



CITY OF SHERIDAN

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City Council Minutes April 17, 2023, at 6:30 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 6:31 p.m.

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

Absent: Hebert

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

B. PLEDGE OF ALLEGIANCE

C. 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 6:33 p.m.

The Executive Session ended at 6:58 p.m. and the open session reconvened.

D. ADDITIONS OR DELETIONS TO THE AGENDA: None.

E. FIRST PUBLIC COMMENT PERIOD:

Zeek Linn, Second Vice Commander of the Sheridan American Legion Post 75 introduced the new Post Commander, Marty Atteberry. Mr. Atteberry expressed appreciation to the City for their support and for all that is being done in Sheridan.

Kay Buckles, Sheridan resident inquired about the procedure for reinvigorating the Neighborhood Watch program.

Heidi noted that this is best done by neighborhoods. She briefly explained that there is a retired Marion County law enforcement gentleman that specializes in working with neighborhoods to help set-up these programs. Heidi will help set-up a meeting with this gentleman.

F. PUBLIC HEARING:

- 1) The City Council will hold a public hearing at 7:00 pm for the Sale of Certain Surplus Real Property:

Property	Also Known As	Zoning
Tax Lot R5626DD 00101		R-2
Tax Lot R5626DD 00200		R-1
Tax Lot R5635BA 09500; 142 NW Yamhill Street	Sheridan Library	Commercial
Tax Lot R5635BD 04600; 120 SW Mill Street	Sheridan City Hall	Public
Tax Lot R5635BD 02301; 127 SW Mill Street		Commercial
Tax Lot R5635BD 02400; 135 SW Mill Street		Commercial
Tax Lot R5635BD 02500; 245 SW Morgan Street		Commercial
Tax Lot R5635BD 02600; 235 SW Morgan Street		Commercial
Tax Lot R5635BB 10200		R-3

OPEN HEARING – Mayor Thomson opened the Public Hearing at 7:08

CALL FOR ABSTENTIONS: None

OBJECTIONS TO JURISDICTION: None

OBJECTIONS TO NOTICE: None

PUBLIC INPUT: None

CLOSE OF HEARING: The Hearing closed at 7:10 p.m.

Staff recommendation is for the City Council to wait on listing Tax Lot 5635BA 09500; 142 NW Yamhill Street and Tax Lot 5635BD 04600; 120 SW Mill Street.

G. PRESENTATION:

- 1) Kanopy Streaming Services, Library Director Gwen Gorham
Library Director Gwen Gorham was unable to attend; therefore, the presentation was postponed.

- 2) Shopping Local, Mayor Marianne Thomson
Mayor Thomson gave a presentation on the importance of the City shopping locally. She talked about how the City should set a good example and encourage people to patronize local businesses. Mayor Thomson listed some parameters for how businesses can qualify. She commented on how local businesses contribute to the quality of life in Sheridan.

Councilor Acuff agreed with Mayor Thomson. She suggested that the City start business licenses to include contact and ownership information.

Heidi proposed a business registry instead. She noted that business registries do not require annual renewals or fees. Heidi added that business registries are also good for planning. She suggested the Sheridan Chamber as a place to start.

Councilor Buckles expressed support for a business registry.

Mayor Thomson added that a business registry is also a resource that can help other businesses.

H. APPROVE CITY COUNCIL MEETING MINUTES:

Yvonne noted that there was a date correction to the footer on Page 5.

- ✓ Councilor Acuff motioned to approve the City Council Meeting Minutes for April 3, 2023. Councilor Buckles seconded the motion. *Discussion:* Councilor McElroy corrected a comment he made under Item G on Page 3. He had said "Washington County"; however, he later found out that it was Deschutes County. Motion passed unanimously.

I. VOUCHER DIRECTORY FOR INVOICES PAID:

- ✓ Councilor Acuff motioned to approve the Voucher Directory for invoices paid from March 20, 2023 to April 17, 2023. Councilor Buckles seconded the motion. *Discussion:* Councilor Buckles noted that his questions had been answered satisfactorily by Heidi and Finance Specialist Marissa Matias. Motion passed unanimously.

J. 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:* No further discussion. Motion passed with a 4 to 0 vote. Councilor McElroy abstained.

K. DEPARTMENT REPORTS:

- 1) Sheriff's Report for March 2023

Heidi noted that she requested that the speed trailer be put at the City entry points and also at Cherry Hill Road.

- 2) Finance Specialist Budget Reports for March 2023

- 3) Public Works Director Report

Kie commented on the breaks in the weather allowing for work on street projects. He noted that the Sheridan Road work is moving forward; however, the Yamhill Street project is

stagnant because we are waiting on Keller Associates. Kie commented on the leak on the spring line. There was follow-up discussion regarding the spring line and the need for a vehicle that can access the line in the winter months.

