



CITY OF SWEET HOME CITY COUNCIL MINUTES

May 12, 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 (Absent) (Arrived at 6:51 PM)

Councilor Susan Coleman

Motion to Excuse Councilor Gourley (Coleman), Motion died for lack of a second.

Motion to Not Excuse Councilor Gourley made by Councilor Trask, Seconded by Councilor Goble.

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

Voting Nay: Councilor Coleman

Absent: Councilor Gourley

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.

Consent Agenda:

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

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

Absent: Councilor Gourley

Approval of Minutes:

- a) 2020-04-28 City Council Meeting Minutes
- b) 2020-04-29 Budget Committee Minutes
- c) 2020-05-05- Budget Committee Minutes

Recognition of Visitors and Hearing of Petitions:

None

Old Business:

a) COVID-19 Information

Representative Sherrie Sprenger, Oregon House of Representatives
Commissioner Will Tucker, Linn County Board of Commissioners (Video Conference)

Representative Sherrie Sprenger and Commissioner Will Tucker (video) addressed the City Council regarding COVID and reopening Oregon. Governor Kate Brown's authority during the Executive Order "Stay Home, Stay Safe", was discussed. The Sweet Home City Council asked what authority the City had to reopen. Commissioner Tucker explained that authority comes from Governor Brown and noted updates can be found on the Governor's website. Representative Sprenger encouraged anyone to contact her office with any questions or issues, and she will do her best to respond as quickly as possible.

Mayor Mahler thanked Representative Sprenger and Commissioner Tucker for working hard to represent Sweet Home.

b) City Manager Evaluation

Motion to approve the City Manager Evaluation made 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

c) Information Only – Ordinance No. 7 for 2020 – Water System in Critically Affected Chemical Area

City Attorney Snyder stated he is waiting for additional information from DEQ. The Ordinance will return on the next City Council Agenda.

New Business:

a) Information Only - RFP for Operation and Maintenance of the City's Water/Wastewater Treatment Facilities

Public Works Director Springman gave a brief history of the water and wastewater audit that was completed, deficiencies identified, corrections made, and directive by Council to develop a Request for Proposal for vendor options. Staff has developed a contract that they believe will work best for Sweet Home.

Engineer Technician Trish Rice, and Utilities Manager Steven Haney, presented the new contract and compared differences on the existing contract. Many cost were excluded from

the base fee, making the new contract more of a labor only contract. Council commended staff for the thoroughness of the contract.

A new timeline was introduced, the Request for Proposal would be due after 45 days, the information from contractors would be reviewed, interviews scheduled and completed, followed by negotiations. Takeover of the utilities is estimated to occur March 1, 2021.

b) Information Only - RFP for Engineer of Record

PWD Springman introduced the draft Request for Proposal explaining there is a current one-year contract with a three-year extension option w Murraysmith. Staff is recommending not automatically extending the Murraysmith contract for 3 years but repost the RFP in the City's best interest.

c) Local COVID Relief Grant Program

City Manager Towry introduced a financial aid opportunity for small, local businesses that have not received any federal COVID relief funding in the form of a matching grant program from Business Oregon. This grant is only available to business inside city limits who apply thru the City.

Community and Economic Development Director Blair Larsen gave further details of the program. Criteria to be eligible includes businesses that are adversely effected by the Executive "Stay Home, Stay Safe" Order, that can demonstrate a decline in revenue for March or April compared to January or February, have no more than 25 employees, and are unable to access federal emergency funding. The application process and timelines were discussed. There was discussion on the Economic Development budget, where the seed money came from, and potential uses.

Staff recommends \$50,000 from fund the Economic Development fund to match \$50,000 from the State, making \$100,000 available to help local businesses.

Motion for authorization to spend \$50,000 from the Economic Development fund towards the local COVID Relief Grant Program by Councilor Goble, Seconded by President Pro Tem Gerson.

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

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

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

City Attorney Snyder read Ordinance No. 6 for 2020 by title only. Changes made after the first reading in section 8 were reviewed. Dollar amounts were changed to a percentage formula so the ordinance will remain current as it moves thru time.

Motion to move Ordinance No. 6 to third and final reading by Councilor Coleman, Seconded by Councilor Goble.

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

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

City Manager Ray Towry stated staff has provided an updated map on Flood Hazard Regulation Areas included on pages 175 and 176 of the packet. Ordinance No. 8 for 2020 was read by title only by City Attorney Robert Snyder.

Motion made to move Ordinance No. 8 for 2020 to third and final reading by Councilor Coleman, Seconded by Councilor Goble.

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

Third Reading of Ordinance Bills (Roll Call Vote Required)

None

Reports of Committees:

Administrative and Finance/Property

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

None

City Manager's Report

City Manager Towry reported Linn County has volunteered to blaze 24th Avenue. Community and Economic Development Director Blair Larsen responded to concerns over the RR crossing stating the RR has committed to provide a letter to approve the 24th Avenue crossing.

City Manager Towry briefed the Council on the new format for Department Head Reports. Information will include the current month, previous month, year to date, prior year, as well as the 5 year average for all statistics available.

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

Library Services Director

- a) Library Director's Report

A written report was included in the packet.

Community and Economic Development Director

- a) Community and Economic Development Department Monthly Report for April, 2020

A written report was included in the packet.

Public Works Director

- a) Public Works Monthly Report of Activities - April 2020

A written report was included in the packet. Council had questions regarding the flashing light signs that are to be placed on Hwy 20 and Hwy 228, inquiring on locations, permit, timing, etc.

City Attorney

None

Council Business for Good of the Order

Mayor Mahler reminded everyone of the upcoming Budget Committee meeting scheduled for 6 PM, Thursday, May 14th.

May 19th is Election Day.

Councilor Trask commended those who organized the Class of 2020 Senior Banners and stated there will be some type of graduation acknowledgement.

Adjournment

With no further business, the meeting adjourned at 7:58 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder