

# CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378  
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## City Council Minutes

August 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 7:00 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; 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:**

- 1) Item I2, Resolution 2023-HH was postponed to the September 5, 2023 Special Council meeting.
- 2) Item O1, Executive Session was removed from the Agenda.
- 3) The purchase of a Code Enforcement truck from Yamhill County Fleet was added under New Business Item K1.

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

Mayor Thomson thanked the meeting attendees. She addressed the comments recently made on Facebook about a homeless shelter. Mayor Thomson emphasized that there is not going to be a homeless camp. She said that the goal is to ensure the quality of life for all Sheridan citizens. Mayor Thomson gave examples of the efforts being made to create a healthy community for everyone. Tyler briefly summarized the requirements of House Bill 3115.

#### 1. Matt Lux, lives outside City limits:

- Suggested that the City mail information to every Sheridan address.
- Concerned about location, suggesting that the City use the vacant lot across the street from City Hall.
- Concerned about drug problems.

2. Christina Avila, lives within City limits:
  - Commented that Sheridan is too small and lacks resources, including lack of law enforcement.
  - She expressed concern for the safety of Sheridan’s children.
3. Cindy Sample, lives within City limits:
  - She doesn’t want Sheridan to become like Salem or Portland.
  - Cited an example of screaming within another City’s shelter and the inability of the City to address the problem.
  - She is trying to figure out what the City plans to build, is it transitional housing?
  - How will the project be funded? Will it be paid for by taxpayers?
  - She doesn’t have problems with helping those that are down, but noted that some that are homeless choose a lifestyle.
4. Kyrsten King, lives within City limits:
  - Stated the importance of the City answering questions before a plan is developed.
  - She is against a shelter in Sheridan, but she understands the need because she herself was homeless.
  - Concerned about public safety, limited staff and resources.
  - Questioned how to identify Sheridan’s homeless.
  - Questioned the term “trained professional” and what they are actually trained for.
  - Expressed the need for a shower facility.

**E. PRESENTATIONS:**

- 1) Steve Donovan, Donovan enterprises, inc.: Results of the Fiscal Year 2022-2023 City Enterprise Funds

Steve Donovan reported on the results of the Water and Sewer funds for Fiscal Year 2022-2023. His presentation slides were included in the Council packet.

Water

Steve noted that the Water fund ended the year in good shape. He emphasized the importance of finishing the water master plan update. He commented positively on the City switching to AMI/AMR water meters. He noted that there are water projects the City is working on; however, he is not recommending a rate increase for water in 2023-2024.

Steve reviewed the five-year financial plan. He also noted that Sheridan’s water rates are in the middle of the pack when compared to neighboring cities.

Sewer

Steve recommended a 3.49% rate increase for sewer in 2023-2024. He commented on current sewer projects, including the Yamhill Street & East Main trunk upgrade.

Steve reviewed the five-year financial plan. He also noted that Sheridan’s sewer rates are in the lower-middle of the pack when compared to neighboring cities.

- 2) Encompass Yamhill Valley, Carrie Martin and Howie Harkema

Carrie Martin, Executive Director and Howie Harkema, Founder & Board President gave a slide presentation on the West Valley Homeless Initiative; the presentation slides were uploaded to the website and added to the record. Ms. Martin discussed the services that they can provide and funding mechanisms.

The presentation was followed by discussion:

Councilor Buckles inquired about size.

Ms. Martin responded that the size depends on the need.

Mayor Thomson said that it is difficult to determine the need, adding that it varies depending on who you ask.

Ms. Martin explained that they need to know what the numbers are and how many are in each category.

Councilor Acuff expressed concern about the homeless that do not want help; they want meals, but don't want to stop using drugs.

Ms. Martin explained that they can't mandate; however, there are service providers that can explain the cycles of substance abuse. She said that they can create an infrastructure that minimizes things like garbage. Ms. Martin noted that there are many mitigation strategies being used with good results.

Councilor McElroy commented that if the City does nothing, then the homeless can be anywhere and there will be a worse mess. He added that the City has held two town halls on the subject.

Heidi commented on continued funding for mobile shower and laundry units.

Ms. Martin noted that there is Measure 110 funding to address substance abuse and homelessness. She explained the sustainability component, adding that grant money is seed money for small components of a project.

Mr. Harkema commented that there is grant money available for sustainability.

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

- ✓ Councilor Acuff motioned to approve the City Council Meeting Minutes for July 17, 2023 and August 7, 2023. Councilor McElroy seconded the motion. *Discussion: No further discussion.* Motion passed unanimously.

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

- ✓ Councilor McElroy motioned to approve the Voucher Directory for invoices paid from July 17, 2023 to August 21, 2023. Councilor Hodgins seconded the motion. *Discussion: No further discussion.* Motion passed unanimously.

**H. DEPARTMENT REPORTS:**

- 1) Sheriff's Report for July 2023  
Councilor Buckles commented on the year-to-date numbers being lower compared to last year.
- 2) Finance Specialist Budget Reports
- 3) Public Works Director Report
- 4) Library Director Report

5) Code Enforcement & Safety Report

6) City Recorder Report

7) City Planner Report

8) Attorney Report

Councilor Hebert requested additional information on the easement and reservations shown on the Chester Moore Park report. She also requested that the City look into whether the park property might be donated to the City.

**I. ORDINANCES AND RESOLUTIONS:**

1) Vote: Ordinance 2023-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Related to the Floodplain Overlay District (Case No. LA 2023-01)

- ✓ Councilor Buckles motioned to read Ordinance 2023-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Related to the Floodplain Overlay District (Case No. LA 2023-01) by title only. Councilor Hodgins seconded the motion; *Discussion: No further discussion.* Motion passed unanimously.

Tyler read Ordinance 2023-03 by title only.

- ✓ Councilor Acuff motioned to accept the reading and adopt Ordinance 2023-03. 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

2) Mayor Discussion & Vote: Resolution 2023-HH, A Resolution Adopting the 2023 Council Rules of Procedure, Revised

*Postponed to September 5, 2023*

**J. OLD BUSINESS:** None.

**K. NEW BUSINESS:**

1) Purchase of a Ford Ranger truck from Yamhill County Fleet in the amount of \$6,000.00 for Code Enforcement

Heidi reported that the current Code Enforcement vehicle has no life left. She said it is important that Code Enforcement staff have a reliable vehicle so that they can be out in the field. Heidi explained that the City has limited money for a replacement vehicle. She reached out to Captain Elliott of the Yamhill County Sheriff's Office. Captain Elliott spoke with Yamhill County Fleet and found a Ford Ranger that they are willing to sell, once surplus, for \$6,000.00 total. Heidi passed photos around the Council table, and added that she will get additional vehicle details. Her

recommendation was for the City Council to make a motion to approve the purchase of a Ford Ranger truck for \$6,000.00, after the approval of a satisfactory inspection from a mechanic; taking 70% from the Code Enforcement budget, 15% from the Water fund, and 15% from the Sewer fund.

- ✓ Councilor McElroy motioned for the City Council to approve the purchase of a Ford Ranger truck for \$6,000.00, after the approval of a satisfactory inspection from a mechanic; taking 70% from the Code Enforcement budget, 15% from the Water fund, and 15% from the Sewer fund. Councilor Hodgins seconded the motion. *Discussion: No further discussion.* Motion passed unanimously.

**L. CITY MANAGER REPORT:**

Heidi noted that her City Manager report is in the packet, and asked if there were any questions. There was follow-up discussion regarding the cooling center set-up, insurance, and whether pets would be allowed.

**M. SECOND PUBLIC COMMENT PERIOD:**

1. Loretta Martineau, lives within City limits:
  - Expressed concerns about the Sheridan Country Inn being purchased by the Grand Ronde Tribe and what it will be used for. Would it be used for behavioral, drug, alcohol rehabilitation? Will it be used for homelessness? Will it be used by Tribal, or Sheridan residents?
  - She requested that an article from the News Register, dated August 18, 2023 titled "Project Turnkey Provides Transitional Housing" be placed into the record; it is attached as "Exhibit A", commenting on the success rate of the program mentioned in the article. She noted that it is non-congregate housing.
  - She listed several questions, including: How many shelter beds? Who decides who gets to use the shelter? How many will be allowed to use it? How long are they allowed to stay? What are the rules? Where will they cook? Will there be linens, and who is responsible for cleaning those? How will it be run, like a hotel? Where will the residents go while the shelter is being cleaned?
  - She commented on the lack of resources, so we would need to use Yamhill County's resources for screening, and determining needs of those with families and pets.
2. Kyrsten King, lives within City limits
  - Suggested that the City use email to communicate with residents.
  - Suggested that the City provide a list of potential properties.
  - Questioned if shelter residents would be responsible for contributing their time to the shelter.
  - Asked if the City would be looking into other revenue opportunities or donations.

**N. MAYOR/COUNCIL COMMENTS:**

- Councilor McElroy commented positively on the Community Garden clean-up.
- Councilor Hebert commented that there is debris on the riverfront bank in the Plaza area, asking if Public Works might pick it up. She also commented that there are two lights out at the Pavilion.
- Mayor Thomson responded that Public Works already picked up the debris.

- Councilor George noted that there will be no school on Fridays for the Sheridan School District.

**O. 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.

*Cancelled*


**P. ADJOURNMENT:**

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

The meeting adjourned at 9:00 p.m.

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

Attest:

  
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 Yvonne Hamilton, CMC, City Recorder

Motion Summary	Outcome	Acuff	Buckles	McElroy	Hebert	George	Hodgins
Acuff motioned to approve the City Council Meeting Minutes for July 17, 2023 and August 7, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
McElroy motioned to approve the Voucher Directory for invoices paid from July 17, 2023 to August 21, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to accept the reading and adopt Ordinance 2023-03.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
McElroy motioned for the City Council to approve the purchase of a vehicle for \$6,000.00, after the approval of a satisfactory inspection from a mechanic; taking 70% from the Code Enforcement budget, 15% from the Water fund, and 15% from the Sewer fund.	Passed	Yes	Yes	Yes	Yes	Yes	Yes

Exhibit A

# Project Turnkey provides transitional housing

By NICOLE MONTESANO  
Of the News-Register

Sheltering homeless people in motels started out in 2020 as an emergency solution for quarantining because of COVID-19. But managers in Yamhill County noticed something. Clients sheltering in motels, rather than homeless shelters, were facing better at meet-

ing, the goals needed to transition into permanent housing.

Project Turnkey, the motel sheltering program with a facility in McMinnville, is a statewide effort. A report from the Oregon Community Foundation to the state Legislature noted that as 2020 began, "Oregon had a deficit of more than

5,800 emergency shelter beds," and that severe shortage was worsened by a pandemic that made mass shelters unsafe.

"Then, the Labor Day fires destroyed more than 4,000 homes across eight counties. With winter

## REALITY AND RESPONSE

The News-Register continues a series of articles focusing on local impacts and efforts to meet the needs of the unhoused in Yamhill County.

See TURNKEY, A3

## TURNKEY

Continued from A1

looming, the one-two punch of the pandemic and the fires had nearly doubled the state's already severe deficit of emergency shelter beds," the report said.

In response, the OCF asked the Legislature "to allocate grant funding that would allow community organizations to buy local motels and convert them to emergency shelters. These new facilities would keep residents safe from COVID-19, provide a comfortable short-term refuge to people who lost homes in the fires, and eventually convert to permanent housing inventory."

Legislators responded in November of 2020, with \$65 million, and allocated another \$9.7 million, for another three properties.

Over time, Oregon's Project Turnkey transitioned, from temporary shelter for people who had or were at risk from COVID 19, to a housing program. But things took a slightly different turn locally.

In Yamhill County, Providence Housing Services purchased the former Motel 6 in McMinnville, "under the premise it would eventually become permanent supportive housing," YCAP Housing Initiatives Director Ashley Parker said.

But that goal changed as more data came in.

"We saw unprecedented success in moving people to permanent housing, that we had not seen previously, with congregate shelter," Laverne Pitts, development director for the Yamhill Community Action Agency said. "We were seeing about 70% success — clients able to find a positive housing exit. Typical congregate shelter has a less than 25% success rate."

private space meets a host of needs for people trying to find housing.

First, Pitts said, it allows people meet with their case managers during the day. Group shelters are only open at night. But when people come in for the night, Pitts said, "they're exhausted, they've been outside all day, they just want to sleep."

That's a difficult time to meet with a case manager, work through issues, and try to put together a long-term plan — and it's even harder to do in a crowded, noisy room. Worse, they have to discuss often painful, private history in a room filled with strangers.

The meetings, Pitts said, are "where they crack that plan with the person to say what barriers are there, is there past addiction, is there a lack of income, is there debt, are there medical issues ... then they can start crafting a plan with that person."

"And it takes time. That's not a one-night conversation sometimes. Sometimes people don't even know ... sometimes it takes a little bit of time to think through, 'OK, what has been preventing me from moving forward,' and that takes some introspection, and that's hard to do in a crowded room. And it takes some vulnerability ... it takes time to feel safe," she said.

By contrast, when people are housed through Project Turnkey, they have a room to themselves, where they can speak with a case manager during the day, make appointments, and have time to think through the issues facing them.

"One of our recent clients who gave us permission to share some of his story said it really helped him just to be alone with himself," Pitts said. "As he put it, he was always going nowhere fast.

in a non-congregant shelter, it allowed him to ground himself, and get focused on going forward."

But in addition, Pitts said, "it helps us evaluate, 'is this individual ready to move into an apartment.' If they can manage a motel room, we know can manage an apartment. If they're not able to, we look for other placements," such as some type of supported housing, including assisted living or adult foster care homes.

Currently, Parker said, the program is able to shelter 30 households, but it is receiving a grant from the county that will allow it to expand to 50 households.

"The number varies because household makeup varies. One room may have a single individual, another may have four, because they have two small children," she said. "We define households the way the client does."

The program focuses on people who are medically vulnerable, she said. That includes people who are undergoing radiation treatment, who need to use a CPAP at night, are wearing a heart monitor or are on oxygen.

Next on the priority list, Parker said, are families, "because they constitute the biggest burden on congregate shelters," then people who are fleeing domestic violence, and people who are older than 65.

"We do have a certain percentage of rooms reserved for veterans," as well, she said.

There are a number of challenges for people who are trying to transition to permanent housing, Parker said, and a major one is being able to find housing.

"Not only is it scarce, she said, but landlords are often

with difficult histories, and even when they do, they often pile on extra fees.

"We are seeing an increase in deposits. So, if there's any kind of negative history, we're seeing landlords charge over three times the rent for a lot of our clients. If a rental price for a month is \$1,200, they are asking for a \$5,000 deposit. That's very common and standard for most of the clients we're trying to place right now. It's very challenging. We receive a limited amount of funds, so it does limit the number of households we can help," Parker said.

"Even of the general population, someone who isn't necessarily experiencing homelessness right now would have a challenging time affording a \$5,000 deposit right now. It is why YCAP and the state are putting so much into trying to prevent homelessness, because once someone becomes homeless, it is much harder to house them."

Still, she said, the program is seeing results. It has served 83 clients so far, with 55 of them exiting the program successfully. Of those, 47 went into "positive permanent housing placements," Parker said.

Some people have returned to being homeless, for various reasons, she said, or are still in temporary placement.

"Some people do say I don't want to participate in this capacity. Some people say, this isn't the program for me; I prefer congregate shelter. Or they don't feel safe." Some have been removed.

"We do have limited rules and regulations," Parker said, including no smoking in rooms, no drugs or paraphernalia, and no weapons or violence. People who abuse their partners are also removed.

## HELPING HANDS

**Outdoor Education Adventures:** Volunteers are needed to help lead school field trips and teach children about Salmon biology, aquatic life, water quality, nature awareness, data collection and other natural science subjects. For more information, contact Theresa Crain at 971-267-2913 or info@edoutdoors.org.

**Prestige Post-Acute Rehabilitation:** This McMinnville-based skilled nursing facility would like volunteers to offer support

and regularly attend support meetings; they receive a small monthly stipend and nightly allowance when providing shelter for up to 21 days per youth. For more information, call 503-538-8023.

**Scotty's Playhouse:** The Nazarene Church on the Hill needs volunteers to help oversee free, two-hour playtimes in its indoor playground on a regular monthly or weekly schedule. Training is provided. Helpdesk: 503-538-8023.

job ready women in need by providing shopping vouchers for job interview or work appropriate clothing purchases. This program is funded in part by donations made to the Soroptimist International of McMinnville consignment account at the local "New to You" Consignment

Store. You can help by donating goods to the Soroptimist "New to You" consignment account. Donation guidelines can be found at [shopsnewtoyou.com/pages/consignment](http://shopsnewtoyou.com/pages/consignment). Cash donations can be mailed to SorcoBoutique, PO. Box 742, McMinnville.



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