- 4) Library Director Report
Heidi briefly gave some highlights from the Library Report that was included in the Council packet.
- 5) City Recorder Report
Yvonne summarized the report that was included in the Council packet. She also commented on the water meter project and utility billing software problems.
- 6) City Planner Report
Heidi noted that Partition 2021-02 was recently signed.
- 7) Attorney Report
Tyler reported that the Ninth Circuit Court of Appeals denied Rahimi's request for an appeal.

L. ORDINANCES AND RESOLUTIONS:

- 1) Vote: Resolution 2023-M, A Resolution Authorizing the Transfer of Funds Within the Adopted City Budget for Fiscal Year 2022-23.
 - ✓ Councilor Acuff motioned for the City Council to approve Resolution 2023-M, A Resolution Authorizing the Transfer of Funds Within the Adopted City Budget for Fiscal Year 2022-23. Councilor McElroy seconded the motion.
Discussion: Heidi clarified that these funds were for the new library roof. She noted that the Auditor reviewed the resolution and pre-approved the transfer. Motion passed unanimously.

M. UNFINISHED BUSINESS:

- 1) Vote: Abatement Status 106 S. Bridge Street
Heidi gave some brief background information that was included in the Council packet. Councilor Buckles inquired about the original engineering study. Heidi responded that there was an engineering study done, but it was not accepted by the owner of 106 S. Bridge, and it did not tell us how to make repairs. She suggested that they have the City's engineer, Civil West meet with the volunteer engineer to determine the best plan of action. Heidi noted that we need someone that can establish whether the Plaza is dependent upon the foundation at 106 S. Bridge Street. Councilor Buckles inquired about the cost of a new report. Heidi responded that it would be about the same price as the first report; \$5,000. Tyler noted that the new report costs will be part of the abatement costs. Councilor McElroy commented that the City has been strung along for two years, adding that it is time to move forward. Tyler commented that the owner did not accept the City's offer; therefore, we will continue to move forward with the abatement process. Heidi commented that we are looking into different ideas that include expanding the Plaza.

- ✓ Councilor Buckles motioned for the City Council to direct Heidi Bell to have a structural engineer do an evaluation on 106 S. Bridge Street, Sheridan for recommendations on how to address the crumbling elements, scoring, and structural integrity. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

2) Vote: Plaza Improvements

Heidi informed the Council that the next step for the Plaza improvements is to have an engineer do a structural inspection.

- ✓ Councilor Buckles motioned for the City Council to direct Heidi Bell to have a structural engineer do an evaluation of the Hebert Memorial Plaza's structural supports and provide a recommendation for the necessary repairs with a cost estimate for the repairs. Councilor George seconded the motion. *Discussion:* Heidi noted that the invoicing would be kept separate from the evaluation on 106 S. Bridge Street. Motion passed unanimously.

N. NEW BUSINESS:

1) Vote: Award Community Grant Applications

- Air Safety Northwest: Provide Free community Narcan training to the residents of the West Valley.

- o Ask \$400

John Stanislaw briefly explained how the funds would be used for training a minimum of 100 people on administering Narcan.

- ✓ Councilor Buckles motioned to award the Sheridan Community Development Grant to Air Safety Northwest in the amount of \$400. Councilor Acuff seconded the motion. *Discussion:* Councilor McElroy commented on how much good Mr. Stanislaw has done for the community. Motion passed unanimously.

- American Legion Post 75: Upgrade the building electrical system.

- o Ask \$500

Zeek Linn briefly explained the need to upgrade the Legion building's electrical system. He noted that there are more services that they would like to provide; however, the electrical system needs to be upgraded first.

- ✓ Councilor Hodgins motioned to award the Sheridan Community Development Grant to the American Legion Post 75 in the amount of \$500. Councilor Buckles seconded the motion. *Discussion:* Heidi reminded the Council that an applicant may reapply for a grant each quarter. Motion passed unanimously.

- Homeward Bound Pets Humane Society: Shelter expenses.

- o Ask \$5,000 (we did reach out to the applicant and informed them that the maximum grant award amount is \$500)

- ✓ Councilor Buckles motioned to award the Sheridan Community Development Grant to Homeward Bound Pets Humane Society in the amount of \$500. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

- Sheridan Chamber of Commerce: Chamber Fundraiser – Community Auction.

- o Ask \$500

John Stanislaw briefly explained how the funds would be used toward the Chamber's Community Auction fundraiser.

- ✓ Councilor McElroy motioned to award the Sheridan Community Development Grant to the Sheridan Chamber of Commerce in the amount of \$500. Councilor Acuff seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

- Sheridan Rotary: Free Movie Night for the City of Sheridan.
 - o Ask \$500

John Stanislaw briefly explained that the funds would be used for Sheridan Rotary's Free Movie Night, which is free to all.

- ✓ Councilor Acuff motioned to award the Sheridan Community Development Grant to the Sheridan Rotary in the amount of \$500. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

O. CITY MANAGER REPORT:

Heidi explained the Independent Contractor Agreement from Healthy Sustainable Communities LLC, which was included in the packet. She noted that she and Mayor Thomson have already been working on many of the items that are in the agreement. Heidi explained that some of the transitional housing program items that are in the agreement are also part of the Church @ the Park's services.

Councilor Buckles commented that the agreement was well written and a well-documented plan.

Councilor George inquired as to whether or not the City could continue working with Church @ the Park if we had a separate agreement with Healthy Sustainable Communities.

Heidi responded that the City would work with the two organizations in tandem. Heidi noted that funding agencies like to see a plan.

Councilor Buckles thanked Mayor Thomson and Heidi for their hard work.

The Council consensus was to move forward with the agreement with Healthy Sustainable Communities LLC.

Councilor Hodgins requested that the agreement use less initialisms and/or acronyms.

There were no Parks and Recreation Committee meeting minutes. Heidi gave a brief update on the Parks and Recreation Committee activities. She noted that they are down by one committee member and by one non-voting youth member.

Heidi publicly thanked Yamhill County for contributing to the new railings.

P. SECOND PUBLIC COMMENT PERIOD: None.

Q. MAYOR/COUNCIL COMMENTS:

Mayor Thomson passed around a City logo sample that could be used on City vehicles.

Heidi commented on the formation of a Public Art Group and listed some of the participants. She noted that the first meeting will be on May 10th from 1:00 p.m. to 2:00 p.m. at City Hall.

Councilor Buckles commented that the Delphian School should be involved.

There was a brief discussion regarding the Measure 110 letter; Tyler and Heidi are reviewing and editing the first draft which was written by Mayor Thomson.

There were reminders for:

- Sheridan Revitalization sponsored Clean-up Day on April 22;
- Election Canvassing on April 22;
- School Board Candidate Forum on April 25;
- Ballots mailed on April 26;
- Sheridan Revitalization meeting on May 4;
- Public Art meeting on May 10;
- Council meet City Staff at All-Staff meeting on May 30 at 11:15 a.m.

Councilor Acuff inquired about a location for a future RV sewage dump.

Heidi responded that the City would like to locate one at the future new public works building. She added that there is a private Sheridan business owner that is considering putting one in at their business location.

Councilor McElroy commented on the bridge damage. He was informed that both damaged locations are insurance jobs.

R. EXECUTIVE SESSION:

The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The City Council entered into Executive Session at 9:08 p.m.

The Executive Session ended at 9:48 p.m. and the open session reconvened.

S. ADJOURNMENT:

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

The meeting adjourned at 9:48 p.m.



Marianne Thomson, Mayor

Attest:



Yvonne Hamilton, CMC, City Recorder

Motion Summary	Outcome	Acuff	Buckles	McElroy	Hebert	Cale	Hodgins
Acuff motioned to approve the City Council Meeting Minutes for April 3, 2023.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Acuff motioned to approve the Voucher Directory for invoices paid from March 20, 2023 to April 17, 2023.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Buckles motioned to approve the Voucher Directory for the Bulletin Board Expense.	Passed	Yes	Yes	Abstain	Absent	Yes	Yes
Acuff motioned for the City Council to approve Resolution 2023-M, A Resolution Authorizing the Transfer of Funds Within the Adopted City Budget for Fiscal Year 2022-23.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Buckles motioned for the City Council to direct Heidi Bell to have a structural engineer do an evaluation on 106 S. Bridge Street, Sheridan for recommendations on how to address the crumbling elements, scoring, and structural integrity.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Buckles motioned for the City Council to direct Heidi Bell to have a structural engineer do an evaluation of the Hebert Memorial Plaza's structural supports and provide a recommendation for the necessary repairs with a cost estimate for the repairs.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Buckles motioned to award the Sheridan Community Development Grant to Air Safety Northwest in the amount of \$400.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Hodgins motioned to award the Sheridan Community Development Grant to the American Legion Post 75 in the amount of \$500.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Buckles motioned to award the Sheridan Community Development Grant to Homeward Bound Pets Humane Society in the amount of \$500.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
McElroy motioned to award the Sheridan Community Development Grant to the Sheridan Chamber of Commerce in the amount of \$500.	Passed	Yes	Yes	Yes	Absent	Yes	Yes
Acuff motioned to award the Sheridan Community Development Grant to the Sheridan Rotary in the amount of \$500.	Passed	Yes	Yes	Yes	Absent	Yes	Yes