

# 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

February 13, 2023, at 6:15 PM

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

### **CALL TO ORDER, ROLL CALL:**

Mayor Thomson called the Council Meeting to order at 6:16 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; and Yvonne Hamilton, City Recorder.

Scott Dunn and Allen Riddle of MORE Realty were also in attendance.

### **PLEDGE OF ALLEGIANCE:**

Mayor Thomson led the attendees in the Pledge of Allegiance.

### **ADD OR REMOVE ITEMS TO AGENDA:**

Mayor Thomson noted two additions to the Agenda, 1) Hebert Plaza Railings and 2) Smart Meter Customer Portal and Notification Software.

Heidi commented that it would be good to discuss the two additions prior to the Executive Sessions.

#### 1) Hebert Plaza Railings

Heidi explained that Ernie Hebert has been working on the Hebert Plaza railings project. She reminded the Council that Yamhill County would pay for half the cost of the moderately priced railings and that the Council consensus was that the decorative railings would be too expensive. Heidi said that Ernie researched several vendors with moderately priced railings. He found a vendor that is able to start next week for approximately \$14,000.00. Heidi noted that the railings will run from the Bridge to the Clock Tower, an additional 30 feet.

- ✓ Councilor McElroy motioned to approve the railing proposal as presented, to take the money out of the Street fund, up to a maximum of \$18,000.00.

Councilor Acuff seconded the motion. *Discussion:* Councilor Buckles asked if the railing is like the railing on West Main Street. Councilor Hebert responded that the railing would be different because the West Main Street railing is for flat surfaces. She noted that the railing would be green and continuous. Councilor Hodgins asked for clarification on where the railing begins and ends. Councilor Hebert said that it starts at the clock tower and ends at the cyclone fencing. *Vote:* Motion passed unanimously.

2) Smart Meter Customer Portal and Notification Software

Heidi provided a handout on the capabilities of the H2O Analytics Customer Portal and Notification Software. She noted that the software was not included in the original proposal. The initial cost to add and set-up the software would be \$7,500, and then we would pay \$3,500 annually.

Councilor Acuff commented that we have plenty of money in the contingency fund that could be used.

- ✓ Councilor Acuff motioned to approve the H2O Analytics proposal as presented. Councilor Buckles seconded the motion. *Discussion:* Councilor George suggested that Staff double check how phone numbers are updated or removed when someone moves. *Vote:* Motion passed unanimously.

**A. EXECUTIVE SESSION:**

The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**The City Council entered into Executive Session at 6:38 p.m.**

**The Executive Session ended at 8:08 p.m. and the open session reconvened.**

**B. FOLLOW UP DISCUSSION AND VOTE:**

R5626DD 00101

- ✓ Councilor McElroy motioned to sell Tax Lot R5626DD 00101. Councilor Buckles seconded the motion. *No further discussion.* Motion passed unanimously.

R5626DD 00200

- ✓ Councilor Acuff motioned to sell Tax Lot R5626DD 00200. Councilor McElroy seconded the motion. *No further discussion.* Motion passed with a 4 to 2 vote.

R5635BA 03000; 358 NW Washington Street

- ✓ Councilor Buckles motioned to sell Tax Lot R5635BA 03000; 358 NW Washington Street. Councilor Hodgins seconded the motion. *Discussion:* Councilor Acuff suggested that there may be other ways the City would use the property, perhaps a homeless shelter. Councilor Buckles asked about rezoning. Heidi said that the property could be rezoned. Councilor Hodgins suggested using the area as a pickleball court. Heidi noted that a pickleball court would not bring in revenue.  
*Councilor Buckles withdrew his motion.*

- ✓ Councilor McElroy motioned for the City to get soil samples before listing 358 NW Washington Street. Councilor Hodgins seconded the motion. *Discussion:* Councilor Buckles commented that it is a good idea to get soil samples. Heidi said that someone may buy the property regardless of the soil sample test results. Councilor George noted that the City wants to sell the property anyway. Councilor Hebert suggested selling the property contingent on soil sample test results. *Vote:* Motion passed with a 5 to 1 vote.

R5635BA 09500; 142 NW Yamhill Street

- ✓ Councilor Acuff motioned to sell Tax Lot R5635BA 09500; 142 NW Yamhill Street. Councilor Buckles seconded the motion. *Discussion:* Councilor Hebert suggested that the City wait and look into other possible uses for the property or consider adding additional stories onto the building. *Vote:* Motion passed with a 3 to 2 vote; Councilor George abstained.

R5635BD 04600; 120 SW Mill Street

- ✓ Councilor Buckles motioned to sell Tax Lot R5635BD 04600; 120 SW Mill Street for the offering range of \$880,886 to \$934,286. Councilor McElroy seconded the motion. *Discussion:* Councilor Hebert suggested that the City look into the cost of building before selling City Hall. Heidi responded that Staff is working on obtaining quotes and writing grants. She noted that both City Hall and the Library need to be sold to build a new building. Councilor McElroy commented that both should be put on the market. *Vote:* Motion passed with a 3 to 1 vote; Councilors Hodgins and Acuff abstained.

R5635BD 02301; 127 SW Mill Street

- ✓ Councilor Acuff motioned to sell Tax Lot R5635BD 02301; 127 SW Mill Street. Councilor Buckles seconded the motion. *Discussion:* Councilor Hebert suggested looking into refurbishing the house for the Sheriff's Office. Heidi noted that it may be expensive to bring the house up to code and ADA standards required for a public building. *Vote:* Motion passed with a 4 to 1 vote; Councilor Hodgins abstained.

R5635BD 02400; 135 SW Mill Street

- ✓ Councilor Buckles motioned to sell Tax Lot R5635BD 02400; 135 SW Mill Street. Councilor McElroy seconded the motion. *Discussion:* Councilor Hebert commented that the lot is worth more than \$10,000. Councilor McElroy noted that the realtors said that the value is increased if the four properties are sold together as a whole. *Vote:* Motion passed unanimously.

R5635BD 02500; 245 SW Morgan Street

- ✓ Councilor Buckles motion to sell Tax Lot R5635BD 02500; 245 SW Morgan Street. Councilor Acuff seconded the motion. *No further discussion.* Motion passed unanimously.

R5635BD 02600; 235 SW Morgan Street

- ✓ Councilor Buckles motioned to sell Tax Lot R5635BD 02600; 235 SW Morgan Street. Councilor Acuff seconded the motion. *Discussion:* Councilor Hebert said the sale should be contingent on relocating the community garden. Heidi said she would contact Vivian,

adding that the Public Works Department could help with the relocation. Heidi said the relocation would be discussed at the February 21<sup>st</sup> meeting. *Vote:* Motion passed unanimously.

R5635BB 10200

- ✓ Councilor Acuff motioned to sell Tax Lot R5635BB 10200. Councilor McElroy seconded the motion. *No further discussion.* Motion passed unanimously.

**C. EXECUTIVE SESSION:**

The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

**The City Council entered into Executive Session at 8:54 p.m.**

**The Executive Session ended at 9:14 p.m. and the open session reconvened.**

**D. FOLLOW UP DISCUSSION AND VOTE:**

- ✓ Councilor Buckles motioned to approve the City Attorney proposal as presented at 2 Days/Wk (8hrs) + 6 hrs/mo evening meetings, at the rates of \$146.02/hour; \$11,000/month; \$132,000 Annually effective, March 1, 2023. Councilor Acuff seconded the motion. *No further discussion.* Motion passed unanimously.

**E. EXECUTIVE SESSION:**

The City of Sheridan 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.

**The City Council entered into Executive Session at 9:17 p.m.**

**The Executive Session ended at 9:39 p.m. and the open session reconvened.**

**F. FOLLOW UP DISCUSSION AND VOTE: None.**

**G. MAYOR/COUNCIL COMMENTS: None.**


**H. ADJOURNMENT:**

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

The meeting adjourned at 9:40 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 |
|--|----------------------|---------|---------|---------|--------|---------|---------|----------|
| McElroy motioned to approve the railing proposal as presented, to take the money out of the Street fund, up to a maximum of \$18,000.00.   | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Acuff motioned to approve the H2O Analytics proposal as presented.   | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| McElroy motioned to sell Tax Lot R5626DD 00101.  | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Acuff motioned to sell Tax Lot R5626DD 00200.  | Passed               | Yes     | Yes     | Yes     | No     | Yes     | No      | VS       |
| Buckles motioned to sell Tax Lot R5635BA 03000; 358 NW Washington Street.  | Motion was withdrawn | /       | /       | /       | /      | /       | /       | /        |
| McElroy motioned for the City to get soil samples before listing 358 NW Washington Street.   | Passed               | Yes     | Yes     | Yes     | No     | Yes     | Yes     | VS       |
| Acuff motioned to sell Tax Lot R5635BA 09500; 142 NW Yamhill Street.   | Passed               | Yes     | Yes     | Yes     | No     | Abstain | No      | VS       |
| Buckles motioned to sell Tax Lot R5635BD 04600; 120 SW Mill Street for the offering range of \$880,886 to \$934,286.   | Passed               | Abstain | Yes     | Yes     | No     | Yes     | Abstain | VS       |
| Acuff motioned to sell Tax Lot R5635BD 02301; 127 SW Mill Street.  | Passed               | Yes     | Yes     | Yes     | No     | Yes     | Abstain | VS       |
| Buckles motioned to sell Tax Lot R5635BD 02400; 135 SW Mill Street.  | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Buckles motioned to sell Tax Lot R5635BD 02500; 245 SW Morgan Street.  | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Buckles motioned to sell Tax Lot R5635BD 02600; 235 SW Morgan Street.  | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Acuff motioned to sell Tax Lot R5635BB 10200.  | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |
| Buckles motioned to approve the City Attorney proposal as presented at 2 Days/Wk (8hrs) + 6 hrs/mo evening meetings, at the rates of \$146.02/hour; \$11,000/month; \$132,000 Annually, effective March 1, 2023. | Passed               | Yes     | Yes     | Yes     | Yes    | Yes     | Yes     | VS       |