



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 14, 2023, 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 be opportunity for public input via the live stream. 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 1-971-203-2871, 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 Susan Coleman
President Pro Tem Greg Mahler
Councilor Lisa Gourley
Councilor Angelita Sanchez
Councilor Josh Thorstad

ABSENT

Councilor Dave Trask
Councilor Dylan Richards
Youth Advisory Rep Tea Herrera

STAFF

City Manager Kelcey Young
Public Works Director Greg Springman
Community and Economic Development Director Blair Larsen
City Attorney Robert Snyder
Chief of Police Jason Ogden
Administrative Services Manager Julie Fisher
Communications Manager Adam Leisinger

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.

Motion to approve the absence of Councilor Richards and Councilor Trask made by President Pro Tem Mahler, Seconded by Councilor Gourley.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Consent Agenda:

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

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

- a) Request for Council Action - Patrol K-9 Quote and Purchase

Approval of Minutes:

- a) 2023-01-24 City Council Minutes

Recognition of Visitors and Hearing of Petitions:

City Manager Kelcey Young presented former Mayor Greg Mahler with a plaque memorializing his many years of service to the City of Sweet Home and community.

Nancy White petitioned the City Council to act on Code Enforcement Issues on a home in her neighborhood. Nancy White presented photos showing garbage and debris, junk cars, RVs, and other concerning living conditions. Mayor Coleman updated Nancy White on steps City departments have taken to address issues with the property.

- a) Swearing In Ceremony - Captain Ryan Cummings

Police Chief Jason Odgen introduced Sergeant Ryan Cummings who was recently promoted. Captain Ryan Cummings was sworn in by City Manager Kelcey Young.

Old Business:

New Business:

- a) Request for Council Action - Mahler WRF Interim Improvements Project - Final Design Task Order

Public Works Director Greg Springman introduced the Mahler WRF Interim Improvements Project for the Final Design Task Order. PW Director Springman reported the initial estimates received were 25% over the engineers estimate so they were not able to award a contract. Staff proposed procurement of long lead items such as the purchase of a generator. In January West Yost completed 60% of design. In February, staff completed a letter of interest to WIFIA (Water Infrastructure and Finance Innovation Act) and is searching additional grant funding.

Motion made to approve the Mahler WRF Interim Improvements Project and Final Design Task Order by Councilor Gourley, Seconded by President Pro Tem Mahler.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

- b) Request for Council Action - Mahler WRF Electrical Equipment Procurement

Public Works Director Greg Springman introduced the Mahler WRF Electrical Equipment Procurement. Two bids were received for the automatic transfer switch, and four bids were received for the generator. State earmarked funds in the amount of \$164,286 will be used and in the FY 34-35 ARPA Funds in the amount of \$734,077.80.

Motion made to approve the Mahler WRF Electrical Equipment Procurement by President Pro Tem Mahler, Seconded by Councilor Gourley.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

c) Request for Council Action - Mahler WRF Sludge Blend Tank Design-Build Procurement

Public Works Director Greg Springman presented the Mahler WRF Sludge Blend Tank Design Build Procurement. West Yost solicited bids and one bid was received. The total bid was \$1,117,490 which will be in FY 23.

Motion made to approve the Mahler WRF Sludge Blend Tank Design Build Procurement by President Pro Tem Mahler, Seconded by Councilor Gourley.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

d) Request for Council Action - Mahler WRF Dewatering Equipment Procurement

Public Works Director Greg Springman introduced the Mahler WRF Dewatering Equipment Procurement. There was one bid at \$617,257 along with the \$87,664 for the CAD for SCADA, for a total of \$704,921.00.

Motion to approve the Mahler WRF Dewatering Equipment Procurement made by Councilor Gourley, Seconded by President Pro Tem Mahler.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

e) Request for Council Action - Resolution No. 2 for 2023 - A Resolution for RV Signage

City Attorney Snyder presented Resolution No. 2 for 2023, which sets forth Council approval of proposed signs at the entrances of Sweet Home and the attached form to support the RV ordinance.

Motion made to approve Resolution No. 2 for 2023 by Councilor Gourley, Seconded by President Pro Tem Mahler.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

a) Request for Council Action - Ordinance No. 6 for 2023 - Ordinance Necessary for RV/Travel Trailer Parking Enforcement.

City Attorney Robert Snyder introduced Ordinance No. 6 for 2023 which puts in place a system and procedure to tow vehicles.

Motion to move Ordinance No. 6 for 2023 to first reading was made by Councilor Mahler, seconded by Councilor Gourley. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Sanchez, Councilor Gourley, and Councilor Thorstad.

Ordinance No. 6 for 2023 was read in its entirety.

Motion to move Ordinance No. 6 for 2023 to second reading tonight made by Councilor Mahler, seconded by Councilor Thorstad. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Thorstad, and Councilor Sanchez.

Ordinance No. 6 for 2023 was read by title only.

Motion to move Ordinance Bill No. 6 for 2023 to third and final reading was made by Councilor Mahler, seconded by Councilor Gourley. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, and Councilor Thorstad.

- b) Request for Council Action - Ordinance No. 7 for 2023 - Legislative Amendment LA22-02 Mobile Food Units

The Public Hearing was opened at 7:04 PM.

Mayor Coleman asked if the Council has any Exparte, Bias or Conflict of Interest. There was none.

Staff Report: Community and Economic Development Director Blair Larsen introduced Ordinance No. 7 for 2023 which pertain to mobile food units (MFU) that remain mobile. A single mobile food unit differs from a group of mobile units and would not be affected under the new code. The new code would also not affect an MFU in the right of way if it is self contained.

Testimony in Favor: None

Testimony in Opposition: None

Neutral Testimony: None

The Public Hearing was closed at 7:10 PM.

Motion to move Ordinance No. 7 for 2023 to first reading was made by Councilor Gourley, seconded by Councilor Mahler. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad.

Ordinance No. 7 for 2023 was read in its entirety.

Motion to move Ordinance No. 7 for 2023 to second reading was made by Councilor Mahler, seconded by Councilor Thorstad. Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Second Reading of Ordinance Bills

- a) Ordinance No. 4 for 2023 - Code Updates

Community and Economic Development Director Blair Larsen presented Ordinance No. 4 for 2023 regarding updates to Sweet Home Municipal Code.

Ordinance No. 4 for 2023 was read by title only.

Motion to move Ordinance No. 4 for 2023 to third and final reading made by President Pro Tem Mahler, Seconded by Councilor Thorstad.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance No. 5 for 2023 - Amending Section SHMC 3.08.070

City Attorney Robert Snyder read Ordinance Bill No. 5 for 2023 - Ordinance No. 1310 by title only.

Motion to approve Ordinance No. 5 for 2023 made by Councilor Gourley, seconded by President Pro Tem Mahler.

Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Reports of Committees:

Ad Hoc Committee on Health

Councilor Sanchez reported the FAC Board will meet on February 22, 2023.

Ad Hoc Committee on Arts and Culture

Councilor Gourley reported the first committee meeting will be February 15, 2023, at 6 PM at City Hall.

Reports of City Officials:

City Manager's Report

City Manager Kelcey Young thanked Director Larsen, Chief Odgen, City Attorney Snyder, and the rest of the staff that worked on the ordinance to address identified code updates, and also thanked Mayor Coleman and Council for support moving Sweet Home in a positive direction.

City Manager Young reported the City is on track with finances and bank reconciliation. The City is preparing to start the budget process for the next fiscal year.

CM Young acknowledged Public Works staff for removing snow and ice around City facilities to make it safer for staff and the public, and thanked first responders during the storm.

The Annual Chamber Banquet will be held March 11th at the Jim Riggs Community Center.

A Doodle Poll was sent out to find the best dates for the City Council Training. March 1st from 5:30pm - 9:30pm and March 18th from 10am until 2 PM were the top dates.

Mayor's Report

Mayor Coleman congratulated Captain Cummings on promotion on his promotion. Mayor Coleman also congratulated SHHS girls swim team who took 1st, the SHHS boys swim team who placed 2nd, and SHHS cheer team placed in nationals. Today is Oregon's 164th birthday.

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

Library Services Director

The following report was included in the packet:

- a) Library Director's Monthly Report - January

Community and Economic Development Director

The following report was included in the packet:

- a) Community and Economic Development Monthly Report - January

Public Works Director

The following written reports were included in the packet:

- a) Public Works Monthly Report - January
- b) Mahler WRF Project Monthly Report - January

City Attorney

No Report

Council Business for Good of the Order

Councilor Sanchez reported attending the LOC Small Cities Quarterly meeting where they discussed HB 3125 which is regarding infrastructure financing.

Councilor Thorstad inquired on the limitations for committee members due to the requirement that they reside inside City limits. Mayor Coleman cited Taxation by Representation, but noted there are several positions on various committees that can be held by someone who does not live within the City, but resides within the school district boundaries.

Adjournment

The meeting adjourned at 7:50 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder