



CITY OF SWEET HOME ADMINISTRATION, FINANCE AND PROPERTY COMMITTEE MINUTES

October 06, 2020, 12:00 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.

Call to Order

The meeting was called to order at 12:05pm.

Roll Call

PRESENT

Councilor James Goble
Councilor Diane Gerson
Councilor Dave Trask

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen

GUESTS

Doug Emmert, Sweet Home Fire and Ambulance District

New Business

- a) Interview David Lowman for Recommendation to Charter Review Committee Recommendation (pg. 2)

City Manager Towry reminded the Councilors that, if Lowman is appointed for the position on the Charter Review Board and is elected to the City Council, there would be three Councilors on the committee.

Councilors began interviewing Mr. Lowman.

- b) Transfer of Fire Stations and property to SHF&AD (pg. 4)

City Manager Towry introduced the agenda item and provided some background regarding how the City came to own the property which the Fire District currently uses for its main station and Foster station. Doug Emmert provided additional information to the committee members.

Councilor Trask reminded the committee that he is a long-time volunteer of the Fire Department.

The committee is interested in moving forward with the transfer with the modification that the property reverts to the City if the Fire District closes or relocates.

c) Lease/IGA Old City Hall to SHF&AD for Regional Training Facility (pg. 8)

City Manager Towry introduced the topic. Deputy Chief Emmert provided additional information to the committee. The SHF&AD does not currently have a dedicated training facility and the City Hall facility would serve as an excellent training ground as it is a two-story building with an elevator. No damage is expected as a result of this proposal.

Councilor Trask would like to know if the "smoke" used would damage the walls. Deputy Chief Emmert informed the committee that the use of smoke isn't a deal breaker if the Council didn't want it used but that it is water based and shouldn't damage the building. Deputy Chief Emmert didn't think it would be used but a few times a year.

City Attorney Snyder discussed insurance needs specifically the need to increase the insurance liability amount to \$2 mil.

Councilor Goble inquired how the building was available for use when the City had determined that staff were unsafe in the facility.

d) Donation of Annex to City of Detroit

City Manager Towry recapped the need from the City of Detroit of a temporary City Hall space after they lost their original space in the wildfires. Timing has been difficult as needs across the state given the increased need for moving.

City Attorney Snyder walked the committee through the two options available for the moving of the annex to Detroit; IGA or gift of the unit. Consensus was to surplus it and give it to the City of Detroit with no strings attached.

e) SHSD Junior High Building Inspection Fees (pg. 12)

Note: Jr High BLD Permit Info.xls split across two tabs in the Excel Document.

SHSD asked City to review building permit fees in April 2019.

Councilor Gerson asked questions regarding the "review fees" charged to the review of the Jr. High. City Manager Towry reviewed how the fee system works according to the International Code Commission (ICC) and that the fees are not set based on Sweet Home's actual costs.

Councilor Trask asked that the item move to next Council meeting.

f) Discussion of Emergency Management Co-Op Effort among East Linn County (pg. 29)

Consensus was the project was worth researching and moving forward.

Adjournment

With no further business, the meeting adjourned at 1:30 pm.

James Goble, Chair

ATTEST:

City Manager – Ex Officio City Recorder

