



# CITY OF SWEET HOME CITY COUNCIL MEETING MINUTES

December 09, 2025, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

## 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.

---

## Call to Order & Pledge of Allegiance

The meeting was called to order at 6:30 PM.

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Josh Thorstad  
Councilor Chelsea Augsburger  
Councilor Ken Bronson (virtual)  
Councilor Aaron Hegge  
Councilor Angelita Sanchez

### ABSENT

Councilor Dylan Richards

### STAFF

Jason Ogden, City Manager / Police Chief  
Cecily Hope Pretty, Deputy City Manager  
Blair Larsen, City Attorney  
Angela Clegg, Planning & Building Manager  
Adam Leisinger, Special Projects Manager  
Greg Springman, Public Works Director

### GUESTS

Ryan Pasquarella, RedW

## Consent Agenda

Approval of Minutes:

- a) 2025-10-28 City Council Work Session Minutes
- b) 2025-10-28 City Council Meeting Minutes

President Pro Tem Thorstad moved to approve the Consent Agenda. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Sanchez

NAY: None

ABSENT: Richards

## Recognition of Visitors & Hearing of Petitions

There were no visitors to be heard.

## **New Business**

### a) Audit Update

City Manager Ogden introduced Ryan Pasquarella to provide an update on the City's audit.

Mr. Pasquarella stated that RedW was providing audit services for the City and was working to get the City's financial reporting up to date. He stated that the audit for the fiscal year concluding June 30, 2023 was complete. He noted that they had worked with City staff to gather documentation and that the final report was issued to the State in November 2025 and that his firm had begun work on the following year's audit. He stated that the auditors issued an unmodified ("clean") opinion in which all of the numbers may not be fully correct but that there were no material errors discovered in the City's financial information based on sampling. He noted that there were findings similar to the prior fiscal year's findings including two material weaknesses which meant that the auditors were needed to discover the material errors; the weaknesses were related to the timing of the audits and budget compliance related to appropriations and errors in the budget itself; and to account reconciliation between accounts payable, accounts receivable, and liabilities. He noted that the City is required to approve a Plan of Action to correct the weaknesses. He stated that the auditors had received approximately 80% of the requested information for the Fiscal Year 2024 audit and he anticipated that it would be completed more quickly than the prior year.

Councilor Sanchez asked of the discrepancy of \$89,000 for fixed assets. Mr. Pasquarella stated that there were many reasons not to record an amount and it was categorized as a past adjustment that was non-material. Councilor Sanchez asked of comments related to controls. Mr. Pasquarella replied that the internal year-end reconciliation process needed to be improved. Councilor Sanchez asked if the City was still in non-compliance for the Fiscal Year 2024 audit. Mr. Pasquarella replied that it had been due December 31, 2024. He added that best practice was to have the City's books provided to the auditors in September of the year it was due in order to meet the State's required timeline.

Deputy City Manager Pretty stated that Finance Director Matt Brown would provide a Plan of Action for City Council's approval in January.

No action was required for this item.

## **Reports of Committees**

Community Health Committee – Councilor Bronson

- a) • 2025-11-19 Community Health Committee Meeting Minutes

Library Advisory Board – Councilor Augsburger

- a) • 2025-11-13 Library Board Work Session Minutes
- b) • 2025-11-13 Library Board Meeting Minutes

Park & Tree Committee – Councilor Hegge

- a) • 2025-10-15 Park & Tree Committee Meeting Minutes
- 2025-11-19 Park & Tree Committee Meeting Minutes

Planning Commission

- a) • 2025-09-18 Planning Commission Meeting Minutes

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Chamber of Commerce – Councilor Hegge

Solid Waste Advisory Council – Councilor Richards

Councilor Hegge thanked the Beautification for installing lollipop planters for the holiday seasons and the Public Works Department for the holiday décor.

## **Department Reports**

### Library

- a) • Library Report – October & November 2025

### Planning & Building

- a) • Planning & Building Report – October & November 2025

### Public Works

- a) • Public Works Report – October & November 2025

### Finance

- a) • Finance Report – October & November 2025

### Police

- a) • Police Department Report – October & November 2025

City Manager Ogden stated that Director Springman would be retiring at the end of December but that he would be providing part-time support on a contractual basis to assist with the transition and provide guidance for the wastewater treatment plant project. He expressed his gratitude for Director Springman.

Director Springman expressed gratitude for the opportunity to continue working with the City and thanked City Council for their support during his tenure.

Mayor Coleman highlighted Director Springman's success in bringing water and wastewater operations in-house and his support for staff development and morale. She thanked him for the improvements he brought to the City's systems.

City Manager Ogden stated that Shop with a Cop took place and thanked the community for their support. He noted that person crimes and property crimes were down significantly for the year. He stated that there were currently two vacancies on the force.

## **Reports of City Officials**

### City Manager's Report

- a) Annual Goals Update
- b) November 2025 Newsletter
- c) December 2025 Newsletter

City Manager Ogden provided an update on the status of the Fiscal Year 2026 City Council and City Manager goals.

Councilor Hegge recommended that Councilors visit local parks to view the benches made by Public Works.

City Manager Ogden asked the City Council to begin thinking about their proposed goals for the next fiscal year.

### Mayor's Report

Mayor Coleman thanked the Police Department and the Fire District for hosting holiday events. She reviewed local events that had taken place since the last Council meeting and upcoming events.

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

There was no business to be heard.

**Adjournment**

There being no further discussion, the meeting was adjourned at 7:13 PM.

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder

DRAFT