



# CITY OF SWEET HOME CITY COUNCIL MINUTES

March 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.

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## 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, choose option #1 and enter the 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 Susan Coleman  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Dylan Richards  
Councilor Josh Thorstad

### ABSENT

President Pro Tem Greg Mahler

### STAFF

City Manager Kelcey Young  
Communications Manager Adam Leisinger  
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  
Police Chief Jason Ogden

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

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

### **Consent Agenda:**

Motion to approve the Consent Agenda made by Councilor Richards, Seconded by Councilor Thorstad.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

- a) \*Request for Council Action - Mahler WRF Dewatering Equipment contingency budget

### **Approval of Minutes:**

- a) 2023-02-28 City Council Minutes
- b) 2023-03-01 City Council Meeting - SP
- c) 2023-03-01 City Council Training Minutes

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

- a) Water Quality and Operator Award Presentation

City Manager Kelcey Young presented Operators Chris Patton the Wastewater Operator of the Year Award and Jaegar Howatt Water Operator of the Year Awards.

The City of Sweet Home also received the Best Tasting Surface Water in Oregon Award and The Best Tasting Overall Water in Oregon Award from the Oregon Association of Water Utility (OAWU).

- b) Sweet Home Police Swearing In - Sergeant Geoff Hamlin

City Manager Kelcey Young swore in Office Geoff Hamlin as Sergeant. Sergeant Hamlin's children completed the pinning ceremony on Sergeant Hamlin.

### **Old Business:**

None

### **New Business:**

- a) Parks System Master Plan Contract

Community and Economic Development Director presented the Parks System Master Plan Contract with Cameron McCarthy Landscape following the RFP completed in February 2023.

Motion made to approve the contract with Cameron McCarthy Landscape for a Parks System Master Plan by Councilor Richards, Seconded by Councilor Trask.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

- b) Request for Council Action - Mahler WRF Interim Improvement Project Contract Award

Public Works Director Springman announced construction began this week and photos were submitted on the project.

An RFP closed on March 2nd and two bids were received. Bodie Construction submitted the low bid. Bodie Construction will perform all mechanical and electrical for the belt press.

Public Works Director Springman stated this is part of the \$7M state earmark funds and expected to be completed by June 30, 2023.

Councilor Sanchez stated a Conflict of Interest and recused herself from the vote.

Motion made to authorize the Interim Improvement Project Contract with Bodie Construction for the Mahler WRF Improvement plans by Councilor Richards, Seconded by Councilor Gourley.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Richards, Councilor Thorstad

Voting Abstaining: Councilor Sanchez (Conflict of Interest)

- c) Request for Council Action - Zone Map Amendment and Comprehensive Plan Map Amendment Applications for Signature

Community and Economic Development Director presented the request to authorize the City Manager to sign application for a zone change. A public zone was created during the in development code update. Currently all public properties are in different zones, mostly residential zones, this caused delays and extra complexity in projects. The public zone will simplify process. The School District and the Fire District may also include their properties in the new zone.

The decision today is just authorization of the signature on the application. The Land Use process will be followed thru the Planning Commission and their recommendation will be brought to City Council for approval.

Motion made to authorize the City Manager to sign the Zone Change Application by Councilor Gourley, Seconded by Councilor Trask.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

## **Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

None

Second Reading of Ordinance Bills

- a) Request for Council Action – Ordinance No. 8 for 2023 – Sweet Home Ordinance Establishing the Public and Traffic Safety Committee.

Ordinance Bill No. 8 for 2023 was read by title only.

Motion to move Ordinance Bill No. 8 for 2023 to third and final reading made by Councilor Trask, Seconded by Councilor Richards.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance No. 7 for 2023 - Ordinance No. 1313 - An Ordinance Adding to the Sweet Home Development Code Sweet Home Municipal Code Chapter 17.75 Mobile Food Units and Amending the Sweet Home Municipal Code §17.16.020, §17.18.020, §17.20.020, §17.25.020, and §17.26.020: Mobile Food Unit or Mobile Food Unit Pod, Subject to Chapter 17.75.

Ordinance Bill No. 7 for 2023 - was read by title only.

Motion made by Councilor Gourley, Seconded by Councilor Richards.

Voting Yea: Mayor Coleman, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Richards, Councilor Thorstad

## **Reports of Committees:**

### **Citizen Advisory Committees:**

#### Ad Hoc Committee on Health

Councilor Gourley reported the Ad Hoc Committee on Health is moving forward with discussion on engagement.

#### Ad Hoc Committee on Arts and Culture

Councilor Gourley reported the next Ad Hoc Committee on Arts and Culture meeting will be 4 pm on Tuesday, March 21st at City Hall.

#### Park and Tree Committee

A flier was presented to announce an Arbor Day celebration on April 15th from 10am - 2pm at Northside Park.

- a) Arbor Day Celebration Flyer

### **Council subcommittees: None**

### **Council Reports: Non City Committees: None**

## **Reports of City Officials:**

#### City Manager's Report

City Manager Kelcey Young announced and Administration, Finance, and Property Committee on March 23<sup>rd</sup> at 4pm.

Library Services Director Dazey was elected Vice Chair for the Public Library Board for Oregon Library Association and was congratulated by CM Young.

City Manager Young reported she is still working on funding request to Senator Wyden and Senator Merkley. The request would include projects such as the Library Community Services Building Complex, The Mahler Water Reclamation Plant, revitalization of old City Hall and formation of a downtown plaza, and support of small business. Community input will be sought moving forward when any funds are pledged.

A reminder of City Council training on Sat March 18th from 10am - 2pm was given.

City Manager Young gave a Chamber Banquet report.

Starting May 20<sup>th</sup>, the City is organizing a Saturday Market and community yard sales.

#### Mayor's Report

Mayor Coleman announced she will be attending a "Talk Trash" event to discuss solid waste.

Mayor Coleman advised the Council to review emails settings to be sure they are receiving notices from City Manager Young.

Mayor Coleman reported on the Chamber Annual Awards Banquet and congratulated all of the well deserved award recipients.

City Manager and Mayor Coleman attended a Rural Development Initiative (RDI) event and encouraged any emerging leaders to get involved.

Mayor Coleman stated several Councilors have asked for information on the recent structure fires. Mayor Coleman will set up a meeting with the Fire District.

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

#### Library Services Director

Library Services Director Megan Dazey reported on a grant received from OHSU School of Nursing. The grant would incentivize walking groups for up to two years. Walking groups increase awareness of community, increase relationships and companionship, and increase health. Fit bits and cash incentives to those who participate.

- a) Library Director's Report February 2023

Community and Economic Development Director

- a) Community and Economic Development Director's Report February 2023

Public Works Director

- a) Public Works Director's Monthly Report February 2023
- b) MWRF Monthly Report

City Attorney

No Report

**Council Business for Good of the Order**

**Adjournment**

The meeting adjourned at 7:08 PM.

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Mayor

ATTEST:

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City Manager – Ex Officio City Recorder