



# CITY OF SWEET HOME CITY COUNCIL MINUTES

July 14, 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.

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## **Call to Order and Pledge of Allegiance**

The meeting was called to order at 6:40 PM and available at [live.sweethomeor.gov](http://live.sweethomeor.gov).

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.

## **Roll Call**

### **PRESENT**

Mayor Greg Mahler  
President Pro Tem Diane Gerson  
Councilor Cortney Nash (video)  
Councilor Dave Trask  
Councilor James Goble (absent)  
Councilor Lisa Gourley  
Councilor Susan Coleman

### **STAFF**

City Manager Ray Towry  
City Attorney Robert Snyder  
Community and Economic Development Director Blair Larsen  
Finance Director Brandon Neish  
Library Director Rose Peda  
Police Chief Jeff Lynn (video)  
Public Works Director Greg Springman (video)  
Administrative Assistant Julie Fisher

### **MEDIA**

Kelly Kenoyer

## **Consent Agenda:**

Motion to approve the Consent Agenda made by Councilor Trask, Seconded by Councilor Coleman.  
Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman

Approval of Minutes:

- a) 2020-06-23 City Council Minutes - ES (pg. 3-4)
- b) 2020-06-23 City Council Meeting Minutes (pg. 5-10)
- c) 2020-06-29 Executive Session Minutes (pg. 11)
- d) 2020-06-29 City Council Special Meeting (pg. 12-13)

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

None

**Old Business:**

- e) Discussion Only - Review Temporary Policy Instituting Emergency Relief for City Utility Accounts (pg. 14-15)

Finance Director Neish presented a timeline of COVID-19 Temporary Policy regarding Relief for City Utility Accounts and updated the Council on the amount of past due accounts that have not been shut off due to the relief policy, payment plan options, and contact by account holders. One half of the accounts are rentals and half of the properties are occupied by the homeowner. The City has only been contacted by about half of the past due accounts. Staff is concerned about the growing past due amounts and desires to engage with the community to find a solution that will help mitigate the collection of past due bills. The City is also willing to waive fees and charges, set up payment plans, and work with accounts affected by COVID-19. Consensus of the Council was to move forward with the plan.

**New Business:**

- f) **Request for Council Action** – City of Sweet Home Safety Incentive Program Revision (pg. 16-23)

City Manager Towry introduced the request to update the City of Sweet Home Safety Incentive Program which would allow a cash incentive instead of the current gift cards.

Motion to approve Resolution No. 20 for 2020 made by Councilor Trask, Seconded by Councilor Gourley.

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

- g) **Request for Council Action** - Resolution No. 21 for 2020 Transportation and Growth Management Grant Application (pg. 24-28)

CEDD Larsen explained the Transportation System Plan (TSP) is outdated. The grant would update the TSP and include planning for the northern part of the City that is lacking in the current plan.

Motion to approve Resolution No. 21 for 2020 made by Councilor Coleman, Seconded by Councilor Trask.

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

- h) Request for Council Action** - Intergovernmental Agreement with the City of Lebanon and Sub-Grantee Agreement with Boys and Girls Clubs of the Greater Santiam for Emergency Childcare CDBG Application (pg. 29-34)

Community and Economic Development Director Larsen stated the COVID Relief Grant is only available to Cities and Counties for specific projects. The City has elected to partner with the BGCBS, to apply and subsequently act as a pass thru from the grantor to the recipient. No match from the City and no City funding are required.

Motion to approve the Intergovernmental Agreement with the City of Lebanon and Sub-Grantee Agreement with the Boys and Girls Club of the Greater Santiam for Emergency Childcare CDBG Application made by Councilor Gourley, Seconded by Councilor Trask. Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman

- i) Request for Council Action** - Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement (pg. 35-41)

Finance Director Neish and PW Director Springman introduced an IGA that allow public agencies to exchanges resources and invoices. The agreement would allow the City to work with other agencies that are part of the MORE IGA for services. There is no expiration date, no financial caps, it is web based and generic. The IGA would allow the City to network with other agencies without entering a separate IGA for each entity or project. PW Director Springman talked about the benefit to public works that could allow City projects to be completed at a significantly reduced cost by resource sharing. The cost to the City would be time and materials without markup.

Motion to approve the Managing Oregon Resources Efficiently (MORE) Intergovernmental Agreement made by Councilor Coleman, Seconded by Councilor Gourley. Voting Yea: Mayor Mahler, President Pro Tem Gerson, Councilor Nash, Councilor Trask, Councilor Gourley, Councilor Coleman

## Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

None

Third Reading of Ordinance Bills (Roll Call Vote Required)

- j) Ordinance No. 7 for 2020 - Ordinance #1289** - Water System in Critically Affected Chemical Area (pg. 42-50)

Ordinance No. 7 for 2020 was read by title only.

Motion to approve Ordinance No. 7 for 2020 - Ordinance No. 1289 - Water System in Critically Affected Chemical Area made by Roll Call Vote

Motion made by Councilor Coleman, Seconded by Councilor Gourley.

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

## Reports of Committees:

## Park and Tree Committee

Sankey Park update was given by PW Director Springman. Mayor Mahler thanked the staff and volunteers on behalf of the City Council for the work completed at Sankey Park.

## Ad Hoc Committee on Health

Councilor Gourley reported the Medical Services Van is a resource for our community, but if it is not used, we will lose the service.

## Reports of City Officials:

### Mayor's Report

Mayor Mahler reported the success of Cut the Gut event.

Mayor Mahler reported the funding for the wastewater project has been lost and that City Manager Towry would be giving more details in his report.

### City Manager's Report

City Manager Towry reported he received a notice regarding HB50, that stated lottery bonds will not be sold and the 7 million that was allocated for the City of Sweet Home Waste Water Treatment Plant upgrade will not be available. Senator Girod's office has reached out to staff and is willing to guide the City thru the reapplication project.

CM Towry reported on the ODOT project noting the scope has changed drastically, staff will bring the changes to the Council by the next meeting.

Cut the Gut was a huge success. City Hall was in the running for best stop as voted by the participants. Thanks to Councilor Coleman, Gerson and Trask who volunteered. The Chamber of Commerce, Radiator Supply House and Appletree Reality did a great job putting this event together.

City Manager Towry reported the Street Sweeper is no longer functional and out of commission for the time being. Staff will be bringing a proposal for Council to review.

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

### Library Services Director

- k) Library Monthly Report for June, 2020 (pg. 51-52)

A written report was included in the packet. There were no questions of the Council.

### Community and Economic Development Director

- l) CEDD Monthly Report for June, 2020 (pg. 53-57)

A written report was included in the packet. There were no questions of the Council.

### Public Works Director

- m) PW Monthly Report for June, 2020 (pg. 58-61)

A written report was included in the packet. There were no questions of the Council.

### Finance Director

- n) Information Only - 2021 Property & Liability Insurance (pg. 62)

Finance Director Neish reported an 13 percent increase in Property and Liability Insurance. FD Neish explained a recent property appraisal and analysis increased property

values of the City and contributed to the cost increase. Council requested the City look into cost from other vendors.

Councilor Gerson asked if the Council could have a discussion on the old City Hall building.

City Attorney

None

**Council Business for Good of the Order**

**Adjournment**

With no further business, the meeting adjourned at 7:47 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder