



CITY OF SWEET HOME CITY COUNCIL MINUTES

September 13, 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 not be opportunity for public input via the live stream for this meeting due to staffing. 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 5971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: 321 716 901#

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

ABSENT

Councilor Angelita Sanchez
Councilor Dylan Richards

YAC Representative Tea Herrera

STAFF

Interim City Manager / Police Chief Jeff Lynn
Public Works Director Greg Springman
Community and Economic Development Director Blair Larsen
Library Services Director Megan Dazey
Interim Finance Director Matt Brown

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.

City Attorney Robert Snyder
Police Captain Jason Ogden

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

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

Consent Agenda:

Motion made to approve the Consent Agenda by President Pro Tem Gerson, Seconded by Councilor Gourley.

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

Approval of Minutes:

- a) 2022-08-30 City Council Meeting - SP

Recognition of Visitors and Hearing of Petitions:

Josh Victor, 4404 Wiley Creek, addressed the Council with concerns regarding RVs and people living in vehicles. Josh reported damage to his property by individuals living out of RVs. There was discussion regarding the issue by the Chief of Police and the Council. Josh Victor reported damage to three of his properties in the last month alone.

Vince Adams, 809 Mountain View Road, suggested an ordinance that requires an RV be parked on private property only or be ticketed and removed. Mr. Adams reported speeding vehicles in the school zone.

Councilor Gourley asked staff why log trucks don't park on streets and how that would relate to RVs. Staff reported loaded log trucks are not allowed. Community and Economic Development Director Larsen stated other cities have similar ordinances regarding RV parking and staff will research and return to Council with some options to consider.

Nancy Patton, 3041 Foothills Drive, suggested the Council to get out in the community to hear concerns and hold a State of the City meeting. Nancy Patton invited the Council to the Chamber After Hours Event at her business. Mayor Mahler thanked Nancy Patton for her involvement in the community.

David Lowman, 2230 Main Street, suggested the Council hold their meetings outside of City Hall and take the public meetings to the public.

Janice Stuney, 1835 Ames Creek Road, reported speeding vehicles on Ames Creek Road. She thanked Community and Economic Development Director Blair Larsen for taking care of a Code Enforcement Issue.

- a) Presentation - Government Portfolio Advisors

The presentation from Government Portfolio Advisors was rescheduled for the next meeting.

- b) Finance Department Update - Matt Brown Consulting

Interim Finance Director Matt Brown presented an update on the Finance Department. Matt Brown provided a written report and recommendation to City Manager Pro Tem Christy Wurster and City Manager Interim Chief Jeff Lynn.

Matt Brown begin with an update on the Finance Director recruitment.

He reported the current salary schedule is a little low based on his evaluation.

Bank reconciliation are being completed by a third party on several accounts. Mr. Brown is completing the reconciliation on the main account. Those reconciliations are necessary to complete the audit.

Matt Brown stated there were a lot of recommendations to move to best practice, those were

not implemented due to waiting for the new City Manager.

Councilor Dave Trask asked if there were issues found in the Finance Department. Matt Brown stated there were no issues with funds in the wrong account or such, but did feel there were areas where City policy was not followed. He referred to the bank reconciliations which best practice would be only going a few months, not an entire year.

Councilor Dave Trask asked about the audit. Matt Brown stated the audit is usually submitted to the State by the end of the calendar year. He added that there is leniency due to COVID and many cities don't meet the deadline due to all the requirements the auditors need to complete prior to submitting. He reported the State sends warnings and Sweet Home did receive a warning. Matt Brown stated the City had the required information to the auditors prior to the August submittal to the State.

Councilor Gerson asked if a Supplemental Budget was necessary and Matt Brown stated it is likely. He explained the process for a Supplemental Budget.

Old Business:

New Business:

- a) Request for Council Action - Resolution 30 for 2022 Harvest Festival Road Closure Approval
Community and Economic Development Director Blair Larsen announced the Harvest Festival is October 1st. He introduced the resolution to close and adjacent street for safety. Residents will have access.
Motion made to approve Resolution No. 30 for 2022 by Councilor Coleman, Seconded by President Pro Tem Gerson.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
- b) Request for Council Action - Liquor License Application - Midway Market Change of Ownership
Police Chief Jeff Lynn reported Midway Market is changing ownership. Captain Jason Ogden reported the police reviewed the application and found no reason to deny the application.
Motion made to recommend approval for the OLCC License for Midway Market by President Pro Tem Gerson, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman
- c) Request for Council Action - County Foreclosure on Real Property City Has Liens On.
City Attorney Robert Snyder explained there is a property in Sweet Home that is scheduled to foreclose due to owed taxes. The City has an interest in the property due to \$26,000 owned as a lien on the property. The property is valued at \$200,000.
City Attorney Robert Snyder stated a special meeting could be held on September 21st to make a decision if the owners have not paid the taxes yet. Consensus of the Council was to hold a Special Meeting if needed.
- d) Request for Council Action - Out of State Travel Request.
Library Services Director Megan Dazey requested authorization for out of state travel. The Sweet Home Public Library has been selected to receive free design from the Library Design Conference in Missoula Montana. The library would receive free architect work to create a possible design. No site selection is necessary. The travel cost would be \$600 for airfare and one night stay. The conference registration is free.

Motion made to approve the out of state travel request by to Councilor Coleman, Seconded by President Pro Tem Gerson.

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

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action - Ordinance No. 6 for 2022 - An Ordinance Annexing Territory within the Urban Growth Boundary and Amending the Official Zoning Map and Declaring a Need for an Expediency Clause

The Public Hearing was opened at 7:47 PM.

The Staff Report was presented by Community and Economic Development Director Blair Larsen. The Planning Commission held a Public Hearing and recommended the City Council approve the application.

Mayor Mahler asked the Council if they had any Conflict of Interest, Exparte Information or Personal Bias. There was none.

Testimony in Favor - Catherine Thrash, 1118 47th Avenue, stated she is the owner of the property. Her septic has failed and Linn County will not approve a new septic due to the close proximity to the City.

Testimony in Opposition - None

Neutral Testimony - None

The Public Hearing was closed at 7:52 PM.

Motion made to approve the application for annexation by Councilor Coleman, Seconded by Councilor Gourley.

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

Ordinance No. 6 for 2022 was read in its entirety.

Motion to read Ordinance No. 6 for 2022 by title only for the second reading immediately made by Councilor Gourley, Seconded by Councilor Coleman.

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

Ordinance No. 6 for 2022 was read by title only.

Motion to read Ordinance No. 6 for 2022 by title only for the third and final reading made by Councilor Coleman, Seconded by Councilor Gourley.

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

Second Reading of Ordinance Bills

- a) Ordinance Bill No. 5 for 2022 - Ordinance No _____. Sweet Home Ordinance Repealing Titles 16,17 and Portions of Title 15, Replacing them with a New Development Code, and Adopting Amendments to the Comprehensive Plan, Comprehensive Plan Map, and Zoning Map

Ordinance Bill No. 5 for 2022 was read by title only.

Motion to move Ordinance Bill No. 5 for 2022 to third and final reading made by Councilor Gourley, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Trask, Councilor Gourley, Councilor Coleman

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Ad Hoc Committee on Health

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 he and Bob Dalton visited a site to look at a replacement building for Sankey Park. The Park and Tree Committee will be looking at grant opportunities.

Solid Waste Advisory Council

Youth Advisory Council

Reports of City Officials:

Mayor's Report

Mayor Mahler commended staff especially in Public Works and the Police Department for their readiness during the Blackout Event.

City Manager's Report

Chief Jeff Lynn stated the Blackout Event was a great "practice event" that went well with little impact. Chief Lynn reported Department Heads played an important role in Emergency Management.

Public Works Director Greg Springman reported on the event which staff believes may be a new norm for the future. Staff worked with other agencies including the Sweet Home School District, Sweet Home Fire and Ambulance, and Linn County Emergency Operations with a common goal of getting thru the event. Things learned during the event were reported to the Council including the capacity of the water treatment plant generator hookups. Recommendations included improvements to the communications tower which runs the communications for the Police Department and Public Works. Staff recommends using the Jim Riggs Community Center in the event of an emergency.

Councilor Susan Coleman commended staff on how quickly they acted. Public Works Director Greg Springman commended Tommy Robey and Steven Haney. Police Chief Jeff Lynn added his thanks to the Sweet Home School District. Chief Lynn stated the importance of a fuel station in a crisis event for emergency services. Councilor Gourley thanked the Mayor for his leadership during the event.

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

Library Services Director

- a) August, 2022 Monthly Report

Community and Economic Development Director

- a) August, 2022 Department Report

Public Works Director

- a) Mahler WRF Project Monthly Report
- b) August, 2022 Monthly Report

Councilor Gerson thanked Public Works Director Springman for the information in the report. Councilor Gerson requested ADA entries to City Hall.

Mayor Mahler stated his concerns of the quality of work during the ODOT ADA Ramp Project. There was discussion regarding the project.

Councilor Coleman asked staff about the high flow event. Public Works Director reported on the event that led to the bug life at the plant being eliminated by a chemical dumped into the storm drain by someone unknown. As staff was trying to reverse the damage, they were in contact with DEQ, as well as released educational information to the community hoping to prevent another event. If there is another high flow event, Public Works Director Springman will visit several locations to try to determine the cause.

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

Finance Director

Police Chief

City Attorney

No Report

Council Business for Good of the Order

Councilor Gerson reported Showcase will hold a reception on Friday morning at 10am.

Councilor Susan Coleman stated that she was approached by a member of the public asking her to censor a fellow councilor. Councilor Coleman reminded the Council of the Council Rules and read the rules regarding how to act towards each other. She reminded Council to treat others with dignity, including each other and community members.

Adjournment

The meeting adjourned at 8:32 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder