



CITY OF SHERIDAN

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City Council Minutes

March 20, 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 calls 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 (arrives at 7:40 pm); and Omega Rodela Garces, Deputy City Recorder.

B. PLEDGE OF ALLEGIANCE:

Mayor Thomson leads the attendees in the Pledge of Allegiance.

C. ADDITIONS OR DELETIONS TO THE AGENDA:

Add 106 S Bridge Offer Update to Item K. Move item L1 Proclamation Recognizing April as Child Abuse Awareness Prevention Month to F2 Juliette's House Presentation.

D. FIRST PUBLIC COMMENT PERIOD:

None

E. PUBLIC HEARING:

Mayor: The Sheridan City Council is holding a Public Hearing regarding the sale of certain surplus property, Tax Lot R5626DD 00101 and Tax Lot 2626DD 00200. It is March 20, 2023 at 7:04 pm and I am opening the public hearing.

Are there any members of the Council that have a bias or conflict? (Question for Councilors):
none.

Are there any objections to the jurisdiction to hear this matter? (Question for everyone in room/online):
none.

Are there any objections to the notice that was posted? Notice was published in the News Register and posted on the City's website, the City Hall outdoor community board, and the Sheridan Public Library community board. (Question for everyone in room/online):

City Manager Bell informs the Council that the Notice was published in the NewsRegister, at the Library/City Public Notice boards, the City's Facebook Page, and the City's website. However, Bell says that there was a publication misprint, and the notice had some issues with the date. The City plans on publishing this notice with the corrected dates on those same publication mediums.

Are there any questions for staff at this time regarding this mater? (Question for Councilors):
none

At this time, if there are any members of the public here to speak in favor, please state your name, city of residence, and your statement. You have up to three minutes to speak:
none

If there are any members of the public who wish to speak in opposition now is the time, please state your name, city of residence, and your statement. You have up to three minutes to speak:
none

Lastly, if you wish to speak and are neither in support or opposition but wish to speak regarding either of the surplus properties, please do so now and state your name, city of residence, and make your statement:
none

With no further comments, the Public Hearing in the matter of the sale of certain surplus property, Tax Lot R5626DD 00101 and Tax Lot 2626DD 00200 is now closed. It is 7:01 pm.

Councilor Hebert asks if the Council should reconsider selling Tax Lot 2626DD 00200 for the purpose of using that space for a new pallet village. City Attorney Yeoman-Millette explains that this is not a decision the Council can make at this moment. Furthermore, Yeoman-Millette says that this has already been voted on and any further comment from the Council should be added to next month's agenda.

// DCR's note: During the recording of the minutes, it was noted in the hearing proceedings for Tax Lot 2626DD 00200, that it is not owned by the City of Sheridan. This was a misprint in the script, and it should have said "Tax Lot 5626DD 00200". The Notices for publications were printed correctly.

F. PRESENTATION:

- 1) SEDCOR, Abisha Stone and Erik Andersson
Erik Andersson, President of the non-profit organization Strategic Economic Development Corporation of Oregon (SEDCOR), introduces himself and his team, Abisha Stone, the Yamhill County Business Retention and Expansion Manager. Andersson goes over previous business development involvement and SEDCOR's main objectives. He explains that SEDCOR works with businesses already established and aims to augment workforce housing/daycare. However, Andersson explains that the biggest obstacle they encounter is finding talent to help develop the workforce. Abisha Stone explains that membership associated with the organization facilitates connections between businesses and private

partners, resources are pooled, trade-sector business are supported, and discounts/grants are made available to secure economic future.

The Council asks if the Enterprise Zones expire, if the State allows a specific certain number of Enterprise Zones, how the applicant knows if they qualify, and if there are any opportunity zones? Andersson and Abisha explain that the Enterprise Zones do expire but the renewals are a much faster process. The State limits the number of active Enterprise Zones to avoid misuse of resources and they go to the next group in the waiting queue. Andersson says that the program needs pioneers to innovate programs like the Sidewalk Project and they would look at applicants willing to work on ongoing projects. Additionally, Abisha explains the benefits of having money in the fund for six-years.

2) Juliette's House, Carole Joa and Katie Bowman

Carole Joa, SOC Facilitator, thanks the Council, Staff, and City for their active involvement with Child Abuse Awareness. Joa reminds the Council that they are mandatory reporters and there is training available to them. Additionally, Joa goes over the materials for the Child Abuse Awareness Prevention Month and asks for the Council to adopt a proclamation for the City to commit and create a safer, healthier, more thriving community for children, and to take steps to help prevent child abuse through awareness efforts.

The Council agrees with Joa and expresses appreciation to her and Juliette's House for their contributions on this serious issue. Mayor Thomson reads a Proclamation showing the City of Sheridan, Oregon's Support of Child Abuse Prevention Month – April 2023. Thomson signs the Proclamation, and a copy will be sent to Joa via email and a record will be kept by the Recorder's Office for the City.

3) West Valley Athletic Complex: Baseball & Softball Fields Survey Results

Deputy City Recorder Omega Rodela Garces submits into record a PowerPoint presentation detailing result of the West Valley Athletic Complex Open House and Online Survey. Rodela Garces informs the Council of the vision for this complex and desire to work with the School District and the West Valley Community Campus on their projects. Additionally, Rodela Garces makes a point of the importance of changing the name to be more transparent. City Manager Bell explains that it is time for the group to expand so that it can encompass the community. This includes sending an invitation to Tribal Council of the Confederated Tribes of Grand Ronde, Willamina Mayor and City Manager, Sheridan School District 48J, and other non-profit organizations.

The Council asks if the field is only for baseball and softball and if the desired location would cause the project to be stopped. Rodela Garces explains that the focus of this field is for baseball and softball, but it is not limited to those sports. Bell explains that there is technical work to be done but does not think this will halt the project.

G. APPROVE CITY COUNCIL MEETING MINUTES:

- ✓ Councilor McElroy motions to approve the City Council Meeting Minutes for February 6, 2023 and March 6, 2023. Councilor Buckles seconds the motion. *Discussion:* none. Motion passes with a 6 to 0 vote.

H. VOUCHER DIRECTORY FOR INVOICES PAID:

- ✓ Councilor Acuff motions to approve the Voucher Directory for invoices paid from February 21, 2023 to March 20, 2023. Councilor Hodgins seconds the motion. *Discussion:* It was noted by the Council that the dates in the Agenda are incorrect; February 21, 2022 to March 20, 2022 to February 21, 2023 to March 20, 2023. Motion passes with a 6 to 0 vote.

I. DEPARTMENT REPORTS:

1) Sheriff's Report for January 2023

City Manager Bell introduces the Sheriff's Report into record. Bell informs the Council that Deputy Andrew Frankly is no longer working in this substation but a deputy from Willamina will be working instead. Bell says that would leave three day deputies and two rural deputies on duty.

2) Finance Specialist Budget Reports for January 2023

City Manager Bell introduces the Budget's Report into record. There is no discussion on this item.

3) Public Works Director Report

The Public Works Director Kie Cottam introduces the Public Works report. Cottam explains the meter replacement program and the measures the City has taken to notify the residents. Additionally, Cottam explains the process the maintenance group has done to ensure a fast but accurate transfer and that everyone has been very busy. Council and Manager recommend a YouTube video to be posted with more information on the new meters and what to expect; Cottam suggests sharing Kamstrump's videos that are available to the public.

4) Library Director Report

City Manager Bell introduces the Library Director's Report into record. The Mayor says the turn-out for the Story Times was good and expresses her thanks to all the volunteers. She thinks the program is a success.

5) City Recorder Report

City Manager Bell introduces the City Recorder's report into record. There is no discussion on this item.

6) City Planner Report

City Manager Bell introduces the City Planner's Report into record. Bell informs the Council that the Planning Commission approved to initiate a legislative amendment to the Sheridan Development Code to bring it into compliance with the National Flood Insurance Program's standards for development in the flood plain.

7) Attorney Report

City Attorney Tyler Yeoman-Millette listed some of the projects he is currently working on for the City. Yeoman-Millette inquires if the Council has read their Council Procedures handout and has their notes ready to address the Council Procedures training. After a brief discussion, this is tabled for the next meeting.

J. ORDINANCES AND RESOLUTIONS:

- 1) Vote: Resolution 2023-H, A Resolution Authorizing Mayor and City Manager to Execute a Services Agreement with Aligned Engineering, LLC, Relating to Construction Inspection Services for the City of Sheridan.
 - ✓ Councilor Buckles motions for the City Council to approve Resolution 2023-H, A Resolution Authorizing Mayor and City Manager to Execute a Services Agreement with Aligned Engineering, LLC, Relating to Construction Inspection Services for the City of Sheridan. Councilor Hodgins seconds the motion. *Discussion:* none. Motion passes with a 6 to 0 vote.

K. OLD BUSINESS:

City Manager Bell goes over the \$25,000 proposal for purchase of 106 S Bridge St, Sheridan, OR, 97378. Bell informs that there has been no response on this offer from the owners; therefore, the City recognizes no answer as a “no”. Bell informs the Council that the staff will make a recommendation by Thursday. Additionally, Bell reads the email from the owner, Curt Edmondson, sent hours after the deadline. The Council agrees that the response is too late and looks forward to the recommendations made by Staff.

L. NEW BUSINESS:

- 1) Vote: Item is moved to F2.
- 2) Vote: City Manager Bell explains that a Resolution number will be assigned at a later. Additionally, Bell explains that this is just a calendar, and no further action needs to be taken tonight.
 - ✓ Councilor Buckles motions for the City Council to approve the Budget Calendar 2023-2024. Councilor Acuff seconds the motion. *Discussion:* The Council notes that this calendar was not issued to them at prior times but appreciates the efforts for transparency. Motion passes with a 6 to 0 vote.
- 3) Vote: The Council thanks prior members and recognizes the applicants. Applicant Kennedy Amundson thanks the Council for the opportunity and consideration. Amundson says she is a first-time home buyer. She remarks that her family roots in Sheridan are since 1995 and is now a self-employed businessperson that wants to be involved in the community.

Applicant Judy Adams thanks the Council for the opportunity and consideration. Adams says she has been part of the Food Bank in Sheridan for the past ten years and has seen it grow from being a small organization to what it is today. Additionally, Adams states she has learned how to manage and work with small budgets since working in a non-profit organization.

Applicant Gwen Fink is not in the audience, but the City Council recognizes the application.

The Council recognizes all three applicants and agrees on the following term expiration dates:

12/31/2023 Fink
12/31/2025 Amundson
12/31/2025 Adams

M. CITY MANAGER REPORT:

City Manager Bell introduces the City Manager’s Report into the record. Bell informs that the work and timeline for the Yamhill River Access might be much longer than originally anticipated. However, Bell remains optimistic after the visit with the Oregon State Marine Board Boating Facilities Manager and their Engineer. Bell informs the Council that the Code Enforcement and Safety position has been filled by the City Clerk/Court Clerk Deycia Gibby. Bell would like to take the time to appreciate the work Gibby has done to be caught up with FEMA classes and collaborating with other departments. City Manager Bell explains to the Council that she will bring updates on a downtown plan set out by John Legarza with Healthy Sustainable Communities and City Staff. Bell informs the Council of the storm project and that there is a Zoom link available for Friday, April 7, 2023 with the Henderson House and Church @ the Park. Lastly, Bell informs the Council that Chair Paula Necas from the Planning Commission has resigned, and thanks her for her fifteen years of service to the City. However, that does open a spot at the Planning Commission and applications will be available and advertised.

N. SECOND PUBLIC COMMENT PERIOD:

None

O. MAYOR/COUNCIL COMMENTS:

- Community Garden requested Public Works Director Cottam to check on the price of 5,000ft worth of fencing material. City Manager Bell asks if allowing businesses sponsorship would help with cost, however, she expresses concerns to the Council they proceed with caution due to future and/or inappropriate sponsorship. Habitat for Humanity could potentially have used fencing material – Bell says she will research this.
- Regarding Sheridan Rd Apartment Complex, Commissioner Johnson will update.
- Tax Lot 5626 00200: if it is possible to use this lot for housing for homelessness or for a Community Garden.
- Composing a letter to State Officials Measure 110 about Fentanyl (add item to work session).
- Add the Henderson House to the Agenda for April 7th.
- Mandatory Juliet’s House Training for City Council for another time in April.
- Update on shower trailer.
- Property owner on Viola St: the owner gave a tentative suggestion to City Manager on affordable housing. He used the term “degraded wetlands”, and the City Manager will update City Council on this issue. The owner wants the City to sign a support letter, but the City Manager is not comfortable with signing until she has a clear understanding of his request and additional information on wetlands. Bell extended an invitation for the owner to make a presentation to the Council.
- SEI deadlines are on April 15, 2023.
- Microphones will be addressed at the next meeting with IT.
- PW bucket truck – will hopefully have it by April. The employee responsible for this no longer works for the City, as this caused the Public Works department setback, but Cottam is hopeful to have an update by the end of April.
- Meet new employees on March 28, 2023.
- Stoney Mountain Reservoir Council trip when weather allows it.

P. ADJOURNMENT:

- ✓ Councilor McElroy makes a motion to adjourn. Councilor Hodgins seconds the motion; the motion passes with a 6 to 0 vote.

The meeting adjourns at 9:28 p.m.



Marianne Thomson, Mayor

Attest:



Omega Rodela-Garces, Deputy 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 motions to approve the City Council Meeting Minutes for February 6, 2023 and March 6, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Acuff motions to approve the Voucher Directory for invoices paid from February 21, 2023 to March 20, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS
Councilor Buckles motions for the City Council to approve Resolution 2023-H, A Resolution Authorizing Mayor and City Manager to Execute a Services Agreement with Aligned Engineering, LLC, Relating to Construction Inspection Services for the City of Sheridan.	Passed	Yes	Yes	Yes	Yes	Yes	Yes	VS