

CITY OF SHERIDAN

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City Council Minutes

February 21, 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 7:01 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. ADDITIONS OR DELETIONS TO THE AGENDA:

Heidi removed the February 6, 2023 minutes, noting that an early draft was put into the packet.

Heidi added the City Attorney's Engagement Letter for Legal Services under New Business, Item 3.

D. FIRST PUBLIC COMMENT PERIOD:

Mayor Thomson introduced Yamhill County Commissioner, Kit Johnston.

E. PUBLIC HEARING: None.

F. PRESENTATION:

1) Hometown Days, Matt Huegli

Mr. Huegli gave some brief history on how the Hometown Days Committee was formed. He shared that Sheridan Days ceased to exist in 2019; therefore, in 2020 Rotary worked to organize Hometown Days. Mr. Huegli stated that Hometown Days started with donations from Rotary and the City of Sheridan. He listed other financial contributors, including Recology and the Bulletin Board.

Mr. Huegli explained that some of the past donors may not be contributing this year. He added that the committee did not realize that porta-potties may be an issue. Mr. Huegli

said that the Hometown Days portable toilets and handwashing stations were quoted at \$2,440.00; the amount they are requesting from the City.

Councilor Acuff inquired about the City providing police services for Hometown Days. Heidi responded that the City must put in a special request because there is no Saturday afternoon deputy.

Mr. Huegeli noted that the Sheridan Fire District and Yamhill County Sheriff's Office have both been made aware of Hometown Days.

Heidi inquired about whether they will need to have the pond stocked with fish or any advertising paid for by the City.

Mr. Huegeli responded that the fishing derby will hopefully be in May; therefore, they would not need fish for Hometown Days. They do not need advertising from the City this year either.

- 2) Community Garden, Friends of Sheridan Parks and Recreation, Vivian and Paul Pena
Vivian Pena gave a short presentation on the Community Garden. Ms. Pena said that the Friends of Sheridan Parks and Recreation formed a 501 C3 in 2017 in support of the Community Garden. To date, the Community Garden has 11 beds; some are raised higher. She said that they try to get donations based on the size of the bed and irrigation. Ms. Pena stated that there is a likelihood that the Community Garden will need to be moved. She questioned when that move would happen, and whether the new location would have a water source. Paul Pena added that they are also hoping for power at the new location.

Councilor Acuff asked about the size of the Community Garden.

Mr. Pena said that it is about 40 feet x 70 feet. He noted that they would like to have more space for a shed and additional beds.

Mayor Thomson inquired as to who oversees the Community Garden project.

Ms. Pena said that she, Paul Pena, the Parks and Recreation Committee, and the non-profit oversee the project. She added that they are prepared for moving to a new location, but they are trying to determine the timing.

Heidi said that there is a plan to relocate the Community Garden to an area at the sewer plant. She noted that there would be minimal costs associated with this move.

Kie noted that, depending on the layout, they may need to extend water and power.

Councilor Hodgins acknowledged that the proposed location is an awesome area, adding that there could be a compost area there as well.

G. APPROVE CITY COUNCIL MEETING MINUTES:

- ✓ Councilor Acuff motioned to approve the City Council Meeting Minutes for February 13, 2023. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

H. VOUCHER DIRECTORY FOR INVOICES PAID:

Mayor Thomson read a memo giving an example of the process for how invoices are paid. She explained that invoices are reviewed by several City staff before checks are cut and sent to Council for approval. Mayor Thomson reminded the Council to please direct Voucher Directory questions to Heidi before the meeting.

- ✓ Councilor McElroy motioned to approve the Voucher Directory for invoices paid from January 17, 2023 to February 21, 2023. Councilor Buckles seconded the motion. *Discussion:* There were clarifying questions from City Council. Motion passed unanimously.

I. VOUCHER DIRECTORY FOR BULLETIN BOARD EXPENSE:

- ✓ Councilor Buckles motioned to approve the Voucher Directory for the Bulletin Board Expense. Councilor Acuff seconded the motion. *Discussion:* Mayor Thomson noted that the name was changed to the *West Valley Bulletin Board*. Motion passed with a 5 to 0 vote. Councilor McElroy abstained.

J. DEPARTMENT REPORTS:

1) Sheriff's Report for January 2023

Councilor Buckles commented on the positive statistics.

Heidi will invite someone from the Sheriff's office to attend the next meeting.

2) Finance Specialist Budget Reports for January 2023

Councilor Buckles commented that he emailed questions earlier to Heidi and Marissa and those questions were answered satisfactorily.

3) Public Works Director Report

Kie reported that the City took delivery on the new water meters. He informed the Council that Gary and Kenny are handling the water meter project and they have been busy prepping for it. Kie reported that there have been complaints about the state of Sheridan Road, adding that the weather has made it worse. He informed them that he plans to spend between \$5,000 and \$7,500 to repair some of the potholes.

Councilor Buckles inquired about whether property owners could pave their graveled alleys. Kie explained that there is a process for that, adding that it is more cost effective for the residents to coordinate with the City's paving projects.

4) Library Director Report

Gwen reported that the new roof was finished on Monday.

Gwen informed the Council that three candidates were interviewed for the open library position, adding that an offer was accepted and the new person starts on March 1, 2023.

Gwen also reported that the grant for the popular hot spot program ends in the Fall.

5) City Recorder Report

Yvonne reported on City Hall staffs' role in the new water meter project.

6) City Planner Report

Councilor Hebert commented that she thought the partitioning on Grant Street changed the whole area's zoning to R-2.

Heidi pointed the area out on the most recent zoning map and noted that some of the area is not R-2.

7) Attorney Report

Tyler listed some of the projects that he is currently working on for the City:

- Employment items
- Completion of the water meter RFP
- IGA for the Oregon Records Management Solution
- Preparation work for the recent Executive Sessions
- Working with CIS Risk Management on Narcan training and services

K. ORDINANCES AND RESOLUTIONS:

1) Vote: Resolution 2023-D, A Resolution Authorizing Mayor and City Manager to Execute an Intergovernmental Agreement with the Oregon Secretary of State for the Provision of Electronic Records Management.

- ✓ Councilor McElroy motioned for the City Council to approve Resolution 2023-D, A Resolution Authorizing Mayor and City Manager to Execute an Intergovernmental Agreement with the Oregon Secretary of State for the Provision of Electronic Records Management. Councilor Acuff seconded the motion. *Discussion:* Councilor Buckles questioned the requirement for auto insurance. Tyler replied that those are standard insurance requirements. Motion passed unanimously.

L. OLD BUSINESS: None.

1) Vote: Relocation of Community Garden

- ✓ Councilor Buckles motioned for the City Council to approve the relocation of the Community Garden to the south side of the Sewer Plant and authorize City assistance with the relocation effective immediately. Councilor Hodgins seconded the motion. *Discussion:* Councilors Acuff and McElroy commented on the location being perfect for the Community Garden, adding that the garden could co-exist well with the project that they are working on. Motion passed unanimously.

M. NEW BUSINESS:

1) Vote: Yamhill County Transit Budget Request

- ✓ Councilor McElroy motioned for the City Council to approve the Yamhill County Transit Budget Request in the amount of \$4,490.00 for Fiscal Year 2023-2024. Councilor Acuff seconded the motion. *Discussion:* Councilor McElroy commented on the importance of the transit service to the community, adding that it is not inexpensive to operate. Councilor

Hodgins commented that she would like to have Saturday service. Councilor Acuff noted that the City did not pay for the service for many years. She said that the City should pay our share. Mayor Thomson said that she would like to know the number of Sheridan residents that use the service. Heidi replied that there are many Sheridan residents that use the service and that they would like additional bus stops added. Councilor McElroy noted that the transit drivers will stop on request. Councilor Buckles asked where the Yamhill County Transit is in the Budget. Heidi will check. Councilor Hebert commented that it is nice to let people know that it is a free service. Motion passed unanimously.

2) Vote: Hometown Days Requests

- ✓ Councilor Hebert motioned for the City Council to approve the Hometown Days request in the amount of \$2,440.00 for portable toilets and handwashing stations, not to exceed \$2,500.00. Councilor McElroy seconded the motion. *Discussion:* Councilor Acuff commented that the City is saving money by not having to stock fish. Motion passed unanimously.

3) Engagement Letter for Legal Services

Tyler explained that the Engagement Letter formalizes the discussion the Council had at the February 13, 2023 meeting.

The Council discussed if the Engagement Letter should be reviewed by the Mid-Willamette Valley Council of Governments.

Councilor Acuff suggested that the Engagement Letter be added to the March 6, 2023 Special Session Agenda.

N. CITY MANAGER REPORT:

Heidi summarized her report that was included in the Council Packet. She commented on some of the projects she has been working on:

- Interviews for the Code Enforcement and Public Works Maintenance II positions
- March 2, Polk County Resource Center Tour
- Broadband Meeting with LS Network
- Homeless research
- Five Lottery Grants submitted to Oregon State Representative, Lucetta Elmer's office

Councilor Acuff asked if the Code Enforcement Officer would be enforcing the rules on homelessness.

