



# CITY OF SWEET HOME CITY COUNCIL MINUTES

July 09, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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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  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Josh Thorstad  
Councilor Dave Trask  
Councilor Angelita Sanchez

### ABSENT

Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Matt Brown, Contracted Finance Director  
Angela Clegg, Tourism & Economic Development Coordinator  
Megan Dazey, Library Services Director  
Blair Larsen, Community & Economic Development Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Cecily Hope Pretty, Administrative Services Director  
Greg Springman, Public Works Director

### MEDIA

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

### GUESTS

Calvin Ames, 1188 55<sup>th</sup> Avenue, Sweet Home, OR 97386  
Dave Holly, 607 7<sup>th</sup> Avenue, Sweet Home, OR 97386

Councilor Trask moved to approve the absence of Councilor Richards. President Pro Tem Mahler seconded the motion. The motion carried by the following vote:

AYE: Coleman, Gourley, Mahler, Sanchez, Thorstad

NAY: Trask

ABSENT: Richards

## **Consent Agenda**

Approval of Minutes:

- a) 2024-06-25 City Council Work Session Minutes
- b) 2024-06-25 City Council Executive Session Minutes
- c) 2024-06-25 City Council Meeting Minutes
- d) 2024-07-02 City Council Executive Session Minutes

Councilor Gourley moved to approve the Consent Agenda. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

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

- a) Anti-Bullying Proclamation

Mayor Coleman read the proclamation denouncing bullying.

Mayor Coleman explained that Public Comment was a time for residents to express themselves to City Council and designed for City Council to listen rather than providing feedback at that time. She invited those registered to speak.

Calvin Ames expressed gratitude for the City's help to date and requested to settle previous issues.

Dave Holley expressed his faith in the Sweet Home community and thanked City Manager Young for her service.

## **New Business**

- a) Request for Council Action – Acceptance of the Fiscal Year 2022 Annual Financial Report

Director Brown stated that the audit for FY 2022 was completed with two comments regarding untimely reconciliations and untimely audit submissions. He noted that reconciliations were now fully up to date and the City's acceptance of the FY 2022 audit would allow the City to move forward with future audits and be up to date.

Mayor Coleman thanked Director Brown and the City's Financial Operations Manager, Cindi Robeck, for their work on ensuring the City attained compliance and timely submissions.

Councilor Gourley moved to accept the FY 2022 Annual Financial Report. Councilor Thorstad second the motion. The motion carried unanimously by those present.

- b) Request for Council Action – Resolution No. 16 for 2024 – Adopting Revised Personnel Policies for Employees, Interns, and Volunteers of the City of Home

Director Pretty stated that changes in State law regarding the administration of Paid Leave Oregon necessitated revisions to the Employee Handbook. She added that there were also several minor changes throughout the Handbook related to grammar and formatting.

Councilor Sanchez moved to approve Resolution No. 16 for 2024. Councilor Thorstad seconded the motion. The motion carried unanimously by those present.

- c) Request for Council Action – Resolution No. 17 for 2024 – Updating Non-Represented Management Salary Schedules

City Manager Young stated that staff member Angela Clegg would receive a title change to better reflect her workload with no fiscal impact. She added that staff member Adam Leisinger would be reclassified as Special Projects Manager to reflect additional duties he has assumed since accepting the role of Communications Manager.

Councilor Gourley moved to approve Resolution No. 17 for 2024. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

## **Reports of Committees**

Mayor Coleman thanked staff for their role in reigniting the Sweet Home Area Revitalization Effort and for hosting meetings at City Hall.

## **Reports of City Officials**

### City Manager's Report

City Manager Young stated that the City's motion to intervene on the injunction regarding the Green Peter drawdowns had been granted hearings for 2024. She noted that this did not mean the drawdowns would not occur but that the City had an opportunity to be heard in a legal setting regarding the request to stop the drawdown. She thanked the Economic Development Administration for their support through grants to supply emergency generators at multiple City facilities. She highlighted the upcoming Citizens Academy hosted by City staff.

### Mayor's Report

Mayor Coleman expressed her sadness that City Manager Young was moving on to another opportunity but expressed gratitude for her work in Sweet Home including the update on the drawdown. She thanked community members for their support of the recent Icebox Cookoff and noted the upcoming Sportsman's Holiday.

## **Department Director Reports**

### Library Services Director

- a) Library Director Report - June 2024

### Community & Economic Development Director

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

### Finance Director

- a) Finance Director Report - FY2024 Year-End Report

Chief Ogden stated that the Traffic Safety Officer position was currently open. He reminded the community that there would be road closures and diversions due to the Sportsman's Holiday parade.

Director Dazey stated that the library's usage had increased to over pre-pandemic numbers.

Director Larsen stated that striping would occur this week on 10<sup>th</sup> Avenue to change it to a one-way street.

Mayor Coleman expressed her support for the 10<sup>th</sup> Avenue conversion to add more parking and encourage more patronage of local businesses.

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

Councilor Trask expressed his happiness at City Manager Young's performance and his sadness at her departure.

President Pro Tem Mahler expressed his support for City Manager Young's work for the community and for the Traffic Safety Officer.

Councilor Sanchez denounced bullying and violence in the Sweet Home community and expressed support to revise Council Rules including censure to prevent future occurrences. The Council expressed support to convene a future Work Session for same.

**Adjournment**

There being no further discussion, the meeting was adjourned at 7:01 PM

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder

DRAFT