



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 06, 2021, 9:00 AM
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 City Council training 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. To view the City Council training 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. Meeting ID: 813 807 671#

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

The City Council Training was called to order at 9:05 AM.

Roll Call

PRESENT

Mayor Mahler
Councilor Gerson
Councilor Gourley
Councilor Coleman
Councilor Trask
Councilor Sanchez
Councilor Richards

STAFF

Communications Specialist Lagea Mull
Finance Director Brandon Neish
Community and Economic Development Director Blair Larsen

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.

Public Works Director Greg Springman
Police Chief Jeff Lynn
City Manager Ray Towry
Sergeant Ryan Cummings (10:45 AM)
Utility Manager Steven Haney (1:20 PM)

New Business:

a) Finance Annual Report / Budget 101

Finance Director Brandon Neish presented Budget 101 with a basic lesson on Oregon Local Budget Law, What is a Budget, Forecasting, and the Budget Document was reviewed.

Finance Director Neish explained Purchasing in Oregon and ORS 279A. The Local Contract Review Board and Exceptions were discussed.

Disposal of Assets was explained by Finance Director Neish.

The last section of the Finance presentation explained the roles and responsibilities of the Finance Office and Municipal Court. A proposed Organizational Chart was presented with some position restructuring suggestions.

b) Police Department Annual Report

Chief Lynn and Sargent Cummings presented the Police Department report. Sir Robert Peel's 9 Principals were presented which play a significant role in how the Police Department operates. The PD is working toward solutions towards problems under a service based model as opposed to policing people. Problem oriented policing model was discussed as a focus of Sweet Home Police Department.

The Sweet Home PD Organizational Chart was presented with a four sergeant model. A proposed organizational chart with a Captain and only two sergeants and two detectives was presented.

Sergeant Cummins gave a Use of Force Review. The report was presented with global statistics, department statistics and each officer statistics. No excessive Uses of Force were found or reported to the department. Policy updates and new state mandates were presented.

Sergeant Cummins stated they appreciate the community support which the department has felt.

Other topics covered included Theft Reduction, Warrant Reduction, Traffic, and Homelessness.

c) Library Annual Report

City Manager Towry gave the Sweet Home Library Department's report.

The main topic of discussion was the Library Needs Assessment and the identification of the need for a new library building.

d) 12:00 PM Lunch

e) Community and Economic Development Annual Report

Community and Economic Development Director Blair Larsen presented his Annual Department Report. His report included the department structure, statcal reports, current performance measures, department goals, operations and challenges, and economic development.

Code Enforcement, Planning, and Building all all part of the Community and Economic Development Department.

f) Public Works Annual Report

Public Works Director Greg Springman and Utility Manager Steven Haney presented the Public Works Annual Report. The topics of discussion included PW Administration, Water Treatment Plant and Distribution, Wastewater Treatment Plant, Collections, and Stormwater, Parks/Facilities Division, Streets Division, and Fleet Services.

g) Capital Improvement Plan

Finance Director Neish and City Manager Towry introduced the Capital Improvement Plan to the Council. The list was reviewed and the Council was asked to prioritize projects

h) Executive Annual Report

City Manager Ray Towry presented the Executive Department Annual Reports and discussed Organizational Health, Teams and Dysfunctions, Healthy Conflict, and Culture.

i) Committee and their Roles

City Manager Ray Towry reviewed each Board, Committee and Commissions. There was time for questions and answers.

k) Roles & Responsibilities

The Council watched a video on Roles and Responsibilities by Wes Crago.

Adjournment

The City Council Training adjourned at 7:28 PM.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder