



# CITY OF SHERIDAN

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## City Council Minutes

May 15, 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**

### **C. ADDITIONS OR DELETIONS TO THE AGENDA:**

The Executive Session was cancelled. A Resolution, 2023-P was added to the Agenda as Item K2. Items K1, M1, and M2 were moved to earlier in the meeting, prior to item F, Presentations.

### **D. FIRST PUBLIC COMMENT PERIOD:**

Nicole Pugh, Applicant for Parks & Recreation Committee, commented that she would like to apply for a non-voting position on the committee so that she has the opportunity to learn and familiarize herself with the Parks & Recreation Committee.

### **E. PUBLIC HEARING:** None

### **F. PRESENTATIONS:**

- 1) Water Meter Project Status and Leak Detection: Gary Mathis, Water and Sewer Operations Director

Gary gave an update on the progress of the water meter project. He stated the reasons the new meters are important, including accuracy, reliability, and leak detection. Gary explained that, even though the system isn't fully up and running, the acoustic leak detection has already helped in locating leaks on the City's side; which have now been repaired. Gary noted that, over time, the new meters will cut back on waste and use of

chemicals. He added that the app for customers to monitor their usage should be available in July.

2) Current Public Works Projects: PW Director Kie Cottam, Gary Mathis, Keven Shreeve (Civil West)

Kie and Keven updated the City Council on current and future public works and infrastructure projects.

- Sheridan Road: Kie explained that Sheridan Road is an arterial road. He said the main goal is to make improvements; however, infrastructure needs to be considered. Kie noted that Sheridan Road is a substandard road that serves a lot of the public. Keven added that the survey is complete, and they have identified all of the obstacles; however, they did not find many conflicts. He said that after the base map is finalized, the next phase will be scope of work and design.
- Water Master Plan: Keven informed the Council that the water computer model was received from the prior engineering firm. The plan is in the beginning stages.
- Manholes: Kie reported on a wastewater project which identified the seven worst manholes with I & I problems. Repairs have been made, which will save on treatment and lagoon space, and may postpone the lagoon project.
- Kie and Gary reported on a sewer additive that is reducing sludge.

3) City Logo and Design Work: Shauna Myler, Civil West

Shauna gave a slide presentation on a proposed design for a new City logo. The slides are included in the packet.

4) Councilor Jim Buckles

Councilor Buckles reported on a League of Oregon Cities Fundamentals of Urban Renewal Programs and Governance presentation that he recently attended. The LOC presentation slides were included in the Council packet. Councilor Buckles explained that Urban Renewal is a tool that can be used to obtain money for other projects. He noted that there are pros and cons to Urban Renewal because, while it does provide funds for improvements, it also freezes the property tax base for everyone. Councilor Buckles explained that, if Urban Renewal is approved, then each taxing district gives up a little bit. He noted that there are State limitations on Urban Renewal.

**G. APPROVE CITY COUNCIL MEETING MINUTES:**

- ✓ Councilor McElroy motioned to approve the City Council Meeting Minutes with corrections for March 20, 2023, April 7, 2023, April 17, 2023, and May 1, 2023. Councilor Hodgins seconded the motion. *Discussion:* Councilor Buckles noted corrections to be made on the March 20, 2023 minutes. Motion passed unanimously.

**H. VOUCHER DIRECTORY FOR INVOICES PAID:**

- ✓ Councilor McElroy motioned to approve the Voucher Directory for invoices paid from April 17, 2023 to May 15, 2023. Councilor Acuff seconded the motion. *Discussion:* No further discussion. 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:* No further discussion. Motion passed with a 5 to 0 vote. Councilor McElroy abstained.

**J. DEPARTMENT REPORTS:**

- 1) Sheriff's Report for April 2023  
Councilor Buckles commented positively on the lower crime statistics.
- 2) Finance Specialist Budget Reports for April 2023  
Councilor Acuff inquired about the Revenue Report Sewer Fund SRF line not being used. Heidi responded that the grant will not be received until next fiscal year.  
Councilor Acuff asked about income revenue being subtracted from Water Fund lines 450 and 451. Heidi responded that the interest income was moved to General Fund line 424.  
Councilor Acuff also inquired about revenue appearing in the General Fund Building Permits line in the amount of \$4,000. Heidi will check into it.
- 3) Public Works Director Report  
Kie highlighted some of the work being completed by the Public Works crew, including constructing new horseshoe pits at the City Park and setting up the new area for the relocation of the community garden.  
Additional items reported were:
  - The boom truck is back from being repaired;
  - New cameras and security systems have been installed;
  - Flags have been put up;
  - PGE is replacing lights with LEDs.
- 4) Library Director Report  
Gwen summarized her Library Report that was included in the Council packet. She reported on the recent Mother's Day Paint 'n Sip event which took place on Saturday, May 13<sup>th</sup>. She also reported on the upcoming Summer Reading Program and the new Portland Trailblazers tickets offered as incentives to children to participate in the program.
- 5) City Recorder Report  
Yvonne reported on the progress of the meter exchanges within the utility billing system; budget preparation; and the upcoming City County Dinner on Thursday, May 18<sup>th</sup>. She noted other special dates on the Council Calendars, which were included in the Council packet.
- 6) City Planner Report
- 7) Attorney Report  
Tyler reported on recent projects he has been working on for the City:
  - Homelessness project and Camping Ordinance;
  - Assisting with the City Budget;

- Working with the City Planner updating the Development Code floodway allowances;
- Working with Hunter Communication on the Franchise Ordinance;
- Working with Yamhill County on property transactions.

**K. ORDINANCES AND RESOLUTIONS:**

1) Vote: Ordinance 2023-01, An Ordinance Granting to Hunter Communications & Technologies LLC, a Non-Exclusive Franchise and Right to Construct, Operate and Maintain a Fiber-Based Service Facility; to Occupy City Rights-of-Way; and to Provide Fiber-Based Services in the City of Sheridan, Oregon

- ✓ Councilor Acuff motioned to read Ordinance 2023-01, An Ordinance Granting to Hunter Communications & Technologies LLC, a Non-Exclusive Franchise and Right to Construct, Operate and Maintain a Fiber-Based Service Facility; to Occupy City Rights-of-Way; and to Provide Fiber-Based Services in the City of Sheridan, Oregon for the first time by title only. Councilor McElroy seconded the motion; motion passed unanimously.

Tyler read Ordinance 2023-01 for the first time by title only.

- ✓ Councilor Acuff motioned to accept the first reading of Ordinance 2023-01. Councilor Hodgins seconded the motion. *Discussion:* Councilor Buckles asked what this fiber optic cable would be used for. Sam Ackley, Hunter Communications & Technologies LLC, responded that the fiber optic cable would be used for both residential and commercial data and phone; no television.

Mr. Ackley explained that Hunter Communications & Technologies LLC is an Oregon small business providing fiber-based internet and phone. He listed their office locations, including McMinnville, Eugene, Medford, and Klamath Falls. Mr. Ackley noted that they started as a construction company, then started building fiber optic networks for school districts and government, then businesses, and finally residential. He said that they have about 30 franchise agreements.

Mr. Ackley gave monthly fee information, noting that the baseline fee for fiber internet with Hunter Communications is \$60.00 per month for life.

Councilor Buckles asked about the price for 500 megabits plan.

Mr. Ackley responded that it would be \$59.99/month for life.

There was additional conversation about whether the fiber line would be underground or on poles and construction time. Mr. Ackley told the Council that they try to follow pre-existing routes; however, they are open to both.

Heidi noted that the Development Code requires new development to be underground, but they do allow for flexibility.

Mr. Ackley also explained that there are discounts available to families with students through the Federal Government's Affordable Connectivity Program (ACP). Additional discounts are available to teachers.

Heidi noted that 100% of Sheridan students qualify for the free and reduced lunch program; therefore, they would qualify for the ACP program.

Mr. Ackley added that they continue to look into reaching further into rural areas.

Councilor George shared his frustration with the slower internet in Sheridan, adding that he is excited to have fiber coming to Sheridan.

Mr. Ackley noted that speeds will be better going both directions.

Councilor George inquired about additional fees for equipment.

Mr. Ackley responded that the price includes installation, and everything needed to run; however, there would be additional costs for add-ons; about \$10 per add-on.

Councilor Roll Call:

Acuff – yes	Buckles – yes	McElroy – yes
Hebert – yes	George – yes	Hodgins – yes

Motion passed with a 6 to 0 vote

- ✓ Councilor Acuff motioned to read Ordinance 2023-01, An Ordinance Granting to Hunter Communications & Technologies LLC, a Non-Exclusive Franchise and Right to Construct, Operate and Maintain a Fiber-Based Service Facility; to Occupy City Rights-of-Way; and to Provide Fiber-Based Services in the City of Sheridan, Oregon for the second time by title only. Councilor McElroy seconded the motion; motion passed unanimously.

Tyler read Ordinance 2023-01 for the second time by title only.

- ✓ Councilor Acuff motioned to accept the second reading of Ordinance 2023-01. Councilor Buckles seconded the motion. *Discussion:* No further discussion.

Councilor Roll Call:

Acuff – yes	Buckles – yes	McElroy – yes
Hebert – yes	George – yes	Hodgins – yes

Motion passed with a 6 to 0 vote

- ✓ Councilor Acuff motioned to read Ordinance 2023-01, An Ordinance Granting to Hunter Communications & Technologies LLC, a Non-Exclusive Franchise and Right to Construct, Operate and Maintain a Fiber-Based Service Facility; to Occupy City Rights-of-Way; and to Provide Fiber-Based Services in the City of Sheridan, Oregon for the third and final time by title only. Councilor Hodgins seconded the motion; motion passed unanimously.

Tyler read Ordinance 2023-01 for the third time by title only.

- ✓ Councilor Acuff motioned to accept the third reading and adopt Ordinance 2023-01. Councilor George seconded the motion. *Discussion:* No further discussion.

Councilor Roll Call:

Acuff – yes	Buckles – yes	McElroy – yes
Hebert – yes	George – yes	Hodgins – yes

Motion passed with a 6 to 0 vote

- 2) Vote: Resolution 2023-P, A Resolution Certifying that the City of Sheridan Has a Policy of Nondiscrimination On the Basis of Handicapped Status
- ✓ Councilor McElroy motioned for the City Council to approve Resolution 2023-P, A Resolution Certifying that the City of Sheridan Has a Policy of Nondiscrimination On the Basis of Handicapped Status. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

**L. UNFINISHED BUSINESS:**

- 1) Discussion & Consensus: Homelessness Response
- i. Camping Ordinance Feedback

Tyler reviewed the draft of the proposed Camping Ordinance with the City Council. He reminded the Council that the Ordinance language must be in compliance with House Bill 3115. He asked the Council to decide if there are any places that the City would want to prohibit camping at all times.

After discussion and careful consideration, the Council decided, for safety reasons, that camping should be prohibited at the Hebert Plaza property.

There was discussion about the Ordinance's reference to the "Chief of Police". It was decided that references to the "Chief of Police" should be replaced with the "City Manager or their designee".

Councilor George asked about the Penalties section, and what happens if someone does not pay their fines.

Heidi responded that she is working with the judge to implement a community service program.

**M. NEW BUSINESS:**

- 1) Mayor Appointment: Planning Commissioner Applications

Heidi noted that two of the applicants withdrew their applications, and there are four applicants remaining.

- Amundson, Kennedy
- Godown, Jon
- Necas, Paula
- Nuorala, Leslie

Mayor Thomson gave each applicant the opportunity to introduce themselves; however, Leslie Nuorala was unable to attend the meeting.

- ✓ Councilor Acuff motioned to appoint Kennedy Amundson to the Planning Commission. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- ✓ Councilor Hodgins motioned to appoint Jon Godown to the Planning Commission. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

- ✓ Councilor Acuff motioned to appoint Paula Necas to the Planning Commission. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- ✓ Councilor Hodgins motioned to appoint Leslie Nuorala to the Planning Commission. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

2) Mayor Appointment: Parks and Recreation Committee Applications

Mayor Thomson gave each applicant the opportunity to introduce themselves. It was noted during the Public Comment period that Nicole Pugh requested to be a non-voting member.

- ✓ Councilor McElroy motioned to appoint Wendell Cunningham to the Parks and Recreation Committee. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- ✓ Councilor Acuff motioned to appoint Nicole Pugh as a non-voting member to the Parks and Recreation Committee. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

3) Proposal from Encompass Yamhill Valley

Heidi commented on Encompass Yamhill Valley's proposal for the following projects:

- West Valley Overnight Vehicle Park
- Soup Kitchen
- Shared Community Outreach

The Council decided to hold a Work Session on Thursday, May 25, 2023 at 2:00 p.m. to listen to a presentation from Encompass Yamhill Valley and gather information.

**N. CITY MANAGER REPORT:**

Heidi updated the City Council on her recent meeting with Michael Covalt, owner of the Heider and Huntley buildings. Mr. Covalt brought engineered plans to the meeting and informed Heidi that he is committed to starting work on Wednesday, May 17, 2023.

Heidi reported that she met with Jon Lagarza, Healthy Sustainable Cities LLC. Mr. Lagarza is working with the City on homelessness and communications. She noted that Mr. Lagarza also provided information on goal setting. Heidi pointed out that the Council of Governments should be able to work with the City on goal setting; however, the Council may want to look at what Mr. Lagarza has to offer.

**O. SECOND PUBLIC COMMENT PERIOD:**

Kit Johnston, Yamhill County Commissioner commented on George Fox University students that interned with Public Works on the engineering of sidewalks. He suggested that Sheridan look into whether Linfield or George Fox has a similar program for Sheridan's sidewalk projects.

P. MAYOR/COUNCIL COMMENTS: None

Q. 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 Executive Session was cancelled.**

R. ADJOURNMENT:

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

The meeting adjourned at 10:24 p.m.

  
\_\_\_\_\_  
Marianne Thomson, Mayor

Attest:

  
\_\_\_\_\_  
Yvonne Hamilton, CMC, City Recorder

<b>Motion Summary</b>	<b>Outcome</b>	<b>Acuff</b>	<b>Buckles</b>	<b>McElroy</b>	<b>Hebert</b>	<b>Cale</b>	<b>Hodgins</b>
McElroy motioned to approve the City Council Meeting Minutes with corrections for March 20, 2023, April 7, 2023, April 17, 2023, and May 1, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
McElroy motioned to approve the Voucher Directory for invoices paid from April 17, 2023 to May 15, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Buckles motioned to approve the Voucher Directory for the Bulletin Board Expense.	Passed	Yes	Yes	Abstain	Yes	Yes	Yes
Acuff motioned to accept the third reading and adopt Ordinance 2023-01.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
McElroy motioned for the City Council to approve Resolution 2023-P, A Resolution Certifying that the City of Sheridan Has a Policy of Nondiscrimination On the Basis of Handicapped Status.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to appoint Kennedy Amundson to the Planning Commission.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Hodgins motioned to appoint Jon Godown to the Planning Commission.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to appoint Paula Necas to the Planning Commission.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Hodgins motioned to appoint Leslie Nuorala to the Planning Commission.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
McElroy motioned to appoint Wendell Cunningham to the Parks and Recreation Committee.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to appoint Nicole Pugh as a non-voting member to the Parks and Recreation Committee.	Passed	Yes	Yes	Yes	Yes	Yes	Yes

