

**SWEET HOME CITY COUNCIL
MEETING MINUTES**

November 14, 2017

Mayor Mahler called the meeting to order at 6:30 p.m. in the City Hall Annex. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, City Attorney Robert Snyder, Police Chief Jeff Lynn, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Finance Director Pat Gray, Library Services Director Rose Peda and Recording Secretary Julie Fisher

Visitors Registered to Speak: George Medellin

Media: None

Roll Call:	Councilor Briana	P	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P		

Consent Agenda: Motion was made to approve the Consent Agenda as amended. (Gerson/Goble)

Items on the consent agenda are as follows:

Approval of Minutes:
October 24, 2017 City Council Minutes
November 7, 2017 City Council ES Minutes

Recognition of Visitors & Hearing of Petitions

George Medellin
1661 Long Street
Sweet Home, OR 97386

Mr. Medelli with the SBDC(Small Business Development Center) introduced himself. They provide no cost business advertising, classes for small business and other services. On January 16, 2018 there will be a “Small Business Management” class and on January 26, 2018 a “Going into Business” class at Key Bank.

Old Business:

Investment Advisory Services Update

Finance Director Gray introduced the draft policy for review and explained that the City needs to update our investment policy and to have a policy in place for the future. After review by Council, the draft will be sent to the Oregon Treasury Office for review prior to being adopted by Council.

Motion to approve the Investment Policy – 2017 Draft (Coleman/Briana) Motion carried 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

New Business:

City Manager One Year
Performance Evaluation

City Manager Towry provided copies of the final City Manager One Year Performance Evaluation.

Motion to Approve the City Manager’s Evaluation (Gerson/Coleman) Motion carried 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Introduction, First and Second Reading of Ordinance Bills:

Introduction:
Request for Council Action –
Ordinance No. 14 for 2017 – An
Ordinance Amending Sweet Home
Transient Lodging Tax Ordinance.

Ordinance No. 14 for 2017 – An Ordinance Amending Sweet Home Transient Lodging Tax Ordinance was introduced by Finance Director Pat Gray and it was explained that the update to the ordinance would allow the State to collect the tax for us.

Motion to move Ordinance No. 14 to first reading (Trask/Gourley) 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Ordinance No. 14 was moved to first reading.

First Reading:
Request for Council Action –
Ordinance No. 14 for 2017 – An
Ordinance Amending Sweet Home
Transient Lodging Tax Ordinance.

Ordinance No. 14 for 2017 – An Ordinance Amending Sweet Home Transient Lodging Tax Ordinance was read in its entirety.
Motion to move Ordinance No. 14 to second reading (Briana/Coleman) 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Ordinance No. 14 was moved to second reading on November 28, 2017.

Second Reading:
Request for Council Action –
Ordinance No. 12 for 2017 - An
Ordinance Amending Water Service
Rates, And Related Matters
Ordinance

Ordinance No. 12 for 2017 – An Ordinance Amending Water Service Rates, And Related Matters Ordinance was read by title only.
Motion to move Ordinance No. 12 to Third and Final reading (Gerson/Briana) 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Ordinance No. 12 was moved to Third and Final reading on November 28, 2017.

Request for Council Action –
Ordinance No. 13 for 2017 - An
Ordinance Amending Sweet Home
Municipal Code Chapter 13.08,
Sewer Service System

Ordinance No. 13 for 2017 – An Ordinance Amending Sweet Home Municipal Code Chapter 13.08, Sewer Service System was read by title only.

Motion to move Ordinance No. 13 to Third and Final reading (Gerson/Coleman) 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Ordinance No. 13 was moved to Third and Final reading on

November 28, 2017.

Third and Final Reading of Ordinance Bills:

Ordinance Bill No. 11 for 2017 – Sweet Home Ordinance Amending Public Trees, Shrubs and Bushes Ordinance with Expediency Clause

Motion to Approve Ordinance Bill No. 11 for 2017 – Ordinance No. 1265 – Sweet Home Ordinance Amending Public Trees, Shrubs and Bushes Ordinance with Expediency Clause (Gerson/Coleman)

Roll Call Vote

Councilor Goble	Aye
Councilor Coleman	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye
Councilor Trask	Aye
Councilor Briana	Aye
Councilor Gerson	Aye

Resolutions:

Request for Council Action – Resolution No. 25 for 2017 - A Resolution Establishing Salary Schedules for Non-Represented General Employees

Motion to approve Resolution No. 25 for 2017 with Exhibit A - A Resolution Establishing Salary Schedules for Non-Represented General Employees (Trask/Goble) Motion carried 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Request for Council Action – Resolution No. 26 for 2017 - A Resolution to Designate City Property as Surplus and Authorize its Lawful Disposal

Motion to approve Resolution No. 26 for 2017 - A Resolution to Designate City Property as Surplus and Authorize its Lawful Disposal with proceeds to be deposited in the Parks Special Revenue Fund (Trask/Gourley) Motion carried 7 Ayes, 0 Opposed, 0 Vacant, 0 Absent

Committee Reports:

Administration & Finance/ Property Committee	None
Public/Traffic Safety	None
Public Works	None

City Boards/Committees:

Chamber of Commerce	Councilor Coleman reported on the Chamber's Open House.
Fire District	Councilor Trask announced the Fire District received a new medic

unit and are having a new tender built. They also specked and ordered a new rescue unit and ordered SCBA (self-contained breathing apparatuses) that cost over \$70,000.

Park& Tree Commission

Councilor Trask announced the first combined Park and Tree Commission is November 15th at 8:30am.

Y.A.C.

None

Ad Hoc Committee
Community Healthcare

Councilor Gourley gave an update on the Zombie Zoup. Finance Director Gray announced \$1200 was raised during the event.

Regional Boards/Committees:

Area Commission on
Transportation (ACT)

None

COG

None

Solid Waste Advisory
Council (SWAC)

None

Mayor's Report

Mayor Mahler thanked staff who helped with the Veterans Day Ceremony and thanked the City employees who have served our Country.

City Manager's Report

City Manager Ray Towry asked Council if they would like to cancel the City Council meeting scheduled for December 26, 2017. By Consensus the Council agreed to cancel that meeting.

City Manager Towry reviewed the recruitment schedule for the Finance Director position and asked if any of the Councilors would like to be included on the interview panel. Councilor Trask and Councilor Gerson both indicated they would.

The Council agreed to meet at 5:30pm on November 28, 2017 to have a brief training on using their laptops.

City Manager Towry asked the Council to consider the Council Rules and it was requested by Council that they be on the next Agenda.

City Manager Towry announced a Public Hearing on November 28th at 10am at the Linn County Commissioners office regarding the Knife River Property.

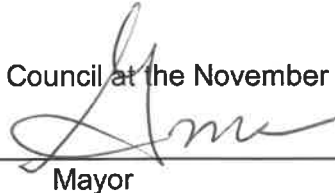
Department Directors Reports:

Finance Director	Finance Director Gray talked about the report submitted in the packet and stated new customers were added to the report. The City check register was reviewed. FD Gray reported the last Kiosk from the HEAL Grant was placed at the East Linn Museum with plans to replace the flyers monthly to keep them current. FD Gray announced the Court software will be changing by January 15 th .
Library Director	Library Director Rose Peda referred to the statistics provided in the packet. LD Peda announced a new Linn Libraries Consortium partner, the Health Care Occupational Library.
Community and Economic Development Director	CEDD Jerry Sorte talked about the report he submitted in the Council packet. He explained the value listed for building permits gives an idea of the amount of development happening in the community. CEDD Sorte gave an update on the Code Audit.
Police Chief	Chief Lynn referred Council to the statistics that were provided in the packet. Chief Lynn also announced the Teen Sharing Tree applications are available.
Public Works	PWD Greg Springman referred the Council to the Project Update provided in the packet. PWD Springman announced the new Parks Crew Lead, Stetson Wallis, will start on November 20 th .
City Attorney	None

With no further business the meeting adjourned at 8:47 PM.

Adjournment:

The foregoing is a true copy of the proceedings of the City Council at the November 14, 2017 regular City Council Meeting.



Mayor

ATTEST:



City Manager – Ex Officio City Recorder