



CITY OF SWEET HOME

CITY COUNCIL

MINUTES

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 & Pledge of Allegiance

The meeting was called to order at 6:30 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief
Cecily Hope Pretty, Deputy City Manager
Matt Brown, Finance Director (contracted)
Megan Dazey, Library Services Director
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Director

PRESS

Sarah Brown, The New Era

Consent Agenda

- a) Request for Council Action – Tune It Up Tuesdays Public Address (PA) Application
- b) Request for Council Action – Transportation Program Operation Agreement

Approval of Minutes:

- a) 2025-05-27 City Council Work Session Minutes
- b) 2025-05-27 City Council Meeting Minutes

President Pro Tem Thorstad moved to approve the Consent Agenda. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Recognition of Visitors & Hearing of Petitions

There were no visitors to be heard.

Old Business

a) Information Only – Vacant Building & City-Owned Property Report

City Manager Ogden stated that a recent review of properties in the downtown area revealed 30 vacant buildings out of 125 for a vacancy rate of 24%. He reviewed the current City-owned buildings not utilized for City operations at 1140 12th Avenue, 1244 Long, and 4296 Osage. He described the history of the Commercial Exterior Improvement Program (CEIP).

Mayor Coleman thanked staff for their work to prepare the informational memo and reminded Councilors that downtown vacancy reduction was voted as a City Council goal. She encouraged City Council to explore solutions to improve vacancies.

Councilor Sanchez asked of the difference between the beginning fund balance and the CEIP expenditures. Deputy City Manager Pretty explained that CEIP constituted the majority of expenditures but the remainder was spent on items such as Paint the Town, advertising, economic development consultants, and other allowable expenditures in the Community & Economic Development Fund.

No action was required for this item.

b) Request for Council Action – Resolution No. 15 for 2025 – Formalizing the Charter Amendment for Direct Election of the Mayor

City Manager Ogden stated that the Resolution served as formal recognition of the Charter amendment supported by voters in May 2025.

Councilor Richards moved to approve Resolution No. 15 for 2025. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

New Business

a) Public Hearing & Request for Council Action – Resolution No. 12 for 2025 – Declaring the City's Election to Receive State Revenues

Mayor Coleman opened the Public Hearing at 6:42 PM.

There were no comments to be heard.

Mayor Coleman closed the Public Hearing at 6:42 PM.

Director Brown stated that Resolutions 12 and 13 for 2025 were related to spending and receiving State revenues and were required by State law for same.

Councilor Richards moved to approve Resolution No. 12 for 2025. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

b) Request for Council Action – Resolution No. 13 for 2025 – Certifying the City Provides Four or More Services in Order to Receive State Revenues

President Pro Tem Thorstad moved to approve Resolution No. 13 for 2025. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

c) Request for Council Action – Resolution No. 14 for 2025 – Adopting the Fiscal Year 2025-2026 Budget

Director Brown stated that the Resolution contained all of the appropriations for the City of Sweet Home's funds.

Councilor Hegge recused himself from voting on the Personal Services budgets for the Parks Department and Finance Department.

Councilor Richards moved to approve the Personal Services portions of the Parks Department and Finance Department within Resolution No. 14 for 2025. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Richards, Sanchez

NAY: None

RECUSE: Hegge

President Pro Tem Thorstad moved to approve the remainder of the FY 2025-2026 budget within Resolution No. 14 for 2025. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action – Ordinance No. 6 for 2025 – Amending SHMC Chapter 3.24 Transient Lodging Tax

City Manager Ogden stated that the City historically experienced challenges collecting Transient Lodging Tax (TLT) from short-term rental companies. He stated that the Ordinance would update the Municipal Code in a way that would allow the City to enter into an Intergovernmental Agreement (IGA) with the Oregon Department of Revenue to collect those revenues more effectively on the City's behalf.

Councilor Sanchez asked of the anticipated cost and benefit to the City if it were to enter into the IGA. City Manager Ogden stated that it was a complex calculation based on a State algorithm but preliminary calculations were estimated around \$4,000 annually. He added that the City collected approximately \$38,000 in the prior year but staff anticipated additional revenues resulting from the potential IGA.

Councilor Richards moved to conduct a first reading of Ordinance No. 6 for 2025. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

A first reading of Ordinance No. 6 for 2025 was conducted.

Second Reading of Ordinance Bills

Councilor Richards moved to conduct a second reading of Ordinance No. 6 for 2025 by title only. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

A second reading of Ordinance No. 6 for 2025 was conducted by title only.

Councilor Richards moved to conduct a third reading of Ordinance No. 6 for 2025 by title only at the following City Council meeting. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action – Ordinance No. 5 for 2025 – Pacific Power Franchise Agreement

A third reading of Ordinance No. 5 for 2025 was conducted by title only.

Councilor Richards moved to approve Ordinance No. 5 for 2025. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburg, Bronson, Hegge, Richards, Sanchez

NAY: None

Reports of Committees

Budget Committee

- a) 2025-04-30 Budget Committee Meeting Minutes
- b) 2025-05-01 Budget Committee Meeting Minutes

Charter Review Committee – President Pro Tem Thorstad

- a) 2025-05-06 Charter Review Committee Meeting Minutes

Community Health Committee – Councilor Bronson

- a) 2025-05-28 Community Health Committee Meeting Minutes

Park & Tree Committee – Councilor Hegge

- a) 2025-05-21 Park and Tree Committee Meeting Minutes

Planning Commission

- a) 2025-04-03 Planning Commission Meeting Minutes

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

- a) CWACTION Meeting Calendar

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

There were no comments to be heard.

Department Reports

Library Services Director

- a) Library Report – May 2025

Planning & Building Manager

- a) Planning & Building Manager Monthly Report - May 2025

Public Works Director

- a) Public Works Report – May 2025

Finance Director

- a) Finance Report – May 2025

Police Chief

Mayor Coleman recognized the decrease in utility turnoffs based on historical data in the Finance Report.

Reports of City Officials

City Manager's Report

City Manager Ogden stated that the speed humps on First Avenue were scheduled to begin installation on July 2nd. He noted that the Jim Beam Safety Fair would take place on June 21st. He stated that staff was closing out a grant to support firewall upgrades at the Public Works Department. He noted that burn season officially ended on June 9th. He highlighted the upcoming community clean-up event from June 16th to 26th organized by Code Enforcement Officer Ray Grundy to allow residents to dispose of garbage at no cost to them.

Councilor Richards and Mayor Coleman expressed support for the community clean-up.

Mayor's Report

Mayor Coleman congratulated Councilor Bronson on his performance in the Best in the West Triathlon Festival. She highlighted the continuation of Tune It Up Tuesdays.

Council Business for Good of the Order

There was no business to be heard.

Adjournment

There being no further discussion, the meeting was adjourned at 7:16 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder