

SWEET HOME CITY COUNCIL
MEETING MINUTES

August 23, 2016

Mayor Gourley called the meeting to order at 7:30 p.m. in the City Hall Annex. The Pledge of Allegiance was given.

Staff Present: City Manager Pro Tem Christy Wurster, City Attorney Robert Snyder, Finance Director Pat Gray, Library Services Director Rose Peda, Police Chief Jeff Lynn, Public Works Director Mike Adams, and Recording Secretary Julie Fisher

Registered Visitors: Jo Ann McQueary, Bill Matthews, Vince Adams, Dick Knowles, Katrina Crabtree, Theresa Brown, Linda Iljin, Scott McDowell

Media: Sean Morgan, The New Era
Alex Paul, Albany Democrat Herald

Roll Call:	Councilor Gerson	P	Councilor Mahler	P
	Councilor Goble	P (7:32pm)	Councilor Trask	P
	Councilor Goodwin	AB EX	Councilor Underwood	AB EX
	Mayor Gourley	P		

Approval of City Council Meeting Minutes: **Councilor Mahler made a motion to approve the August 1, 2016 City Council Special Meeting Minutes, August 9, 2016 City Council Meeting Minutes and August 9, 2016 City Council Special Meeting Minutes as submitted with Councilor Trask seconding. Question was called and the motion passed with 4 ayes, 0 opposed, and 3 absent (Goble, Goodwin, and Underwood).**

Old Business: None

Recognition of Visitors & Hearing
of Petitions

Vince Adams
809 Mt. View Rd.
Sweet Home, OR 97386

Vince Adams introduced himself and stated when the Council looks at combining some boards and committees; they should consider the criteria that committee members would need to be residents of Sweet Home or the School District. He was concerned about property owners who may own property in Sweet Home but live in other communities.

Theresa Brown
27919 Riggs Hill Rd
Sweet Home, OR 97386

Theresa Brown introduced herself and read a letter to the Council introducing Sweet Home Area Voter Alliance (SHAVA). SHAVA is a non-partisan group of individual business and/or residential property owners in Sweet Home who would like to provide more positive community

influence and representation in the governance of the Sweet Home area. SHAVA listed their FY 2016 Priority: To ensure all Sweet Home governing boards and committees are truly representative, consistently managed and foster inclusion for all area citizens. SHAVA listed four suggestions for Sweet Home Board and Committees and the benefits and cost of each suggestion. Suggestions included assigning a councilmember to each board or committee, merge certain boards and committees, allow non-residents who are property owners within the school district boundary, and use a standard template for all boards and committees.

New Business:

Request for Council Action – Adopting Standards, Criteria and Policy Directives to be Used in Hiring a City Manager and Allowing for Public Comment on the Employment of a City Manager and the Standards, Criteria and Policy Directives Used by the City Council in the Hiring Process. City Manager Pro Tem Christy Wurster introduced the Request for Council Action and stated that the Council will meet in Executive Session on August 24, 2016 to review applications for City Manager. City Manager Pro Tem Wurster explained the Request was to adopt Standards and Criteria and to allow for public comment. Mayor Gourley read in its entirety Resolution No. 22 for 2016. Mayor Gourley and City Manager Pro Tem Wurster both read portions of Exhibit A which was the City Manager Position Profile.

Mayor Gourley called for Public Comment Theresa Brown asked if there were weighted traits that would be used and City Manager Pro Tem Wurster stated there is a matrix based on the position profile.

Testimony in Favor Linda Ijlin stated she was in support of the Resolution.

Testimony in Opposition None

Neutral Testimony Dick Knowles stated he was concerned that the timeline was so tight the public may not have had a chance to comment. City Manager Pro Tem stated the reason was to specifically receive public input even though this item has been on the agenda on two prior public meetings.

Councilor Mahler made a motion to move the item to Legislation with Councilor Gerson seconding. The item was moved to Legislation where it would be handled as Resolution No. 22 for 2016.

