



CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

Phone 503-843-2347 • Fax 503-843-3661

www.cityofsheridanor.com

City Council Minutes

January 21, 2025

7:00 PM - City Council Regular Meeting
Sheridan City Hall Council Chambers
120 SW Mill Street, Sheridan Oregon

A. Call to Order, Roll Call

Mayor George called the Council Meeting to order at 7:01 p.m.

Roll Call: Present: Mayor George; and Councilors Buckles, Flynn, Hebert, Hodgins, Houston, and McElroy.

Absent: None

Staff Present: Kie Cottam, Acting City Manager/Public Works Director; Tyler Yeoman-Millette, City Attorney; Staci Coker, Finance Director; Gwen Gorham, Library Director; and Yvonne Hamilton, Acting Assistant City Manager/City Recorder.

B. Pledge of Allegiance

C. Oath of Office

City Recorder Yvonne Hamilton swore in newly elected Council Members, James Buckles, Dennis McElroy, and Peter Flynn.

D. Election of Council President for 2025

- ✓ Councilor McElroy nominated Councilor Buckles for Council President. Councilor Houston seconded the nomination. *Discussion: There was no further discussion.* The vote for Councilor Buckles to serve as Council President for 2025 was unanimous.

E. Additions or Deletions to the Agenda:

- 1) The Pavement Study Presentation from Keller Associates was removed from the Agenda.
- 2) New Business Item M1 was moved to H3.

F. First Public Comment Period:

- 1) Joe Neeley, Sheridan resident: Mr. Neeley inquired about how ARPA fund projects will be prioritized if Sheridan only receives 90% of the ARPA funds. Kie responded that the City is still looking at their options on how to expend those funds. He noted that, if we do have to contract for them and pay a grant administration fee, then the City will be offsetting that cost with revenue funds that are already in the budget for that same purpose.

G. Public Hearings: None

H. Presentation:

- 1) Mid-Willamette Valley Council of Governments Services, Scott Dadson, Executive Director; Laura Conroy, Associate Project Manager; and Amber Mathiesen, Finance Director

Mr. Dadson presented information on the services that the COG can provide during the City Manager transition time, including Interim City Manager support, finding and placing an Interim City Manager, and City Manager recruitment services.

The City Council discussed the services and the associated costs with Mr. Dadson.

- 2) Industrial Lands Project, SEDCOR, Eric Andersson, President and Abisha Stone, Yamhill County Economic Development Manager

Ms. Stone and Mr. Andersson provided an update on Phase 1 of the Sheridan Industrial Lands Project. Ms. Stone explained that they are at the end of Phase 1 and have started Phase 2.

The presentation was uploaded to the City website.

I. Consent Agenda:

- ✓ Councilor Buckles motioned to approve the Consent Agenda. Councilor Hodgins seconded the motion. *Discussion: Kie and Staci answered clarifying questions from the Council regarding expenses for Well Abatement; flagpole repairs; Lowes Christmas décor; and a water heater.*

Motion passed unanimously.

J. Department Reports:

- 1) Sheriff's Report

There were comments on burglaries and the Neighborhood Watch program.

- 2) Finance Director Budget Reports

- 3) Public Works Director Report (*Included in the City Manager Report*)

- 4) Library Director Report

Gwen commented on Head Start and All-Prep arranging monthly visits to the library.

- 5) Code Enforcement & Safety Report

Councilor Buckles commented on towing costs, noting that additional money may need to be added to that line in the next budget cycle.

Councilor Houston expressed concern about citing occupied motor homes that are located on private property. Tyler noted that levying fines is part of enforcing the Sheridan Municipal Code; however, Judge Coukoulis does work with people.

- 6) City Recorder Report

There was a request to add the remaining balance to each of the grant spreadsheets.

- 7) City Planner Report

K. Ordinances and Resolutions:

1) Vote: Resolution 2025-A, Adopting Updated Public Works Standards

- ✓ Councilor Houston motioned to adopt Resolution 2025-A, a Resolution Adopting Updated Public Works Standards. Councilor Buckles seconded the motion.

Discussion: There was no further discussion.

Motion passed unanimously.

L. Unfinished Business: None.

M. New Business:

1) Vote: Award Community Grants

- ✓ Councilor Houston motioned to award \$500 to each of the Community Grant FY 2024-2025 2nd Quarter applicants. Councilor Hodgins seconded the motion.

Discussion: There was no further discussion.

Motion passed unanimously.

2) Discussion & Vote: Mid-Willamette Valley Council of Governments: SOW Interim and Recruitment Services

The Council discussed moving forward with finding an Interim City Manager. They directed Staff to talk to the COG about an interim.

Councilor Buckles commented on the COG's scope of work for City Manager recruitment services, noting that the COG is less expensive; however, the Council may be doing more work.

Councilor Houston said that he would like to hear from Jensen Strategies.

The Council decided to wait on making a decision on recruitment services until they have an opportunity to learn about Jensen Strategies recruitment services.

3) Vote: IGA ODOT Americans with Disabilities Act Curb Ramp Project

- ✓ Councilor Buckles motioned to approve the Intergovernmental Agreement Americans with Disabilities Act Curb Ramp Project Agreement – OR 18B Curb Ramps (Willamina/Sheridan) City of Sheridan; Misc. Contracts and Agreement NO. A166-G091024 and authorize the Mayor to execute the Agreement.

Councilor McElroy seconded the motion. *Discussion: There was no further discussion.*

Motion passed unanimously.

N. City Manager Report

Kie highlighted his report that was included in the Council packet. He reported ongoing sewer line problems due to fats, oils, and grease. Kie said that Public Works is working to educate business owners; however, if the issues continue, they will need to involve Code Enforcement.

Councilor Houston expressed issues with the new concrete, noting that there are holes, and the edges have not been finished. He was especially concerned about the voids that will fill with water. Councilor McElroy commented that the brick has broken chunks. Kie noted that pressure washing, trim work, and sealing has yet to be done. He invited Councilors to walk the area with him.

O. Second Public Comment Period: None

P. Mayor/Council Comments:

Comments were made on the following:

- Councilor Houston read from Mount Angel’s goals on employee retention. He stressed the importance of treating employees well. Councilor Houston suggested finding a pathway for employees to report concerns to Council.
- Councilor Hodgins received a resident’s suggestion for a bench to be located at the bump out, as well as some beautification to the area. Tyler noted that the Council decided to not proceed with the beautification.
- Councilor Hodgins inquired about flood markers on the bridge. Kie responded that he is working with Civil West on an idea for flood markers.
- Councilor Buckles inquired about the accident on West Main Street at the Veterans Memorial. Kie responded that the City has not yet received the Sheriff’s report on the incident.

Q. Adjournment:

- ✓ Councilor Buckles motioned to adjourn. The motion was seconded and passed unanimously.

The meeting adjourned at 9:23 p.m.


Cale A. George, Mayor

Attest:


Yvonne Hamilton, CMC, City Recorder