



CITY OF SWEET HOME CITY COUNCIL MINUTES

August 23, 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 1-971-203-2871, 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 Lisa Gourley
Councilor Susan Coleman
Councilor Dylan Richards

ABSENT

Councilor Angelita Sanchez

STAFF

Police Chief Jeff Lynn
Administrative Services Manager Julie Fisher
Community and Economic Development Director Blair Larsen
Public Works Director Greg Springman
Library Services Director Megan Dazey
Communication Specialist Lagea Mull
City Attorney Robert Snyder
Planning Associate Angela Clegg

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.

Police Captain Jason Ogden
Utilities Manager Steven Haney
Matt Brown, Interim Finance Director (online)

MEDIA

Benny Westcott, The New Era

Motion to approve the absence of Councilor Sanchez made by Councilor Gourley, Seconded by Councilor Richards.

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

Consent Agenda:

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

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

Approval of Minutes:

- a) 2022-08-09 City Council Minutes - ES
- b) 2022-08-09 City Council Minutes
- c) 2022-08-10 City Council Minutes - ES
- d) 2022-08-11 City Council Minutes - ES
- e) 2022-08-15 City Council Minutes - ES

Recognition of Visitors and Hearing of Petitions:

- a) Introduction of Matt Brown - Interim Finance Director

Matt Brown, Interim Finance Director introduced himself to the Council. Councilor Gerson asked about Matt Brown's availability with the City of Sweet Home. Councilor Trask inquired about the 20-21 FY audit report. Matt Brown stated the audit has been officially approved by the State of Oregon and will be presented to the Council on September 27th. Councilor Coleman inquired about the 21-22 FY audit, and Matt Brown updated the Council that 12 months of reconciliation is needed prior to be completed. Auditors normally come in the fall and then the audit will be presented. Councilor Trask asked when the audit is due. Matt Brown stated best practice is March or April, the City worked with the auditors and got the audit submitted, there were no penalties.

Old Business:

- a) Public Hearing: Community Development Block Grant

The Public Hearing was opened at 6:40 PM. Mayor Mahler explained the Public Hearing process.

Mayor Mahler asked each of the Council if they had any Personal Bias, Conflict of Interest or ExParte Information, they did not.

Staff Report was presented by Community and Economic Development Director Blair Larsen. He explained the Community Development Block Grant for community lending works required a second Public Hearing. Funding was provided by the Federal Government.

Mayor Mahler opened the floor for any public comments. There were no Public Comments in person or online.

The Public Hearing was closed at 6:44 PM.

b) Request for Council Action – Appointment of Manager Pro Tem

Police Chief Jeff Lynn stated the current City Manger Pro Tem's time has expired. Per Charter, a Pro Tem can have no more than a six month term. Police Chief Lynn has agreed to act as Pro Tem from Aug 24, 2022 through September 13, 2022.

Motion to appoint Police Chief Jeff Lynn as City Manager Pro Tem from August 24, 2022 through September 13, 2022 made by Councilor Richards, Seconded by President Pro Tem Gerson.

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

c) Request for Council Action – Contract for Services – Finance Director Pro Tem

Police Chief Jeff Lynn, acting City Manager Pro Tem, introduced the request to extend the contract for Matt Brown Consulting. The request if approved, would extend his consulting services contract until Dec 31, 2022.

Motion to approve the contract with Matt Brown Consulting as amended, (the reference to Section 10 should be made to Section 9) made by Councilor Gourley, Seconded by Councilor Richards.

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

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

Community and Economic Development Director Blair Larsen brought the item back from June after receiving feedback from the Council. The mural is on ODOT property, however ODOT is willing to allow the mural to remain in place as long as the mural is cared for. SHEDG will maintain the mural, however ODOT will only enter into an agreement with the City. Provisions were added to the agreement regarding maintaining the landscaping underneath the mural as requested by Council.

Motion to approve the ODOT Art in the Public Right-of-Way Agreement made by Councilor Coleman, Seconded by Councilor Richards.

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

New Business:

a) Public Hearing: Legislative Amendment LA22-01

The Public Hearing was opened at 6:51 PM. Mayor Mahler explained the Public Hearing process.

The Staff Report was presented by Community and Economic Development Director Blair Larsen. Completed Code Revision after a year of revisions and review. CEDD Larsen reviewed each revision.

Mayor Mahler asked each of the Council if there was any Exparte, Conflict of Interest, and Personal Bias there were none.

There was no Testimony in Favor

There was no Testimony in Opposition

There was no Neutral Testimony

Public Hearing Closed at 7:19 PM.

Council discussion and deliberation. Councilor Gerson thanked CEDD Larsen for spending time, Mayor Mahler thanked all staff for their efforts.

Motion to approve the Legislative Changes and move the item to first reading made by Councilor Trask, Seconded by Councilor Richards.

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

- b) Request for Council Action – Resolution No. 30 for 2022- A Resolution Approving the City Manager Employment Agreement

Police Chief Jeff Lynn, acting as City Manager Pro Tem, introduced the Offer of Employment of Kelcey Young as City Manager for the City of Sweet Home.

Motion to approve the Offer of Employment for Kelcey Young as City Manager for the City of Sweet Home made by Councilor Richards, Seconded by President Pro Tem Gerson.

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

- c) Request for Council Action –Approving the Consulting Transition City Manager Employment Agreement

Police Chief Jeff Lynn, acting as City Manager Pro Tem, introduced the contract of Christy Wurster as Consulting Transition City Manager.

Motion to approve the Consulting Transition City Manager Employment Agreement with Christy Wurster made by Councilor Gourley, Seconded by Councilor Richards.

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

- d) Request for Council Action – Contract for Services – Merina and Company

Consultant Matt Brown, acting Finance Director Pro Tem, introduced the Contract for Services with Merina and Company for reconciliation of the City's main operating account for July 2021 thru June 2022 and address staffing issues in the Finance Department.

The City has 5 separate bank accounts. Matt Brown will reconcile 4 accounts and Merina and Company will reconcile the main account.

There was a question by the Council of software upgrades in the Finance Department. Consultant Matt Brown and Former Finance Director Brandon Neish both agree that the current software bank reconciliation process is inadequate. The City of Sweet Home reconciles using excel. Consultant Matt Brown stated the City of Sweet Home is far above any City he has worked with in utilizing Springbrook. He does not recommend changing software as that could cost up to \$90,000.

There was discussion on streamlining the process. Matt Brown stated it is always best practice for bank reconciliation no more than a few months behind.

A new accountant position has been budgeted and will assist with duties that the finance director did not have time for in the past.

Motion made to approve the contract with Merina and Company by President Pro Tem Gerson.

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

- e) Request for Council Action - Electronic Construction Document Control System Software and Support Services RFP

Public Works Director Greg Springman presented the request for authorized software for the Wastewater Treatment Plant project. The software will track change orders through a workflow process, documenting responses, approvals, work flows, and correspondence.

Councilor Gerson asked where the software would be housed and Public Works Director. Springman stated it will remain on site with the City.

Council request an update expenditures total for the project to date. Public Works Director Greg Springman stated they will work on monthly reporting, and project communication between staff and council.

Motion to approve the Request for Proposal for Electronic Construction Document System Software made by Councilor Coleman, Seconded by Councilor Richards.

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

f) Request for Council Action - Mahler WRF Construction Support Services Proposal

Public Works Director Greg Springman presented the request for West Yost to provide construction services for Phase 1, which will include special testing staff is not able to do inhouse.

Councilor Gerson stated she looked back to the April 26th meeting and noticed the proposed amount for services is less than originally brought forward. Public Works Director Explained Phase 1 has been downsized.

Motion to approve the Proposal for Construction Support Services made by Councilor Richards, Seconded by Councilor Coleman.

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

g) Request for Council Action - ODOT US 20/OR 228 ADA Ramp Add-Work Agreement

Public Works Director Greg Springman introduced the request for an Add Work Agreement with ODOT for relocation of fire hydrants along Hwy. 228 and allow increase of funds to the ODOT ramp project. PATH funds will be used to extend the work.

The Council requested an updated total of what the ODOT ADA Ramp project has cost the City.

Motion to approve the Add Work Agreement with ODOT made by Councilor Trask, Seconded by Councilor Richards.

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

h) Request for Council Action -IGA Transportation and Growth Management Grant

Community and Economic Development Director Blair Larsen reported two years ago the City applied for a grant and that agreement has finally arrived. It is necessary to identify the needed growth of the city's transportation system and important for supporting future grant applications that involve transportation. The current document is from 2005. The cost is estimated at \$290k which \$43,100 is the City's portion which will be in-kind from the contributions of city staff time.

Motion to approve the Intergovernmental Agreement for the Transportation and Growth Management Plan made by Councilor Trask, Seconded by Councilor Richards.

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

i) Request for Council Action - Emergency Contract for Water Main Break Repair

Public Works Director Greg Springman reported on the recent water main break. Photos of water main failure were presented. The water lines are inside the Pleasant Valley bridge which is outside the scope of the Public Works staff. Contractors are needed to repair the lines and return service to customers.

Matt Brown, acting Finance Director Pro Tem, stated funding could be from ARPA funds that have not been designated by Council. Funds are available in the enterprise fund and a supplemental budget would be presented at the end of the year.

Motion to approve the emergency contract and redesignate ARPA Funds made by Councilor Trask, Seconded by Councilor Richards.

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

Reports of Committees:

Ad Hoc Committee on Health

Councilor Gourley reported on the Health Fair event, she thanked Bob Dalton, Dick Knowles, and all of the others that made the event successful including the YAC who helped set up. The event was well attended.

Chamber of Commerce

Councilor Gerson reported the recruitment is closed for the Executive Director position.

Youth Advisory Council

Tea Herrera reported they are planning on going to Newport this week to meet with Newport YAC.

Reports of City Officials:

Mayor's Report

Mayor Mahler thanked everyone for their efforts for the Health Fair, which was an excellent event.

Mayor Mahler reminded everyone Hwy 20 will be closed for repairs.

City Manager's Report

Police Chief Jeff Lynn reminded the Council of the upcoming election deadline for candidates. Applications are due to the City Recorder by September 2, 2022 by 4pm.

There will be a Special Council Meeting on Tuesday August 30, 2022 to read the code revisions into the record. Councilor Trask, Councilor Gerson, Councilor Gourley, and Councilor Richards all volunteered to attend.

Chief Lynn reported the Council meeting on September 13, 2022 is expected to be a light agenda.

Coffee with Colleagues will be held at City Hall on September 13, 2022 hosted by RAIN.

Community and Economic Development Director Blair Larsen gave Council an update on FAC. City staff has fulfilled all requirements, while FAC is working on fencing. The City Hall Annex building will be moved as schedule allows.

There was discussion on moving the Farmers Market to the Police Department parking lot.

Councilor Gerson asked about the amount of RV calls each day. Chief Lynn talked about options.

- a) Council Tracker (provided in the packet)
- b)

Department Director's Reports

Public Works Director

- a) DEQ Reports, Approval and Noncompliance Letters

Public Works Director Greg Springman provided letters to DEQ regarding stormwater. A non-compliance letter from DEQ was included as well.

Finance Director

No Report.

Police Chief

A written report was included in the packet.

- a) Police Department Monthly Report

Captain Jason Ogden announced the retirement of K9 Gemma who is 9 years old. The retirement party will be held August 31, 2022 at noon at Sankey park. The Police Department recently received a brand new k9 vehicle and will be researching a new K9 to replace Gemma.

Councilor Gerson asked Captain Ogden of the thefts at the east end of town. Captain Ogden reported the night shift will be patrolling the area.

City Attorney

No Report.

Council Business for Good of the Order

- a) Samaritan Health Invitation to Ground Breaking

An invitation to the groundbreaking ceremony for Samaritan Health's new Urgent Care was included in the packet.

Adjournment

The meeting adjourned at 8:25 PM.

President Pro Tem

ATTEST:

City Manager Pro Tem– Ex Officio City Recorder