need to transfer \$16,500 from contingency. The Executive Department incurred unanticipated costs due to personnel changes and COVID-19 Premium Pay. The Public Works Department in the Internal Services Fund incurred unanticipated expenditures also related to COVID-19 premiums. The adopted budget for the Wastewater Fund did not include enough to cover all debt payments, and the Street Improvement Funds incurred additional expenses for the ODOT Sidewalk Improvement Project.

Motion to approve Resolution No. 24 for 2022 made by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

- b) PUBLIC HEARING - Resolution No. 25 for 2022 - A Resolution Adopting a Supplemental Budget.

The Public Hearing was opened at 7:10 PM. Mayor Mahler explained the Public Hearing process and asked each Councilor if they had any Bias, Conflict of Interest, or Exparte; they did not.

Finance Director Brandon Neish presented the staff report and explained the increases in the PATH program of \$500,000 and added funds in Grant Revenue for Linn Shuttle, and in Economic Development for Small Business Grants. Additional funds were also needed to cover the cost of legal consulting fees in the Finance Department.

The City has complied with local budget law and public notifications.

The floor was open for public comment, however, there was none.

The Public Hearing was closed at 7:12 PM.

Motion to approve Resolution No. 25 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Coleman.

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

- c) PUBLIC HEARING to Receive Public Comment on the Use of State Revenue Sharing Funds - Resolution No. 21 for 2022 - A Resolution Declaring the City's Election to Receive State Revenues.

The Public Hearing was opened at 7:16 PM. Mayor Mahler explained the Public Hearing process and asked each Councilor if they had any Bias, Conflict of Interest, or Exparte; they did not.

Finance Director Neish presented the staff report of the City's election to receive State Revenue Service Funds.

The floor was open for public comment, there was none.

The Public Hearing was closed at 7:18 PM.

Motion to approve Resolution No. 21 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Coleman.

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

- d) Request for Council Action - Resolution No. 22 for 2022 - A Resolution Certifying the City Provides Four or More Services in Order to Receive State Revenues.

Finance Director Brandon Neish explained the resolution is required per ORS to certify the City provides police protection, sewer, storm sewer, and planning and zoning, and one or more utility. This is required to be eligible to receive State Revenues.

Motion to approve Resolution No. 22 for 2022 made by Councilor Coleman, Seconded by Councilor Trask.

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

- e) Request for Council Action - Resolution No. 23 for 2022 - A Resolution Certifying the City Complies with Sections of ORS 475B Related to Marijuana Sales Inside City Limits.

Finance Director Brandon Neish presented the State requirement of certification to receive State Marijuana Funds. The City of Sweet Home does allow licenses to produce and process marijuana, licenses for wholesale and retail sales, and requires indication of tax on retail sales.

Motion made to approve Resolution No. 23 for 2022 by Councilor Trask, Seconded by President Pro Tem Gerson.

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

- f) PUBLIC HEARING - Resolution No. 18 for 2022 - Adopting a Budget for 2022-2023, Making Appropriations and Levying Taxes.

The Public Hearing was opened at 7:24 PM. Mayor Mahler explained the Public Hearing process. Each of the Councilors were asked if they had any Exparte, Conflict of Interest, or Bias; they did not.

Finance Director Brandon Neish read the Staff Report. Notices were published June 14, 2022 with the amended LB1 document. \$500K was added for ARPA funds and \$75K to the Police Department with 3% contingency.

The floor was open for Public Comment. There was none.

The Public Hearing was closed at 7:26 PM.

Motion to approve Resolution No. 18 for 2022 made by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

- g) Request for Council Action - Resolution No. 26 for 2022 - A Resolution Establishing Salary Schedules for Non-Represented Employees.

Finance Director Brandon Neish presented the staff report. The proposed budget included a 3% increase for non-represented employees. During the budget process represented employees asked Council to increase the COLA to 3.25% to match AFSCME employees. The increase will be effective July 1, 2022.

The salary range for the City Manager will be established when the contract has been secured.

Motion to approve Resolution No. 26 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Trask.

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

- h) Request for Council Action – Resolution No. 20 for 2022 – Fee Schedule.

Staff requested the item be tabled to next meeting on July 12, 2022.

- i) Request for Council Action – Rural Development Initiative Leadership Program.

City Manager Pro Tem Wurster presented the request for the RDI Leadership Program. With changes in leadership across the City, including the Fire District, School District, and City, this is a perfect relationship building opportunity. Many City staff have been through a similar program.

Staff suggested a combined leadership program with youth and adults, utilizing existing leaders to mentor students and continue to invest in youth. Staff will continue to seek partners to aid in the cost.

Christine Gilmore, RDI gave a brief description of the program and how it would engage the youth.

Motion to approve support of a combined leadership program through Rural Development Initiative made by Councilor Trask, Seconded by President Pro Tem Gerson.

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

- j) Information Only - DEQ Stormwater TMDL Annual Report.

Greg Springman presented the annual report to DEQ for stormwater systems. Council had a direct hand in success for a good report, based on the 5 year plan that the City updates and submits.

There was discussion on the significant difference the new street sweeper has made.

- k) Information Only – 2023 Legislative Priorities for the League of Oregon Cities (LOC).

City Manager Pro Tem Wurster introduced the request for input on upcoming legislative priorities for the League of Oregon Cities (LOC). The League performs lobbying activities on behalf of cities and is requesting input on which legislative issues are most important to Sweet Home.

Staff requested the Council identify a voting delegate to record the 5 legislative priorities.

By consensus, a combined council and leadership team will submit their priorities to the LOC.

- l) Request for Council Action - Authorization to Fill a Vacant Position.

City Manager Pro Tem Wurster presented the request to begin recruitment of a Finance Director. Finance Director Neish has submitted his resignation with his last day being July 29th. Staff is requesting authorization to begin a search.

Motion made to authorize the City Manager Pro Tem to fill a vacant position by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

m) Request for Council Action – Personnel Policies Updates.

City Manager Pro Tem introduced draft amendments to the personnel policy regarding receiving occasional passes to community events. The draft policy was reviewed by the City Attorney following discussion with the Oregon Ethics Commission.

Motion made to approve the Personnel Policy Updates by Councilor Coleman, Seconded by Councilor Trask.

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

Ordinance Bills

Reports of Committees:

Administrative and Finance/Property

a) 2022-06-20 Administration, Finance, and Property Minutes.

Councilor Trask reported a meeting between business owners and staff regarding commercial vacant buildings. He felt the meeting was productive and went well.

Park and Tree Committee

Councilor Coleman stated a Park and Tree flyer has been created by Communications Specialist Lagea Mull and is an excellent resource for park amenities.

Youth Advisory Council

Councilor Gerson reported the YAC may visit Newport's YAC and will ride share with Sweet Home Senior Center in August.

Reports of City Officials:

Mayor's Report

Mayor Mahler recognized Lagea Mull for all of the good work she does for the City. Mayor Mahler reported on the Police Department Safety Fair. He also praised the Tune up Tuesday and Sweet Rides events as excellent community events.

City Manager's Report

Christy Wurster, City Manager Pro Tem reported CEDD is hosting a City table at the Icebox Cook Off and commended the department in their outreach efforts. City staff will be present throughout the event.

A Sweet Home promotional video was shared from Shag Arrington who has nationwide followers.

City Manager Pro Tem Wurster commended Public Works in achieving 90% deliverable for phase 1 of the Wastewater Treatment Plant Facility. Public Works Director Greg Springman, Utility Manager Steven Haney, Engineer Technician Trish Rice, Finance Director Brandon Neish, and Preston VanMeter with West Yost Engineering, all diligently worked to get design underway to get the project started.

An Administration, Finance and Property Committee meeting is scheduled for Thursday at 11AM.

SH Sanitation is implementing at 4.94% CPI July 1, 2022 in accordance with the franchise agreement.

Movies in the park was extremely well attended. City Manager Pro Tem Wurster thanked Community and Economic Development staff, especially Blair Larsen and Angela Clegg for their hard work.

It was reported the contract for 9th Avenue Water Main project was funded with ARPA dollars. There is a question on how the Buy America Act will impact the project and until an answer is found, the project is on hold. Staff is reaching out to Senators for guidance.

The League of Oregon Cities will provide Elected Essentials training in Albany in December. The Council was encouraged to attend the training as well as the LOC Annual Conference.

a) Information Only - City Manager Recruitment Update and Schedule.

City Manager Pro Tem Christy Wurster presented the Council with tentative dates for City Manager recruitment meetings. She stated it was important for the Council to attend all meetings.

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

Finance Director

a) Finance Department Monthly Report

A written report was included in the packet.

Police Chief

a) Police Department Monthly Report

A written report was included in the packet.

City Attorney

No Report.

Council Business for Good of the Order

Chief Lynn reported the department has been working with schools to discuss a mass casualty scenario.

Public Works Director Greg Springman gave an update on the resource center for the unhoused. Public Works is cleaning the awnings and steps to prepare to relocate the annex building. Utilities are being installed.

Finance Director Brandon Neish was recognized by City Manager Pro Tem Wurster for his leadership in preparing the budget, and joining virtually while on vacation. Mayor Mahler thanked Finance Director Neish for his work on the Budget.

Adjournment

The meeting adjourned at 8:10 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder