



# CITY OF SWEET HOME CITY COUNCIL MINUTES

November 08, 2022, 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 971-203-2871 Meeting ID: 473 954 605#

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 Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Susan Coleman  
Councilor Angelita Sanchez

### ABSENT

Councilor Dylan Richards

### STAFF

City Manager Kelcey Young  
Community and Economic Development Director Blair Larsen  
Administrative Services Manager Julie Fisher  
City Attorney Robert Snyder  
Library Services Director Megan Dazey  
Public Works Director Greg Springman  
Interim Police Chief Jason Ogden

YAC Representative Tea Herrera

---

*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.*

## MEDIA

Benny Westcott, The New Era

Motion to approve Councilor Richards absence made by Councilor Gourley, Seconded by President Pro Tem Gerson.

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

### **Consent Agenda:**

Motion made to approve the consent agenda by Councilor Trask, Seconded by Councilor Gourley.

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

### Approval of Minutes:

- a) 2022-10-25 City Council

### **Recognition of Visitors and Hearing of Petitions:**

Bill McKennon addressed the Council about his concerns regarding people living in RVs around Sweet Home. The Council responded with efforts that are being made to address the problem. Police Chief Ogden explained the high cost to tow an RV which is typically more than the value, making enforcement difficult.

- a) Special Recognition - Life Saving Award

Mayor Mahler expressed his appreciation to our police officers and the excellent team of professional we have in place. Mayor Mahler stated the police officers don't get enough appreciation for the difficult jobs they do.

City Manager Kelcey Young also thanked the department and families for their hard work and dedication.

Interim Chief of Police Jason Ogden presented Detective Geoff Hamlin and Officer Ryan Cummings with a Life Saver award for their quick thinking and professionalism that saved the life of a fellow employee. City Manager Kelcey Young presented Interim Chief Ogden with a Life Saver award for his leadership and direction during the same event.

Interim Chief of Police Jason Ogden presented Officer Sean Potter for his heroism and quick thinking that saved the life of an injured motorcyclist. Officer Potter applied a tourniquet when he realized the patient suffered a severed artery. Doctors stated if he hadn't taken that action, the motorcyclist would have died.

- b) Presentation - Grove, Mueller, and Swank - FY 21-22 Audit

Ryan Pascerilla, CPA with Grove, Mueller, and Swank, presented the 2021 Audit. He reported the Audit due to be completed June 2021 wasn't finished until August 2022. Although the Audit was filed late, it is getting a clean opinion from Grove, Mueller, and Swank and it is their opinion are no errors in the document. The Auditors have submitted a letter addressing internal controls. They have two levels of letters: Significant Issues or Material Weakness. Due to the issue of account reconciliations, they have issued a material weakness letter.

It was reported an extension will be requested for the 2022 Audit. Audit extensions are requested from 20% of clients every year. Consultant Matt Brown, working for the City, has recommended process changes.

There was a question on building fund deficiencies which was explained as an entry error.

**Old Business:**

**New Business:**

- a) City Council Meeting Cancellation - November 22nd & December 27th

With no objection from Council, the Mayor canceled the second meetings in November and December.

- b) Request for Council Action – Resolution No. 32 for 2022 - Support of Oregon Mayor's Association Taskforce on Homelessness Plan

City Manager Kelcey Young explained the Oregon Mayor's Association has assembled a task force to create a budget for direct allocation for cities to work on issues and challenges of homelessness. Sweet Home would receive \$395K towards Capital improvement projects, security, and funding for potential solutions.

Motion to support the Oregon Mayor's Association and the Task Force and approve Resolution No. 32 for 2022 made by President Pro Tem Gerson, Seconded by Councilor Gourley.

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

- c) Request for Council Action - Resolution No. 33 for 22 - Ameresco Audit Services Agreement for LED Streetlight Conversion and Sole Source Resolution

Community and Economic Development Director Blair Larsen stated in March 2021, Council was given a presentation by Ameresco for conversion to LED lamps in the street lights owned by Pacific Power. Pacific Power only upgrades lights when there is a failure or necessary replacement. Cities aren't able to take advantage of cost savings of LED. Ameresco is a company who pays to change the lights to LED, and then the City pays for improvements from new rates savings over a 7-10 year period. An audit to determine the scope of work and financing agreement is necessary. Ameresco is the only company who works with Pacific Power. The Resolution would approve the audit and sole source procurement findings. The audit agreement is estimated to be \$27K which is included in the financing of the project.

Motion to Approve Resolution No. 33 for 2022 and approve commencement with the audit by Ameresco made by Councilor Gourley, Seconded by Councilor Coleman.

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

- d) Request for Council Action - Mahler WRF Equipment Pre-Purchase and Interim Improvement Project

Public Works Director stated the WWTP Phase 1 bid came in 25% higher than the engineers estimate. The City's procurement policy does not allow the City to move forward. Staff and consultants met to come up with a viable solution. It was determined that some of the equipment needed in Phase 2 could be pre purchased and used now to help get solids out of the plant quicker. The proposal includes the pre purchase of a generator, switch gears and sludge tank. The equipment will go back in the new building. The cost of the pre purchase would be close to 4 million and would come from the WWTP Grant funding.

Motion made to approve the Mahler WRF equipment pre purchase by Councilor Gourley, Seconded by Councilor Coleman.

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

Councilor Coleman, Councilor Sanchez

e) Request for Council Action - Mahler WRF Outfall Replacement

Public Works Director stated potential adverse effects to the Santiam River and Ames creek could happen during an overflow event. The request is to work with Pacific Habitat to help with the Environmental Assessment. Funds are in the current WWTP budget.

Motion made to approve the Mahler WRF Outfall Replacement by Councilor Coleman, Seconded by Councilor Gourley.

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

f) Information Only - Task Order No. 13 Operational Process Control and Plan Development Services Project

Public Works Director stated the City's operations plan is a 1970s document. DEQ is requiring the City to update the plan. Consultants will be used for Operational Process Control and Plan Development using Professional Services Funds already allocated in the Public Works budget.

City Manager Kelcey Young added the task order has been already approved as part of contract with West Yost. Staff is going above and beyond meeting DEQ requirements.

g) Request for Council Action - Resolution No. 34 for 2022 - Parade of Lights

Community and Economic Development Director Blair Larsen introduced the request for the Annual Christmas Parade of Lights scheduled for Dec 10. The use of Main Street has been approved by ODOT.

Lagea Mull, Executive Director of the Chamber explained safety measures the Chamber will take to ensure the safety of the participants.

Motion made by Councilor Gourley, Seconded by Councilor Trask.

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

## **Ordinance Bills**

### **Reports of Committees:**

#### **Ad Hoc Committee on Health**

Councilor Sanchez reported she will be on the FAC Board and will report back after the first meeting.

Councilor Gourley reported the Ad Hoc Health Committee will be meeting Thursday at 5:30 PM. Hut building at the High School took place on Saturday with over 100 volunteers participating.

#### **Library Advisory Board**

Library Services Director Megan Dazey explained the Fine Free Library program.

### **Reports of City Officials:**

#### **Mayor's Report**

No Report.

#### **City Manager's Report**

City Manager Kelcey Young reported Election has just closed and the ballots have been picked up. Results will be posted on the Linn County Election website.

Interviews for the Chief of Police will take place on Nov. 16, and a Community Meet and Greet for candidates will be held at City Hall on Nov. 3.

The City Manager has set office hours on Thursdays from 1-2:20 PM. Anyone can make appointments during this time to discuss issues or learn more about the City.

An Administrative and Finance Committee meeting was scheduled for Dec. 6 at 1pm to

A Finance Director recruitment update was given. Consultant Matt Brown is willing to continue in a part time capacity into the new year while the recruitment continues.

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

##### Library Services Director

- a) Sweet Home Public Library Monthly Report October 2022

A written report was included in the packet.

##### Community and Economic Development Director

- a) Community and Economic Development Monthly Report October 2022

A written report was included in the packet.

##### Public Works Director

- a) Public Works Monthly Report October 2022

Councilor Susan Coleman had a question regarding the large amount of chemicals discharged into the City sewer system during the summer months.

- b) Mahler WRF Improvement Project Monthly Report

A written report was included in the packet.

##### City Attorney

No Report

#### **Council Business for Good of the Order**

Mayor Mahler wished everyone a Happy Thanksgiving.

Councilor Susan Coleman announced the Community Meet and Greet for new City Leaders will be held at the Jim Riggs Community Center on November 9, at 5:30 PM.

#### **Adjournment**

The meeting adjourned at 8:17 PM.

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder