



CITY OF SWEET HOME CITY COUNCIL MINUTES

April 13, 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. ID: 473 954 605#

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. All votes may be conducted by Roll Call Vote.

Cell phones should not be used in the Council Chambers by the public, city staff or Council during this meeting for any reason, including text messages, emails, or phone calls. If someone needs to utilize their cell phone, 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
Communications Specialist Lagea Mull
Finance Director Brandon Neish

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.

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

MEDIA
Benny Westcott, The New Era

Consent Agenda:

Motion to approve the Consent Agenda 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

Approval of Minutes:

- a) 2021-03-23 City Council Minutes (pg. 3)

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Request for Council Action - 2021 Salary Adjustments for Non-Represented and AFSCME Employees (pg. 8)

City Manager Towry introduced the request to review salaries that were frozen at the beginning of COVID-19 due to uncertainty related to City financing. To avoid possible staff layoffs, management offered to give up their COLAs. AFSCME employees offered the same and agreed to receive the same as the Management Team for the year. The Council agreed to review the COLAs when the City could determine it was prudent financially to do so. In addition, a Captain's position was added to the Police Department and an Information Technologies Services Manager. Both positions are a cost neutral position and should not have a negative effect on the budget.

Finance Director Neish explained the methodology of how the salaries are set to the comparable Cities using their median salaries as a comparison and removing 5% for the middle step. Overall, Sweet Home salaries are less than the average comparable city. Finance Director reviewed the budgetary impacts of a COLA increase based upon a retro of 3% of January 2021. Finance Director Neish explained as of today, the only fund that would need an adjustment to cover the personnel cost would be the Wastewater Fund.

Motion made to approve Resolution No. 12 for 2021 with increases retroactive to December 16, 2020 made by Councilor Coleman, Seconded by Councilor Gourley.

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

New Business:

- a) Mayor's Appointment of a Council Liaison to the Library Advisory Board
Mayor Mahler appointed Councilor Susan Coleman to the Library Advisory Board as a Council Liaison.
- b) Request for Council Action – Transient Lodging Tax (TLT) IGA (pg. 37)

City Manager Towry explained the request for the Transient Lodging Tax Agreement with Linn County, stating the City collects TLS Tax for the County and in return keeps a portion as a collection fee.

Motion made to approve the IGA with Linn County for the Collection of Transient Lodging Tax by Councilor Gourley, Seconded by Councilor Coleman.

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

c) Discussion Only - American Rescue Plan Act Funding Allocation (pg. 46)

City Manager Towry explained the American Rescue Plan allocation is COVID relief funds limited to specific uses such as infrastructure. Staff asked for direction on how Council would choose to utilize the funding for preparation of the Budget. The Council discussed options. Consensus of the Council included earning interest thru saving, reimbursing the street maintenance fund, tackle broadband issues that would ultimately large and small businesses and households, especially those working from home. In addition, using funds for the water and wastewater projects.

d) Water Utility & Storm Water Utility Rate Discussion (pg. 48)

Finance Director Neish introduced the discussion on utility rates and explained staff is only looking for direction and is not asking Council to make any decisions tonight. Staff is requesting priorities of the Council, reviewing outstanding projects in water and stormwater that have been identified as important for operations. Finance Director Neish outlined the projects, completion dates, project costs, and available funding. City staff is actively seeking additional opportunities for funding such as grants for any projects.

There were questions from Council.

Finance Director Neish addressed the stormwater budget and lack of revenue in that fund for any additional repairs or projects within that system. Finance Director Neish stated his recommendation is to focus the funding and attention to the Stormwater System beginning with a Stormwater Master Plan that could only be funded with a stormwater rate increase.

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

Councilor Gourley reported on the upcoming report by Western University on April 19th.

Administrative and Finance/Property

Area Commission on Transportation

Chamber of Commerce

Charter Review Committee

Council of Governments

Legislative Committee

Library Advisory Board

Park and Tree Committee

Councilor Trask reported on the concrete upgrades at Sankey Park.

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

Mayor Mahler

City Manager's Report

City Manager Ray Towry thanked the City Council for their discussion earlier during the meeting.

City Manager Towry reported staff received a Special Events application for the Oregon Jamboree event this summer. Staff is currently reviewing the application and working with the Jamboree.

The Library Services Director recruitment update was presented to the Council.

Samaritan Hospital will be holding a mass vaccination clinic on Saturday, with a second vaccination date on May 8th. Partners include Sweet Home Boys and Girls Club, the Sweet Home Fire and Ambulance District, The Linn Shuttle and Sweet Home Rotary.

Budget season is upon us, the first Budget meeting is Tuesday April 20th at 6pm for Budget presentation and message.

A Willow Street informational meeting will be held at City Hall for discussion. No decisions will be made during this meeting.

City Manager Towry reported the Executive Team will be in Portland for a training event April 14-16, 2021.

Department Director's Reports (1st meeting of the Month)

Library Services Director

- a) Statistics by Type of Circulation (pg. 51)
- b) Statistics by User (pg. 52)

Community and Economic Development Director

- a) CEDD Monthly Report for March, 2021 (pg. 53)
- A written report was included in the packet.

Public Works Director

- a) Public Works Monthly Report of Activities - March 2021 (pg. 58)
- A written report was included in the packet.

City Attorney

None

Council Business for Good of the Order

Councilor Gerson reported on new art in City Hall.

Finance Director Neish stated 33 accounts are scheduled for turn off tomorrow.

Adjournment

The meeting adjourned at 8:36 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder