



# CITY OF SWEET HOME CITY COUNCIL AGENDA

April 23, 2024, 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, online visit <http://live.sweethomeor.gov>. If you don't 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:
  - ii) [2024-04-09 City Council Executive Session Minutes](#)
  - iii) [2024-04-09 City Council Work Session Minutes](#)
  - iv) [2024-04-09 City Council Meeting Minutes](#)
  - v) [2024-04-17 City Council Executive Session Minutes](#)

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

- a) Information Only - Sweet Home Fire District Updates

### V. New Business

- a) [Request for Council Action – City Attorney Contract Extension](#)
- b) [Resolution No. 8 for 2024 – Various “Stop” Signs](#)

### VIII. Reports of Committees

### IX. Reports of City Officials

City Manager's Report

---

*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.*

Mayor's Report

- X. **Department Director Reports**
- XI. **Council Business for Good of the Order**
- XII. **Adjournment**



# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

April 09, 2024, 5:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WIFI Passcode: guestwifi

---

## Call to Order

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask

### ABSENT

Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Cecily Hope Pretty, Administrative Services Director

### MEDIA

Shayla Escudero, Albany Democrat-Herald

## Executive Session

Mayor Coleman read the Executive Session announcement:

The Sweet Home City Council will meet in Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

No action was taken in Executive Session.

## Adjournment

There being no further discussion, the meeting was adjourned at 5:54 PM.

ATTEST:

---

Mayor

---

City Manager – Ex Officio City Recorder



# CITY OF SWEET HOME CITY COUNCIL WORK SESSION MINUTES

April 09, 2024, 5:45 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

WiFi Passcode: guestwifi

---

## Call to Order and Pledge of Allegiance

The meeting was called to order at 6:00 PM.

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask

### ABSENT

Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Adam Leisinger, Communications Manager  
Cecily Hope Pretty, Administrative Services Director

### MEDIA

Shayla Escudero, Albany Democrat-Herald

## Work Session - City Attorney Transition Process

City Manager Young stated that due to the upcoming retirement of City Attorney Robert Snyder, City Council needed to identify a process to select and appoint the next City Attorney. She recommended recruiting through two avenues in order to provide the City Council with a variety of options: a traditional job posting and a Request for Proposals (RFP). She noted that City Attorney Snyder offered to delay his retirement until a new City Attorney was selected.

Discussion ensued regarding the benefits, challenges, and potential costs of each method. There was consensus to pursue both recommended options with interviews to be conducted in May.

No action was taken.

## Adjournment

There being no further discussion, the meeting was adjourned at 6:25 PM.

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder

DRAFT



# CITY OF SWEET HOME CITY COUNCIL MINUTES

April 09, 2024, 6:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

---

## Call to Order and Pledge of Allegiance

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Josh Thorstad  
Councilor Dave Trask

### ABSENT

Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Angela Clegg, Tourism & Economic Development Coordinator  
Megan Dazey, Library Services Director  
Adam Leisinger, Communications Manager  
Jason Ogden, Police Chief  
Cecily Hope Pretty, Administrative Services Director  
Robert Snyder, City Attorney  
Greg Springman, Public Works Director

### MEDIA

Shayla Escudero, Albany Democrat-Herald

### GUESTS

Sydney Dominy, "If I Were Mayor..." local contest winner  
Emma Davis, "If I Were Mayor..." local contest runner-up

Councilor Sanchez moved to excuse the absence of Councilor Richards. President Pro Tem Mahler seconded the motion. The motion carried unanimously by those present.

## Consent Agenda

- a) Request for Council Action – Appointments and Reappointment to Committees, Commission, and Board
- b) 2024 Oregon Jamboree Packet
- c) 2024 Icebox Cook Off Packet

Approval of Minutes:

- a) 2024-03-26 City Council Work Session Minutes
- b) 2024-03-26 City Council Meeting Minutes

President Pro Tem Mahler moved to approve the Consent Agenda. Councilor Trask seconded the motion. The motion carried unanimously by those present.

### **Recognition of Visitors and Hearing of Petitions**

- a) If I Were Mayor... Local Contest Awards

Mayor Coleman honored the winner of the annual local "If I Were Mayor..." contest, Sydney Dominy. She also recognized the efforts of the runner-up, Emma Davis. She noted that Sydney's essay would compete in the statewide contest and read highlights from both submissions.

- b) National Library Week Proclamation

Mayor Coleman read the proclamation declaring April 7th to April 13th National Library Week.

### **Old Business**

There was no old business to be heard.

### **New Business**

- a) Request for Council Action – Resolution No. 6 for 2024 – Dissolution of the All Hazard Mitigation Planning Committee

City Manager Young reviewed the history of the All Hazard Mitigation Planning Committee (MPC) and noted that it had not met for several years. She added that there were other committees in place to carry on the work that had previously been assigned to the MPC and that the committee could be reformed in the future if necessary.

Councilor Sanchez moved to approve Resolution No. 6 for 2024. Councilor Trask seconded the motion. The motion carried unanimously by those present.

- b) Request for Council Action – Resolution No. 7 for 2024 – Citywide Stop Signs

City Manager Young stated that the stop sign locations being proposed had been reviewed and recommended by the Public & Traffic Safety Committee and covered in a previous City Council workshop. She added that additional locations identified by the City Council would be examined by staff and the Public & Traffic Safety Committee for a future recommendation.

President Pro Tem Mahler moved to approve Resolution No. 7 for 2024. Councilor Thorstad seconded the motion. The motion carried unanimously by those present.

### **Reports of Committees**

Mayor Coleman stated that the Community Health Committee hosted a successful meeting with local service providers and would continue to host community partners in sharing their work and resources.

### **Reports of City Officials**

City Manager's Report

City Manager Young highlighted Arbor Day and Kid to Park Day on April 20th at Sankey Park. She noted that Opening Act Foundation would be hosting a fashion show and charity auction at City Hall on May 4th. She reviewed the City Manager goals for Fiscal Year 2024-2025.

Mayor's Report

Mayor Coleman noted residency exceptions for those wishing to serve on City Committees and reminded those present that the City Council did not have the power to waive residency for the Budget Committee due to state statute. She recommended that City Councilors review updated legal guidance for use of social media by government officials.

**Department Director Reports**

Library Services Director

- a) Library Director Report - March 2024

Director Dazey stated that the Chamber of Commerce would be hosting Pathways to Progress - Sweet Home edition, a downtown walking group that would feature community leaders.

Community and Economic Development Director

- a) Community & Economic Development Director Report - March 2024

A written report was included in the agenda packet.

Police Chief Monthly Report - March 2024

- a) Police Chief Report - March 2024

Chief Ogden thanked those who joined the Police Department for the annual Walk for the Cause.

**Council Business for Good of the Order**

Councilor Sanchez asked of updates for the mural solicitation. City Manager Young stated that the evaluation committee had made selections and an update would be provided to the Ad Hoc Committee on Arts & Culture.

City Manager Young stated that the pocket park next to the old City Hall building would be constructed over the next few weeks.

**Adjournment**

There being no further business, the meeting was adjourned at 6:56 PM.

\_\_\_\_\_  
Mayor

ATTEST:

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





# CITY OF SWEET HOME CITY COUNCIL EXECUTIVE SESSION MINUTES

April 17, 2024, 4:00 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

---

## Call to Order

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

## Roll Call

### PRESENT

Mayor Susan Coleman  
President Pro Tem Greg Mahler  
Councilor Lisa Gourley  
Councilor Angelita Sanchez  
Councilor Josh Thorstad (telephone)  
Councilor Dave Trask

### ABSENT

Councilor Dylan Richards

### STAFF

Kelcey Young, City Manager  
Blair Larsen, Community & Economic Development Director  
Cecily Hope Pretty, Administrative Services Director

### MEDIA

Sarah Brown, Lebanon Local/New Era

## Executive Session

The Sweet Home City Council Executive Session is held pursuant to:

ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Official representation of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to remain outside the room during the Executive Session. Representatives of the news media are specifically directed not to report on any of the discussions during Executive Session, except to state the general subject of the session as previously announced. No formal actions may be taken in Executive Session.

Formal actions to be taken, if any, as a result of the Executive Session will be conducted during the Council's regular session.

## Adjournment

There being no further discussion, the meeting was adjourned at 4:43 PM.

---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder

DRAFT



# REQUEST FOR COUNCIL ACTION

---

**Title:** Request for Council Action – City Attorney Contract Extension

**Preferred Agenda:** April 9, 2024

**Submitted By:** Cecily Hope Pretty, Administrative Services Director

**Reviewed By:** Kelcey Young, City Manager

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

**Relevant Code/Policy:** Sweet Home Charter

**Towards Council Goal:** Be an Effective and Efficient Government

**Attachments:** City Attorney Employment Extension Agreement

---

**Purpose of this RCA:**

To seek City Council approval to extend the employment of Robert Snyder, City Attorney.

**Background/Context:**

The current City Attorney, Robert Snyder, previously announced that he would be retiring from City service effective May 11, 2024.

**The Challenge/Problem:**

The City is currently recruiting for legal services but a new City Attorney has not been identified and appointed as of yet. Without the extension of Mr. Snyder's contract, the City will not have a dedicated City Attorney in place to advise the City when necessary following his retirement.

**Stakeholders:**

1. **Citizens:** Citizens will benefit from the City maintaining professional legal services.
2. **City Council:** City Council will have a dedicated City Attorney to provide legal advice.
3. **City Staff:** Staff will have a main point of contact for legal matters and will not have to expend additional resources to utilize legal consultants.

**Issues and Financial Impacts:**

There are no identified issues or financial impacts.

**Elements of a Stable Solution:**

A decision that allows for continuity in the City's legal services.

**Options:**

1. **Do Nothing:** The extension will not be approved and the current City Attorney will render no further services after May 11, 2024, leaving the City without dedicated legal counsel.

2. Amend the Extension Agreement: Negotiate changes to the extension with the City Attorney.
3. Approve the Extension Agreement: Move to approve the current City Attorney's contract extension until the next City Attorney is appointed.

**Recommendation:**

Staff recommends Option 3: Move to approve the current City Attorney's contract extension until the next City Attorney is appointed.

**EXTENSION OF  
CITY OF SWEET HOME EMPLOYMENT AGREEMENT  
FOR CITY ATTORNEY**

WHEREAS, The City of Sweet Home and Robert D. Snyder, City Attorney, entered into a written contract dated December 8, 2020 for the position of City Attorney for the City of Sweet Home;

WHEREAS, Robert D. Snyder, City Attorney, notified the City that he was resigning as City Attorney to retire as of May 11, 2024;

WHEREAS, the parties desire that Robert Snyder remain as City Attorney until another City Attorney is appointed by the Sweet Home City Council;

NOW THEREFORE, the Parties agree that Robert Snyder, City Attorney, will continue as City Attorney under the same terms of employment as set forth in the above referred to written contract until such time as a new City Attorney is appointed by the Sweet Home City Council.

\_\_\_\_\_  
Susan Coleman, Mayor

\_\_\_\_\_  
Robert D. Snyder, City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
City Manager, Ex Officio City Recorder



# REQUEST FOR COUNCIL ACTION

---

**Title:** Resolution No. 8 for 2024 – Various “Stop” Signs

**Preferred Agenda:** April 23, 2024

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

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

**Relevant Code/Policy:** SHMC §10.04.030

**Towards Council Goal:** Infrastructure

**Attachments:** Proposed Stop Sign Site Maps  
Resolution No. 8 for 2024 – Various Stop Signs

---

**Purpose of this RCA:**

The purpose of this RCA is to present Resolution No. 8 for 2024, which would authorize additional “Stop” signs at various intersections.

**Background/Context:**

At the March 26, 2024 City Council Work Session, the City Council discussed additional “Stop” signs at various intersections. Based on discussions at that work session, Resolution No. 7 for 2024 was adopted at the April 9, 2024 Council Meeting directing staff to install “Stop” signs at identified locations. However, at the March 26<sup>th</sup> workshop, additional locations were also discussed, and these were referred to the City’s Public & Traffic Safety Committee for their recommendation. The committee met on April 10, 2024 and voted to recommend the following intersections for additional “Stop” sign installations:

- 2 “Stop” signs on Long Street at 23<sup>rd</sup> Avenue, making the intersection a four-way stop
- 1 “Stop” sign on Live Oak Street at 44<sup>th</sup> Avenue
- 2 “Stop” signs on Airport Road at 44<sup>th</sup> Avenue, making the intersection a four-way stop
- 2 “Stop” signs on Airport Road at 46<sup>th</sup> Avenue, making the intersection a three-way stop
- 2 “Stop” signs on Airport Road at 47<sup>th</sup> Avenue, making the intersection a three-way stop
- 2 “Stop” signs on Long Street at 47<sup>th</sup> Avenue, making the intersection a three-way stop
- 2 “Stop” signs on Mountain View Road at Elm Street, making the intersection a three-way stop

**The Challenge/Problem:**

Should the City authorize and install stops signs at these intersections?

**Stakeholders:**

- Sweet Home Residents – Residents deserve intersections with traffic controls that allow for the safe and efficient movement of pedestrians, bicycles, and vehicles.
- Sweet Home City Council – The City Council are empowered to authorize alterations to traffic controls and the installation of new traffic controls.
- Sweet Home City Staff – City Staff, particularly the Police Department, are responsible for enforcing adherence to traffic controls within the City.

**Issues and Financial Impacts:**

The financial impact of the proposed signs is limited to the cost of installing the signs themselves, which is estimated to be less than \$300 per sign, or \$3,900 total for all the signs needed to comply with this resolution.

**Elements of a Stable Solution:**

An ideal outcome would be one which provides for the safe and efficient flow of pedestrian and vehicle traffic through the intersections in question.

**Options:**

1. Do nothing. Leave traffic controls at the intersections in question as they currently exist.
2. Approve Resolution No. 8 for 2024 as presented. This will allow staff to install the signs and enforce adherence to them.
3. Approve Resolution No. 8 for 2024 with changes (Specify).

**Recommendation:**

Staff recommend option 2, Approve Resolution No. 8 for 2024 as presented.

## **RESOLUTION NO. 8 FOR 2024**

### **A RESOLUTION TO INSTALL “STOP” SIGNS AT VARIOUS INTERSECTIONS**

WHEREAS, Sweet Home Municipal Code §10.04.030 states that the City Council may, by resolution, establish or alter traffic controls which shall become effective upon the installation of appropriate signs, signals, or other markings; and

WHEREAS, the Traffic Safety Committee of the City of Sweet Home has considered and does recommend that the following controls be established; and

WHEREAS, the City Council has reviewed the recommendation of the Traffic Safety Committee regarding the following controls and has agreed that they should be established.

NOW, THEREFORE, the City of Sweet Home does resolve as follows:

Section 1. Additional “Stop” signs regulating traffic at Long Street and 23<sup>rd</sup> Avenue shall be installed at the northeast and southwest corners, thus making the intersection a four-way stop, and shall be in full force and effect upon sign installation.

Section 2. An Additional “Stop” sign regulating traffic at Live Oak Street and 44<sup>th</sup> Avenue shall be installed at the northeast corner, and shall be in full force and effect upon sign installation.

Section 3. Additional “Stop” signs regulating traffic at Airport Road and 44<sup>th</sup> Avenue shall be installed at the northeast and southwest corners, thus making the intersection a four-way stop, and shall be in full force and effect upon sign installation.

Section 4. Additional “Stop” signs regulating traffic at Airport Road and 46<sup>th</sup> Avenue shall be installed at the northeast and southwest corners, thus making the intersection a three-way stop, and shall be in full force and effect upon sign installation.

Section 5. Additional “Stop” signs regulating traffic at Airport Road and 47<sup>th</sup> Avenue shall be installed at the northeast and southwest corners, thus making the intersection a three-way stop, and shall be in full force and effect upon sign installation.

Section 6. Additional “Stop” sign regulating traffic at Long Street and 47<sup>th</sup> Avenue shall be installed at the northeast and southwest corners, thus making the intersection a three-way stop, and shall be in full force and effect upon sign installation.



Section 7. Additional “Stop” signs regulating traffic at Mountain View Road and Elm Street shall be installed at the north and south corners, thus making the intersection a three-way stop, and shall be in full force and effect upon sign installation.

This resolution shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor, this 23<sup>rd</sup> day of April, 2024.

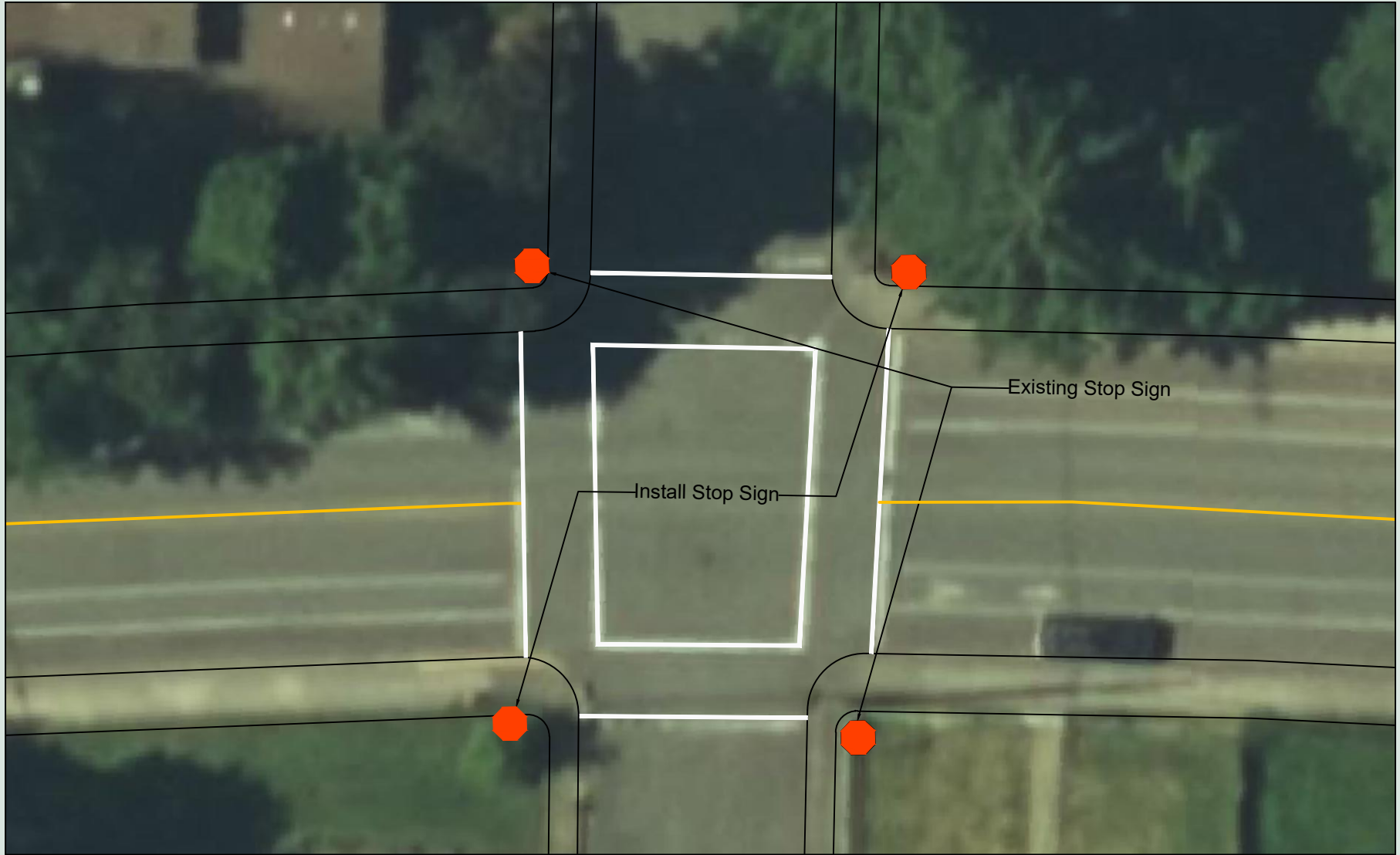
---

Mayor

ATTEST:

---

City Manager – Ex Officio City Recorder



23rd & Long

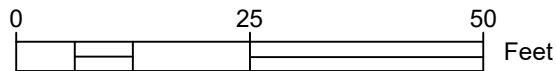
4/18/2024

REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: Levi Gideon  
 Phone: 541 818 8039  
 Email: lgideon@sweethomeor.gov

####





Live Oak & 44th

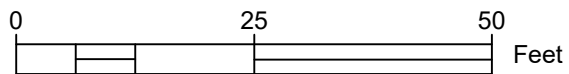
4/18/2024

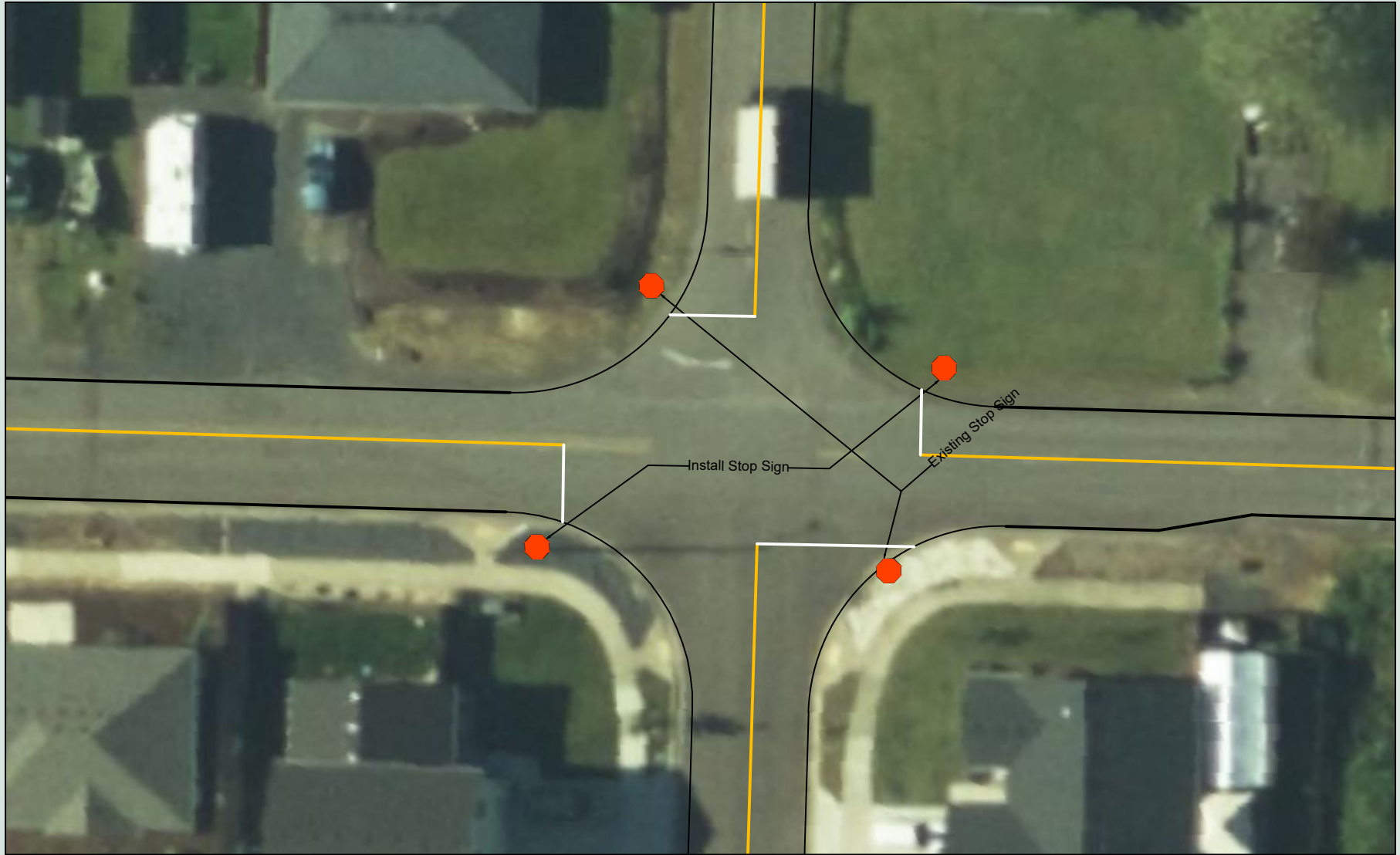
REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact:	Levi Gideon
Phone:	541 818 8039
Email:	lgideon@sweethomeor.gov

####





# 44th & Airport

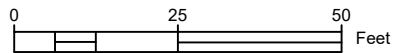
4/18/2024

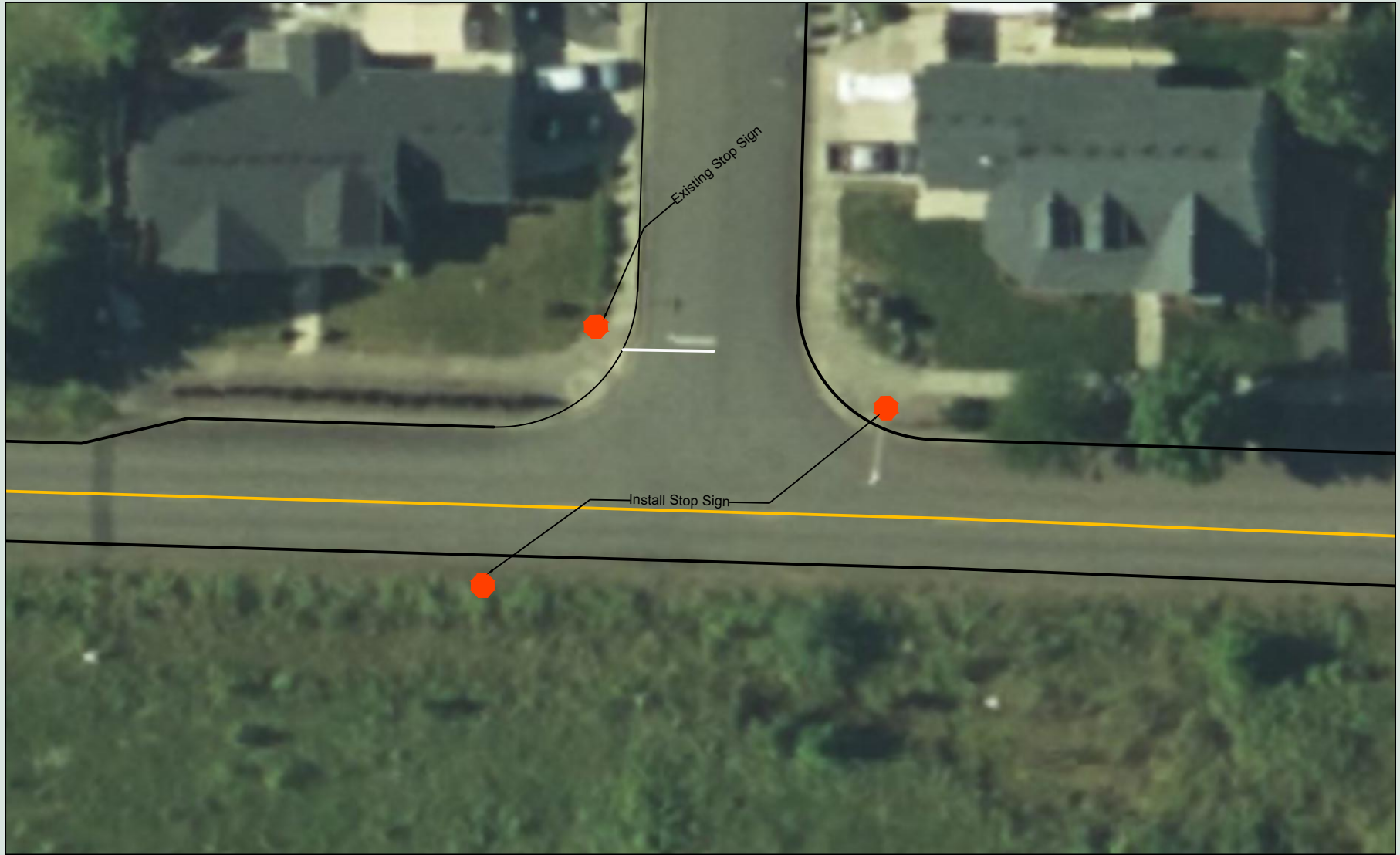
## REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: Levi Gideon  
 Phone: 541 818 8039  
 Email: lgideon@sweethomeor.gov

