



CITY OF SWEET HOME CITY COUNCIL MINUTES

January 24, 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.

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

STAFF

City Manager Kelcey Young
Community and Economic Development Director Blair Larsen
Administrative Services Director Julie Fisher
Communications Manager Adam Leisinger
Interim Finance Director Matt Brown
City Attorney Robert Snyder
Library Services Director Megan Dazey
Chief of Police Jason Ogden

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 made to approve the Consent Agenda by Councilor Richards, Seconded by President Pro Tem Mahler.

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

- a) Request for Council Action – OpenGov Procurement Software

Approval of Minutes:

- a) 2023-01-10 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

City Manager Kelcey Young recognized Cindi Robeck for going above and beyond in her duties as well as taking on additional duties. Cindi has been instrumental in all areas of finance at every level. She has worked during holidays and almost every weekend. She has provided oversight and institutional history in so many areas. She has provided excellent service with positivity while leading her own team. Cindi was awarded with a City of Sweet Home Challenge Coin.

Vince Adams spoke to show support for the three ordinance that are about to be adopted. Mr. Adams also spoke about the dangers of wrong way parking on streets and avenues in residential areas. He also had concerns of vehicles parked blocking sidewalks.

Old Business:

None

New Business:

- a) PUBLIC HEARING: Resolution No. 1 for 2023 - A Resolution Adopting a Supplemental Budget for FY 22/23

The Public Hearing was opened at 6:39 PM.

Mayor Coleman asked if any of the Council had any exparte, personal bias and conflict of interest. There was none.

City Manager Young presented a staff report. City Manager Young highlighted key points stating the New Supplemental Budget is for \$40.60 Million which is a decrease of \$1.58 Million from the FY 21/22 Budget.. Changes include the overall organizational structure, fewer funds and accounts, and transfers have been completed.

The additions being requested are for a new police officer position, small amount for abatements, capital improvement for the police station, and capital improvement for ADA access at City Hall.

CM Young highlighted the reserves which total \$18,615,000.

Interim Finance Director Matt Brown explained the Supplemental Budget in depth. Each fund was reviewed, along with each department. ORS standards were reviewed, personnel services, material services, and capital outlay were combined into "operations".

Public Comment. There was none.

The Public Hearing was closed at 7:17 PM.

Mayor Coleman thanked staff for providing the summary and the budget which is transparent.

- b) Department Head Presentation Reports

Each Department Head gave a quick overview of the 2022 year in review.

The Library discussed programs including the Summer Reading Program, Story Time, My First Library Card, 1000 Books Before Kindergarten and so many more. Volunteer hours exceeded 528 hours. 606 new library cards were issued during 2022. Challenges the Library is facing includes the need for additional space and staffing.

Chief Ogden presented the 2022 overview of the police department. the police department had a challenging year with staffing needs. Chief Ogden noted the efforts of the community that added to the department's success. The department responded for 9,600 call for service during 2022. Chief Ogden reported there are still two officer positions open. Six officers were hired last year. There were three Life Saving Awards presented. A new Chief of Police was hired. The department also was able to solve an armed robbery in less than 18 hours.

City Manager Kelcey Young presented the Public Works report for Public Works Director Springman who was not in attendance. Some of the highlights were the finalizing of the Water and Stormwater Master Plans, the Small Diameter Water Main Replacement Project, and the Water Treatment Plant Project. Other department project included the Water Meter Modernization project. The Northside Dog park is open and operational. Many of the FAC facility improvements are also credited to Public Works Staff.

Community and Economic Development Director Larsen presented the 2022 year end report his department. Each part of the department was highlighted, Planning, Building, Engineering, Code Compliance and Economic Development. Department staff was introduced. Some of the highlights included the adoption of a Streetscape Plan, a new Development Code, and the sale of the Willamette/Weyerhaeuser Mill site. Grand funded projects included the Streetscape Plan, Sankey Park, Housing Needs Analysis, Transportation System Plan and Park System Master Plan. In 2022 there were 36 single family homes built which is the highest in five years.

City Manager Young presented the Executive Department report which highlighted staff tenure and awards in 2022. There were 9 employees that completed their first year of service, 2 employees were recognized for 5 years of service, 4 employees for 10 years of service, and one employee recognized for 20 years of service. CSO Sean Morgan received the police employee of the year award for 2022. Three officers were presented with Lifesaving Awards, which speak to the talent and dedication of our officers.

c) Request for Council Action – Security Services Contract for FAC

Community and Economic Development Director Blair Larsen reported as part of the MOU with the FAC, the City agreed to take on security for night time. An Request for Proposal was published and a bid was received from NightHawk Security. There were two proposals. One was for the FAC Facility only, the other included a patrol car for additional security such as the old city hall facility.

Motion made to approve the contract with NightHawk Security for only the FAC facility by Councilor Richards, Seconded by Councilor Trask.

