



CITY OF SWEET HOME CITY COUNCIL MINUTES

November 24, 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.

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. 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. 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.

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 (video)
Councilor James Goble (video) Excused at 8:39 PM
Councilor Lisa Gourley (video)
Councilor Susan Coleman (video)

ABSENT

Councilor Cortney Nash

STAFF

Administrative Assistant Julie Fisher
City Manager Ray Towry (video)

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.

Community and Economic Development Director Blair Larsen
Finance Director Brandon Neish
City Attorney Robert Snyder
Public Works Director Greg Springman (video)
Chief of Police Jeff Lynn (video)
Library Services Director Rose Peda (video)

Motion made to excuse Councilor Nash from the meeting by President Pro Tem Gerson, Seconded by Councilor Coleman.

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

Councilor Goble was unable to vote due to audio/video issues.

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

Councilor Goble was unable to vote due to audio/video issues

- a) December 22nd Meeting Schedule (pg. 3)

Approval of Minutes:

- a) 2020-11-10 City Council Meeting (pg. 4)
- b) 2020-10-13 City Council Meeting (pg. 8)

Recognition of Visitors and Hearing of Petitions:

City Manager Ray Towry explained how public could comment on any item not on the agenda at this time by either calling in via telephone or using the raise hand button on MS Teams platform.

Extra time was given to allow for public comment. There was none.

Old Business:

- a) Request for Council Action – Fire Hall Property Transfer (pg. 12)

City Attorney Robert Snyder gave a brief history on the City owned property where the Sweet Home Fire District facility is built. City Attorney Snyder reported the transfer of the property to the Sweet Home Fire District was reviewed by the Administrative, Finance, and Property Committee. He also noted staff from SHFAD stated they are in the process of applying for grants for seismic upgrades, and this would help clarify, simplify and update property ownership necessary for those grants. The Fire Department has no plans on moving.

Motion made by Councilor Gourley, Seconded by Councilor Coleman.

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

Councilor Goble voted Yea when he joined the meeting. He had been having audio/video issues and had not been able to voice his vote, but had been logged into the meeting.

- b) Discussion Only: Modifications to the Commercial Exterior Improvement Program (pg. 17)

CEDD Blair Larsen brought the topic to Council after interest in increasing the loan amounts from \$5,000 to \$10,000-\$15,000.

City Manager Ray Towry clarified the funds are left over from Federal Community Development Block Grant (CDBG) designed to help with economic development and housing loans.

Consensus of the Council was to increase the amounts to \$15,000 with a partial match from the grantee. The Council was interested in empowering the CEIP Committee to recommend any projects over \$15,000 for vote by City Council. In addition, the Council desired to allow grants without a match up to \$5,000.

New Business:

- a) Information Only - City Manager Evaluation/Contract - Set Roundtable Date (pg. 20)

City Manager Towry presented the items necessary to complete the yearly City Manager review. An Executive Session was scheduled for December 1st at 6pm.

- b) Request for Council Action - COVID-19 Business Loan Program (pg. 37)

Community and Economic Development Director Blair Larsen presented the draft COVID Business Loan Program, stating some businesses have shut down with most recent freeze. Due to the most recent mandate issued by Governor Kate Brown, gyms and entertainment businesses are not able to operate. The draft loan program would use City economic development funds.

There was Council discussion on interest rates, payment period, and additional specifics, thinking forward to all possible consequences. Discussion ensued regarding contracts, the securing of collateral, and general parameters to best protect the City.

Consensus of the Council was not to offer business loans. The item died for lack of a motion.

Request for Council Action and First Reading of Ordinance Bills

Ordinance Bills

- a) Request for Council Action - Ordinance No. 12 for 2020 - Business License (pg. 41)

Community and Economic Development Director Blair Larsen presented the draft ordinance pertaining to business licenses within the City. CEDD Larsen explained the intent is simply to improve relationships with businesses and gather information and would have no regulatory effect. A business license would apply to anyone conducting business in Sweet Home and not require licenses from business doing work in Sweet Home from out of town. All information collected would be Public Record. A fee would be set by resolution, and Council would decide on fee amount, if any. It was discussed a higher initial cost, and lower renewal fee to cover cost of staff time and criminal history check. Consensus of the Council was to be an information only, not regulatory. Criminal history checks would not be required. Consensus of the Council was more research by staff and modification. Staff will revise and bring back to Council.

- b) Request for Council Action - Ordinance No. 13 for 2020 - Vacant Building (pg. 49)

Community and Economic Development Director Blair Larsen presented a draft ordinance regarding vacant buildings sited in commercial and industrial areas of Sweet Home. The ordinance puts a requirement for maintenance on a vacant building and notification to the city as to status of the property and owner contact. The ordinance speaks to fences, gates, landscaping, windows and doors, weathertightness, and graffiti being promptly removed. The Council wanted to add roofing. In addition to being secure, owner contact must be posted on property. the vacant building must be inspected regularly by owner and a local presence responsible for property within 30 miles be identified. Registration fee will be set by Council resolution. The ordinance will be enforced thru code enforcement, however; the intent is not to be a burden on owners but the need to have some basic care of vacant buildings.

Motion made to move Ordinance Bill No. 13 for 2020 to first reading by Councilor Gourley, Seconded by Councilor Goble.

Voting Yea: Mayor Mahler, Councilor Trask, Councilor Goble, Councilor Gourley, Councilor Coleman

Voting Nay: President Pro Tem Gerson

The ordinance was read into the record.

Motion made to move Ordinance Bill No. 13 for 2020 to second reading by Councilor Gourley, Seconded by Councilor Trask.

Voting Yea: Mayor Mahler, Councilor Trask, Councilor Gourley, Councilor Coleman

Voting Nay: President Pro Tem Gerson

Councilor Goble left the meeting at 8:39 PM and did not vote.

Second Reading of Ordinance Bills

Third Reading of Ordinance Bills (Roll Call Vote Required)

Reports of Committees:

Administrative and Finance/Property

Charter Review Committee

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

Councilor Gourley stated the committee has continued to meet and good things are happening.

Legislative Committee

Reports of City Officials:

Mayor's Report

Mayor Mahler reported he spoke with the Mayor of Detroit in regards to the City of Sweet Home donating the City Council Annex modular to the City of Detroit after they lost their facilities to wildfire.

City Manager's Report

City Manager Towry stated the City has been busy working on policy updates to comply with new Temporary COVID Rules from OSHA. CM Towry stated the 2 week freeze issued by Governor Kate Brown has added additional challenges for operations. It was reported City facilities are closed to the public with the exception of the Police Department lobby which is open for emergencies.

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

Finance Director

Finance Director Brandon Neish reported on the property tax payments and forecasted a delinquency rate as well as presented information on gas tax revenues. Staff is concerned of possible shortfalls and planning accordingly.

- a) First Quarter Financial Status Update for Fiscal Year 2021 (pg. 61)

b) October 2020 Monthly Report (pg. 65)

Police Chief

a) Police Department Monthly Report (pg. 75)

City Attorney

None

Council Business for Good of the Order

None

Adjournment

The meeting adjourned at 9:02 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder