



CITY OF SWEET HOME CITY COUNCIL MINUTES

March 23, 2021, 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 Council will hold a Regular City Council meeting at 6:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home City Council 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 City Council meeting live, online visit live.sweethomeor.gov. If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 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 has been approved by the Mayor as Chairperson of the meeting.

Cell phones should not be used in the Council Chambers by city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If a member of the public needs to utilize their cell phone for a call, please exit the Council Chambers.

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 Angelita Sanchez
Councilor Dylan Richards

STAFF

City Manager Ray Towry
Finance Director Brandon Neish
Communications Specialist Lagea Mull

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.

Community and Economic Development Director Blair Larsen
Police Chief Jeff Lynn
Public Works Director Greg Springman
City Attorney Robert Snyder
Administrative Assistant Julie Fisher

Mayor Greg Mahler read instructions for anyone online or by phone to be able to participate in the meeting for public comment.

Consent Agenda:

Motion to approve the consent agenda made by President Pro Tem Gerson, Seconded by Councilor Gourley.

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

Approval of Minutes:

- a) 2021-03-09 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Request for Council Action - System Development Charge Fee Schedule

City Manager Towry explained Resolution 9 for 2021 has an exhibit for both options of a graduated three or a four-year initiation of the System Development Charges. Community and Economic Development Director Blair Larsen explained the history of the System Development Charges process including a Public Hearing.

Motion to approve Resolution No. 9 for 2021 with Exhibit A with a graduated three-year initiation to take effect May 1, 2021 and annual inflation adjustments July 1st thereafter. made by President Pro Tem Gerson, Seconded by Councilor Trask.

Roll Call Vote: Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: Councilor Sanchez, Councilor Richards

- b) Discussion Only - Debt Issuance for Capital Projects

Finance Director Neish reported to the Council regarding debt options for capital projects. Neish recommended that Council not incur additional debt and revisit the issue in late summer, stating it would be advantageous for the City to wait to incur any further debt, Neish anticipates rates going down in that time and availability of federal stimulus dollars. Neish also has concern related to long term debt load for the City.

New Business:

- a) Information Only - Partnership with AMERESCO for Replacing City Streetlights

Finance Director Neish and CEDD Larsen presented a proposal with AMERESCO, beginning with a short video clip. Staff believes the proposal is the most economical method for replacing City streetlights. Joseph Mankiewicz and Brian Jewett from AMERESCO presented a Powerpoint Presentation on a self funding street light conversion for the City of Sweet Home.

Finance Director Neish explained the Sole Source Selection as well as a Piggy-Back option. Both options would allow the City of Sweet Home to move forward with AMERESCO without a Request for Qualifications if the Council chooses to move forward.

Consensus of the Council was to move forward with AMERESCO with an initial proposal.

b) Request for Council Action - 2021 Overlay Project Bid Posting

Engineer Technician Trish Rice presented to City Council a proposed RFQ to pave streets that are ready for pavement improvement. Included in the proposal were financing options using local funds. Engineer Technician explained the flexibility of phased work. If the solicitation is approved it will be posted tomorrow, bids to be returned timely for review and for construction to begin in May.

Motion to approve solicitation for the 2021 Overlay Project made by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

c) Request for Council Action - Surface Transportation Block Grant: Fund Exchange Program

Engineer Technician Trish Rice explained the benefits of a Surface Transportation Block Grant Fund Exchange Program with ODOT. The exchange rate of .94 cents per dollar, exchanges Sweet Home's Federal Funds for ODOT's State Funds that can be used for any eligible use. Engineer Technician Rice reported over \$660,000 in funds that exchange to \$625,000 of state spending power. By using the exchange program, the City is not burdened with additional costs related to federal requirements.

Motion to approve the Intergovernmental Agreement made by Councilor Coleman, Seconded by President Pro Tem Gerson.

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

d) Information Only - Stormwater TMDL Implementation Plan

Engineer Technician Trish Rice explained the letter sent by DEQ to the Council at the last Council meeting regarding storm water. Engineer Technician Rice reported the City is required to update our five year stormwater plan to coordinate with the new rule regarding mercury levels. The City provides a plan to DEQ yearly. DEQ reviews and follows up with supplemental questions and letter of acceptance.

e) Information Only - WWTP Upgrade Project Updated Schedule

Engineer Technician Trish Rice presented some updated information regarding the Wastewater Treatment Plant and plant design updates. Estimated time lines included the contract completed by November, contractor bids by January, and construction from March 2022 - February 2024.

f) April 2021 Child Abuse Prevention and Awareness Proclamation

Mayor Mahler read the Proclamation for Child Abuse Prevention and Awareness Proclamation.

g) Request for Council Action - Resolution No 11 for 2021 - Sweet Home Public Library Policy Manual

City Manager Ray Towry presented the Updated Library Policy Update. The policy manual was last updated in 2013. The Library Advisory Board has reviewed and unanimously recommended the updates.

Motion to adopt Resolution No. 11 for 2021 - Sweet Home Public Library Policy Manual by Motion made by President Pro Tem Gerson, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman, Councilor Sanchez, Councilor Richards

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

None

Reports of Committees:

Ad Hoc Committee on Health

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Councilor Gerson reported the Charter Review Committee did not meet due to lack of a quorum.

Council of Governments

Councilor Sanchez reported the Community Services Consortium received funds to assist with COVID rental, energy, and water assistance.

Legislative Committee

Library Advisory Board

Park and Tree Committee

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

Mayor Mahler reminded the Council April 13th is the deadline for the SEI filing.

Commissioner Sprenger met with Mayor Mahler and is supportive of the Council goals.

Mayor Mahler reminded the Council of the City Streetscape Planning meeting on Thursday at 6pm. A possible quorum of the Council and Planning Commission has been noticed.

City Manager's Report

City Manager Ray Towry reported the City received 6 applications for Library Service Director, with the first review of applicants April 5.

City Manager Towry announced the Executive Team Training has been scheduled for April 14-16. Training will include, HR Topics, Annual Work Plans, preliminary budget and council goals.

City staff met to review department and staff goals to be sure they are in alignment with Council goals

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

Finance Director

- a) February 2021 Monthly Report

Police Chief

- a) Police Department Monthly Report

Chief Lynn provided additional information to the department report included in the packet.

Traffic enforcement improvements have been made in priority areas, including a focus on downtown and 1st Avenue to address community concerns.

Chief Lynn reported having reduced staff for a significant period of time. Officer Carlson has completed his training and Officer Mason graduates Thursday. Additionally, there are two open positions. Chief Lynn announced a department restructuring, transferring from 4 sergeants to 1 captain and 2 sergeants. Chief Lynn reported the realignment is cost neutral and provides opportunities for succession planning.

City Attorney

None

Council Business for Good of the Order

None

Adjournment

The City Council meeting was adjourned at 8:28 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder