



# CITY OF SWEET HOME CITY COUNCIL AGENDA

August 26, 2025, 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

This meeting is open to the public in person and virtually. 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, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 971-203-2871 and enter the meeting ID followed by the # sign to be logged in to the call. Meeting ID: 635 790 974

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.

### I. Call to Order & Pledge of Allegiance

### II. Roll Call

### III. Consent Agenda

- a) Approval of Minutes:
  - i) [2025-08-12 City Council Meeting Minutes](#)

### IV. Recognition of Visitors & Hearing of Petitions

- a) Service Recognition
- b) Small Municipalities Advocacy Coalition

### V. Ordinance Bills

- f) Third Reading of Ordinance Bills (Roll Call Vote Required)
  - i) [Request for Council Action – Ordinance Bill No. 8 for 2025 – Ordinance No. 1337 – City Property Exclusion Ordinance Amendment](#)

### VI. Reports of Committees

Community Health Committee – Councilor Bronson

Park & Tree Committee – Councilor Hegge

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

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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.*

i) [CWACT 2025 Meeting Calendar](#)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

**VII. Department Reports**

Code Enforcement

i) [Code Enforcement Report – July 2025](#)

Finance

i) [Finance Department Report – July 2025](#)

City Attorney

**VIII. Reports of City Officials**

City Manager's Report

Mayor's Report

**IX. Council Business for Good of the Order**

**X. Adjournment**



# CITY OF SWEET HOME CITY COUNCIL MINUTES

August 12, 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.

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## **Call to Order & Pledge of Allegiance**

The meeting was called to order at 6:30 PM.

## **Roll Call**

PRESENT

Mayor Susan Coleman  
Councilor Chelsea Augsburger  
Councilor Ken Bronson  
Councilor Aaron Hegge  
Councilor Dylan Richards

ABSENT

President Pro Tem Josh Thorstad  
Councilor Dylan Richards  
Councilor Angelita Sanchez

STAFF

Jason Ogden, City Manager / Police Chief  
Cecily Hope Pretty, Deputy City Manager  
Matt Brown, Finance Director (contracted)  
Ryan Cunningham, Police Captain  
Megan Dazey, Library Services Director  
Ray Grundy, Code Enforcement Officer  
Blair Larsen, City Attorney  
Adam Leisinger, Special Projects Manager  
Tye Moore, Police Officer  
Greg Springman, Public Works Director

## **Consent Agenda**

- a) Request for Council Action – Sweet Home Rodeo Public Address System Application
- b) Request for Council Action – Committee Appointment

Approval of Minutes:

- c) 2025-07-08 City Council Meeting Minutes

Councilor Augsburger moved to approve the Consent Agenda. Councilor Hegge seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

### **Recognition of Visitors & Hearing of Petitions**

a) Officer Swearing-In – Tye Moore

City Manager Ogden recognized Police Officer Moore as a new officer and conducted the swearing in ceremony. Officer Moore received a standing ovation.

b) S.H.I.N.E.S. Report

Mayor Coleman recognized Code Enforcement Officer Ray Grundy. Officer Grundy read a prepared statement thanking City Council, Sweet Home Sanitation, and staff for their support. He provided a report on code violations in Sweet Home, challenges to resolving violations, past actions to assist with resolving violations, and the successes of the recent Sweet Home Initiative for Neighborhood Enhancement and Standards (S.H.I.N.E.S.) community clean-up effort utilizing dumpsters placed strategically throughout the City over the course of two weeks.

Mayor Coleman thanked Officer Grundy for his work and his care for the people of Sweet Home.

Councilor Augsburger thanked Officer Grundy for his proactive approach.

### **New Business**

a) Request for Council Action – Asset Management Contract Approval

City Manager Ogden stated that staff sought approval to change vendors for digital asset management and code enforcement activities. He described staff's solicitation efforts for a new vendor and noted that the proposed contract overall was cheaper than the current contract in place.

Councilor Bronson expressed support for the contract based on cost and the quality of the product.

Councilor Bronson moved to approve the contract as proposed. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

b) Request for Council Action – Resolution No. 17 for 2025 – Certain Benefits Included in Official Compensation

City Attorney Larsen stated that OGEC issued a recent opinion that it was illegal to provide food and beverages to City Council or staff unless they were included in their official compensation. He noted the issue could be resolved by adopting a resolution to acknowledge that these may be provided as part of overall compensation with minimal value.

Councilor Bronson moved to approve Resolution No. 17 for 2025. Councilor Hegge seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

c) Request for Council Action – Resolution No. 18 for 2025 – National Night Out Street Closure

City Manager Ogden stated that a temporary street closure was requested for National Night Out, an event to celebrate neighborhood connections, crime prevention, and relationships between community and local law enforcement. He described the request to take place on August 19<sup>th</sup> and noted that there would be live music, vendors, information booths, and activities. He stated that staff interacted with surrounding businesses to ensure they were supportive and aware of the potential closure.

Councilor Hegge moved to approve Resolution No. 18 for 2025. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

### **Ordinance Bills**

Request for Council Action and First Reading of Ordinance Bills

- a) Request for Council Action – Ordinance No. 8 for 2025 – City Property Exclusion Amendment

City Attorney Larsen stated that the City's current property exclusion Ordinance did not include the Sweet Home Library and did not allow the Sweet Home Police Department to enforce exclusion of people who did not observe rules within the library.

Councilor Bronson moved to conduct a first reading of Ordinance No. 8 for 2025. Councilor Hegge seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

A first reading of Ordinance No. 8 for 2025 was conducted.

Second Reading of Ordinance Bills

Councilor Augsburger moved to conduct a second reading of Ordinance No. 8 for 2025 by title only. Councilor Hegge seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

A second reading of Ordinance No. 8 for 2025 was conducted by title only.

Councilor Hegge moved to conduct a third reading of Ordinance No. 8 for 2025 by title only at the following Council meeting. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Augsburger, Bronson, Hegge

NAY: None

ABSENT: Thorstad, Richards, Sanchez

### **Reports of Committees**

Administration, Finance & Property Committee – President Pro Tem Thorstad

- a) 07-22-2025 Administration, Finance & Property Committee Meeting Minutes

Charter Review Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

- a) 2025-07-10 Library Board Work Session Minutes
- b) 2025-07-10 Library Board Meeting Minutes

Park & Tree Committee – Councilor Hegge

- a) 2025-07-16 Park & Tree Committee Meeting Minutes

Planning Commission

Area Commission on Transportation – Councilor Sanchez, Councilor Bronson (alternate)

Chamber of Commerce – Councilor Hegge

Council of Governments – Councilor Bronson, Councilor Sanchez (alternate)

Solid Waste Advisory Council – Councilor Richards

Mayor Coleman thanked Councilor Hegge for taking 360-degree photographs of Strawberry Park and posting them on Google.

### **Department Reports**

Library Services Director

- a) Library Report – July 2025
- b) SHPL August Newsletter

Planning & Building Manager

- a) Planning & Building Manager Monthly Report – July 2025

Public Works Director

- a) Public Works Department Report – July 2025

Finance Director

- a) FY 2024-2025 Year-End Report

Police Chief

- a) Police Department Report – June & July 2025

City Attorney

City Manager Ogden stated that the Police Department's Chaplain recently stepped down and that Mike and Karen Caruso stepped up to serve as the new Chaplains.

Director Springman stated that the City's new Wastewater Treatment Plant Supervisor, Chris Patton, started this week with a Level 3 DEQ Wastewater Treatment certification and had applied for his Level 4 certification. He noted that this hire completed the City's efforts to fulfill all the necessary certifications to run its own utilities in-house.

Director Dazey highlighted the end of summer programming and the upcoming annual Teen Clothing Drive in September.

### **Reports of City Officials**

City Manager's Report

City Manager Ogden stated that the final Movies in the Park event would take place on August 15<sup>th</sup>. He highlighted the 8<sup>th</sup> Annual Health Fair on August 16<sup>th</sup>. He invited everyone to attend National Night Out on August 19<sup>th</sup>. He noted that Governor Kotek had called a special session beginning later in August to address transportation funding shortfalls. He stated that the City's new website allowed residents to sign up text messages in addition to email alerts.

Mayor's Report

Mayor Coleman thanked staff for their efforts on the new website. She thanked City Manager Ogden for fielding comments regarding the new speed humps on First Avenue.

City Manager Ogden stated that staff had been collecting data on First Avenue and the data demonstrated that traffic was successfully slowed since the installation of the speed humps. He noted that staff would continue to monitor the data and could make adjustments in the future if necessary.

Councilor Augsburger asked of the timeline for painting the speed humps. Director Springman stated that the product was ordered and would arrive that week.

Mayor Coleman thanked staff for their efforts to monitor Ziplify Fiber throughout their fiber installation efforts in Sweet Home. She noted that the Sweet Home Rodeo was on August 16<sup>th</sup>. She thanked the Police Department for their work during the Oregon Jamboree.

**Council Business for Good of the Order**

City Manager Ogden recognized Director Brown to provide a financial report.

Director Brown stated that the City’s auditors were in the final stages of completing the 2023 audit. He reviewed the end-of-year results for Fiscal Year 2024-2025 and noted that end-of-year balances looked more positive than what was originally forecasted.

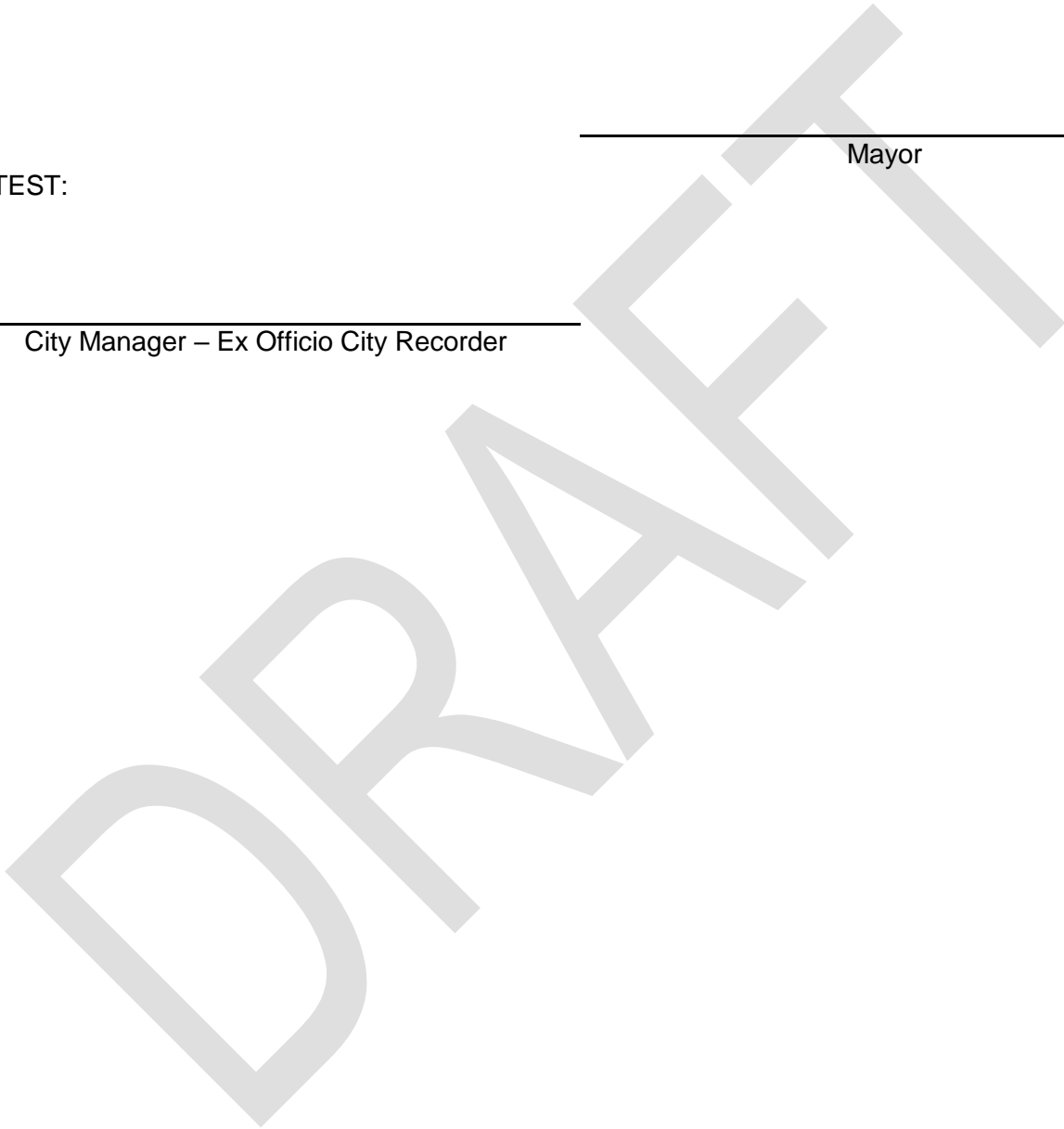
**Adjournment**

There being no further discussion, the meeting was adjourned at 7:21 PM.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager – Ex Officio City Recorder





# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – Ordinance Bill No. 8 for 2025 – Ordinance No. 1337 – City Property Exclusion Ordinance Amendment

**Preferred Agenda:** August 26, 2025

**Submitted By:** Blair Larsen, City Attorney

**Reviewed By:** Jason Ogden, City Manager

**Type of Action:** Resolution  Motion  Roll Call  Other

**Relevant Code/Policy:** SHMC 9.20.040(A)

**Towards Council Goal:** Desirable Community

**Attachments:** Ordinance Bill No. 8 for 2025 – Ordinance No. 1337 – City Property Exclusion Ordinance Amendment

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## **Purpose of this RCA:**

The purpose of this RCA is to request approval and first reading of a proposed ordinance amending the current ordinance on City Property Exclusions.

## **Background/Context:**

In 2017, the City Council adopted Ordinance 1257, which is now codified as Sweet Home Municipal Code (SHMC) Section 9.20.040 City Property Exclusion. This ordinance allows Police and Code Enforcement Officers to exclude from City Property people who violate City and State law on City property.

This ordinance applies to all owned and leased City property except for the public right-of-way, City Parks, and the City Library. City Parks were excluded from this ordinance because another City ordinance allows people to be excluded from parks. The library was excluded because, at the time, it was thought that the then newly-updated library policies, which included a process for excluding people who broke library rules, were sufficient.

The exclusion of the Library has made it difficult for Police Officers to assist the Library with excluding people who have violated City or State law, because the ordinance currently in place does not empower them to do so.

The SHMC section at issue currently reads:

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law including violations on city owned property, includes leased city property other than on a city sidewalk, street or in a city library or park from said real property as provided herein.

The proposed amendment would read (with new text underlined and ~~deleted text in strikethrough~~):

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law, including violations, on city owned or leased property, ~~includes leased city property~~ other than on a city sidewalk, street or in a city ~~library~~ or park from said real property as provided herein.

The proposed ordinance received a first and second reading at the City Council meeting on August 12, 2025.

**The Challenge/Problem:**

How does the address the need to exclude people from the Library when they violate City or State law?

**Issues and Financial Impacts:**

This ordinance involves no financial impact to the City.

**Elements of a Stable Solution:**

A stable solution includes an ordinance empowers Police Officers to assist Library Staff.

**Options:**

1. Do Nothing – If the Council chooses to do nothing, then Library staff will not have the full assistance of the Police when dealing with patrons who violate the law.
2. Move to approve the proposed ordinance as presented – Approve the ordinance with no changes.
3. Move to approve the proposed ordinance with changes – Approve the ordinance with modifications.
4. Direct Staff to research other ways to accomplish the same goals.

**Recommendation:**

Staff recommends option 2: Move to approve the proposed ordinance as presented.

ORDINANCE BILL NO. 8 FOR 2025

ORDINANCE NO. \_\_\_\_\_

SWEET HOME ORDINANCE AMENDING SWEET HOME MUNICIPAL CODE SECTION 9.20.040 CITY PROPERTY EXCLUSION

WHEREAS, On February 28, 2017, the Sweet Home City Council adopted Ordinance 1257 which was later codified as Sweet Home Municipal Code Section 9.20.040 City Property Exclusion;

WHEREAS, the City Property Exclusion Ordinance provides to exclude from City Property persons who have violated City or State criminal law while on City Property;

WHEREAS, as it is currently written, the City Property Exclusion Ordinance does not include the City Library; and

WHEREAS, the omission of the Library makes excluding people from the library more difficult than other City property.

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. SHMC 9.20.040(A) is amended to read:

- A. In addition to any other remedies or penalties provided by law any Police Officer or Code Enforcement Officer may exclude any person who violates a city or state criminal law, including violations, on city owned or leased property, other than on a city sidewalk, street or in a city park from said real property as provided herein.

PASSED by the Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager - Ex Officio City Recorder



## Cascades West Area Commission on Transportation (CWACTION) 2025 Full Commission Meetings

**Microsoft Teams Information:**

[Join the meeting now](#)

Meeting ID: 221 574 644 93

Passcode: JC7EGw

Dial in by phone

[+1 872-242-8088,,638963468#](#)

Phone conference ID: 638 963 468#

***Meets on the 4<sup>th</sup> Thursday of every two months from 5:00 – 7:00 pm***

<b>Meeting Date</b>	<b>Proposed Location</b>
February 27	Albany/OCWCOG
April 24	Corvallis/Benton Kalapuya Building
June 26	Coastal /TBD
August 28	Albany/OCWCOG/CANCEL
October 23	Benton Kalapuya Building
December 25 - RESCHEDULE	Albany/OCWCOG

*(Dates may be cancelled and/or rescheduled based on agenda content and holidays)*



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3225 Main St.  
 Sweet Home, OR 97446  
 541-799-4733  
 CCO@sweethomeor.gov

## Code Compliance Case Statistics

Cases opened on or after **7/1/2025** and on or before **7/31/2025**

### Summary

**Total Cases Created**

48

**Total Active**

18

**Total Closed**

30

<u>Assigned Staff</u>	<u>Count</u>	<u>Record</u>	<u>Complaint Category / Subtype</u>	<u>Count</u>	<u>Activities</u>	<u>Complaint Category / Subtype</u>	<u>Count</u>	
<b>Ray Grundy</b>								
Active	18	<b>Trees and Noxious Vegetation</b>						
Closed	30		Tall Grass and Weeds	26				
	<b>48</b>		Blackberries	8				
				<b>34</b>				
	<b>48</b>		<b>Open Storage</b>					
			OPEN STORAGE	3				
			Junk Vehicle	1				
			Odor	1				
				<b>5</b>				
			<b>Public Health Hazards</b>					
			Garbage	2				
			Odor	1				
			TREES and NOXIOUS VEGETATION	1				
				<b>4</b>				
			<b>Animals</b>					
			Operating a Kennel (4 or More Dogs)	1				
			PUBLIC HEALTH HAZARDS	1				
				<b>2</b>				
			<b>(None Entered)</b>					
			(None Entered)	1				
				<b>1</b>				
			<b>Multiple</b>					
			PUBLIC HEALTH HAZARDS	1				
				<b>1</b>				
			<b>Vehicles</b>					
			Junk Vehicle	1				
				<b>1</b>				
				<b>48</b>				

**NO RECORDS RETURNED**



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## Code Compliance Case Statistics

Cases opened on or after 1/1/2025 and on or before 7/31/2025

### Summary

**Total Cases Created**

233

**Total Active**

40

**Total Closed**

193

<u>Assigned Staff</u>	<u>Count</u>	<u>Record</u>	<u>Complaint Category / Subtype</u>	<u>Count</u>	<u>Activities</u>	<u>Complaint Category / Subtype</u>	<u>Count</u>
<b>Ray Grundy</b>		<b>Open Storage</b>			<b>Nuisance Buildings and Structures</b>		
Active	47	OPEN STORAGE		55	Dilapidation and Deterioration		1
Closed	193	MULTIPLE		25			1
	<b>240</b>	(None Entered)		12	<b>Open Storage</b>		
	<b>240</b>	Appliances and Fixtures		3	MULTIPLE		1
		Garbage		2			1
		Junk Vehicle		2	<b>Vehicles</b>		
		Goats		1	Abandoned Vehicle		1
		Occupied RV		1			1
		Odor		1			3
		Rooster		1			
		Utility Trailer on Roadway		1			
		Vehicle Parts		1			
		VEHICLES		1			
				<b>106</b>			
		<b>Trees and Noxious Vegetation</b>					
		Tall Grass and Weeds		81			
		Blackberries		9			
				<b>90</b>			
		<b>(None Entered)</b>					
		(None Entered)		12			
				<b>12</b>			
		<b>Nuisance Buildings and Structures</b>					
		Dilapidation and Deterioration		4			
		Graffiti		2			
		MULTIPLE		2			
		(None Entered)		1			
		PUBLIC HEALTH HAZARDS		1			
				<b>10</b>			
		<b>Multiple</b>					
		MULTIPLE		2			
		NUISANCE BUILDINGS AND STRUCTURES		1			
		OPEN STORAGE		1			
		PUBLIC HEALTH HAZARDS		1			
		Tree Limbs, Branches, Brush		1			
				<b>6</b>			
		<b>Public Health Hazards</b>					
		Garbage		2			
		MULTIPLE		1			
		Odor		1			
		PUBLIC HEALTH HAZARDS		1			
		TREES and NOXIOUS VEGETATION		1			
				<b>6</b>			

<b>Record</b>	<b>Complaint Category / Subtype</b>	<b>Count</b>
<b>Animals</b>		
	Nuisance Dog (Barking, Lunging, Etc.)	1
	Operating a Kennel (4 or More Dogs)	1
	PUBLIC HEALTH HAZARDS	1
	Rooster	1
		<hr/>
		<b>4</b>
<b>Construction and Zoning</b>		
	(None Entered)	1
	MULTIPLE	1
	Unpermitted Fence or Fencing Materials	1
		<hr/>
		<b>3</b>
<b>Vehicles</b>		
	Hazardous Vehicle (Leaking, Broken Glass, Garbage Storage)	1
	Junk Vehicle	1
	Occupied RV	1
		<hr/>
		<b>3</b>
		<hr/>
		<b>240</b>



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## Code Active Assigned Cases

Cases opened on or after 1/1/2025 and on or before 7/31/2025

### Summary

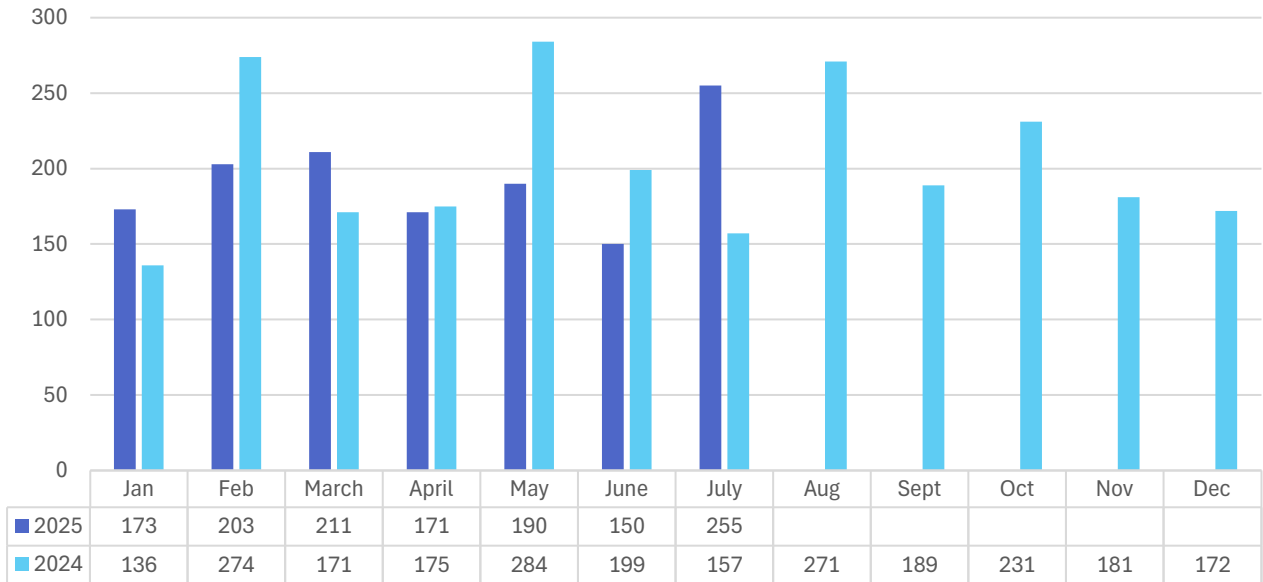
Assigned Staff	Open Cases	Record	Complaint Category / Subtype	Count	Activities	Complaint Category / Subtype	Count
Ray Grundy	40						
	<b>40</b>						
			<b>Open Storage</b>			<b>Nuisance Buildings and Structures</b>	
			MULTIPLE	8		Dilapidation and Deterioration	1
			OPEN STORAGE	4			<b>1</b>
			(None Entered)	1			
			Junk Vehicle	1		<b>Vehicles</b>	
			Odor	1		Abandoned Vehicle	1
			Utility Trailer on Roadway	1			<b>1</b>
				<b>16</b>			<b>2</b>
			<b>Trees and Noxious Vegetation</b>				
			Tall Grass and Weeds	13			
			Blackberries	1			
				<b>14</b>			
			<b>Nuisance Buildings and Structures</b>				
			Dilapidation and Deterioration	2			
			MULTIPLE	1			
				<b>3</b>			
			<b>Multiple</b>				
			MULTIPLE	1			
			PUBLIC HEALTH HAZARDS	1			
				<b>2</b>			
			<b>Public Health Hazards</b>				
			PUBLIC HEALTH HAZARDS	1			
			TREES and NOXIOUS VEGETATION	1			
				<b>2</b>			
			<b>(None Entered)</b>				
			(None Entered)	1			
				<b>1</b>			
			<b>Animals</b>				
			Operating a Kennel (4 or More Dogs)	1			
				<b>1</b>			
			<b>Construction and Zoning</b>				
			MULTIPLE	1			
				<b>1</b>			
				<b>40</b>			

## Finance Department July 2025

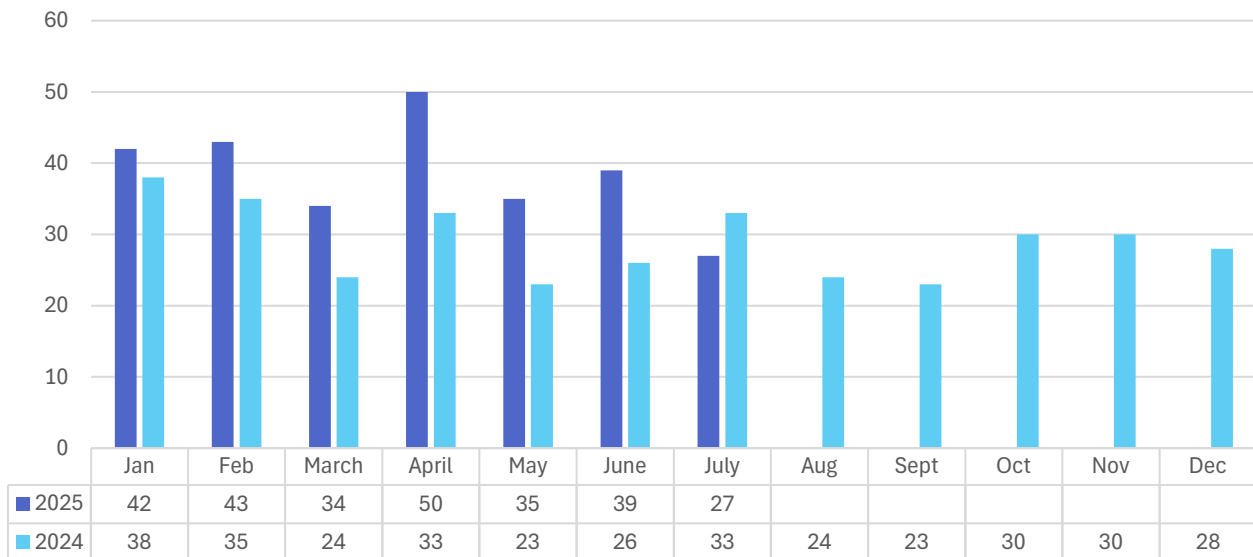
### Finance Activities

Payroll was processed for 77 employees.

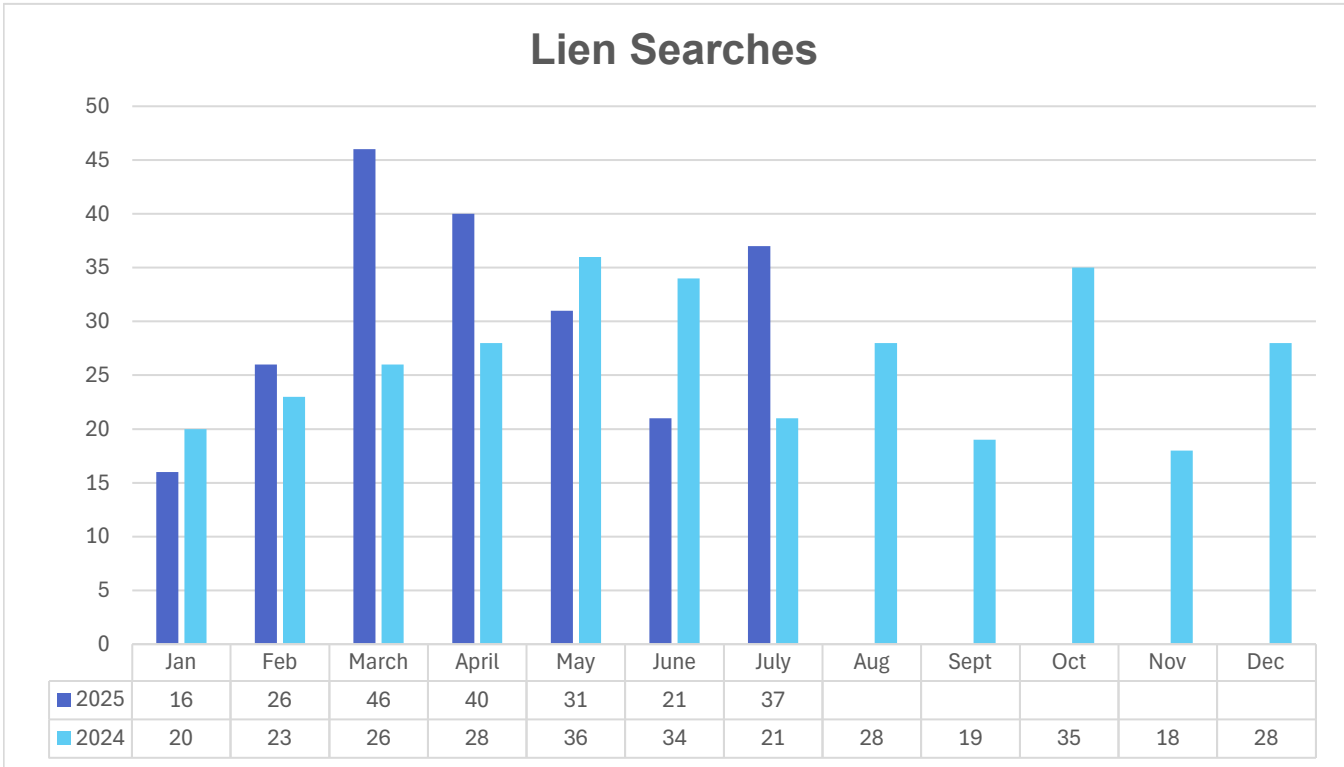
### Accounts Payable Payments Processed



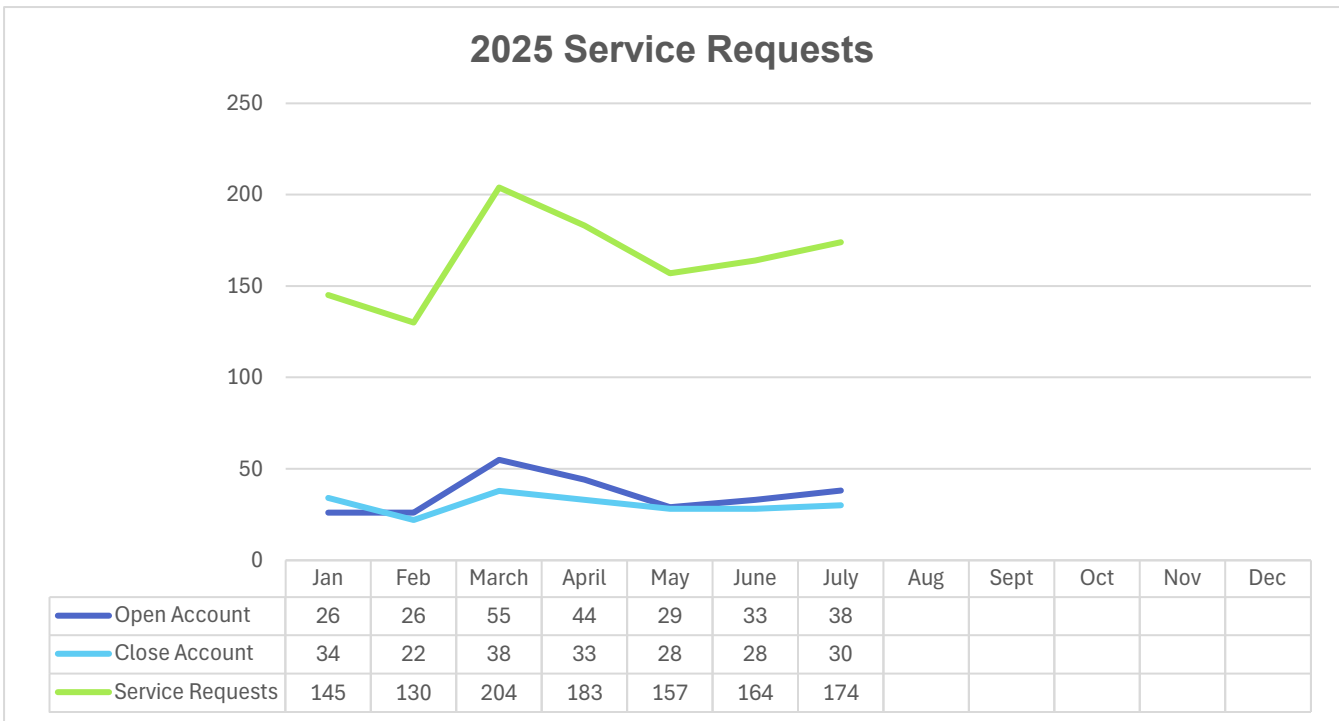
### Passports Processed



## Finance Department July 2025

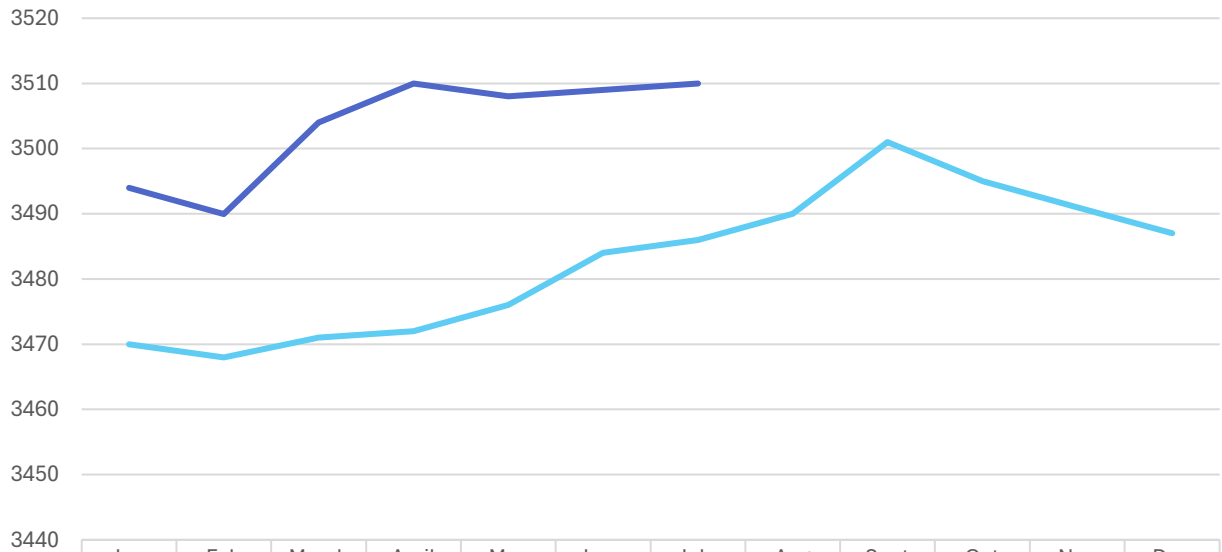


### Utility Billing Activities



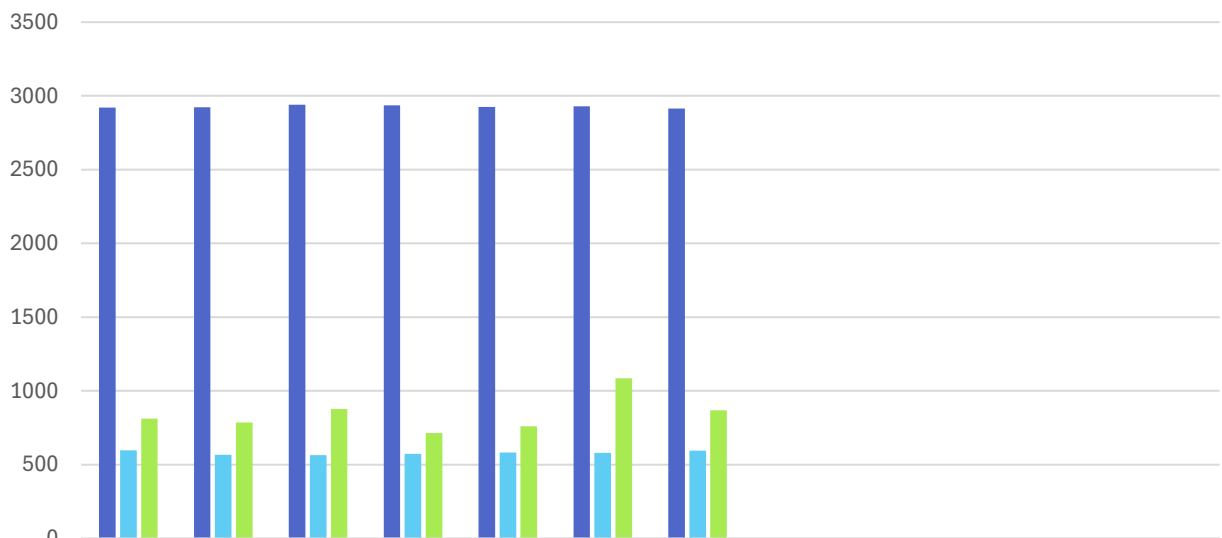
## July 2025

### Billing Statements Created



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	3494	3490	3504	3510	3508	3509	3510					
2024	3470	3468	3471	3472	3476	3484	3486	3490	3501	3495	3491	3487

### Statements Mailed

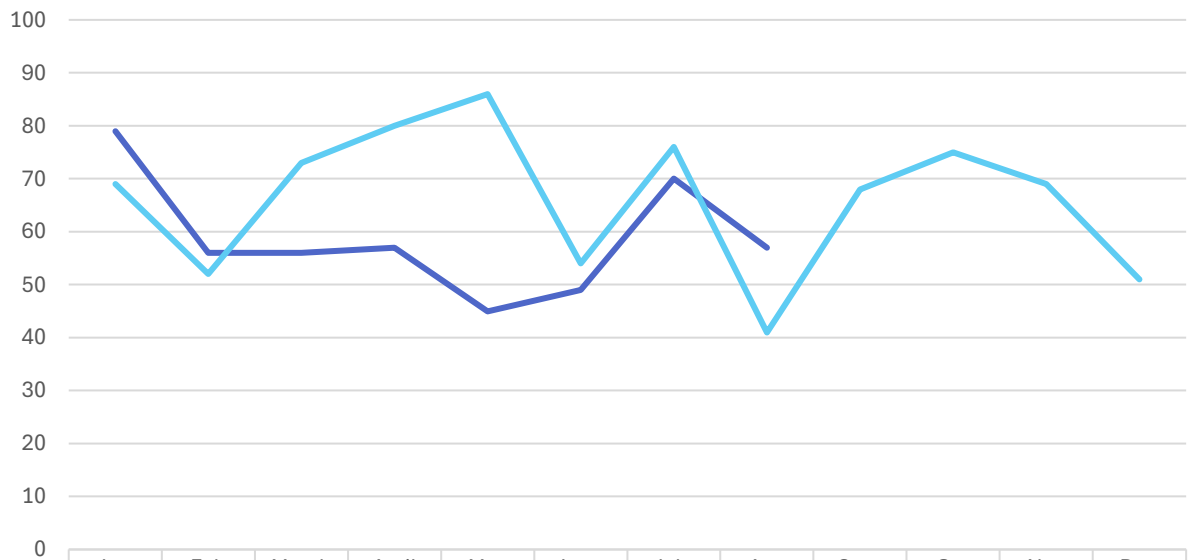


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Mailed	2920	2923	2940	2936	2926	2929	2915					
Emailed	597	567	564	574	582	580	595					
Past Due	811	787	877	715	759	1085	869					

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## Turn Off History



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2025	79	56	56	57	45	49	70	57				
2024	69	52	73	80	86	54	76	41	68	75	69	51

Submitted by:

Cindi Robeck  
Financial Operations Manager  
[crobeck@sweethomeor.gov](mailto:crobeck@sweethomeor.gov)