



CITY OF SWEET HOME CITY COUNCIL AGENDA

February 25, 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.

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, visit <http://live.sweethomeor.gov>. If you do not have access to the internet, you can call in to 541-367-5128, choose option #1, and enter the meeting ID to be logged in to the call. Meeting ID: 258 239 814 274

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) [2025-02-11 City Council Work Session Minutes](#)
 - ii) [2025-02-11 City Council Meeting Minutes](#)
 - iii) [2025-02-18 City Council Work Session Minutes](#)

IV. Recognition of Visitors & Hearing of Petitions

- a) Life Saving Award

V. New Business

- a) [Request for Council Action – Resolution No. 6 for 2025 – Charter Amendment Referral for Direct Election of the Mayor](#)

VI. Ordinance Bills

- g) Third Reading of Ordinance Bills (Roll Call Vote Required)
 - viii) [Request for Council Action – Ordinance No. 1 for 2025 – Ordinance No. 1330 – Amending Ordinances No. 427, 825, 975, 1224, and 1322](#)

VIII. Reports of Committees

Community Health Committee – Councilor Bronson

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.

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

i) [2025-01-15 Park & Tree Committee Meeting Minutes](#)

Planning Commission

Public & Traffic Safety Committee – President Pro Tem Thorstad & Councilor Richards

i) [2025-02-12 Public & Traffic Safety Committee Meeting Minutes](#)

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

Chamber of Commerce – Councilor Hegge

Charter Review Committee

Council of Governments – Councilor Hegge

Solid Waste Advisory Council – Councilor Richards

IX. Department Reports

Police Chief

i) [Police Department Report – January 2025](#)

X. Reports of City Officials

City Manager's Report

Mayor's Report

XI. Council Business for Good of the Order

XII. Adjournment



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 11, 2025, 5:30 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.

Call to Order & Pledge of Allegiance

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Cecily Hope Pretty, City Manager Pro Tem
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Jason Ogden, Police Chief
Greg Springman, Public Works Director

MEDIA

Sarah Brown, The New Era

City Council Work Session – Charter Amendments

a) Proposed Charter Amendment

City Manager Pro Tem Pretty stated that there were currently three efforts underway proposing to modify the Charter regarding the election of the Mayor: a citizen-led petition, a direct referral to the ballot by City Council, and a Charter Review Committee. She reviewed the duties of the Mayor under the current City Charter and Council Rules. She explained the processes for a direct referral, citizen-led petition, and Charter Review Committee. She noted that a prospective petition was filed on February 4, 2025 but due to statutory timelines, it would not be possible for the initiative to appear on the May 2025 ballot. She reviewed the items the Mayor had charged the Charter Review Committee to review and noted that this process would potentially allow for greater public input. She added that the City Council would ultimately be responsible for deciding on direct referrals to the ballot of any Committee recommendations. She stated that elections outside of May or November of even years would incur costs to the City. She reviewed the cost methodology for elections and noted that it was not possible to estimate costs due to the variability of the number of initiatives and jurisdictions appearing on the ballot. She stated that the last election that incurred costs to the City of Sweet Home occurred in 2015 and cost over \$10,000.

City Manager Pro Tem Pretty stated candidates would not be able to run for Councilor and Mayor simultaneously under State law. She noted that Councilors in the middle of serving their terms would not be required to vacate their seats if they chose to run for Mayor. She stated that the language as presented would eliminate any two-year terms for Councilors and all would serve four-year terms. She reviewed recent history of previous Charter review processes. She noted that the ability to vote was governed by State law and that one's primary residence determined where they were eligible to vote, not their status of property ownership.

Councilor Sanchez asked of the Mayor's ability to allocate Commercial Exterior Improvement Program (CEIP) funds if they exceeded a certain amount. City Manager Pro Tem Pretty stated that the Mayor was typically not involved in allocating CEIP funds but she would review the program terms to confirm. Councilor Sanchez asked of the cost to place two levies on the May 2025 ballot as planned. City Manager Pro Tem Pretty stated that it was not possible to estimate the costs due to Linn County's cost methodology but noted that it was unlikely that placing the charter amendment on the ballot would lead to savings. Councilor Sanchez expressed support for City Council referring the amendment to the ballot regardless of cost.

Mayor Coleman asked how the required number of petition signatures was determined. City Manager Pro Tem Pretty replied that it would be 15% of the registered voters at the time the petition is filed. Mayor Coleman asked how the signatures would be verified. City Manager Pro Tem Pretty stated that they would be verified by Linn County. Mayor Coleman asked of the eligibility to sign the petition. City Manager Pro Tem stated that only those registered to vote within City limits would have valid signatures. Mayor Coleman asked of the time investment from staff to manage the petition and prospective referral. City Manager Pro Tem Pretty replied that the petition required the highest time investment due to research, establishing timelines, and preparing legal notices. Mayor Coleman asked if anyone had the ability to file a petition. City Manager Pro Tem Pretty replied that anyone could.

Councilor Bronson stated that the current Mayor could not be replaced until her current term expired in 2027 and expressed support for delaying the charter amendment to a later election to allow for additional conversation and engagement.

Councilor Richards expressed support for referring the amendment to the May 2025 ballot.

Councilor Sanchez stated that 11 out of 13 cities in Linn County directly elect their Mayor.

Councilor Augsburger expressed support for referring the amendment to the May 2025 ballot based on community input she received.

Mayor Coleman asked how a community could remove an elected Mayor. City Attorney Larsen replied that it would follow the same recall process as any elected Councilor. Mayor Coleman noted that a direct referral to the May 2025 ballot would limit public comment opportunity compared to a referral to the Charter Review Committee. She asked of the process to challenge the direct referral. City Attorney Larsen stated that voters could challenge the ballot title during the standard challenge period or vote the initiative down in the election. Mayor Coleman noted that the Charter Review Committee would allow for consideration of multiple issues including direct election of the Mayor. She expressed support for delaying the vote to allow for more public comment opportunities.

Councilor Augsburger stated that placing the referral resolution on the next City Council agenda would allow for public comment opportunity.

Councilor Sanchez noted that the amendment would preserve the current weak Mayor system.

Councilor Hegge stated that he had received community input in opposition to a direct election of the Mayor and expressed support for a more thorough public input process. He asked if the language presented to City Council during the Work Session is what would appear on the ballot. City Attorney Larsen stated that City Council had the option to modify the language prior to referral to the ballot.

Councilor Augsburger reiterated that a public vote would allow the public to voice their opinion.

There was consensus to place a direct referral of the amendment on the next City Council agenda.

Adjournment

There being no further discussion, the meeting was adjourned at 6:17 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 11, 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.

Call to Order & Pledge of Allegiance

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

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Chelsea Augsburger
Councilor Ken Bronson
Councilor Aaron Hegge
Councilor Dylan Richards
Councilor Angelita Sanchez

STAFF

Cecily Hope Pretty, City Manager Pro Tem
Angela Clegg, Planning & Building Manager
Megan Dazey, Library Services Director
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Jason Ogden, Police Chief
Greg Springman, Public Works Director

MEDIA

Sarah Brown, The New Era

GUESTS

Dawn Miller, 331 8th Avenue, Sweet Home, OR 97386
David Lowman, 2230 Main Street, Sweet Home, OR 97386
Theresa Howard, 1253 Linden Court, Sweet Home, OR 97386
Lagea Mull, 1575 Main Street, Sweet Home, OR 97386, Executive Director, Sweet Home Chamber of Commerce

Consent Agenda

Approval of Minutes:

- a) 2025-01-28 City Council Work Session Minutes
- b) 2025-01-28 City Council Meeting Minutes
- c) 2025-01-29 City Council Executive Session Minutes

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

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Recognition of Visitors & Hearing of Petitions

Mayor Coleman recognized those registered to speak.

Dawn Miller stated that the effort to place electing the Mayor on the ballot was not rushed and expressed support for placing it on the May ballot.

David Lowman expressed support for placing the option to elect the Mayor on the May ballot.

Theresa Howard, expressed support for placing the option to elect the Mayor on the May ballot.

a) Chamber of Commerce Annual Report

Mayor Coleman recognized Lagea Mull, Executive Director of the Sweet Home Chamber of Commerce.

Ms. Mull stated that the Chamber runs the City's visitors center. She highlighted events to attract tourism including Cut the Gut and the Sportsman's Holiday Parade. She stated that there were 69 visitors from 32 different cities across the nation at the Visitors Center. She noted that she was working to update maps in various places around the City online to ensure accurate information, particularly regarding locations to attract tourists. She highlighted the installation of a new Chamber of Commerce sign to attract more attention. She thanked those who attended the Annual Chamber Banquet the past weekend.

Ordinance Bills

Request for Council Action and First Reading of Ordinance Bills

a) Request for Council Action – Ordinance No. 1 for 2025 – Amending Ordinances No. 427, 825, 975, 1224, and 1322

City Attorney Larsen stated that prior City Attorney Robert Snyder had discovered several Ordinances that lacked a proper enacting clause. He noted that updating the Ordinances would ensure their validity going forward.

President Pro Tem Thorstad moved to conduct a first reading of Ordinance No. 1 for 2025. Councilor Richards seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

The first reading of Ordinance No. 1 for 2025 was conducted.

Second Reading of Ordinance Bills

Councilor Richards moved to conduct a second reading of Ordinance No. 1 for 2025 by title only. Councilor Augsburger seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Councilor Richards moved to conduct a third reading of Ordinance No. 1 by title only at the following City Council meeting. Councilor Bronson seconded the motion. The motion carried by the following vote:

AYE: Coleman, Thorstad, Augsburger, Bronson, Hegge, Richards, Sanchez

NAY: None

Reports of Committees

Administration, Finance & Property Committee – President Pro Tem Thorstad

Community Health Committee – Councilor Bronson

Library Advisory Board – Councilor Augsburger

Park & Tree Committee – Councilor Hegge

Public & Traffic Safety Committee – President Pro Tem Thorstad & Councilor Richards
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

There were no reports to be heard.

Department Reports

Library Services Director

- a) Library Director Report – January 2025
- b) SHPL February 2025 Newsletter

Planning & Building Manager

- a) Planning & Building Manager Report – January 2025

Finance

- a) Finance Department Report – January 2025

Public Works Director

- a) Public Works Director Report – January 2025

Director Dazey thanked Mayor Coleman for visiting the Library of Congress and selecting books to be sent to the library by Senator Ron Wyden.

Director Springman stated that the damaged filter at the water treatment plant was scheduled for repairs beginning the following week.

Mayor Coleman thanked Planning & Building Manager Angela Clegg for her work to certify Sweet Home again through Tree City USA.

Reports of City Officials

City Manager's Report

City Manager Pro Tem Pretty stated that an engineering firm had been selected to engineer temporary speed bumps on First Avenue and staff anticipated executing a task order in the coming weeks.

Mayor's Report

Mayor Coleman thanked those who spoke on the issue of electing the Mayor. She reminded the City Council to consider input from multiple avenues. She counseled Councilors against attacking others on social media. She asked Councilors to begin thinking about their proposed goals for the community. She congratulated Sweet Home High School Seniors Ethan Malabago and Kirsten Sautel for their nominations to the Presidential Scholars Program. She congratulated the awardees at the Annual Chamber Banquet. She highlighted City employee Kevin Makinson for receiving the Community Pride and Ownership Award due to his contributions to the City. She expressed her gratitude to serve with those on the dais.

Council Business for Good of the Order

Councilor Richards thanked Ms. Mull for her work on the Annual Chamber Banquet.

Councilor Sanchez expressed her support for consideration of placing the direct Mayoral election on the next City Council agenda.

Mayor Coleman presented

Adjournment

There being no further discussion, the meeting was adjourned at 6:57 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder

DRAFT



CITY OF SWEET HOME CITY COUNCIL MINUTES

February 18, 2025, 5:30 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.

Call to Order & Pledge of Allegiance

The meeting was called to order at 5:30 PM.

Roll Call

PRESENT

Mayor Susan Coleman
President Pro Tem Josh Thorstad
Councilor Ken Bronson
Councilor Chelsea Augsburger
Councilor Aaron Hegge
Councilor Angelita Sanchez

ABSENT

Councilor Dylan Richards

STAFF

Cecily Hope Pretty, City Manager Pro Tem
Angela Clegg, Planning & Building Manager
Blair Larsen, City Attorney
Adam Leisinger, Special Projects Manager
Jason Ogden, Police Chief

Work Session - Boards, Committees & Commissions Review

City Manager Pro Tem Pretty provided an overview of the general function of boards, committees, and commissions in the City. She noted that they provided residents and appointees the opportunity to influence policy direction for the City of Sweet Home. She added that City Council had the ability to refer questions and topics to relevant advisory bodies for review and recommendations. She reviewed the governance, composition, meeting schedule, and responsibilities of the following: Planning Commission, Park & Tree Committee, Library Board, Public & Traffic Safety Committee, Community Health Committee, Budget Committee, and the Board of Appeals. She reviewed current vacancies on Planning Commission and the Budget Committee. She requested City Council feedback regarding the existing committees and their charges, the roles of Council liaison assigned to advisory bodies, and any other changes they wished to see.

Mayor Coleman asked of actions City Council may take related to parks and trees that do not go through the Park & Tree Committee. Staff noted the importance of the assigned Council liaison to communicate with City Council to reduce potential conflicts between Council action and previous plans approved by the Committee.

Discussion ensued regarding Planning Commission and whether City Councilors have the ability to attend or interact with the Commission. City Councilors were advised that they may attend but should not attempt to sway any decisions of the Planning Commission, particularly if they have personal bias. City Attorney Larsen stated that Councilors who review Planning Commission materials and meetings in advance of a City Council vote should ensure they declare ex parte information as a result of their attendance or review, and to recuse themselves if they have any personal bias.

Mayor Coleman invited Councilors to recommend ideas for committees to review and to encourage community member participation.

Councilor Augsburger asked of the best way to refer ideas to the committees. City Manager Pro Tem Pretty recommended suggesting items during Council Business for the Good of the Order and requesting a referral to the appropriate committee.

Discussion ensued regarding potential changes to committees regarding residency requirements. No recommendations from City Council were made.

President Pro Tem Thorstad asked of the Administration, Finance, and Property Committee. City Manager Pro Tem Pretty stated that she had not included it in the presentation as it was not a citizen-led committee, but noted that it primarily served as a way to interview committee applicants and make recommendations for appointment to the full City Council for consideration. Mayor Coleman stated that the Charter Review Committee could examine that process and make recommendations for changes.

Adjournment

There being no further discussion, the meeting was adjourned at 6:06 PM.

Mayor

ATTEST:

City Manager Pro Tem – Ex Officio City Recorder



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 6 for 2025 – Charter Amendment Referral for Direct Election of the Mayor

Preferred Agenda: February 25, 2025

Submitted By: Blair Larsen, City Attorney

Reviewed By: Cecily Hope Pretty, City Manager Pro Tem

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: SH Charter, Chapter II, Form of Government

Towards Council Goal: N/A

Attachments: Resolution No. 6 for 2025 – Charter Amendment Referral for Direct Election of Mayor

Purpose of this RCA:

The purpose of this RCA is to present a potential Charter Amendment Referral that, if passed by the voters of the City of Sweet Home, would change the office of Mayor to one that is directly elected by the voters, rather than elected by the City Council from among the membership of the Council.

Background/Context:

At a City Council work session held on February 11, 2025, the City Council, by consensus, directed staff to draft the necessary documents for a ballot measure that would amend the City Charter so that the position of Mayor is elected by voters, rather than by the City Council from among the membership of the Council.

The text of the amendment presented at that work session is as follows, with deleted text in ~~strikethrough~~, and added text in **bold**:

Section 3 Council And Mayor

Except as otherwise provided in this charter, all powers of the city shall be vested in a council of seven members nominated and elected from the city at large.

At each biennial general election, ~~four~~ **three** councilors and a mayor shall be elected. The ~~three receiving the highest number of votes~~ councilors shall each hold office for four years, and the ~~one receiving the number of votes next to the three highest~~ mayor shall hold office for two years. Tie votes shall be determined by lot.

~~At its first meeting of the new term after each biennial general election, the council shall elect from its membership a chairperson who shall be mayor for a term of two years.~~

The mayor and councilors in office at the time of adoption of this charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this charter.

In order to meet the deadlines imposed by the applicable State statutes, a resolution referring a matter to the voters at the May 20, 2025, election must be passed by the City Council no later than February 28, 2025.

The attached resolution and attachments include all the documents that must be approved by the Council in order to refer this Charter amendment to the voters at the May 20, 2025 election.

If approved by voters, the first election that would be impacted by this amendment is in November 2026, and any Councilor wishing to run for mayor at that election would have to declare his or her candidacy for mayor, and would not be able to seek a City Council seat. If a Councilor was elected Mayor, and that Councilor's current term would not end at the end of 2026, then upon his or her swearing in, there would immediately be a vacant seat on the Council which would need to be filled by the Council.

The Challenge/Problem:

Should the City Council refer a charter amendment to the voters of the City of Sweet Home on May 20, 2025?

Stakeholders:

- Sweet Home City Council – The City Council has the authority to refer measures to eligible voters within the City of Sweet Home.
- Sweet Home Citizens – Citizens must approve any amendment to the City of Sweet Home Charter.

Issues and Financial Impacts:

The financial impacts of this matter are limited to staff time, required publications, and election-related fees, which are unknown at this time. As noted at the February 11, 2025 City Council Work Session, any City measures in odd-numbered years will impose a cost on the City, while City measures in even-numbered years can be placed on the ballot at no cost to the City.

Elements of a Stable Solution:

A stable solution is one that complies with State law and implements the will of the Council and Sweet Home Citizens.

Options:

1. Do nothing – No measure would be referred to voters on May 20, 2025.
2. Adopt Resolution No. 6 for 2025, A Resolution of the Sweet Home City Council to Refer Amendment of City Charter Chapter II, Section 3 Council and Mayor, to the Electors of the City and Adopting a Ballot Title and Explanatory Statement as presented.
3. Adopt Resolution No. 6 for 2025, A Resolution of the Sweet Home City Council to Refer Amendment of City Charter Chapter II, Section 3 Council and Mayor, to the Electors of the City and Adopting a Ballot Title and Explanatory Statement with changes.

Recommendation:

N/A

RESOLUTION NO. 6 FOR 2025

A RESOLUTION OF THE SWEET HOME CITY COUNCIL TO REFER AMENDMENT OF CITY CHARTER CHAPTER II, SECTION 3 COUNCIL AND MAYOR, TO THE ELECTORS OF THE CITY AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT

WHEREAS, only the voters of the City of Sweet Home can approve amendments to the Charter of the City of Sweet Home; and

WHEREAS, members of the community have shown interest in amending the Charter such that the position of Mayor is directly elected by the Electors of the City of Sweet Home; and

WHEREAS, the Sweet Home City Council has discussed and heard from citizens about the benefits and detriments of both the current method of selecting the Mayor and other methods;

NOW, THEREFORE, the City Council resolves as follows:

Section 1. Proposed Charter Amendment. If a majority of eligible voters vote “yes” on the following measure, Chapter II, Form of Government, Section 3 of the Charter of the City of Sweet Home will be amended as follows, with ~~strikethrough~~ text deleted, and **bold** text added:

Section 3 Council And Mayor

Except as otherwise provided in this charter, all powers of the city shall be vested in a council of seven members nominated and elected from the city at large.

At each biennial general election, ~~four~~ **three** councilors **and a mayor** shall be elected. The ~~three receiving the highest number of votes~~ **councilors** shall each hold office for four years, and the ~~one receiving the number of votes next to the three highest~~ **mayor** shall hold office for two years. Tie votes shall be determined by lot.

~~At its first meeting of the new term after each biennial general election, the council shall elect from its membership a chairperson who shall be mayor for a term of two years.~~

The mayor and councilors in office at the time of adoption of this charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this charter.

Section 2. Referral. The ballot title attached as Attachment A and the above text shall be filed with the City Elections Officer and referred to the legal voters of the City of Sweet Home, Linn County, Oregon at an election on May 20, 2025.

- Section 3. Election. May 20, 2025 is designated as the date for holding the election for the purpose of voting on this measure. The precinct for the election shall be all of the territory within the corporate limits of the City of Sweet Home, and the election shall be conducted by the Linn County Clerk's Office by mail.
- Section 4. Publication. The City Elections Officer is directed to publish notice of receipt of the ballot title under standard procedures and in compliance with ORS 250.275(5).
- Section 5. Filing with County. The City Elections Officer shall file the ballot title with the Linn County Clerk as required by ORS 254.095 and include the proposed measure in the statement of city measures to be voted on.
- Section 6. Explanatory Statement. The Explanatory Statement for the measure on Attachment B shall be submitted for inclusion in the voters' pamphlet as provided in ORS 251.345.
- Section 7. No Position. The City Council takes no position in favor of, nor opposing this proposed measure.
- Section 8. Effective Date. This Resolution shall be in full force and effect from and after its passage.

PASSED by the Council and approved by the Mayor, this 25th day of February, 2025.

Mayor

ATTEST:

City Manager Pro Tem - Ex Officio City Recorder

Attachment A to Resolution No. 6 for 2025

Measure No. 25-_____

Ballot Title:

A. Caption (10 words allowed, 10 total)

Charter amendment for direct election of the Mayor by voters

B. Question (20 words allowed, 20 total)

Should the Sweet Home Charter be changed so that the Mayor is elected by voters, rather than the City Council?

C. Summary (175 words allowed, 175 total)

The Sweet Home Charter is the constitution of the City of Sweet Home. Under the Charter, the role of Mayor is limited to acting as chairperson of the city council, presiding over council meetings, appointing committees, and signing ordinances and other documents authorized by the city council. Last amended in 2014, the Charter currently states that the city council “shall select from its membership a chairperson who shall be mayor for a term of two years.”

A “YES” vote changes the Charter to allow for direct election of the Mayor by the voters of the City of Sweet Home instead of the current process of the mayor being selected by the city council. The Mayor and councilors currently in office would continue to serve in their offices for the remainder of their terms, three councilors and the Mayor until January 2027, and the other three councilors until January 2029.

This amendment does not change any of the powers or duties of the Mayor.

The first election affected by this measure would be in November 2026.

Attachment B to Resolution No. 6 for 2025

Measure No. 25-_____ Explanatory Statement
(500 words allowed, 427 words total)

The Oregon Constitution gives city voters the right to adopt, amend, and revise the City Charter.

Sweet Home voters last amended the City Charter in 2014.

The City Charter is the constitution of the City of Sweet Home, and dictates, among other things, the powers of the City, the powers and duties of city officers, and how city officers are selected.

Under the current charter, the office of Mayor is the chairperson of the council and presides over council meetings. The charter gives the Mayor the power to call special meetings, appoint members of committees, determine the order of business, and sign all ordinances and other writings authorized by the council. The Mayor is a member of the city council and may vote as a city councilor.

Regarding the election of councilors, the current charter states that at each biennial election (November of even numbered years), four councilors shall be elected: the three with the highest number of votes serve four-year terms, and the one with the least number of votes serves a two-year term.

Regarding the election of the Mayor, the charter states that at the first meeting of the new term after each biennial election, the Mayor is elected from the membership of the city council for a term of two years.

This proposed measure would amend the current City Charter Chapter II FORM OF GOVERNMENT, Section 3 Council And Mayor to read as follows:

Section 3 Council And Mayor

Except as otherwise provided in this charter, all powers of the city shall be vested in a council of seven members nominated and elected from the city at large.

At each biennial general election, three councilors and a mayor shall be elected. The councilors shall each hold office for four years, and the mayor shall hold office for two years. Tie votes shall be determined by lot.

The mayor and councilors in office at the time of adoption of this charter shall continue in office until the expiration of their respective terms, with powers and duties as provided in this charter.

This measure would change the election process for city councilors and the mayor by eliminating one city council position and changing the position of mayor to an office that is elected to a two-year term by registered voters within the boundaries of the City of Sweet Home. Remaining city councilors would all have four-year terms, and three of them would be elected at each biennial election.

The City Council adopted this Explanatory Statement but has taken no position favoring nor opposing this proposed measure.



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Ordinance No. 1 for 2025 – Ordinance No. 1330 – Amending Ordinances No. 427, 825, 975, 1224, and 1322

Preferred Agenda: February 25, 2025

Submitted By: Blair Larsen, City Attorney

Reviewed By: Cecily Hope Pretty, City Manager Pro Tem

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: Sweet Home Charter Chapter VII, Section 23

Towards Council Goal: Aspiration II: Effective and Efficient government

Attachments: Ordinance Bill No. 1 for 2025

Purpose of this RCA:

The purpose of this RCA is to present for City Council consideration an Ordinance that amends Ordinance Nos. 427 (pertaining to certain street names), 825 (pertaining to certain subdivision street names), 975 (pertaining to Wild, Exotic, or Dangerous Animals), 1224 (pertaining to Animals and Birds), and 1322 (the Alyrica Franchise Agreement).

Background/Context:

The previous City Attorney, Robert Snyder, discovered last year that several City Ordinances did not have the clause “the City of Sweet Home does ordain as follows” that is required by the Sweet Home Charter for enacting ordinances. Consequently, he drafted the proposed ordinance to correct this problem. The current City Attorney has reviewed his findings, and the Ordinance he drafted, and agrees that this correction should be made.

These ordinances are not being changed in content by the proposed ordinance except that each will now include the charter clause. Ordinance 427 was used to name some streets; Ordinance 825 was used to name a few subdivision streets; Ordinance 975 dealing with Wild, Exotic or Dangerous Animals (wolf, poisonous reptile, alligator, etc.) and Ordinance 1224 dealing with Animals and Birds (amount and area for certain animals). Ordinance 1322 is the Franchise Agreement with Alyrica Networks. The remaining text in these ordinances is to remain as passed. Ordinance 975 is found at SHMC 6.12 and Ordinance 1224 is found at SHMC 6.04. The other ordinances are contained in the Sweet Home Municipal Code.

The proposed ordinance will amend said Ordinances, which were previously passed by the City Council, with the enacting clause required by the City Charter.

A first and second reading of the Ordinance were conducted during the City Council meeting on February 11, 2025.

The Challenge/Problem:

Should the City of Sweet Home pass the proposed Ordinance to have said Ordinances include the enacting clause as set forth in the City Charter?

Stakeholders:

- City of Sweet Home Staff: The Ordinance provides a consistent approach to Ordinances.
- Sweet Home City Council: The Council is responsible for passing Ordinances that conform to the requirements of the City Charter.

Issues and Financial Impacts:

This Ordinance has no financial impact.

Elements of a Stable Solution:

The amendment of all non-conforming ordinances with the Enacting Clause required by the Sweet Home City Charter.

Options:

1. Do nothing: Keep the current Ordinances as passed. This leaves some Ordinances out of compliance with the City Charter
2. Motion to approve the Ordinance as proposed: City Council may approve the Ordinance without changes.
3. Motion to approve proposed ordinance with changes: The Council may make changes to the proposed ordinance.
4. Direct Staff to draft other or different provisions and terms for the ordinance.

Recommendation:

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

ORDINANCE BILL NO. 1 FOR 2025

ORDINANCE NO. 1330

SWEET HOME ORDINANCE AMENDING ORDINANCE NO. 427, 825, 975, 1224, and 1322
PERTAINING TO CHARTER ENACTING CLAUSE WITH EXPEDIENCY CLAUSE

WHEREAS, the following amendments to previously adopted Ordinances are necessary to include the Enacting Clause in the text of said Ordinances as required by the Charter of the City; and

WHEREAS, these ordinances affect the safety and welfare of the public on the topics of said Ordinances, therefore an expediency clause is included in this Ordinance.

Now therefore,

The City of Sweet Home does ordain as follows:

Section 1. The clause, "The City of Sweet Home does ordain as follows:", is hereby inserted in its own paragraph directly after the title in Ordinance No. 427, Ordinance No. 825, Ordinance No. 975, and Ordinance No. 1224 and directly after the "Ordinance No. 1322" in Ordinance No. 1322 of the City of Sweet Home Ordinances and the said five Ordinances are incorporated herein and made a part hereof as if fully set forth herein with any Ordinance amendments thereto passed by the Sweet Home City Council prior hereto.

Section 2. EXPEDIENCY CLAUSE. It is hereby adjudged and declared by the Sweet Home City Council that existing conditions are such that this Ordinance is needed to be in effect at the time and date of its passage by the City Council and approval by the Mayor and it is hereby declaring an emergency to promote the public safety and welfare.

PASSED by the Council and approved by the Mayor this 25th day of February, 2025.

Mayor

ATTEST:

City Manager Pro Tem - Ex Officio City Recorder



CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

January 15, 2025, 8:30 AM
Santiam Conference Room
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.

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 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: #278 852 022 483

Call to Order and Pledge of Allegiance

The meeting was called to order at 8:31 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Wally Shreves
Lena Tucker
Scott Swanson
Matthew Bechtel
Nancy Patton
Debra Northern

ABSENT

Bob Dlaton

STAFF

Angela Clegg, Planning & Building Manager
Adam Leisinger, Special Projects Manager
Greg Springman, Public Works Director

GUESTS

Aaron Hegge, City Councilor

Time Reports

Chairman Shreves instructed the Committee to send any time reports to Manager Clegg.

Meeting Minutes

a) 2024-11-20 Park & Tree Committee Meeting Minutes

A motion to approve the November 20, 2024, meeting minutes was made by Member Bechtel, seconded by Vice Chair Tucker.

Voting Yea: Nancy Patton, Debra Northern, Wally Shreves, Lena Tucker, Matthew Bechtel
Voting Nay:

Abstain: Scott Swanson

Absent: Bob Dalton

b) 2024-12-18 Park & Tree Committee Meeting Minutes

A motion to approve the December 18, 2024, meeting minutes was made by Member Patton, seconded by Member Northern.

Voting Yea: Nancy Patton, Debra Northern, Wally Shreves, Scott Swanson, Lena Tucker, Matthew Bechtel

Voting Nay: none

Absent: Bob Dalton

Public Comment. None

Point of Order

Manager Clegg reviewed the meeting process and point of order with the Committee.

Old Business

Beautification Committee Update: Manager Clegg stated that she reached out to Patty Holk for a schedule that she can share with the Park and Tree Committee.

Weddle Bridge / Mill City Outreach: Manager Clegg gave an update on the engineering needs. Chairman Shreves stated that he will be visiting Mill City to schedule an appointment to talk to them about their fundraising efforts. Manager Clegg informed the Committee that staff sent out a letter of interest to a University of Oregon for possible help.

Arbor Day Event: Chairman Shreves reminded the Committee that the Arbor Day event is planned for April 26th at Sankey Park. There was discussion about activities, games, and snacks for the public. The trees will be planted prior to the event and celebrated at the event.

Replacement Trees: Manager Clegg informed the Committee that there are enough funds in the parks budget to order trees and materials. Committee Member Tucker will place the order and Chairman Shreves will coordinate with public works to pick up the trees.

Round Table Discussions (Committee comments about topics not listed on the agenda)

Strawberry Park: Chairman Shreves asked about the community garden. The Chairman stated that we will pay for and donate a box if the cost is prohibitive to someone. The Chairman suggested to the Committee that they help spread the word about the planter boxes. He recommends to the Committee that they go look at Lebanon community garden as a reference. Chairman Shreves also recommended adding more fruit trees in the park for the community. He stated that the existing fruit trees need pruning. Committee Member Patton recommended including the Beautification Committee in the planning and maintenance of the community garden. Chairman Shreves asked if the City has to remove trees or if a citizen can do it. Manager Leisinger said he would have to discuss the liability with the Assistant City Manager and report back to the Committee. Committee Member Patton suggested publishing a New Era article to get the word out? The Committee asked Manager Clegg to add the topic to the February meeting agenda.

Chairman Shreves had a discussion regarding open space with a Department of Agriculture staff member. The staff member told the Chairman that the Dept. of Ag has nonmatching grants that very few people apply for. Chairman Shreves felt this may be a good program for Hobart Natural area. Manager Clegg asked Chairman Shreves to send her the contact information or give her contact information to the staff member.

Chairman Shreves challenged the Committee to support the February 8th fundraiser run supporting the New Era News Paper. It will be held in Sankey Park.

Committee Member Tucker stated that she hasn't been able to find the Booster Grant offered by OR Community Trees & OR Dept of Forestry. Manager Clegg stated that she hadn't either but will contact the forester and get information.

Committee Member Patton asked staff how the City Councilor Committee liaison assignments are done. Manager Leisinger explained the process.

Committee Member Patton asked for a Sankey Park update. Manager Clegg gave an update on the design process and scheduling.

Committee Member Swanson informed staff that the entry to dog park at Northside Park is slick and muddy. He felt it could pose a hazard to people trying to get through the gate. He also informed staff that there were no dog poop bags in the dispenser.

Committee Member Bechtel asked staff if their meeting notes were public records like the City Council notes are. Manager Leisinger confirmed that they are.

Committee Member Northern stated that she has seen complaints about the Sankey Park bathroom. Director Springman stated that the public works department was aware of the complaints and have been doing everything that they can to keep them clean.

Adjournment

The meeting was adjourned at 9:21 AM



Public & Traffic Safety Committee MINUTES

February 12, 2025, 4:00 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.

Call to Order

The meeting was called to order at 4:00 PM.

Roll Call

PRESENT

Chair Frank Gallagher
Vice Chair Joe Graybill
Committee Member Vince Adams
Committee Member Erin Barstad
Committee Member Bud Mather

ABSENT

Committee Member Mykal Hildebrand

COUNCIL

President Pro Tem Josh Thorstad, Council Liaison
Councilor Dylan Richards, Council Liaison (virtual)

STAFF

Cecily Hope Pretty, City Manager Pro Tem
Angela Clegg, Planning & Building Manager
Jason Ogden, Police Chief

Approval of Minutes

2024-11-13 Public & Traffic Safety Committee Meeting Minutes

Committee Member Adams moved to approve the minutes of the November 13, 2024 Public & Traffic Safety Committee. Committee Member Mather seconded the motion. The motion carried by the following vote:

AYE: Gallagher, Graybill, Adams, Barstad, Mather

ABSENT: Hildebrand

Old Business

First Avenue Truck Signage

City Manager Pro Tem Pretty stated that the size and quantity of signage on First Avenue to indicate through-trucks were not allowed. Chair Gallagher stated that he had observed a reduction in trucks on First Avenue since the installation of the new signage.

No action was required for this item.

First Avenue Traffic Control Update

City Manager Pro Tem Pretty stated that an engineering firm had been selected to perform an analysis and make recommendations regarding temporary traffic controls on First Avenue and work was anticipated to begin soon. She noted that the Committee had recommended speed humps on First Avenue to City Council in 2015 for a cost of \$10,800 but City Council voted against approval of the new traffic control.

Vice Chair Graybill expressed interest in observational data regarding any preferred detours once traffic controls were installed.

Committee Member Adams expressed support for both permanent and temporary speed humps based on his observations in other cities.

No action was required for this item.

First Avenue Crosswalks

Chair Gallagher expressed support for additional or improved crosswalks on First Avenue, such as at Nandina Street.

Vice Chair Graybill noted the lack of a crosswalk at First and Main Street and recommended its addition. Committee Member Adams expressed agreement with both recommendations.

No action was required for this item.

Transportation System Plan

City Manager Pro Tem Pretty reminded the Committee that the Transportation System Plan (TSP) was approaching its final draft and stated that the first reading of the Ordinance to adopt the TSP was tentatively scheduled for City Council on April 22, 2025. She noted that Committee Members could submit comments to staff for final incorporation. Planning and Building Manager Clegg added that it would come before the Planning Commission before City Council for an additional public comment opportunity.

Vice Chair Graybill asked if the final draft was available for public review yet. City Manager Pro Tem Pretty replied that it was not but it would be distributed once available.

No action was required for this item.

New Business

Engine Brake Usage

Chair Gallagher stated that he had received community feedback regarding the use of engine brakes (or "jake brakes") despite a prohibition in City limits. Discussion ensued regarding enhanced signage reminding drivers of the prohibition. City Manager Pro Tem Pretty stated that existing signage was likely under the jurisdiction of the Oregon Department of Transportation (ODOT) but staff would investigate options.

Chief Ogden stated that engine braking was prohibited on all highways in Oregon.

No action was required for this item.

Good of the Order

Vice Chair Graybill asked of a prior request for stop signs at 12th Avenue and Tamarack. Chief Ogden stated that he reviewed the location and it was not an appropriate location for additional signage.

Committee Member Adams expressed concern regarding parking commercial vehicles on residential streets, particularly with those parked facing the wrong direction.

City Manager Pro Tem Pretty reminded the Committee that public safety and crime-related items are under the purview of the Committee if there were items they wished to discuss. She stated that the Police Department levy would be on the May ballot and that it funded the entirety of the department.

Committee Member Adams asked of issues related to bicycle safety in Sweet Home. City Manager Pro Tem Pretty stated that a section of the TSP addressed needs to enhance bicycle safety and facilities.

President Pro Tem Thorstad requested that the monthly data published in City Council agendas regarding Police Department statistics be included in future Committee packets.

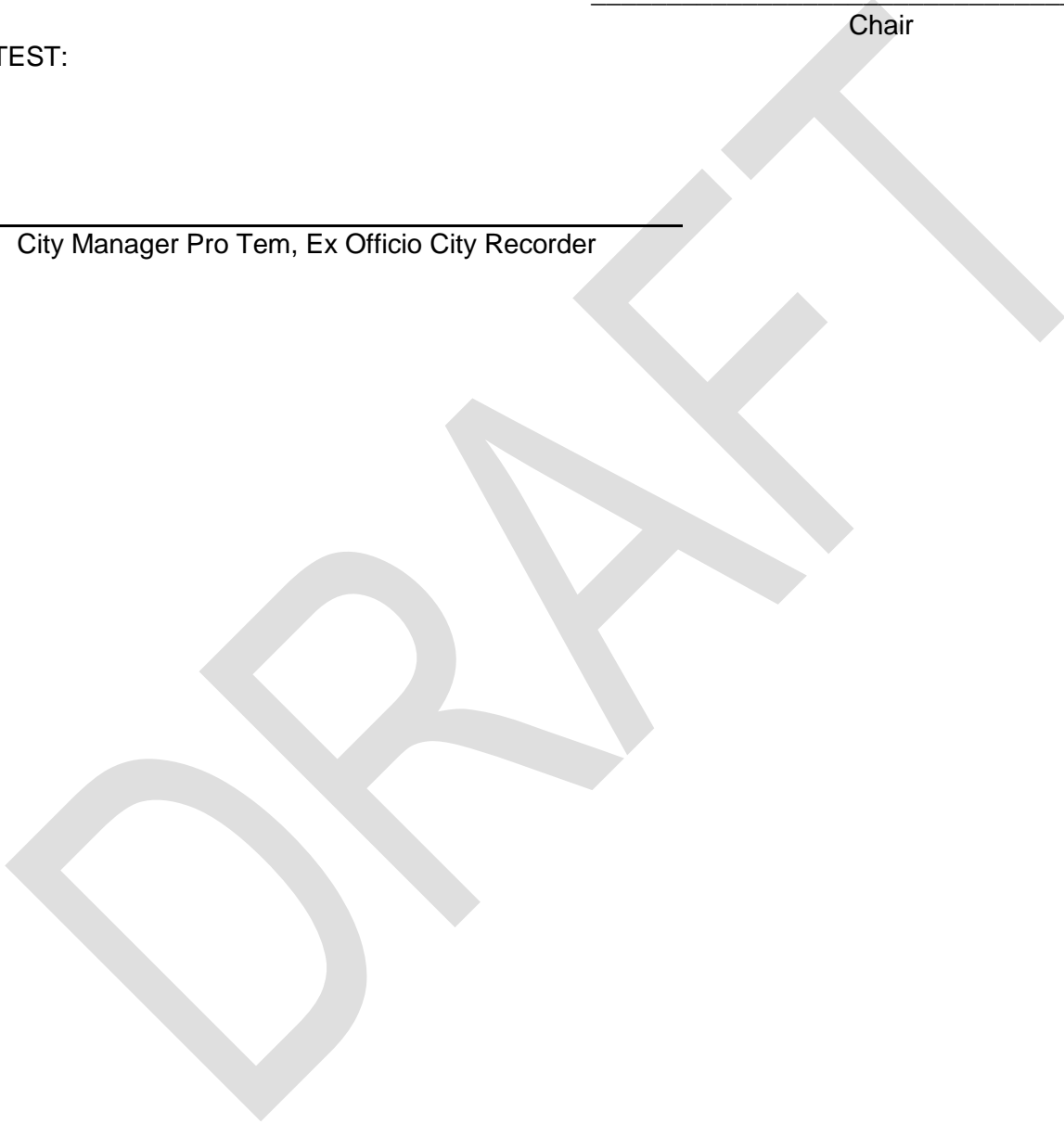
Adjournment

There being no further discussion, the meeting was adjourned at 4:26 PM.

Chair

ATTEST:

City Manager Pro Tem, Ex Officio City Recorder



OCTOBER 2023 COUNCIL REPORT-CALLS FOR SERVICE

	Jan-25	Jan-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
CALLS FOR SERVICE					
PERSON CRIMES (Homicide, Assault, Harassment, Sex Crimes, Menacing, Reckless Endanger, Kidnap, Domestic Violence, Elder & Child Abuse, etc)	22	28	22	28	-21.43%
PROPERTY CRIMES (Arson, Burglary, Theft, Criminal Mischief, Motor Vehicle Theft, Robbery, Unlawful Entry into Motor Vehicle, Reckless Burning, etc)	43	46	43	46	-6.52%
SOCIETY CRIMES (Drive Under Influence of Intoxicants, Disorderly Conduct, Resisting Arrest, Criminal Trespass, Escape, Runaway, Drug Offenses, Weapon Offenses, etc)	21	41	21	41	-48.78%
OREGON SPECIFIC CRIMES (Protective Custodies, Traffic Crimes other than DUII, Warrant Arrests)	55	62	55	62	-11.29%
TOTAL CRIMES REPORTED	141	177	141	177	-20.34%
TOTAL CRIMES CLEARED	110	113	110	113	-2.65%
NON CRIMINAL CALLS FOR SERVICE (Abandoned Vehicles, Agency Assists, 911 hangups, Alarm Calls, Ambulance Assist, Animal Calls, Death Investigations, Disturbances, Domestic Disputes, Juvenile, Motor Vehicle Crashes, Public Assists, Suspicious Activity, Traffic, Trespass Warnings, etc)	643	791	643	791	-18.71%
TOTAL CALLS FOR SERVICE	784	968	784	968	-19.01%
TOTAL INCIDENT NUMBERS ISSUED	717	824	717	824	-12.99%
TOTAL CAD NUMBERS ISSUED	1432	1406	1432	1406	1.82%

	Jan-25	Jan-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
CUSTODIES					
TOTAL PERSONS TAKEN INTO CUSTODY	59	73	59	73	-19.18%
TOTAL ADULTS ARRESTED	59	65	59	65	-9.23%
TOTAL JUVENILES IN CUSTODY	0	8	0	8	-100.00%
TOTAL CHARGES	115	133	115	133	-13.53%
TOTAL ADULT CHARGES	115	123	115	123	-6.50%
TOTAL JUVENILE CHARGES	0	10	0	10	-100.00%

October 2023 Council Report-Traffic

CITATIONS ISSUED	Jan-25	Jan-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
Chapter 803 Vehicle Title and Registration (Fail to Register Vehicle, Fail to Renew Registration, Altered Plate, Switched Plates, Fail to Display Plate, etc.)	3	2	3	2	33.33%
Chapter 806 Financial Responsibility Law (Driving Uninsured, Fail to Carry Proof of Insurance, False Info Regarding Liability Insurance, etc.)	21	13	21	13	38.10%
Chapter 807 Driving Privileges, Licenses and Permits (No Operator License, Fail to Carry and Present License, Fail to Change Name and/or Address on Operator License, etc.)	2	3	2	3	-33.33%
Chapter 811 Rules of the Road for Drivers (Speeding, DWS, Reckless Driving, Careless Driving, Hit and Run, Fail to Obey Traffic Control Device, Follow too Close, Illegal Parking, Fail to Yield to Pedestrian, Fail to Wear Seatbelt, etc.)	34	25	34	25	26.47%
Chapter 813 Driving Under Influence of Intoxicants (Drive Under Influence of Intoxicants, Refuse the Breath Test, etc.)	2	3	2	3	-33.33%
Chapter 814 Pedestrians; Passengers; Livestock; Motorized Wheelchairs; Motorcycles; Bicycles (Improper Use of Lanes, No Motorcycle Helmet, Bicyclist failing to Signal, etc)	0	0	0	0	0.00%
Chapter 815 Vehicle Equipment Generally (Improper Fenders or Mud Guards, Unreasonable Noise, Obstructed Vehicle Windows, etc.)	1	0	1	0	100.00%
Chapter 816 Vehicle Equipment (Operate Without Lighting Equipment, Operate Without Tail Lights, etc)	1	0	1	0	100.00%
Chapter 818 -821 (Vehicle limits, abandoned vehicle, special provisions, off road vehicles)	0	0	0	0	0.00%
TOTAL CITATIONS ISSUED	64	46	64	46	28.13%
TOTAL PERSONS CITED	34	28	34	28	17.65%
TOTAL WARNINGS ISSUED	153	70	153	70	54.25%
TOTAL OFFICER INITIATED TRAFFIC STOPS	185	84	185	84	54.59%

MOTOR VEHICLE CRASHES	Jan-25	Jan-24	2025 TO DATE	2024 TO DATE	YEAR TO DATE CHANGE
MVC-FATAL	0	0	0	0	0.00%
MVC-INJURY	5	3	5	3	40.00%
MVC-NON INJURY	5	7	5	7	-28.57%
HIT & RUN VEHICLE INJURY	1	0	1	0	100.00%
HIT & RUN PROPERTY	3	8	3	8	-62.50%
TOTAL CRASHES	14	18	14	18	-22.22%

CRASHES INVOLVING DUII ARREST	1	0	1	0	100.00%
--------------------------------------	---	---	---	---	---------

