

CITY OF SHERIDAN

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City Council Minutes January 17, 2023, at 7:00 PM

Sheridan City Hall Council Chambers
120 SW Mill Street, Sheridan Oregon
Public Attendance in person & via Zoom

A. CALL TO ORDER, ROLL CALL:

Mayor Thomson called the Council Meeting to order at 7:00 p.m.

Roll Call: Present: Mayor Thomson; and Councilors Acuff, Buckles, McElroy, Hebert, George, and Hodgins.

Absent: None

Staff Present: Heidi Bell, City Manager; Tyler Yeoman-Millette, City Attorney; Kie Cottam, Public Works Director; Gwen Gorham, Library Director; and Yvonne Hamilton, City Recorder.

B. PLEDGE OF ALLEGIANCE:

Mayor Thomson led the attendees in the Pledge of Allegiance.

C. SWEARING IN OF CITY OFFICIALS:

City Recorder, Yvonne Hamilton swore in newly elected Mayor, Marianne Thomson and newly elected Councilors, Cale George, Lucy Hebert, and Liz Hodgins.

D. MAYOR THOMSON'S 2023 STATE OF THE CITY ADDRESS:

Mayor Thomson recognized volunteers, City staff, the Planning Commission, the Parks and Recreation Committee members, and the many organizations that worked together and contributed to Sheridan. She recognized some of the many City Council priorities and goals that have been achieved by the City and City Manager, Heidi Bell. Mayor Thomson acknowledged that there are still things that need to be done, including the clean-up of business buildings and properties. She expressed frustration regarding the slow progress at the Heider and Huntley buildings and at the 106 S. Bridge Street property. Mayor Thomson emphasized the importance of providing healthy activities. She noted some of the 2023 City projects, including the January 28 Open House for a proposed athletic complex; work on river access and water trail plan; addressing homelessness; and infrastructure work that will support growth.

E. ELECTION OF COUNCIL PRESIDENT:

Councilor Buckles nominated Councilor Acuff. Councilor Hodgins seconded the motion.
Councilor McElroy nominated Councilor Buckles. Councilor Hodgins seconded the motion.

Councilor Buckles said that he wasn't necessarily interested in the Council President position. There were no other nominations.

Councilor Roll Call:

Acuff – Acuff	Buckles – Acuff	McElroy – Acuff
Hebert – Acuff	George – Acuff	Hodgins – Acuff

Councilor Acuff was elected Council President with a 6 to 0 vote

F. ADDITIONS OR DELETIONS TO THE AGENDA: Heidi noted that there is an amended draft of Resolution 2023-C at each of the Councilor's desks.

G. FIRST PUBLIC COMMENT PERIOD: None.

H. PUBLIC HEARING DELIBERATION: None.

I. PRESENTATION:

1) Auditor Ryan Pasquarella, Grove, Mueller & Swank, P.C.

Mr. Pasquarella explained that Cities are required to have an annual audit from a licensed Oregon auditor turned in to the State by December 31. He briefly reviewed the documents contained in the report. Mr. Pasquarella said that an audit is an assessment of risk and that it provides reasonable assurance that the City's financial statements are in material order. He stated that the audit was clean. He noted that there will be a big difference next fiscal year due to a big jump in restricted money.

Heidi commented that the City's net worth is currently higher, however it will go down as we start spending grant money.

Councilor Hebert inquired as to whether the Council could request that the auditor focus more on specific subjects.

Mr. Pasquarella responded that it is possible, noting that the audit firm sends out questionnaires and that he is also always available for questions.

Heidi commented that it is the City Council's job to pay attention to City finances.

Councilor George commented on the significant risks identified.

Mr. Pasquarella noted that the auditing standards changed to include talking about any risks the auditor sees.

J. APPROVE CITY COUNCIL MEETING MINUTES:

- ✓ Councilor Buckles motioned to approve the City Council Meeting Minutes for December 19, 2022, with noted typo corrections. Councilor McElroy seconded the motion; motion passed unanimously.

K. VOUCHER DIRECTORY FOR INVOICES PAID:

- ✓ Councilor Acuff motioned to approve the Voucher Directory for invoices paid from December 19, 2022 to January 17, 2023. Councilor Buckles seconded the motion;

Councilor Acuff commented on the flood insurance checks to American Bankers and Superior Flood.

Heidi noted that the American Bankers check is for the contents of City Hall and the Library; the Superior Flood check is for the City Hall and Library structures.

Councilor Hebert commented on looking into secondary flood insurance.

Councilor Acuff inquired about what SEDCOR does for the City.

Heidi noted that SEDCOR manages the City's Enterprise Zone. She said that she will have Abisha come and present to the City Council.

There was discussion on the PGE bill regarding who pays for the Bridge lights.

Heidi clarified that the County currently pays; however, the City will pay after the Revitalization Committee completes their project.

There were clarifying questions asked regarding the breakdown of bills amongst the different funds.

Heidi will email the breakdown to the City Council.

- ✓ Motion passed unanimously.

L. VOUCHER DIRECTORY FOR BULLETIN BOARD EXPENSE:

- ✓ Councilor Acuff motioned to approve the Voucher Directory for the Bulletin Board Expense. Councilor Buckles seconded the motion; motion passed with a 5 to 0 vote. Councilor McElroy abstained.

M. DEPARTMENT REPORTS:

- 1) Sheriff's Report for December 2022 and Summary of Crime Statistics for 2022
Councilor Buckles commented that the annual crime numbers have gone up.
Councilor Hebert noted that the exception is vandalism.
Heidi commented that the report reflects that there is enforcement being done.

- 2) Finance Specialist Budget Reports
Councilor Hebert inquired about rental income.
Heidi noted that the rental income is from the farm leases.

Councilor Hebert questioned the wetlands maintenance line, and the water fund supplies line. Kie responded that wetlands maintenance includes taking care of nutria.

He noted that the increased spending in the water fund supplies line is for new lab equipment.

Councilor Hebert had additional questions on the miscellaneous sewer line.

Heidi will look into Hebert's question and email the Council.

3) Public Works Director Report

Kie reported on the RFP for new water meters. He noted that water accounts for half of the City's revenue. He emphasized the importance of meter accuracy and accounting for low end usage. Kie explained some of the differences between the old meters and the new meters, noting that the new meters meet State requirements.

4) Library Director Report

Gwen reported that Lori Henderson retired. She noted that the Library's hours will change to 10:00 AM to 6:00 PM, Tuesday through Saturday until they get someone new hired. Gwen said that story time will begin on Tuesdays starting in February.

Councilor Buckles commented positively on computer use going up.

5) City Recorder Report

6) City Planner Report

Councilor Buckles commented on the proposed housing in Sheridan.

7) Attorney Report

Tyler said that Rahimi filed a request for a new hearing. He said that the process could take a very long time; however, there is little risk to the City.

N. ORDINANCES AND RESOLUTIONS:

- 1) Vote: Resolution 2023-A, A Resolution Listing the Authorized Signers for the Depository Services With U.S. Bank National Association and Authorizing the City Manager to Certify the Names and Signatures to the Bank.

✓ Councilor Buckles motioned for the City Council to approve Resolution 2023-A, A Resolution Listing the Authorized Signers for the Depository Services With U.S. Bank National Association and Authorizing the City Manager to Certify the Names and Signatures to the Bank. Councilor McElroy seconded the motion; motion passed unanimously.

- 2) Vote: Resolution 2023-B, A Resolution Authorizing First Federal Savings and Loan Association to Change the Authorized Signers for Depository Services and for the City Manager to Provide Names of Authorized Signers and Other Documents to First Federal Savings and Loan Association.

✓ Councilor Hebert motioned for the City Council to approve Resolution 2023-B, A Resolution Authorizing First Federal Savings and Loan Association to Change the Authorized Signers for Depository Services and for the City Manager to Provide Names of Authorized Signers and Other Documents to First Federal Savings and Loan Association. Councilor McElroy seconded the motion; motion passed unanimously.

- 3) Vote: Resolution 2023-C, A Resolution Authorizing Mayor and City Manager to Execute an Intergovernmental Agreement (IGA) Between Sheridan School District, Oregon and the City of Sheridan, Oregon Relating to the Construction, Operation, Maintenance and Use of a Recreational Facility, at Sheridan High School.

✓ Councilor Buckles motioned for the City Council to approve Resolution 2023-C, A Resolution Authorizing Mayor and City Manager to Execute an Intergovernmental Agreement (IGA)

Between Sheridan School District, Oregon and the City of Sheridan, Oregon Relating to the Construction, Operation, Maintenance and Use of a Recreational Facility, at Sheridan High School. Councilor Hodgins seconded the motion; motion passed unanimously.

O. OLD BUSINESS: None.

P. NEW BUSINESS:

- 1) Vote: Community Grant Application: Sheridan School District RC Car Building Club
 - ✓ Councilor McElroy motioned for the City Council to approve the Community Grant Application from the Sheridan School District RC Car Building Club in the amount of \$500.00. Councilor Buckles seconded the motion; motion passed unanimously.

Mayor Thomson suggested that, as part of the application criteria, the applicants include on their application the types of community service in which they have participated.

- ✓ Councilor McElroy made a motion for the Community Grant Application to include the applicant's involvement in the Sheridan community as part of the application criteria. Councilor Hebert seconded the motion; motion passed unanimously.
- 2) Vote: Community Grant Application: Art Conspiracy
 - ✓ Councilor Hebert motioned for the City Council to approve the Community Grant Application from the Art Conspiracy in the amount of \$350.00. Councilor McElroy seconded the motion. Councilor Acuff commented on the positive feedback she has heard about the program over the years. Motion passed unanimously.
 - 3) Vote: Commercial Appraisals for City Owned Properties

Heidi read an email that she received from More Realty. More Realty was surprised by the proposed costs for the commercial appraisals and offered to do an independent broker's opinion as an alternative, free of charge. Heidi said that the City Council should set an Executive Session to discuss real estate negotiations.

 - ✓ Councilor McElroy motioned for the City Council to hold an Executive Session meeting on Monday, January 23, 2023. Councilor Buckles seconded the motion. There was discussion regarding the time for the Executive Session. Councilor Buckles amended the motion to include that the Executive Session would be held on Monday, January 23, 2023 at 6:00 PM. Councilor McElroy seconded the motion; motion passed unanimously.
 - 4) Vote: Appraisal for Donation Land, Tax Lot R5635BB09600

Tyler explained in order for the City to receive the land, the City would have to pay for an attorney to draft the documents; he noted that it would be a conflict for him to prepare the documents. Tyler said that the City would also need to pay for an appraisal so that the donor can take the donation tax write-off.

Councilor Buckles suggested waiting.

Councilor McElroy commented that he doesn't think the City should get involved with land that is worthless because it is land-locked.

Councilor Acuff agreed with McElroy.

Councilor Hodgins asked if the property has river access.

Heidi responded that it does have river access. She added that the City the is most likely entity to gain access from ODOT.

- ✓ Councilor Buckles motioned for the City Council to wait on the appraisal for the proposed land to be donated. Councilor McElroy seconded the motion; motion passed unanimously.

Q. CITY MANAGER REPORT:

Heidi summarized her report that was included in the Council Packet. She reported that the directional sign at the off ramp of Exit 33 had been replaced.

Heidi reported on the recent Emergency Management meeting that she attended. She said that FEMA has identified the Faulconer-Chapman School's old gymnasium as a shelter. Heidi informed the Council that there is a large-scale flood emergency exercise being planned, noting that they are in need of actors for the exercise. Mayor Thomson and Councilors McElroy, Hodgins, Acuff, and Hebert volunteered for the event.

Heidi reported positively about recently attending a meeting at Chemeketa with Senator Ron Wyden and her opportunity to share with him the City's need for support from the State on homelessness and navigation centers.

R. SECOND PUBLIC COMMENT PERIOD:

Penny Toepel, City of Sheridan resident asked how the new meter system would affect water bills. Heidi responded that the new meters would be fairer because people would be paying for what they actually use. She noted that this may reduce the amount rates need to be increased.

S. MAYOR/COUNCIL COMMENTS:

Heidi commented on needing to put vaping and bicycles on sidewalks on the Special Session Agenda. She also informed the City Council about code violations at Benny Huie's and the IGA grocery store for improperly disposed of grease that is backing up the sewer system. Councilor Buckles commented on being confronted while at Davison Auto Parts regarding the Heider building.

Councilor Hebert commented on industrial land and drawing businesses to Sheridan.

Councilor Acuff reminded the Council that they need to be working on increasing SDC fees.

Councilor George commented on making it easier for the public to contact the City Council through email.

T. ADJOURNMENT:

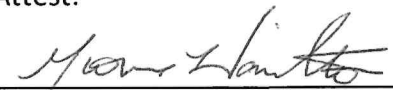
- ✓ Councilor Acuff made a motion to adjourn. The motion was seconded and passed unanimously.

The meeting adjourned at 10:21 p.m.



Marianne Thomson, Mayor

Attest:



Yvonne Hamilton, CMC, City Recorder

MOTION SUMMARY:

VS = Verbal/Show of Hands

RC = Roll Call Vote

Motion	Outcome	Acuff	Buckles	McElroy	Hebert	Cale	Hodgins	VS or RC
Item E. Motion to nominate Council President - Buckles	Passed	Acuff	Acuff	Acuff	Acuff	Acuff	Acuff	VS
Item J. Motion to approve December 19, 2022 meeting minutes with corrections - Buckles	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item K. Motion to approve Voucher Directory for invoices paid from December 19, 2022 to January 17, 2023 - Acuff	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item L. Motion to approve Bulletin Board expense - Acuff	Passed	Yes	Yes	Abstain	Yes	Yes	Yes	VS
Item N1. Motion to approve Resolution 2023-A, authorized signers U.S. Bank - Buckles	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item N2. Motion to approve Resolution 2023-B, authorized signers First Federal – Hebert	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item N3. Motion to approve Resolution 2023-C, IGA Sheridan School District – Buckles	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P1. Motion to approve Community Grant Application in the amount of \$500 for Sheridan School District RC Car Building Club – McElroy	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P1. Motion to add wording to the Community Grant Application to include applicant’s involvement in the Sheridan community – McElroy	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P2. Motion to approve Community Grant Application in the amount of \$350 for Art Conspiracy - Hebert	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P3. Motion to hold an Executive Session meeting on Monday, January 23, 2023 - McElroy	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P3. Motion to hold the Executive Session at 6:00 p.m. on January 23, 2023 - Buckles	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Item P4. Motion to wait on appraisal for proposed land to be donated - Buckles	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS