

SWEET HOME CITY COUNCIL
MEETING MINUTES

September 27, 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: Katrina Crabtree, Dick Knowles, Jo Ann McQueary, Nancy Davis

Media: Sean Morgan, The New Era

Roll Call:	Councilor Gerson	P	Councilor Mahler	P
	Councilor Goble	P	Councilor Trask	P
	Councilor Goodwin	P	Councilor Underwood	P
	Mayor Gourley	P		

Approval of City Council Meeting Minutes: **Councilor Mahler made a motion to approve the September 13, 2016 City Council Executive Session Meeting Minutes, September 13, 2016 City Council Meeting Minutes, September 19, 2016 City Council Special Meeting Minutes, and September 20, 2016 City Council Executive Session Meeting Minutes as submitted with Councilor Goodwin seconding. Question was called and the motion passed with 7 Ayes, 0 Opposed, and 0 Absent.**

Old Business: None

Recognition of Visitors & Hearing
of Petitions

Nancy Davis
1035 12th Avenue
Sweet Home, OR 97386

Nancy Davis introduced herself and stated she was upset about the illegal homeless camping at the City Hall parking lot. She said the campers are loud and there is a lot of activity that she believes to be drug deals. Chief Lynn responded that he is aware of the issue and is working towards a solution.

Undisclosed Visitor

A visitor that would not provide her name for the record who stated she was fearful of retaliation from her landlord, came forward to state her unhappiness with the current water rates. She stated she would have rather had gradual increases then the large increase on the water rates. She was also felt the rate payers should receive more water in the base rate to compensate the increase.

New Business:

Request for Council Action – Finance Director Gray introduced the Request for Council
Revision of Financial Policies. Action for revising the City of Sweet Home Financial Policies. FD Gray stated the policy revision would allow inclusion of Market Link CD's.

Councilor Goodwin made a motion to move the item to Legislation with Councilor Gerson seconding. With no opposition from Council, the item was moved to Legislation where it would be handled as Resolution No. 27 for 2016.

Request for Council Action – Public Works Director Mike Adams introduced the Request
Crew Leader Solicitation - for Council Action for a Crew Leader position within the
Streets. Public Works Department. PWD Adams explained that an existing PW employee was offered a “promotional and/or transfer” opportunity creating an opening for a Lead position with the Street Crew.

Councilor Goodwin made a motion to authorize city staff to solicit, identify, and hire a qualified and trained individual for the position of Crew Leader – Streets completed through established employment practices with Councilor Goble seconding. The question was called and the motion passed with 7 Ayes, 0 Opposed, and 0 Absent.

Request for Council Action – Finance Director Gray introduced the Request for Council
Non- Represented Employee Action stating the salary schedules for non-represented
Wage and Benefits. general employees were included in the packet. Finance Director Gray added that the non-represented employees will remain on the High Deductible Health Care Plan.

Councilor Mahler made a motion to move the item to Legislation with Councilor Goodwin seconding. With no objection from Council, the item was moved to Legislation where it would be handled as Resolution No. 28 for 2016.

Request for Council Action – PWD Adams introduced the Request for Council Action for
Wastewater Facility Plan – the contract amendment for the Wastewater Facility Plan.
Additional Services PWD Adams stated the DEQ has conducted its preliminary review of our Draft Facility Plan and has required population projection updates prior to final approval. Additionally, due to an unexpected storm event in late 2015, we are in need of providing flow projection updates incorporating this event. Councilor Goodwin asked if this is improvements aimed at high flow events and PWD agreed.

Councilor Goble asked if the infiltration/Inflow collection is only projected to be 70% and PWD stated the City may not ever be able to guarantee catching 100% of the flow in every event.

Councilor Mahler made a motion to authorize the Public Works Director to execute a contract amendment number 12 with Brown and Caldwell, Inc. in the amount not to exceed \$32,695 for Consulting Services as identified and described in the attached contract amendment document with Councilor Goodwin seconding.

Roll Call Vote:

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

The motion passed with 5 Ayes, 2 Opposed (Goble, Gerson) and 0 Absent.

Discussion Concerning City
Manager Interview Process and
Request for Expenses.

City Manager Pro Tem Wurster asked the Council what they would like the format for the interview of the City Manager candidate to be as far as location and style. CM Pro Tem Wurster asked for clarification on who would prepare the formal questions, staff or the Council. The Council discussed their desire to meet one on one with the candidate. Mayor Gourley asked the Council if they were in agreement on one on one interviews. Councilor Underwood opposed any further interviews with the candidate.

Councilor Goodwin made a motion to conduct an Executive Session at 5pm at the Jim Riggs Community Center on October 3rd. Staff was to be excluded from attending. Individual one on one meetings between each Councilor and the candidate could be conducted earlier in the day if desired. The motion was seconded by Councilor Trask. The question was called and the motion passed with 6 Ayes, 1 Opposed (Underwood) and 0 Absent.

City Manager Pro Tem Wurster stated that Councilor Trask had not asked, but she wanted to know if the Council

visit the candidate’s hometown and conduct interviews. Councilor Goodwin stated that he felt Councilor Trask was on business of the Council and should be reimbursed.

Councilor Goodwin made a motion to reimburse Councilor Trask for travel expenses to Euphrata, WA with Councilor Mahler seconding. The Motion was amended to limit lodging to \$125.

Roll Call Vote:

Councilor Mahler	Aye
Councilor Trask	Abstain
Councilor Underwood	Nay
Councilor Goble	Nay
Councilor Goodwin	Aye
Mayor Gourley	Aye
Councilor Gerson	Aye

The Motion passed with 4 Ayes, 2 Opposed (Underwood, Goble)

Healthy Eating and Active Living
HEAL Update.

Finance Director Pat Gray provided the Council with copies of the Healthy Eating and Active Living HEAL Grant application and support letters. FD Gray is proposing 5 kiosks with information on walking paths and walking maps of Sweet Home. The grant would cover the cost of the materials and the construction would be completed by Public Works staff. Finance Director Gray explained she was requesting Council support.

Councilor Mahler made a motion to support the HEAL Grant with Councilor Gerson seconding.

Roll Call Vote:

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

The Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Legislation

Ordinance Bill No. 4 for 2016 – Ordinance No. _____ Sweet Home Ordinance Pertaining to City Council Meeting Time

City Attorney Robert Snyder read by title only Ordinance Bill No. 4 for 2016 – Ordinance No. _____ Sweet Home Ordinance Pertaining to the City Council Meeting Time.

With no objections from Council the item was moved to third and final reading on October 11, 2016.

Resolution No. 27 for 2016 – A Resolution Revising the City of Sweet Home Financial Policies.

City Manager Pro Tem Wurster read by title only Resolution No. 27 for 2016. A Resolution Revising the City of Sweet Home Financial Policies.

Councilor Mahler made a motion to approve Resolution No. 27 for 2016 – A Resolution Revising the City of Sweet Home Financial Policies with Councilor Trask seconding. The Question was called and the motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Resolution No. 28 for 2016 – A Resolution Establishing Salary Schedules for Non-Represented General Employees.

City Manager Pro Tem Wurster read by title only Resolution No. 28 for 2016. A Resolution Establishing Salary Schedules for Non-Represented General Employees.

Councilor Mahler made a motion to approve Resolution No. 28 for 2016 – A Resolution Establishing Salary Schedules for Non-Represented General Employees with Councilor Goodwin seconding.

Roll Call Vote:

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

The motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Council Reports

Councilor Goodwin asked about the \$27,904.58 expenditure to Pacific Power. It was explained by Finance Director Pat Gray that the bill includes all City Facilities and all Street Lights. The Council suggested an Energy Audit to reduce cost.

Councilor Goodwin suggested a rate study to review water rates. The consensus of the Council was to revisit the issue in six months and felt it would be timely to revisit during the budget process.

The Council discussed their willingness to approve additional hours for Christy Wurster, City Manager Pro Tem, until a new City Manager is hired.

Councilor Goodwin made a motion to extend the hours of the City Manager Pro Tem up to 40 hours per week with Councilor Mahler seconding.

Roll Call Vote:

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

The Motion passed with 7 Ayes, 0 Opposed and 0 Absent.

Committee Reports:

Administration & Finance	Mayor Gourley stated the Administration and Finance Committee met to discuss changing the structure of some of the Boards, Commissions and Committees.
Property Committee	None
Public Safety	A Public Safety Committee Meeting is scheduled for October 4, 2016 at 6:30 pm to discuss the Livability Ordinance.
Public Works	None

City Boards/Committees:

Chamber of Commerce	Katrina Crabtree, Executive Director of the Chamber of Commerce announced the Harvest Festival at Sankey Park on October 1, 2016. Ms. Crabtree also stated there will be a City Council Candidate Forum at the Jim Riggs Community Center on October 13, 2016.
Fire District	None

Park Board
Councilor Trask stated the Sankey Park Concept Plan will be presented to Council on October 25, 2016.

Traffic Safety
Councilor Trask said the Traffic Safety Committee is looking into crosswalks at 24th and 47th and there may be some funds from ODOT. Also a traffic light has been suggested at 22nd and main and is being researched.

Tree Commission
None

Y.A.C.
None

Regional Boards/Committees:

Area Commission on
Transportation (ACT)
None

COG
Councilor Goodwin stated the highway is reopened to Newport.

Solid Waste Advisory
Council (SWAC)
None

Ad Hoc
Committee/Community
Health Care
Mayor Gourley reminded everyone of the meeting for the Community Health Care Committee and Subcommittee for September 28, 2016 at 6:00pm.

Mayor's Report
None.

City Manager's Report
City Manager Pro Tem Wurster announced the Harvest Festival at Sankey Park on October 1, 2016 from 10am until 2pm.

City Manager Pro Tem Wurster stated on Election Day, November 8, 2016 City Hall will have extended hours to allow the public to drop their ballots off. City Hall will be open from 7am until 8pm. Ballots may also be taken to the Police Department.

Department Directors Reports:

Finance Director
Finance Director Gray stated the City is waiting on the appraisal for 1730 9th Avenue to continue in the surplus process. FD Gray has contacted several appraisers and many have declined due to the complexity of the property. Finance Director Gray stated that she has also reached out to several architects for the property at 3225 Hwy 20. FD Gray promoted the Zombie Zoup, a fundraising run for

Sunshine Industries on October 29, 2016.
The Auditors are at City Hall and Finance Director Gray encouraged the Council to come by and say hello.

Library Director Library Services Director announced they are having a banned book week.

Planning Services Manager None

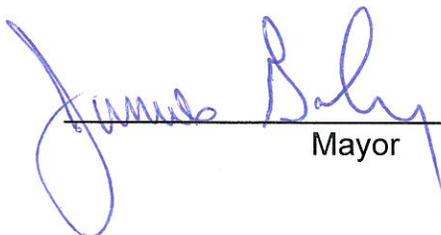
Police Chief Police Chief Jeff Lynn said he will put out a Public Service Announcement but wanted the Council to know that the department did receive a call of a rattlesnake on the porch of a Sweet Home resident. The officers were able to remove the snake. Chief Lynn stated the construction of the Municipal Court should begin pm October 10, 2016. He anticipates the construction to be completed by the end of October. Chief Lynn announced that Emergency Preparedness Day is this Friday and the Fire Department and the Police Department will be sending out information on how the public can prepare themselves for an emergency.

Public Works Public Works Director Adams stated the advisory committee known as PAC is scheduled to meet on October 19th at 5:30pm. Mayor Gourley and Councilor Mahler are both on that committee.

City Attorney None

Adjournment: With no further business the meeting adjourned at 9:31 p.m.

The foregoing is a true copy of the proceedings of the City Council at the September 27, 2016 regular City Council Meeting.



Mayor

ATTEST:



City Manager Pro Tem – Ex Officio City Recorder