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

Voting Nay: Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

a) Request for Council Action - Ordinance No. 4 for 2023 - Code Updates

Community and Economic Development Blair Larsen presented an update code to aide in Code Enforcement efforts.

New language clarifying open burning, open storage, nuisances, glass windows and doors at 6', parks, and dangerous trees, were explained.

Motion made to move to first reading by Councilor Richards, Seconded by Councilor Thorstad.

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

The Ordinance was read in its entirety.

Motion to move to second reading by Councilor Richards, Seconded by Councilor Thorstad.

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

b) Request for Council Action - Ordinance No. 5 for 2023 - Amending Section SHMC 3.08.070

City Attorney Snyder explained the reason for the updates to SHMC 3.08.070. Language was clarified for future clean up of all public properties that allow the discard items of no value without notice as per state law.

Motion made by Councilor Gourley, Seconded by Councilor Richards.

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

Ordinance was read in its entirety.

Second Reading of Ordinance Bills

Motion to move Ordinance Bill No. 5 for 2023 to second reading Councilor Gourley, Seconded by Councilor Mahler.

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

Ordinance No. 5 for 2023 was read by title only.

Motion to move Ordinance Bill No. 5 for 2023 to third and final reading by Councilor Mahler, seconded by Councilor Richards. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad.

Third Reading of Ordinance Bills (Roll Call Vote Required)

a) Ordinance No. 1 for 2023 - Ordinance No. 1307 - Parking Zone Amendment Ordinance
Ordinance No. 1 for 2023 Amending Parking Zones was read by title only.

Motion to approve Ordinance No. 1 for 2023 - Ordinance No. 1307 - was made by President Pro Tem Mahler, Seconded by Councilor Richards.

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

b) Ordinance No. 2 for 2023 - Ordinance No. 1308 - Vehicle Camping Ordinance
Ordinance No. 2 for 2023 regarding vehicle camping was read by title only.

Motion to approve Ordinance No. 2 for 2023 - Ordinance 1308 - was made by President Pro Tem Mahler, Seconded by Councilor Richards.

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

c) Ordinance No. 3 for 2023 - Ordinance No. 1309 - RV Parking Ordinance Amendment
Ordinance No. 3 for 2023 was read by title only and amended under section 1 (A)(2) or tenants was added to "property owners."

Ordinance No. 3 for 2023 - Ordinance No. 1309 was read by title only.

Motion to approve Ordinance No. 3 for 2023 as amended was made by President Pro Tem Mahler, Seconded by Councilor Richards.

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

Reports of Committees:

Ad Hoc Committee on Health

Councilor Gourley reported the Western University students are collecting data and reporting to the Community Health Committee before making a plan of action.

Councilor Gourley reported the FAC facility is open.

Reports of City Officials:

Mayor's Report

Mayor Coleman reported she received a tour of the FAC facility and is grateful for Sweet Home's Police Department and Public Works. Mayor Coleman specifically thanked CSO Sean Morgan, Public Works Superintendent Dominic Valloni, and the Ad Hoc Committee on Health. She also thanked Councilor Sanchez who volunteers on the FAC Board of Directors. Mayor Coleman appreciated the compassionately responsible approach. It was noted 80% of the clients have traumatic brain injuries and have very specific needs.

Mayor Coleman made the following committee assignments: Administration, Finance and Property Committee - Councilor Thorstad, Councilor Mahler, and Councilor Trask; Park and Tree Committee - Councilor Trask; Youth Advisory Council - Councilor Sanchez; Chamber of Commerce - Councilor Thorstad; Area Commission on Transportation - Councilor Sanchez; Council of Governments - Councilor Thorstad; Solid Waste Advisory Committee- Mayor Coleman; Ad Hoc Community Healthcare Committee - Councilor Gourley; School Board Committee - Mayor Coleman; Traffic Safety Committee - Councilor Richards; Library Board Committee - Councilor Richards; Art and Culture Committee - Councilor Gourley.

City Manager's Report

City Manager Young reported she attended graduation for three of our Police Officers.

The FAC facility is currently open and at capacity with 21 huts filled. There is an overflow area at the Police Station. The former City Hall has been cleaned up.

There was discussion to move the council training to Feb 23rd and 24th.

Community and Economic Development Director Blair Larsen gave an update on the Ameresco LED Street Light Conversion.

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

Police Chief

a) Sweet Home Police Department Monthly Report

Chief Ogden announced several officers who have just completed graduation and one officer entering academy.

Chief Ogden thanked City Manager Young for attending.

City Attorney

No Report.

Council Business for Good of the Order

Mayor Coleman read a thank you letter to City Council and employees for their efforts in community safety.

Councilor Sanchez reported she will attend a lobby day tomorrow at Capital to learn more about SB445 which is funding for traffic safety devices.

Adjournment

The meeting adjourned at 9:09 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder