



CITY OF SWEET HOME CITY COUNCIL MINUTES

May 26, 2020, 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.

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://www.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.

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.

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 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 Cortney Nash
Councilor Dave Trask
Councilor James Goble
Councilor Lisa Gourley
Councilor Susan Coleman

Consent Agenda:

Motion made to approve the Consent Agenda by Councilor Coleman, Seconded by Councilor Trask.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

- a) Request for Council Action - Park and Tree Committee Appointment

Approval of Minutes:

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.

- a) 2020-05-12 City Council Minutes
- b) 2020-05-14 Budget Committee Minutes
- c) 2020-05-19 Budget Committee Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

- a) Information Only – Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area
City Attorney Snyder reported staff is waiting for information from DEQ. This item will be on the next City Council Agenda.

New Business:

- a) Public Hearing - Zone Map Amendment Application ZMA20-01
Mayor Mahler opened the Public Hearing at 6:32 PM.
Mayor Mahler explained the Public Hearing Process.
Mayor Mahler asked the Council if there was any Exparte Information, Conflict of Interest, or Personal Bias. By Roll Call Vote there were none.
Staff Report: Community and Economic Development Director Larsen stated the subject property is 4472 Hwy 20 which is currently zoned C2 - Highway Commercial. The applicant is asking for a zone change to R2 - High Residential, which is consistent with the zoning of this property in the City of Sweet Home Comprehensive Plan. CEDD Larsen reported the Planning Commission held a Public Hearing and their recommendation is to approve the application.
Testimony in Favor, Testimony in Opposition, and Neutral Testimony: There was none.
The Public Hearing was closed at 6:37 PM
Motion to move approve the application for a Zone Map Admendment and move Ordinance No. 9 for 2020 to first reading by Councilor Goble, Seconded by Councilor Coleman.
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman
- b) Public Hearing - Supplemental Budget for 2020 Unplanned Expenditures
Mayor Mahler opened the Public Hearing at 6:39 PM.
Mayor Mahler explained the Public Hearing process.
Mayor Mahler asked the Council if there was any Exparte Information, Conflict of Interest, or Personal Bias. There was none.
Staff Report: Finance Director Neish explained the need for a Supplemental Budget for items that were unplanned. The first expenditure was for the Sweetheart Run proceeds of \$2400 to be paid to the Sweet Home Rotary. The second expenditure was a process change recommended by the audit relating to funds that are received by the Oregon Department of Transportation for operation of the Linn Shuttle. The last expenditure was for radios for the Police Department that were ordered in 2019 but not received until this fiscal year.

Public Comment: There was no Public Comment.

The Public Hearing was closed at 6:45 PM.

Motion made to approve Resolution No. 12 for 2020 - A Resolution Adopting a Supplemental Budget by Councilor Trask, Seconded by Councilor Gourley.

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

- c) Request for Council Action - Resolution No. 11 for 2020 - A Resolution Authorizing Transfer of Appropriations

Finance Director Neish presented Resolution No. 11 for 2020 regarding Transfer of Appropriations for use of Contingency Funds.

Motion made to approve Resolution No. 11 for 2020 - A Resolution Authorizing Transfer of Appropriations by President Pro Tem Gerson, Seconded by Councilor Coleman.

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

- d) Request for Council Action - City Engineer Request for Proposals

Public Works Director Springman stated recent changes with Murraysmith has prompted the City to Request for Proposals for City Engineer of Record. Staff is requesting Council authorize the RFP as well as a ranking and interviews of applicants.

Motion made to authorize the Request for Proposal for City Engineer of Record by Councilor Gourley, Seconded by Councilor Coleman.

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

- e) Request for Proposal for Contract operator for Water/Wastewater Treatment Facilities

Public Works Director Springman introduced the request for an RFP for Operations and Maintenance of the Wastewater and Water Treatment Plants. Pass thru cost, such as supplies and utility costs have been removed from the proposed contract, potentially becoming a cost saving overall to the City.

Motion made to approve the Request for Proposal for Operation and Maintenance of the Wastewater and Water Treatment Plants by Councilor Gourley, Seconded by President Pro Tem Gerson.

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

- f) Request for Council Action - MOU with Sweet Home Rotary Club for the annual Sweetheart Run

Community and Economic Development Director Larsen and City Manager Towry presented to the Council information relating to the annual Sweetheart Run and the benefits of partnering with an organization for a community event. Staff requested Council authorize execution of a MOU between the City and the Sweet Home Rotary Club for the Sweetheart Run. All proceeds over any cost to the City would be given to the Rotary to use towards their community programs.

Motion to approve the Memorandum of Understanding with the Sweet Home Rotary Club for the Sweetheart Run event made by Councilor Coleman, Seconded by Councilor Gourley.

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

- g) Information Only - DEQ TMDL 2019 Annual Report Stormwater

Public Works Engineer Tech Rice presented the Annual Report on Stormwater related to DEQ reporting requirements.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

Ordinance Bill No. 9 for 2020 was read in its entirety.

Motion made to move Ordinance Bill No. 9 for 2020 to second reading by Councilor Coleman, Seconded by Councilor Trask.

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

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance No. 6 for 2020 – Ordinance No. 1286 - Local Improvement District Amendments

Ordinance No. 6 for 2020 - Ordinance No. 1286 - Sweet Home Ordinance Amending SHMC Chapter 3.16 Pertaining to Local Improvement Districts was read by title only.

Motion to approve Ordinance No. 6 for 2020 - Ordinance No. 1286 - Sweet Home Ordinance Amending SHMC Chapter 3.16 Pertaining to Local Improvement Districts was made by Councilor Trask, Seconded by President Pro Tem Gerson.

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

- b) Ordinance No. 8 for 2020 – Ordinance No. 1287 Text Amendments to Title 15.12 Flood Hazard Area Regulations

Ordinance No. 8 for 2020 – Ordinance No. 1287 - An Ordinance Amending the Sweet Home Municipal Code Chapter 15.12 - Flood Hazard Area Regulations was read by title only.

Motion made to approve Ordinance No. 8 for 2020 – Ordinance No. 1287 - An Ordinance Amending the Sweet Home Municipal Code Chapter 15.12 - Flood Hazard Area Regulations by Councilor Trask, Seconded by Councilor Gourley.

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

Reports of Committees:

Administrative and Finance/Property

Minutes from the Administration, Property and Finance Committee were included in the packet.

- a) 2020-05-12 Administration, Finance and Property Committee Minutes

Chamber of Commerce

Councilor Gerson reported on the Chamber of Commerce Board meeting stating the COC is looking to add additional board members. Councilor Gerson reported the Chamber has made improvements in their data reporting.

Ad Hoc Committee on Health

Councilor Gourley reported on the recent Community Health Committee meeting and updates given by City staff on COVID response.

Reports of City Officials:

Mayor's Report

Mayor Mahler reported he will be out attending to a medical need on June 3, 2020 for a few days. President Pro Tem Gerson will be available during his absence.

City Manager's Report

Community and Economic Development Larsen stated the City has learned of grant opportunities available only thru Cities and Counties from Business Oregon. The first would benefit organizations such as the Boys and Girls Club or the Senior Center. City staff is reaching out to such organizations to alert them of the opportunity for grant funds that do not require a match.

The second is a grant to aid businesses in recovery efforts. The available funds is relatively small, so to greater the chances of obtaining grand funding, the City is considering partnering in the application with other communities.

A Public Hearing is required and subsequent approval of the meeting minutes. CEDD Larsen suggested a Special City Council meeting on Tuesday, June 2nd at 5pm for the Public Hearing and a second Special City Council meeting immediately following for approval of the minutes.

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

Finance Director

- a) April 2020 Monthly Report

Written Finance reports were included in the packet.

Police Chief

- a) Sweet Home Police Department Monthly Report

A written report for the Police Department was included in the packet.

City Attorney

None

Council Business for Good of the Order

Councilor Coleman stated she is happy to live in this community and proud of the way the community stepped in to support the Simonis family during their time of loss.

Councilor Goble requested the Charter Review Committee begin to review issues in the Charter such as a full reading of Ordinance into the record, popular vote for Mayor, and look for other ways to update the Charter.

Adjournment

With no further business, the meeting adjourned at 7:33 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder