



# CITY OF SWEET HOME CITY COUNCIL MINUTES

May 23, 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 and enter the Meeting ID: 226 531 982#

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  
President Pro Tem Greg Mahler  
Councilor Dave Trask  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Dylan Richards (left at 6:59 PM)  
Councilor Josh Thorstad

### **STAFF**

City Manager Kelcey Young  
Community and Economic Development Director Blair Larsen  
Public Works Director Greg Springman  
City Attorney Robert Snyder  
Communications Manager Adam Leisinger  
Library Services Director Megan Dazey  
Chief of Police Jason Ogden  
Finance Director Matt Brown

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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.*

Mayor Coleman asked the Council to reflect on why they are there, to consider the requests and make decisions for the community. She also asked for a Moment of Silence for Administrative Services Manager Julie Fisher's father who has passed away.

### **Consent Agenda:**

The Economic Development Support Grant was moved from the Consent Agenda for discussion.

Motion to approve the Consent Agenda made by Councilor Trask, Seconded by Councilor Gourley.

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

- a) Request for Council Action - Resolution No. 13 for 2023 - Tune it Up Tuesdays
- b) Request for Council Action - Icebox Cook-off Public Address System Application
- c) Request for Council Action - Professional Credit Services Contract
- d) Request for Council Action - Agreement with the Sweet Home Senior Center for the Transportation Program
- e) Request for Council Action – Resolution No. 14 for 2023 Council Compensation
- f) Request for Council Action - Safe Routes to School Hwy 228/2nd Avenue Pedestrian Crossing Construction Contract

### **Approval of Minutes:**

- a) 2023-04-25 City Council Minutes
- b) 2023-06-09 City Council Minutes
- c) 2023-05-09 City Council Minutes – WS

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

- a) Rural Development Initiative Presentation

Hiede Khokhar and Cayla Catino with Rural Development Initiative presented on bringing Community Leadership Training to Sweet Home. The program is centered on getting community involvement. The program helps develop skills to complete a project and develop a pipeline of leaders. The hope is that these leaders would continue to be more active in the community. The program will include a youth mentorship. So far 10 people have showed interest in the program. RDI will continue outreach to seek out additional cohorts and future trainers to continue the program. Additional grant funding may be available to match the funds given by the City of Sweet Home. The budget for the program was presented, the total of \$65,000 was discussed. RDI was asking for in-kind donation for the use of Sweet Home Senior Center and \$12,500 for continuation of the program.

Mayor Colman thanked RDI for the presentation and ask if the Council would like the ask to be added to the Agenda for the next City Council meeting.

### **New Business:**

- a) Information Only – Economic Development Event Support Grant Process

City Manager Young gave a staff report on the Economic Development Event Support Grant. CM Young explained the Council requested staff to create a process for supporting events that have an economic development benefit. CM Young explained the process is

operational and does not need Council vote, however, when an application is submitted, Council will vote on the applications. Councilor Mahler wanted to add that all days of the event will be open to the public and the event would be on public property. CM Young stated she would add questions on location and accessibility, however it would not be added as a requirement. Councilor Sanchez added that she did not want to see limitations on the application.

- b) Public Hearing - to Receive Public Comment on the Use of State Revenue Sharing Funds - Resolution No. 8 for 2023 - A Resolution Declaring the City's Election to Receive State Revenues

The Public Hearing was opened at 7:00 PM. Mayor Coleman read the Public Hearing Process. The question was asked on Conflict of Interest, Ex Parte Interest, and Bias. There were none.

Finance Director Matt Brown gave a staff report on State Revenue Sharing Funds and stated the Public Hearing was to allow public comment.

Public Comment: None

The Public Hearing was closed at 7:02 PM.

Motion made to approve Resolution No. 8 for 2023 by President Pro Tem Mahler, Seconded by Councilor Gourley.

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

Councilor Richards (Absent)

- c) Request for Council Action - Resolution No. 9 for 2023 - A Resolution Certifying the City Provides Four or More Services in Order to Receive State Revenues

Motion to approve Resolution No. 9 for 2023 made by Councilor Gourley, Seconded by Councilor Thorstad.

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

Councilor Richards (Absent)

- d) Public Hearing - Resolution No 10 for 2023 - Adopting a Budget for 2023-2024, Making Appropriations and Levying Taxes

The Public Hearing was opened at 7:05 PM. Mayor Coleman read the Public Hearing Process. The question was asked on Conflict of Interest, Ex Parte Interest, and Bias. There were none.

Finance Director Matt Brown gave the staff report and noted the tax levy rate for the police department was approved at a lower rate compared to last year. Kelcey Young added all services for the Police Department including an additional officer will be included within the lower tax rate. Finance Director Brown stated he is finalizing the budget document with all the changes to the fund structures and will have that to the City Manager to send out to the Council and add to the website early next week.

The floor was opened for public comment, there was none.

The Public Hearing was closed at 7:07 PM.

Motion to approve Resolution No. 10 for 2023 approving the FY 23 Budget

Motion made by Councilor Gourley, Seconded by Councilor Thorstad.  
Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad  
Councilor Richards (Absent)

- e) Request for Council Action - Resolution No. 11 for 2023 - A Resolution Certifying the City Complies with Sections of ORS 475B Related to Marijuana Sales Inside City Limits.

Motion to approve Resolution No. 11 for 2023

Motion made by President Pro Tem Mahler, Seconded by Councilor Gourley.  
Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad  
Councilor Richards (Absent)

- f) Public Hearing - Application for Naming Publicly Owned Facilities - Graybill Plaza  
This item was pulled from the Agenda.

## **Ordinance Bills**

### Request for Council Action and First Reading of Ordinance Bills

- a) Public Hearing - Ordinance Bill No. 11 for 2023 - Redwood Street Vacation of Right-of-Way  
The Public Hearing was opened at 7:10 PM. Mayor Coleman read the Public Hearing Process. The question was asked on Conflict of Interest, Ex Parte Interest, and Bias. There were none.

Community and Economic Development Director presented the staff report to review the request to vacant a portion of Redwood Street. The criteria was reviewed and it was discussed that development of the street would be cost prohibitive. The Planning Commission recommended approval of the ROW vacation. All of the surrounding properties have also stated their approval.

The floor was open for public comment and there was none. There was no testimony in support, opposition or neutral testimony.

The Public Hearing was closed at 7:15 PM.

Motion to approve Ordinance Bill No. 11 for 2023 and move to first reading

Motion made by President Pro Tem Mahler, Seconded by Councilor Trask.  
Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad  
Councilor Richards (Absent)

Ordinance Bill No. 11 for 2023 was read in its entirety.

Motion to move Ordinance Bill No. 11 for 2023 to second reading by title only made by President Pro Tem Mahler, Seconded by Councilor Trask.  
Voting Yea: Mayor Coleman, President Pro Tem Mahler, Councilor Trask, Councilor Gourley, Councilor Sanchez, Councilor Thorstad

Councilor Richards (Absent)

Ordinance Bill No. 11 for 2023 was read by title only.

Motion to move Ordinance Bill No. 11 to third and final reading made by President Pro Tem Mahler, Seconded by Councilor Trask.

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

Councilor Richards (Absent)

b) Public Hearing - Ordinance Bill No. 12 for 2023 - Comprehensive Plan Map Amendment

The Public Hearing was opened at 7:22 PM. Mayor Coleman read the Public Hearing Process. The question was asked on Conflict of Interest, Ex Parte Interest, and Bias. There were none.

Community and Economic Development Director presented the staff report to review the request to change the zoning designation for the City of Sweet Home, Sweet Home Fire District, and School District Properties. The zone change would change to Public Facilities Zone. In 2022, Public Facility Zone was added to SHMC. The Planning Commission held a Public Hearing and recommended approval.

The floor was open for public comment and there was none. There was no testimony in support, opposition or neutral testimony.

The Public Hearing was closed at 7:26 PM.

The Mayor reported a decrease in staff time, streamline processes and would not increase property taxes.

Motion to approve Ordinance Bill No. 12 for 2023 and move to first reading

Motion made by Councilor Gourley, Seconded by Councilor Trask.

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

Councilor Richards (Absent)

Ordinance Bill No. 12 for 2023 was read in its entirety.

Motion to move Ordinance Bill No. 12 for 2023 to second reading by title only made by President Pro Tem Mahler, Seconded by Councilor Gourley.

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

Councilor Richards (Absent)

Ordinance Bill No. 12 for 2023 was read by title only.

Motion to move Ordinance Bill No. 12 to third and final reading made by Councilor Trask, Seconded by Pro Tem Mahler.

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

Councilor Richards (Absent)

c) Public Hearing - Ordinance Bill No. 13 for 2023 - Zoning Map Amendment

The Public Hearing was opened at 7:31 PM. Mayor Coleman read the Public Hearing Process. The question was asked on Conflict of Interest, Ex Parte Interest, and Bias. There were none.

Community and Economic Development Director presented the staff report to review the request for the City of Sweet Home, Sweet Home Fire District, and School District to change the Zoning Map in conjunction with the previous zone change to Public Facility Zone. The Planning Commission held a Public Hearing and recommended approval.

The floor was open for public comment and there was none. There was no testimony in support, opposition or neutral testimony.

The Public Hearing was closed at 7:34 PM.

Motion to approve Ordinance Bill No. 13 for 2023 and move to first reading

Motion made by President Pro Tem Mahler, Seconded by Councilor Gourley.

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

Councilor Richards (Absent)

Ordinance Bill No. 13 for 2023 was read in its entirety.

Motion to move Ordinance Bill No. 13 for 2023 to second reading by title only made by Councilor Trask, Seconded by Councilor Gourley.

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

Councilor Richards (Absent)

Ordinance Bill No. 13 for 2023 was read by title only.

Motion to move Ordinance Bill No. 13 to third and final reading made by President Pro Tem Mahler, Seconded by Councilor Thorstad.

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

Councilor Richards (Absent)

- d) Request for Council Action - Ordinance No. 15 for 2023 - Amendments to Sweet Home Municipal Code

City Attorney Snyder reported there are two amendments to the Sweet Home Municipal Code to add the City of Sweet Home as a publisher, the second updates language to match new zoning laws.

Motion made to approve Ordinance Bill No. 15 for 2023 by President Pro Tem Mahler, Seconded by Councilor Gourley.

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

Councilor Richards (Absent)

Ordinance Bill No. 15 for 2023 was read in its entirety

Motion to move Ordinance Bill No 15 for 2023 to second reading made by President Pro Tem Mahler, Seconded by Councilor Thorstad.

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

Councilor Richards (Absent)

Motion to move Ordinance Bill No. 15 for 2023 to third and final reading made by Councilor Trask, Seconded by President Pro Tem Mahler.

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

## Second Reading of Ordinance Bills

### Third Reading of Ordinance Bills (Roll Call Vote Required)

- a) Ordinance Bill No. 9 for 2023 - Ordinance 1316 - Sweet Home Ordinance Amending Chapter 4 of the City of Sweet Home Comprehensive Plan and Adopting a Housing Needs Analysis.

Ordinance Bill No. 9 for 2023 - Ordinance 1315 - Sweet Home Ordinance Amending Chapter 4 of the City of Sweet Home Comprehensive Plan and Adopting a Housing Needs Analysis was read by title only.

Motion to approve Ordinance Bill No. 9 for 2023 - Ordinance No. 1315 made by President Pro Tem Mahler, Seconded by Councilor Gourley.

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

- b) Ordinance Bill No. 10 for 2023 - Ordinance No. 1316 - An Ordinance Amending the Official Zoning Map.

Ordinance Bill No. 10 for 2023 was read by title only

Motion to adopt Ordinance Bill No. 1 for 2023 - Ordinance No. 1316

Motion made by Councilor Gourley, Seconded by Councilor Trask.

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

Councilor Richards (Absent)

### **Reports of Committees:**

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

Councilor Gourley reported the Western University students presented the results from the community survey. Those results and their presentation can be viewed on the City's website as that meeting was recorded.

#### **Ad Hoc Committee on Arts and Culture**

Councilor Gourley reported the Ad Hoc for Art and Culture has been meeting since February. She reported they have made progress in just a short amount of time. They are focusing on Main Street.

City Manager Young reported a possible sponsor to provide color consulting, paint, and national press for the project. A NW color pallet will showcase our downtown businesses. Volunteers will be needed for this project. In addition, volunteers have stepped up to help paint some of the residences in our downtown corridor.

CM Young thanked the Beautification Committee for the flowers in the downtown, the Police Department who have been doing additional patrols, the Public Works department who have been pressure washing and cleaning, and the Sweet Home Public Library who may be doing downtown story walks. CM Young stated the city is poised well for a major downtown revitalization.

#### **Administrative and Finance/Property**

#### **Traffic Safety Committee**

Mayor appointed Councilor Thorstad to the Traffic Safety Committee. Councilor Richards is chair of that committee.

#### **Area Commission on Transportation**

#### **Chamber of Commerce**

#### **Charter Review Committee**

#### **Council of Governments**

#### **Library Advisory Board**

#### **Park and Tree Committee**

#### **Solid Waste Advisory Council**

Mayor Coleman will attend the Solid Waste Advisory meeting next week and have a report for the Council.

#### Youth Advisory Council

Mayor Coleman reported the YAC had a meeting. The next meeting will be June 27th at 4pm.

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

#### City Manager's Report

CM Young thanked the Council for all the work they have done during this meeting. She thanked the staff, Budget Committee and Finance Director Brown for the adoption of the Budget.

The Rabbit Run was successful and will enable the city to create a new community garden.

The Community Market has been very successful and will be going on each Saturday.

Staff is working on developing camping at Quarry Park. Staff will be coming forward with an official naming application for this property. This area will need a wetland delineation and DEQ approval for any development. The Park and Tree Commission and the community will be brought in for input.

CM Young thanked Rep. Jamie Cate for aid in funding request for the WWTP and other Projects which look promising.

City Manager Young thanked staff and reported city staff puts in a lot of hours and work non-stop. She asked that everyone be kind to staff and stated staff receive a lot of negativism over the phone, in person, and thru social media. She reminded the community that when they see a police officer, a public works worker, or a front counter staff, that a lot of work goes on behind the scene and to please be courteous.

She also reminded the Council to be courteous to each other, as we are trying to elevate the image of Sweet Home.

#### Mayor's Report

Mayor Susan Coleman thanked CM Young for the work she did to make the Rabbit Run and the Community Market happen.

Mayor Coleman acknowledged Will Garrett and Mike White of Best Damn Barbecue Sauce for a world championship award. Mayor Coleman stated this award is a big deal and very exciting.

Mayor Coleman thanked the Council for the work they do and reminded the Council that disagreements can be good, but should be done in a courteous and respectful manner.

### **Department Director's Reports**

#### Library Services Director

- a) Library Director's Report April 2023

#### Community and Economic Development Director

- a) Community and Economic Development Department Monthly Report April 2023

#### Public Works Director

- a) Public Works Monthly Report
- b) Mahler WRF Improvement Project monthly report

#### Finance Director

#### Police Chief

- a) Police Department Monthly Report April 2023



City Attorney

No Report

**Council Business for Good of the Order**

There was discussion on ODOT work and additional paint and signage that is needed.

The speed signs were discussed and it was reported batteries were being replaced and repairs were being made.

City Manager Young was thanked again for the Rabbit Run and the Community Market. It was suggested to find a way to keep cats from the Community Garden plots.

**Adjournment**

The meeting adjourned at 8:05 PM.



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Mayor

ATTEST:



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City Manager – Ex Officio City Recorder