



# CITY OF SWEET HOME CITY COUNCIL MINUTES

January 12, 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.

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## 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. In order to protect residents, staff, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. Individuals attending public meetings in person will be limited to the first six people, 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](https://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. Phone Conference 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 will be conducted by Roll Call Vote.

## Call to Order and Pledge of Allegiance

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

- a) Swearing in of New Councilors - Oath of Office

City Manager Ray Towry swore in Councilor Gourley and Councilor Trask as well as Councilor Elect Angelita Sanchez and Councilor Elect Dylan Richards.

- b) Nominations and Vote for City of Sweet Home President Pro Tem

Nomination for Councilor Gerson as President Pro Tem by Councilor Trask/Gourley

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

- c) Nominations and Vote for City of Sweet Home Mayor

Nomination for Greg Mahler as Mayor by Councilor Trask/Gourley

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*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.*

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

## **Roll Call**

### **PRESENT**

Mayor Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Susan Coleman  
Councilor Dylan Richards  
Councilor Angelita Sanchez

### **STAFF**

City Manager Ray Towry  
Communications Specialists Lagea Mull  
Administrative Assistant Julie Fisher  
City Attorney Robert Snyder  
Chief of Police Jeff Lynn  
Public Works Director Greg Springman (video)  
Community and Economic Development Director Blair Larsen (video)  
Finance Director Brandon Neish (video)  
Library Services Director Rose Peda (video)

### **MEDIA**

Kelly Kenoyer, The New Era  
Alex Paul, Albany Democrat Herald

## **Consent Agenda:**

Motion made to approve the Consent Agenda 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

## **Approval of Minutes:**

- a) 2020-12-08 City Council Meeting

## **Recognition of Visitors and Hearing of Petitions:**

None

- a) Swearing In of New Police Officer  
City Manager Ray Towry and Chief Jeff Lynn swore in new Police Officer Sarah Kohls.

## **Old Business:**

- a) Request for Council Action - Resolution No. 29 for 2020 -Refinancing of existing City Debt for Wastewater and Water Treatment Systems

Motion made to approve amendments to Resolution No. 29 for 2020 - Refinancing of existing City Debt for Wastewater and Water Treatment Systems by Councilor Gourley, Seconded by Councilor Coleman.

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

## **New Business:**

- a) Request for Council Action - Amendments to the Commercial Exterior Improvement Program

Community and Economic Development Director Blair Larsen explained changes to the Commercial Exterior Improvement that was prompted after Council discussion. The cap was lifted to \$15,000 with an owner match and \$5,000 with no match required. Following the completion of the project, it will be required to post a sign stating the project was funded in part by the City of Sweet Home Commercial Exterior Improvement Program. The program has aided multiple Sweet Home businesses and helped beautify our community. There was discussion on adding verbiage that encourages using local contractors if possible.

Motion to Approve Amendments to the Commercial Exterior Improvement Program (CEIP) by Gourley/Coleman

Roll Call Vote:

Voting Aye, Mayor Mahler, Councilor Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards, Councilor Gourley

- b) Request for Council Action - Downtown Streetscape and Parking Plan Contract

Community and Economic Development Director Blair Larsen explained the Downtown Streetscape Plan is limited to the Public Right of Way. This includes sidewalks, benches, landscape, parking, and artwork on Main Street and Long Street corridors. The City sent out a Request for Proposal, two responses were received, and Dougherty Landscape Associates presented the best bid. The funding comes from the Economic Development Fund, essentially leftover funds from an old federal CDBG grant. The scope of services provided a base cost of \$33,223 for conceptual design, community meeting and concept plans, with the option to add additional items, such as a parking study. If all are selected, these optional services could add over \$42,000 to the cost of the project.

Motion to approve the Draft Contract with Dougherty Landscape Associates for the Sweet Home Downtown Streetscape and Parking Plan as Presented and Authorize all of the Optional Services by Councilor Gerson and Seconded by Councilor Trask

Roll Call Vote: Voting Aye, Councilor Gerson, Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards, Councilor Gourley, Mayor Mahler

- c) Request for Council Action – Resolution No. 1 for 2021 -Willow Street Neighborhood Local Improvement District (L.I.D.)

City Attorney Snyder explained a resolution was required to start the process for a Local Improvement District. Dave Holley, Tim McQueary, Nancy Patton, and Charlene Adams have all agreed to meet and complete a Viewers' Report to bring back to Council. After the Council reviews the report, a public meeting notice will be published, and property owners' notices sent. There will be a Public Hearing on the matter with public input and final decision.

Motion to approve Resolution No. 1 for 2021 - Willow Street Neighborhood Local Improvement District by Councilor Coleman and Seconded by Councilor Gourley.

Voting Aye: Councilor Trask, Councilor Coleman, Councilor Sanchez, Councilor Richards, Councilor Gourley, Mayor Mahler, Councilor Gourley

## **Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action - Ordinance No. 1 for 2021 - Public Hearing for Zone Map Amendment Application ZMA20-04

Mayor Mahler explained the Public Hearing Process.

Mayor Mahler asked if the Council had any Exparte Information, Conflict of Interest, or Personal Bias; there were none.

Staff Report; Community and Economic Development Director Blair Larsen explained the application was for a change to the zoning map from C2 Commercial to R3 High Density Residential. The Planning Commission held Public Hearing and recommend approval to City Council. There is a 12-day appeal period and no conditions for approval. A Planned Development Application (PD 20-02) is pending upon approval of the zone change. A full staff report is included in the packet and on website. The zone change is consistent with Comprehensive Plan.

Council had no questions of staff.

Applicant Testimony: Steve Kaye. PO Box 1920 Silverton. Mr. Kaye stated the application meets the criteria for approval. Comprehensive Plan Map shows the proposed zoning and proposed use is consistent with surrounding properties. There will be seven residential sites and the future development will be buffered from the commercial zone by a riparian corridor with no impact on natural resources. Utilities are planned away from riparian zone. Half of the site is set aside as open space area, protected and commonly owned and maintained by an HOA. He concluded by adding the proposal meets criteria, and meets the needs of housing options in Sweet Home.

There were no questions of applicant.

Testimony in favor: None

Testimony in opposition: None

Neutral Testimony: None.

John Fensman 700 Steelhead Way. Questioned the access off of 9th street, asking what is the proposal to get past those two homes.

Rebuttal. Steve Kaye responded the applicant has 50' of frontage on 9th for access.

8:06 Closed Public Hearing

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Request for Council Action - Ordinance No. 13 for 2020 - Ordinance No. 1292 - Sweet Home Ordinance Pertaining to the Registration, Maintenance, Safety, and Security of Vacant Buildings in Commercial and Industrial Zones.

Ordinance No. 13 for 2020 - Ordinance No. 1292 - Sweet Home Ordinance Pertaining to the Registration, Maintenance, Safety, and Security of Vacant Buildings in Commercial and Industrial Zones was read by Title Only.

Motion to Approve Ordinance No. 13 for 2020 by Councilor Coleman and Seconded by Councilor Trask

Voting Aye: Councilor Coleman, Councilor Sanchez, Councilor Richards, Councilor Gourley, Mayor Mahler, Councilor Trask.

Voting Nay: Councilor Gerson

### **Reports of Committees:**

Administrative and Finance/Property

Mayor Mahler assigned Councilor Trask to chair the Administration, Finance and Property Committee. Councilors Gerson and Coleman were also assigned to the committee.

Charter Review Committee

Mayor Mahler assigned Councilors Trask and Gerson to the Charter Review Committee.

Park and Tree Committee

Mayor Mahler assigned Councilor Trask to the Park and Tree Committee.

Youth Advisory Council

Chamber of Commerce

Council of Governments

Area Commission on Transportation

Solid Waste Advisory Council

Ad Hoc Committee on Health

Legislative Committee

### **Reports of City Officials:**

Mayor's Report

City Manager's Report

City Manager reported on the upcoming City Council Training on February 5,6 &7th. During the training, the Council will review the Annual Department Head Reports, Goals and Mission Statement, Economic Development, and Capital Improvement Plan.

City Manager Ray Towry announced the retirement of Library Services Director Rose Peda. City Manager Towry stated when Rose arrived in Sweet Home 9 years ago the Library was operating in the red. Rose worked hard to not only get the library to operate in a sustainable manner, but to improve the library's services. She made partnerships with many local organizations like the school district and boys and girls club, applied and secured numerous grants as well as the formation of the Linn Libraries consortium. Most recently she developed a mentoring and leadership program for area youth. Rose's Drive Thru Retirement Celebration is Friday from 11:30am until 1:30pm at City Hall.

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

Library Services Director

- a) Library Monthly Report December 2020

A written report and current statistics were included in the packet. There were no questions from Council.

Community and Economic Development Director

- a) Community & Economic Development Department Monthly Report-December 2020

A written report and current statistics were included in the packet. There were no questions from Council.

Public Works Director

- a) Public Works Department Monthly Report of Activities - December 2020

A written report and current statistics were included in the packet. There were no questions from Council.

City Attorney

None

**Council Business for Good of the Order**

Mayor Mahler stated that several community members have asked him for a proclamation stating the City Council does not condone violence in our city, state or nation. Mayor Mahler asked the Council to consider a proclamation for a future meeting.

**Adjournment**

With no further business, the meeting adjourned at 8:20pm.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder