

CITY OF SHERIDAN

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City Council Minutes

July 17, 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 7:00 p.m.

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

Absent: None.

Staff Present: Heidi Bell, City Manager; Tyler Yeoman-Millette, City Attorney; Jim Jacks, City Planner; Kie Cottam, Public Works Director; Gary Mathis, Director of Operations Water and Sewer; 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: None.

D. FIRST PUBLIC COMMENT PERIOD:

Sandy Smith, Sheridan Resident commented on a water meter issue. She expressed concern about how much her consumption has increased since her meter was exchanged.

Heidi responded that the City is happy to work with Ms. Smith and referred her to Kie and Gary.

Paulette McKee, Sheridan Resident commented on the City owned Morgan Street property. She expressed safety concerns about the property possibly being used as a parking lot, and requested that speed bumps be installed on Morgan Street.

On behalf of the Hometown Days Committee, Heidi presented Kit Johnson with the Hometown Days Parade 3rd Place plaque.

E. PUBLIC HEARING:

- 1) Regarding the City of Sheridan Amending the Sheridan Development Code, Section 16.280, Flood Plain Overlay District (FPO) Case No. LA 2023-01.

Mayor Thomson opened the Public Hearing.

OPENING OF HEARING: The Hearing opened at 7:12 p.m.

CALL FOR ABSTENTIONS: Councilor McElroy acknowledged that he owns property on the river.

OBJECTIONS TO JURISDICTION: None.

OBJECTIONS TO NOTICE: None.

STAFF REPORT: Jim Jacks gave a brief summary of the Staff Report that was included in the Council packet. He noted that the original staff recommendation was to not allow development in the floodway. Jim added that an open house on the subject was held, and comments were received. He said that the Planning Commission Public Hearing did not include the original staff recommendation. Jim acknowledged that very little building occurs in the floodway.

Heidi noted that Councilor Buckles created a list of abbreviations/acronyms used in land use.

Councilor Buckles asked about the area affected by the amendments.
Jim pointed out the area on the map.

Councilor Hodgins asked if the amendments would be retroactive.
Jim responded that the land use regulations begin when an Ordinance is passed, adding that they are not retroactive.

Councilor Hebert asked about how substantial improvement values are determined.
Jim responded that Yamhill County Assessor's Real Market Value is used; however, appraised values are often higher and may be used

Councilor Hebert asked if homes that are registered as "Historic" are required to meet the new standards.
Jim replied that homes on the State or National Historic list are not subject to meeting flood plain standards.

PUBLIC INPUT: None.

CLOSE OF HEARING: The Hearing closed at 7:12 p.m.

- ✓ Councilor Hodgins motioned for the City Council to adopt the staff report and direct staff to prepare an ordinance approving the amendments. Councilor McElroy seconded the motion. *Discussion:* Councilor Buckles asked if there is a penalty if the City does not pass the amendments. Jim replied that there are two aspects: 1) it is good public policy for the City's code to mirror the State and Federal codes; and 2) the DLCDC community visit in March required that the City amend regulations by the end of August. He noted that the DLCDC could use enforcement. Tyler added that the City could be taking on liability if people are harmed by Council inaction. Councilor Acuff commented that the City may lose grant money, adding that flooding is a big issue in Sheridan and the City needs to make sure we are in compliance.

Mayor Thomson asked if the amendments would affect insurance rates. Jim replied that rates are determined by the condition of the property.

Councilor Hebert commented on whether the natural flow of water and drainage ditches are taken into consideration.

Jim replied that the proposed amendments have a process for altering drainage.

Councilor Buckles complimented Jim Jacks on the amendment revision work. He noted that there is a phrase on page 17 of Exhibit A (Packet Page 29), the phrase "requirement to" should be excluded.

- ✓ Councilor Buckles motioned to amend the original motion to exclude the phrase "requirement to." Councilor Acuff seconded the motion; motion passed unanimously.
Original motion passed unanimously.

F. PRESENTATIONS:

1) Heart Safe Community, John Stanislaw

John Stanislaw gave some background information on the Heart Safe Community organization and their primary goal to improve outcomes of sudden cardiac arrests. He noted that the City is already 90% of the way to becoming a Heart Safe Community. John explained some of the reasons and steps required to becoming a Heart Safe Community, noting that he and his wife are willing to assist the City with the necessary steps, which will take about six to eight months. John said there would be no cost to the City and the City would be the first in Oregon to become a Heart Safe Community.

Councilor Acuff commented that the idea is awesome.

Councilor Buckles asked about what needs to be done in the future to maintain the designation. John replied that a letter will need to be submitted annually.

2) The Common Cause Crew: Seeds of Hope, Kennedy Amundson; Willamette Valley Cancer Foundation, Patty Williams and Lisa Boschee; and With Courage, Caitlin Sticka

Kennedy Amundson gave a presentation from slides that were included in the Council packet. She explained the goals of the Common Cause Crew and representatives from each organization gave a brief overview of their group. They provided contact information and ways to support the organization.

G. APPROVE CITY COUNCIL MEETING MINUTES:

- ✓ Councilor Buckles motioned to approve the City Council Meeting Minutes for June 20, 2023. Councilor Hodgins seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

H. VOUCHER DIRECTORY FOR INVOICES PAID:

- ✓ Councilor Buckles motioned to approve the Voucher Directory for invoices paid from June 20, 2023 to July 17, 2023. Councilor Acuff seconded the motion. *Discussion:* Councilor Hodgins asked about the \$29,000 check for manhole cleaning. Kie responded that the check is for DEQ's required I & I program. He added that \$29,000 was the lowest bid with the longest warranty. Motion passed unanimously.

I. DEPARTMENT REPORTS:

1) Sheriff's Report for June 2023

2) Finance Specialist Budget Reports

3) Public Works Director Report

Kie summarized his report that was included in the Council packet. He commented on the increased use of the City Park. Kie gave a brief summary of the projects completed by the inmate work crew, including weed eating at the water treatment plant; clearing brush; landscape work at City Hall and the Library; and removing blackberries at South Side Park.

Gary reported on the City's water turbidity levels exceeding the set standards by .3% in May. He informed the City Council that the City is required to notify the public. He assured the Council that the water is safe, and continues to be safe to drink.

Gary reported that the first round of lead & copper testing is complete. He informed the Council that they are doing some verification through resampling some of the test sites. Gary is hoping that the resampling and the second round of testing will prove that the City's water lead & copper levels are where they need to be.

Gary reported that he completed the application process for the diesel mitigation grant.

4) Library Director Report

Heidi highlighted some of the activities that were included in Gwen's report to the Council.

5) Code Enforcement Tracking Sheet

6) City Recorder Report

7) City Planner Report

Heidi introduced Laura Conroy from the Council of Governments who will soon be taking on Sheridan's Planning.

Jim Jacks reviewed the current Land Use cases outlined in his report.

8) Attorney Report

Tyler reported that he has been working on resolutions, City employment issues; and City policy projects.

J. ORDINANCES AND RESOLUTIONS:

1) Vote: Resolution 2023-Y, A Resolution Accepting Civil West's Scope of Services for the Design of ADA Improvements at the Intersection of Bridge Street and Monroe Street

Councilor Buckles asked if these are new, or if they are replacements.

Heidi replied that we are removing one and adding two.

Councilor Acuff verified that the \$11,500 is for engineering only.

✓ Councilor Buckles motioned to approve Resolution 2023-Y, A Resolution Accepting Civil West's Scope of Services for the Design of ADA Improvements at the Intersection of Bridge

Street and Monroe Street. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

- 2) Vote: Resolution 2023-Z, A Resolution to Adopt the Findings and Recommendations of Recology's Rate Review Service Report and the Proposed Rate Schedule Effective August 1, 2023
Dan Blue, Representative from Recology gave some background information and statistics for the last year. He said that they are proposing a 5% rate increase, which is a limited increase to deal with inflationary drivers and to mitigate impacts on the community. He listed some of the factors driving the need for an increase.

There were questions about the possibility of curbside glass pick-up and yard debris pick-up. Dan said it is possible, but at a cost. He advised that Sheridan join with Willamina to reduce those costs.

Heidi will talk to Willamina about additional curbside pick-up.

Heidi will coordinate with Dan for the City Clean-up day.

- ✓ Councilor Acuff motioned to approve Resolution 2023-Z, A Resolution to Adopt the Findings and Recommendations of Recology's Rate Review Service Report and the Proposed Rate Schedule Effective August 1, 2023. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- 3) Vote: Resolution 2023-AA, A Resolution Accepting tyler technologies SAAS Quote and Authorizing the City Manager to Execute All Necessary Documentation to Contract with tyler technologies
Tyler commented that he has no concerns about the City signing the contract as presented.
- ✓ Councilor Hodgins motioned to approve Resolution 2023-AA, A Resolution Accepting tyler technologies SAAS Quote and Authorizing the City Manager to Execute All Necessary Documentation to Contract with tyler technologies. Councilor Buckles seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- 4) Vote: Resolution 2023-BB, Support for TGM Grant Application to Update the Sheridan Transportation Plan
- ✓ Councilor Buckles motioned to approve Resolution 2023-BB, Support for TGM Grant Application to Update the Sheridan Transportation Plan. Councilor Hodgins seconded the motion. *Discussion:* Councilor Acuff asked if this grant will help with the Sheridan Road project. Heidi replied that the design work for Sheridan Road will have already started, but it will help with design work for other streets. Councilor Hebert asked if the grant would pay for the entire update. Heidi replied that it will pay for everything except for Kie's, Heidi's, and the City Planner's time, which are part of the grant matching. Motion passed unanimously.
- 5) Vote: Resolution 2023-CC, A Resolution Approving the Purchase of a Digital Subsurface Leak Detection System, and Authorizing the City Manager to Execute All Necessary Documents

- ✓ Councilor McElroy motioned to approve Resolution 2023-CC, A Resolution Approving the Purchase of a Digital Subsurface Leak Detection System, and Authorizing the City Manager to Execute All Necessary Documents. Councilor Buckles seconded the motion. *Discussion:* Gary explained that the equipment helps to locate leaks. He listed some of the equipment capabilities. Motion passed unanimously.

K. OLD BUSINESS:

- 1) Vote: Selection of Company for Goal Setting
 - ✓ Councilor Buckles motioned to use the Mid-Willamette Valley Council of Government for Goal Setting service for the Sheridan City Council at a price not to exceed \$3,869.00 and to delegate Mayor Thomson to coordinate the details of the Goal Setting with City Manager Bell and/or the COG staff. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

L. NEW BUSINESS:

- 1) Vote: To take Initiative to Become a Heart Safe Community in the State of Oregon
 - ✓ Councilor McElroy motioned for the City to take initiative to become a Heart Safe Community in the State of Oregon. Councilor Buckles seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- 2) Vote: Options for Crosswalk Located at Bridge & Harney Streets

Heidi noted that the crosswalk is the one located by the IGA grocery store. She explained that crosswalk is safe according to ODOT and the City Engineer.

Councilor Hebert suggested that the City designate the parking space as “compact only” to allow for increased visibility.

Councilor Buckles agreed that the crosswalk needs to be more visible and suggested the addition of signs and continental striping.

Councilor Acuff agreed with Councilors Hebert and Buckles, adding that the City could start with those ideas and see how it goes.

Councilor George also agreed.

There was additional discussion regarding enforcement of parking and bicycles on sidewalks. Heidi responded that these are things that should be addressed in the new transportation plan.

- ✓ Councilor Buckles motioned for the City Attorney to prepare an Ordinance addressing continental striping. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.
- 3) Discussion: Hometown Days Ideas, Councilor McElroy

Councilor McElroy commented on the success of Hometown Days, adding that he was impressed by how much the event has grown. He acknowledged the outstanding volunteer effort. Councilor McElroy remarked that there is a lack of lodging problem in Sheridan, noting that the RV park is full. He suggested that on August 21, the City Council discuss allowing RVs on residential properties for 96 hours during Hometown Days.

Heidi commented on noise, density, and street concerns that the Council will need to consider. Councilor Buckles expressed concern about RVs and narrow streets.

M. CITY MANAGER REPORT:

Heidi briefly highlighted her report that was included in the Council packet. Councilor Acuff commented on the need to update the City Charter. Mayor Thomson commented on the work that Rotary does. Councilor Buckles commented on the money received for homelessness. Heidi noted that the next steps include her following-up with Encompass.

N. SECOND PUBLIC COMMENT PERIOD: None.

O. MAYOR/COUNCIL COMMENTS:

There was concern expressed about the abundance of fireworks that continue to go off well after the 4th of July. Councilor Buckles inquired about the City's firework ordinance. Tyler will look into it.

Councilor McElroy commented on the overgrown weeds at the Community Garden location. Councilor Hodgins will talk to Vivian Pena.

P. 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 11:00 p.m.

The Executive Session ended at 11:08 p.m. and the open session reconvened.

Q. ADJOURNMENT:

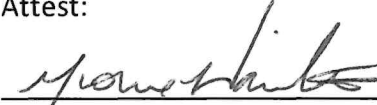
Councilor Hodgins motioned for adjournment. The motion was seconded and passed unanimously.

The meeting adjourned at 11:09 p.m.



Marianne Thomson St., Mayor

Attest:



Yvonne Hamilton, CMC, City Recorder

| Motion Summary | Outcome | Acuff | Buckles | McElroy | Hebert | George | Hodgins |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|----------------|----------------|---------------|---------------|----------------|
| Hodgins motioned for the City Council to adopt the staff report as amended and direct staff to prepare an ordinance improving the amendments as amended. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned to approve the City Council Meeting Minutes for June 20, 2023. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned to approve the Voucher Directory for invoices paid from June 20, 2023 to July 17, 2023. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned to approve Resolution 2023-Y, A Resolution Accepting Civil West's Scope of Services for the Design of ADA Improvements at the Intersection of Bridge Street and Monroe Street | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Acuff motioned to approve Resolution 2023-Z, A Resolution to Adopt the Findings and Recommendations of Recology's Rate Review Service Report and the Proposed Rate Schedule Effective August 1, 2023. | Passed | Abstain | Yes | Yes | Yes | Yes | Yes |
| Hodgins motioned to approve Resolution 2023-AA, A Resolution Accepting tyler technologies SAAS Quote and Authorizing the City Manager to Execute All Necessary Documentation Contract with tyler technologies. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned to approve Resolution 2023-BB, Support for TGM Grant Application to Update the Sheridan Transportation Plan. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| McElroy motioned to approve Resolution 2023-CC, A Resolution Approving the Purchase of a Digital Subsurface Leak Detection System, and Authorizing the City Manager to Execute All Necessary Documents. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned to use the Mid-Willamette Valley Council of Government for Goal Setting service for the Sheridan City Council at a price not to exceed \$3,869.00 and to delegate Mayor Thomson to coordinate the details of the Goal Setting with City Manager Bell and/or the COG staff. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| McElroy motioned for the City to take initiative to become a Heart Safe Community in the State of Oregon. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |
| Buckles motioned for the City Attorney to prepare an Ordinance addressing continental striping. | Passed | Yes | Yes | Yes | Yes | Yes | Yes |