



CITY OF SWEET HOME CITY COUNCIL MINUTES

January 28, 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
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Jason Ogden, City Manager Pro Tem / Chief of Police
Cecily Hope Pretty, Assistant City Manager Pro Tem
Blair Larsen, City Attorney
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Adam Leisinger, Special Projects Manager

MEDIA

Sarah Brown, The New Era

GUESTS

Rejeana Hayes, 550 5th Avenue, Sweet Home, Oregon 97386

Consent Agenda

Approval of Minutes:

- a) 2025-01-14 City Council Work Session Minutes
- b) 2025-01-14 City Council Meeting Minutes
- c) 2025-01-23 City Council Executive Session Minutes

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

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

ABSENT: Richards

Recognition of Visitors & Hearing of Petitions

Rejeana Hayes expressed concern with traffic safety at 5th Avenue and Elm Street. City Manager Pro Tem Ogden stated he would assign the Traffic Safety Officer to investigate.

Old Business

There was no old business to be heard.

New Business

a) Mayoral Action – Board, Committee & Commission Liaison Appointments

Mayor Coleman stated that the Ad Hoc Committee on Arts and Culture would be closed. She made the following appointments:

- Administration, Finance & Property Committee: President Pro Tem Thorstad, Councilor Augsburger, Mayor Coleman
- Community Health Committee: Councilor Bronson
- Library Advisory Board: Councilor Augsburger
- Park & Tree Committee: Councilor Hegge
- Traffic Safety Committee: President Pro Tem Thorstad & Councilor Richards
- 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 Committee: Councilor Richards

Mayor Coleman stated she would be opening the Charter Review Committee and it would consist of seven members. She noted that they would be tasked with reviewing the Sweet Home Charter for items consisting of but not limited to:

- Mayoral role, term, appointment, etc.
- Councilors' term of office end date
- Reading of Ordinances
- Filling Council vacancies
- Oath of Office
- Management of City Attorney and Municipal Judge
- Quorum definition
- Clarification on the agenda-setting process

Mayor Coleman stated that the Committee would consist of one current Councilor, one former Councilor, and five community members. She stated that the Committee would present their recommendations to Council for review and potential referral to the ballot. She appointed the following Committee Members:

- Gary Jarvis (Community Member)
- Melanie Jones (Community Member)
- Kristin Adams (Community Member)
- Mike Reynolds (Community Member)
- Jeff Parker (Community Member)
- President Pro Tem Thorstad (Current Councilor)
- Lisa Gourley (former Councilor)

b) Request for Council Action – Resolution No. 1 for 2025 – Appropriating Funds

City Manager Pro Tem Ogden stated that the Library received a large donation in December 2024 and it was discovered that the Library Fund did not contain the full amount of previous donations to the Library. He noted that the original donations were moved out of the Library Fund during a budgetary restructuring in 2022 under a previous City Manager Pro Tem and the Resolution would restore the funding to the Library for capital outlay.

Mayor Coleman thanked staff for proposing to restore the funds.

Councilor Sanchez moved to approve Resolution No. 1 for 2025. President Pro Tem Thorstad seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

c) Request for Council Action – Resolution No. 2 for 2024 – Calling an Election Renewing the Police Services Levy

City Manager Pro Tem Ogden stated that the Resolution would allow the City to place the Police Services Levy on the ballot for a five-year renewal at the current level of \$7.85 per \$1,000 of assessed value. He noted that the current levy would expire on June 30, 2026.

Councilor Sanchez moved to approve Resolution No. 2 for 2025. Councilor Bronson seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

d) Request for Council Action – Resolution No. 3 for 2024 – Calling an Election Renewing the Library Services Levy

City Manager Pro Tem Ogden stated that the Resolution would allow the City to place the Library Services Levy on the ballot for a five-year renewal at the current level of \$1.17 per \$1,000 of assessed value. He noted that the current levy would expire on June 30, 2026.

President Pro Tem Thorstad moved to approve Resolution No. 3 for 2025. Councilor Sanchez seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

e) Request for Council Action – Resolution No. 4 for 2025 – Appointing a Budget Officer

City Manager Pro Tem Ogden stated that appointment of a Budget Officer was an annual requirement under Oregon State Law and that the Resolution would appoint Matt Brown, Finance Director, as the budget officer for the next fiscal year.

Councilor Bronson moved to approve Resolution No. 4 for 2025. Councilor Augsburger seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

f) Request for Council Action – Resolution No. 5 for 2025 – Appointing a City Manager Pro Tem

City Manager Pro Tem Ogden stated that the Resolution would appoint a new City Manager Pro Tem, which was required due to term limits set by the Sweet Home Charter. He noted that his term would expire on February 7, 2025. He stated that the Resolution would appoint Cecily Hope Pretty, current Assistant City Manager Pro Tem, effective February 8, 2025.

Councilor Bronson moved to approve Resolution No. 5 for 2025. President seconded the motion. The motion carried by the following vote:

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

ABSENT: Richards

Reports of Committees

Ad Hoc Committee on Arts & Culture

Administration, Finance & Property Committee

Community Health Committee

- a) 2025-01-22 Community Health Committee Meeting Minutes

Library Advisory Board

Park & Tree Committee

- a) 2025-12-18 Park & Tree Committee Meeting Minutes

Public & Traffic Safety Committee

Area Committee on Transportation

Chamber of Commerce

Council of Governments

Solid Waste Advisory Council

There were no reports to be heard.

Department Reports

Planning & Building Manager

- a) Planning & Building Manager Report – December 2024

Public Works Director

- a) Mahler Water Reclamation Facility Optimization Summary

Director Springman highlighted the inclusion of a report outlining recent improvements to the wastewater treatment plant.

Reports of City Officials

City Manager's Report

City Manager Pro Tem Ogden provided an update on a grant for additional housing at FAC and noted that some housing had already been installed on site. He asked Public Works for their support of the project. He highlighted the implementation of an internal communication policy to enhance public communication regarding Public Works projects. He stated that he would work to reschedule the Councilors' headshots. He thanked the City Council for their commitment to attending multiple Work Sessions.

Mayor's Report

Mayor Coleman thanked City Manager Pro Tem Ogden for the implementation of the communication policy. She highlighted the upcoming Chamber of Commerce banquet on February 8, 2025. She stated that she had been collaborating with the Sweet Home School District on a pilot project to improve local literacy rates, including through the use of volunteers who would read to children.

Council Business for Good of the Order

Councilor Sanchez asked of the timing for a Work Session regarding potential Charter amendments. Assistant City Manager Pro Tem Pretty replied that the Work Session was tentatively scheduled for February 11th. Councilor Sanchez thanked Special Projects Manager Leisinger for representing Sweet Home at the League of Oregon Cities' City Day at the capitol earlier in the day.

Councilor Hegge thanked City Manager Pro Tem Ogden for stepping up as Pro Tem for the prior six months.

Adjournment

There being no further discussion, the meeting was adjourned at 6:58 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

DRAFT