Discussion on Rural Linn County
Economic Development Proposal

Scott McDowell
City Administrator for the City
of Brownsville and Past
President of the Visit Linn
Coalition.

Scott McDowell introduced himself and thanked the Council for supporting regional efforts in Linn County. Mr. McDowell talked about the Ford Family Foundation and the work they have done in rural counties including in East Linn County with the focus on training leaders. Mr. McDowell explained a group of cohorts from the Ford Leadership program, the “Go Team”, has created the Rural Linn Economic Development proposal (RLED) which he introduced to the Council. Mr. McDowell explained there are six common threads of community livability: Educational Achievement, Social Well-Being, Health and Wellness, Diverse and Safe Transportation Options, Quality Affordable Housing, and Jobs and Business Growth.

Mr. McDowell stated their goal is to develop an association of business, government and community leaders to secure funding, build capitol and align rural regional support to focus and drive innovative economic and community development strategies in rural Linn County.

RLED has five areas of strategic emphasis: 1.) Establish a rural-focused, primary point of contact that will collaborate with all existing service organizations to align and focus resources. 2.) Connect new entrepreneurs with learning opportunities and start-up support. 3) Assist existing or relocating businesses in successfully implementing their growth strategies. 4.) Link existing and potential rural Linn County employers with a skilled and trained workforce. 5.) Advocate for improved market conditions, legislative, regulatory or government; particularly those directed at workforce readiness and development.

Mr. McDowell stated they would like feedback and is interested in hearing from the Council.

Mayor Gourley asked if the Council should write a letter of support. Mr. McDowell stated a letter of support would be fantastic. Councilor Trask asked if the group is asking for financial support and if so, what that would look like. Mr. McDowell stated at this point they are in the feedback stage and they are not asking for finances right now.

Mayor Gourley stated there is \$50,000 set aside for Economic Development in the FY 2016-2017 Budget.

Mayor Gourley asked how the Blue Zones fit into this plan.

Jo Ann McQueary said the Blue Zone focuses on health and lifestyle and is a stand-alone. Mayor Gourley stated there is a financial commitment there as well. Jo Ann McQueary encouraged the Council to investigate that really well before any financial commitment. When the Blue Zone was introduced, it was free to the community and as it took shape it is several hundred thousand dollars. Ms.

McQueary added she is not making any judgement about

the program, but encouraged the Council to look carefully at it.

Councilor Trask stated East Linn County has been ignored. He stated Economic Development is his number one priority. Councilor Trask supports the proposal. Councilor Mahler agreed. Councilor Gerson likes the collaboration.

Request for Council Action – Finance Director Pat Gray introduced the Request for Discussion on 1730 9th Avenue – Council Action stating the Property Committee has made Former Water Treatment Plant the recommendation that the 1.82 acres that was formerly the water treatment plant be considered for surplus. Finance Director Gray referred to the listing of usable buildings that are currently on the property. The Council directed staff to move forward with an appraisal or other evaluation of market value. The Council will hold a future Public Hearing and publish a Public Notice with the time and place of the Hearing along with a property description to start the surplus process.

Request for Council Action – City Manager Pro Tem Wurster introduced the Request for Adoption of FY 2016-2017 City Council Goals Council Action to adopt the FY 2016-2017 Council Goals. The request is to move forward with Resolution No. 23 for adoption. Following the adoption, the staff will be working on an action plan and provide quarterly reporting to the Council as we progress through the Fiscal Year. The Goals will be the primary task the City Manager and staff will be working on throughout the year. City Manager Pro Tem added that one additional goal was added to the Resolution as part of the discussion from the Goal Setting Work Session. Councilor Goodwin had suggested pedestrian safety along Hwy 20 was a concern to him and there was no objection from the Council at the time. The Council had no objection to the added goal.

Councilor Mahler made a motion to move the item to Legislation with Councilor Trask seconding. The item was moved to Legislation it would be handled as Resolution No. 23 for 2016.

Request for Council Action – City Manager Pro Tem Wurster introduced the Request for Reasonable and Actual Expense Council Action for Reasonable and Actual Reimbursement Reimbursement for City Manager Candidate Interviews stating the tentative date for formal interviews is September 19, 2016. At that time the candidates will take a morning tour of the City, attend a public meet and greet at noon and then conclude the day with interviews at 4pm. City Manager Pro Tem asked the Council what expenses they might consider to reimburse the candidates such as airfare, car rental, parking fees, meals and lodging. Another consideration

would be whether to extend reimbursements for a guest. City Manager Pro Tem stated there is about \$3,000 in the current Budget that could be used towards these expenses. Mayor Gourley was not in favor of reimbursement for a guest. Councilor Gerson stated the Council should put a cap on the expenses.

Councilor Mahler made a motion to approve Reasonable and Actual expense reimbursement for City Manager Candidate Interviews up to \$750 with receipts for the following expenses, economy airfare, car rental, parking fees, meals, Sweet Home Inn lodging and mileage reimbursement for in state residents only with Councilor Trask seconding.

Roll Call Vote:

Councilor Trask	Aye
Councilor Underwood	Absent
Councilor Goble	Aye
Councilor Goodwin	Absent
Mayor Gourley	Aye
Councilor Gerson	Aye
Councilor Mahler	Aye

Request for Council Action –
Municipal Court – Court Clerk II
Position

Finance Director Pat Gray introduced the Request for Council Action stating an employee has been in a shared position between Utility Billing and Court. During the Budget process this year, Public Works cut off the funding for the half position in Utility Billing. FD Gray explained there is full funding in Court for this position. FD Gray requested transferring the employee to the full time position in Court. The position has been posted internally for two weeks and there was one other applicant. Councilor Trask asked how many employees were in Court. FD Gray explained she has this employee, a part time Court Clerk and a full time Clerk hired through a Temp Agency until the move to the Police Department.

Councilor Mahler made a motion to authorize City Staff to transfer the Utility Billing Clerk to the Municipal Court Clerk II position with Councilor Gerson seconding. The Question was called and the motion passed with 5 Ayes, 0 Opposed, and 2 Absent (Goodwin, Underwood)

Request for Council Action –
Filling of Janitor Vacancy

Police Chief Lynn introduced the Request for Council Action for the vacant janitorial position. He explained the former janitor was recently hired for a full time dispatcher position. The Janitor is a part time position and receives

typically 10-15 hours per week. This is a current position in the Budget and has been approved in the operating Budget for FY 2016-2017.

Councilor Mahler made a motion to authorize City Staff to hire a part time janitor with Councilor Trask seconding. The Question was called and the motion passed with 5 Ayes, 0 Opposed, and 2 Absent (Goodwin, Underwood)

Request for Council Action – Healthy Eating and Active Living (HEAL) Program

Finance Director Pat Gray introduced the Request for Council Action for the HEAL Program. FD Gray stated this is promoting healthy eating and active living, a free program put on by the League of Oregon Cities in conjunction with Let's Move it. FD Gray stated this would require some staff time and would be a great project for the Wellness Committee. Councilor Trask stated that nothing is free. FD Gray agreed that there are grants that are available with a 50% match and the grant proposal would have to come back before Council for approval.

Mayor Gourley stated he feels the program falls into what we do with our trails, summer park and library programs and meets our goals.

Councilor Mahler made a motion to move the item to Legislation with Councilor Gerson seconding. The item was moved to Legislation where it would be handled as Resolution No. 24 for 2016.

Request for Council Action – Establish Water and Wastewater User Rates

Public Works Director Mike Adams introduced the Request for Council Action to Establish Water and Wastewater User Rates. PWD Adams explained after several meetings and work sessions of the City Council several resolutions have been drafted for adoption. By consensus, the recommended rate structure for water and wastewater utilities for 2016-2017 with the methodology consisting of collecting 100% depreciation in both funds, 12.5% debt ratio on the water side and 25% debt ration collection on the wastewater. The anticipated expected revenue for these rates for the water would be \$2,338,990 and the anticipated revenue for the wastewater would be \$2,874,259. The resolutions are set for the rates to be retroactive to July 21, 2016 and would be reflective on the first of the month bills that will come out in September. Mayor Gourley asked for clarification on the 600 cubic feet. PWD Adams stated that is the City average and is used to charge the sewer only accounts.

Councilor Trask asked PWD Adams to let the audience know what the monthly rate increase will be. PWD Adams

answered for a residential customer on a ¾” meter, the combined water and sewer difference will be \$12.85 if you are used to using 400 cubic feet or less.

Councilor Gerson made a motion to move the item to Legislation with Councilor Goble seconding. The item was move to Legislation where it would be handled as Resolution No. 24 for 2016 and Resolution No. 25 for 2016.

Vince Adams asked what the increase would be for a sewer only account and was told the current charge is \$50.60 and it would increase to \$53.11.

Letter of Support by Motion for South Santiam Natural Resources Education Program; formally STEWARDS

Mayor Gourley introduced a Letter of Support for the South Santiam Natural Resources Education Program; formally STEWARDS. The Council agreed to show their support to the South Santiam Natural Resources Education Program with a signed Letter of Support from the Mayor.

Legislation

Resolution No. 22 for 2016 – A Resolution Adoption the Position Profile as the Standards, Criteria and Policy Directives to be Used in the Hiring a City Manager and Allowing for Public Comment.

City Manager Pro Tem Christy Wurster ready by Title only Resolution No. 22 for 2016 – A Resolution Adopting the Position Profile as the Standards, Criteria and Policy Directives to be Used in the Hiring a City Manager and Allowing for Public Comment.

Councilor Mahler made a motion to approve Resolution No. 22 for 2016 – A Resolution Adopting the Position Profile as the Standards, Criteria and Policy Directives to be Used in the Hiring a City Manager and Allowing for Public Comment with Councilor Gerson seconding. Question was called and the motion passed with 5 Ayes, 0 Opposed and 2 Absent (Underwood, Goodwin).

Resolution No. 23 for 2016 – A Resolution Adopting the City of Sweet Home Fiscal Year 2016-2017 City Council Goals.

City Manager Pro Tem Christy Wurster read by Title only Resolution No. 23 for 2016 – A Resolution Adopting the City of Sweet Home Fiscal Year 2016-2017 City Council Goals.

Councilor Mahler made a motion to approve Resolution No. 23 for 2016 – A Resolution Adopting the City of Sweet Home Fiscal Year 2016-2017 City Council Goals with Councilor Trask Seconding. Question was called and the motion passed with 5 Ayes, 0 Opposed and 2 Absent (Underwood, Goodwin).

Resolution No. 24 for 2016 – A Resolution Setting Forth the City

City Manager Pro Tem Christy Wurster read by Title only Resolution No. 24 for 2016 – A Resolution Setting Forth the

of Sweet Home's Commitment to Put Healthy Options Within Reach of All Residents.

City of Sweet Home's Commitment to Put Healthy Options Within Reach of All Residents.

Councilor Mahler made a motion to approve Resolution No. 24 for 2016 – A Resolution Setting Forth the City of Sweet Home's Commitment to Put Healthy Options Within Reach of All Residents with Councilor Gerson Seconding. Question was called and the motion passed with 5 Ayes, 0 Opposed and 2 Absent (Underwood, Goodwin).

Resolution No. 25 for 2016 – A Resolution Adopting Wastewater User Rates

City Manager Pro Tem Christy Wurster read by Title only Resolution No. 25 for 2016 – A Resolution Adopting Wastewater User Rates

Councilor Gerson made a motion to approve Resolution No. 25 for 2016 – A Resolution Adopting Wastewater User Rates with Councilor Goble Seconding. Question was called and the motion passed with 3 Ayes (Gerson, Goble, and Mahler), 2 Opposed (Gourley, Trask) and 2 Absent (Underwood, Gourley).

Resolution No. 26 for 2016 – A Resolution Setting Rates and Fees for Water Service

City Manager Pro Tem Christy Wurster read by Title only Resolution No. 26 for 2016 – A Resolution Setting Rates and Fees for Water Service.

Councilor Gerson made a motion to approve Resolution No. 26 for 2016 – A Resolution Setting Rates and Fees for Water Service with Councilor Goble Seconding. Question was called and the motion passed with 3 Ayes (Gerson, Goble, and Mahler), 2 Opposed (Trask, Gourley) and 2 Absent (Underwood, Goodwin).

Council Reports

None

Committee Reports:

Administration & Finance

Finance Director Pat Gray asked for a meeting of the Administration and Finance Committee to review the investment information the Committee requested from Shawn Gergen of Umpqua Investments. Mayor Gourley asked for a meeting on Thursday, August 25, 2016.

Property Committee

None

Public Safety

None

on the Health Fair.

City Manager's Report

City Manager Pro Tem Wurster announced an Executive Session scheduled for August 24, 2016 at 6:00pm to review City Manager candidates. Skype interviews of the candidates will be held on August 30, 2016 at 4pm. City Manager Pro Tem Wurster suggested an Executive Session immediately following the Skype interviews to review the candidates.

City Manager Pro Tem Wurster requested an Executive Session for Police Labor Negotiations will be on Tuesday, September 13, 2016 at 6:00 pm prior to City Council. AFSCME voted to approve the Collective Bargaining Agreement (CBA).

City Manager Pro Tem Wurster announced City Hall Week will be hosted by the City of Lebanon on September 13, 2016. Those who showed interest in attending included Finance Director Pat Gray, City Manager Pro Tem Wurster, Councilor Gerson, Councilor Trask and Mayor Gourley.

City Manager Pro Tem requested the Council approve 1.25 hours worked that exceeded the contract of 20 hours.

Councilor Trask made a motion to approve 1.25 hours over the contracted 20 hours for the City Manager Pro Tem with Councilor Mahler seconding.

Roll Call Vote:

Councilor Underwood	Absent
Councilor Goble	Aye
Councilor Goodwin	Absent
Mayor Gourley	Aye
Councilor Gerson	Aye
Councilor Mahler	Aye
Councilor Trask	Aye

Motion passed with 5 Ayes, 0 Opposed and 2 Absent.

Department Directors Reports:

Finance Director

Finance Director Gray has started updating the Community Reader Board with local events. Currently she has posted the times and location of the City Council meetings.

Library Director

None

Planning Services
Manager

None

Police Chief

Police Chief Jeff Lynn provided the Council with data sheets of calls that were handled by the SHPD during the Jamboree Weekend. The data sheets showed of the 223 calls, 47 occurred either on the Oregon Jamboree grounds or in one of the Jamboree camp sites. 170 of the 223 calls involved a local resident that was either the complainant of the call or the victim. 197 of the 223 calls that involved some type of suspect and of those 60% were caused by local residents.

Public Works

Public Works Director Adams said ODOT has reached out to the City and indicated possible grant funding for a possible pedestrian crossing on Hwy 20 project.

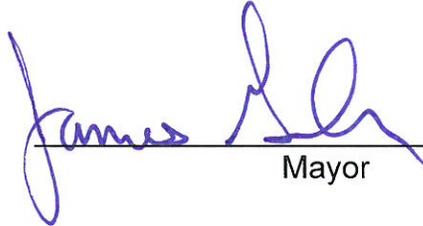
City Attorney

City Attorney Snyder reported that the draft Ordinance for the City Council time change will be on the next Council Agenda.

Adjournment:

With no further business the meeting adjourned at 9:51 p.m.

The foregoing is a true copy of the proceedings of the City Council at the August 23, 2016 regular City Council Meeting.



Mayor

ATTEST:



City Manager Pro Tem – Ex Officio City Recorder