####





# 46th & Airport

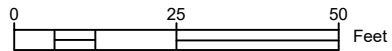
4/18/2024

## REVISIONS

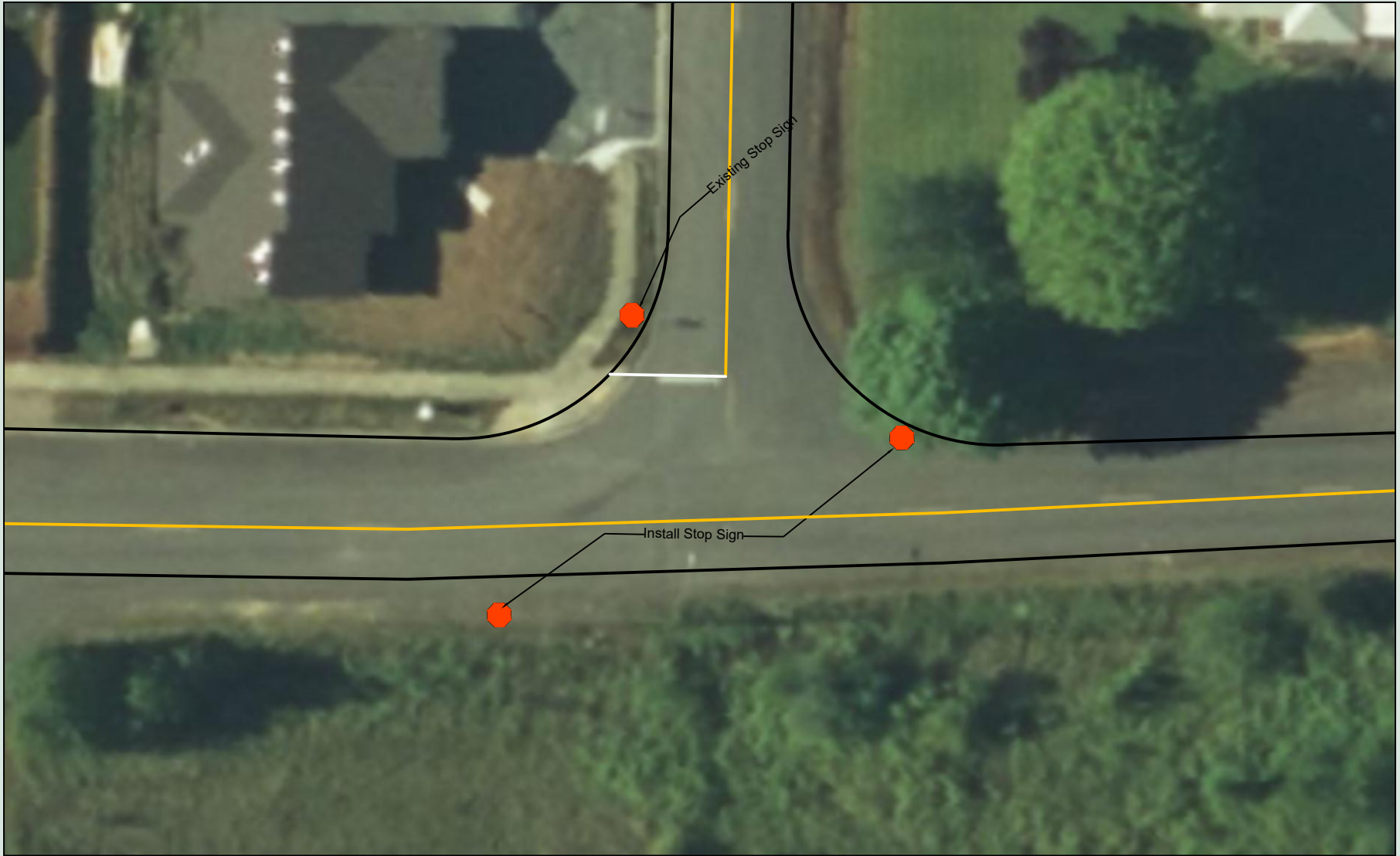
NO.	BY	DATE	DESCRIPTION

Contact:	Levi Gideon
Phone:	541 818 8039
Email:	lgideon@sweethomeor.gov

####







# 47th & Airport

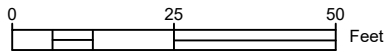
4/18/2024

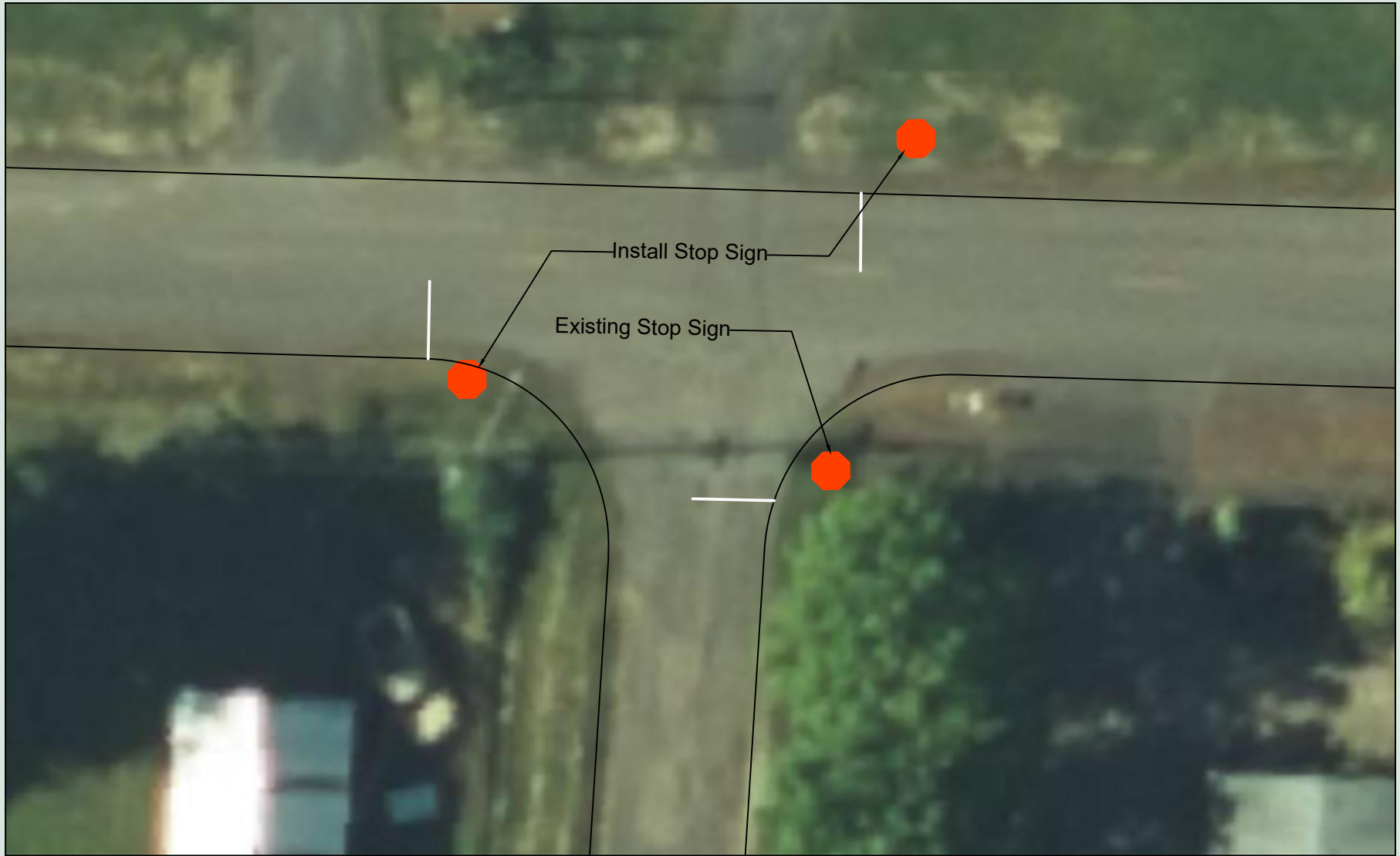
## REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: Levi Gideon  
 Phone: 541 818 8039  
 Email: lgideon@sweethomeor.gov

####





47th & Long

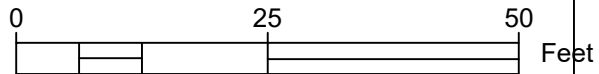
4/18/2024

REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: Levi Gideon  
 Phone: 541 818 8039  
 Email: lgideon@sweethomeor.gov

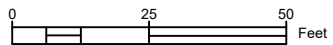
####





## Elm & Mountain View

4/18/2024



### REVISIONS

NO.	BY	DATE	DESCRIPTION

Contact: Levi Gideon  
 Phone: 541 818 8039  
 Email: lgideon@sweethomeor.gov

####