Heidi replied that once rules are established, some of them would be under Code Enforcement; however, it will be interesting to see if there will be mental health services. She noted that under the current Yamhill County contract, that process is handled by the Yamhill County Sheriff's Office.

Councilor Buckles asked if the City is done hiring once those two positions are filled.

Heidi replied that we still need a Cross Trained Water/Wastewater Operator.

Councilor Buckles commented on the health insurance request to the Union Representative.

O. SECOND PUBLIC COMMENT PERIOD: None.

P. MAYOR/COUNCIL COMMENTS:

Update on Homelessness:

Mayor Thomson gave a progress update on homelessness. She listed the items that have been completed:

- Town Hall meeting
- Round Table meeting
- League of Oregon Cities Training Workshop
- Meeting with Willamina on response and prevention
- Grand Ronde palette house tour

Mayor Thomson elaborated on the palette house tour, noting that there are ten 8 x 8, safe and secure, two-person palette houses placed along a continuous sidewalk. She said that they plan to put in 15 more palette houses. Mayor Thomson said that the Tribes were able to move fairly quickly on the project.

Mayor Thomson noted that she spoke with Judy and Joyce with Grand Sheramina regarding the number of homeless people that Grand Sheramina serves. They estimated that they serve about 12 homeless people that live outside; 10 men and 2 women. Grand Sheramina shared that they also serve about 6 people living in cars and about 25 families that live with other families.

Councilors Acuff and McElroy discussed their research on suitable locations for shelter; the Sewer Plant and the Public Works Shop.

Councilor Acuff commented that there probably wouldn't be unanimous approval, however the Public Works location seems to be the least impactful, is off the main road, and is not too far from services.

Mayor Thomson commented on flood issues.

Councilor Buckles noted that the location is already fenced and has a building for shelter.

Councilor Hodgins expressed concern regarding cost.

Heidi presented information on the Church at the Park palette houses in Salem. She said that the per unit price there is between \$5,000.00 and \$7,000.00; however, that price grows as buildings for restrooms, common area, laundry room, kitchen, and service area are added.

Heidi plans to submit one more grant request. She said that the Church at the Park is looking to expand.

Councilor Buckles estimated that the start-up cost for 11 palette houses would be about \$200,000.00

Heidi responded that each home at the Church at the Park is sponsored by a business. She noted that there is heavy security which has made the people around there feel safer.

Councilor Hodgins asked if there is someone onsite that monitors the area.

Councilor Buckles asked about drug use.

Heidi replied that there is someone there to monitor. She said more information could be found at Church at the Park's website [Homeless Services | Church@thePark | Salem OR \(church-at-the-park.org\)](#).

Mayor Thomson noted that the Good Shepherd Church is offering to help, adding that there may be a possibility for a warming shelter.

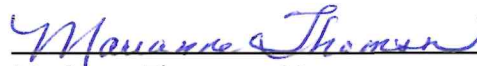
Other topics discussed by the Council included:

- Explanation regarding definition of a quorum
- The affects of Measure 110 on the crime rate and lack of mental health services
- Project descriptions for CDBG Grant projects
- Stoney Mountain reservoir concerns, capacity, and reasons the water is not used
- Affordable (inclusive) housing

Q. ADJOURNMENT:

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

The meeting adjourned at 9:19 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
Acuff motioned to approve the City Council Meeting Minutes for February 13, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
McElroy motioned to approve the Voucher Directory for invoices paid from January 17, 2023 to February 21, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Buckles motioned to approve the Voucher Directory for the Bulletin Board Expense. Councilor Acuff seconded the motion.	Passed	Yes	Yes	Abstain	Yes	Yes	Yes	VS
McElroy motioned for the City Council to approve Resolution 2023-D, A Resolution Authorizing Mayor and City Manager to Execute an Intergovernmental Agreement with the Oregon Secretary of State for the Provision of Electronic Records Management.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Buckles motioned for the City Council to approve the relocation of the Community Garden to the south side of the Sewer Plant and authorize City assistance with the relocation effective immediately.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
McElroy motioned for the City Council to approve the Yamhill County Transit Budget Request in the amount of \$4,490.00 for Fiscal Year 2023-2024. Councilor Acuff seconded the motion.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Hebert motioned for the City Council to approve the Hometown Days request in the amount of \$2,440.00 for portable toilets and handwashing stations, not to exceed \$2,500.00.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS