



CITY OF SHERIDAN

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City Council Minutes

September 16, 2024

6:00 PM – City Council Executive Session (Closed to the Public)

7:00 PM City Council Regular Meeting

Sheridan City Hall Council Chambers
120 SW Mill Street, Sheridan Oregon
Public Attendance in person & via Zoom

6:00 PM – CITY COUNCIL EXECUTIVE SESSION – (CLOSED TO THE PUBLIC)

Mayor George opened the Executive Session at 6:04 pm.

1. **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.

Representatives of the news media and designated staff and other persons shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No decision will be made in the Executive Session.

2. **Adjournment of Executive Session**

The Executive Session adjourned at 7:02 pm.

7:00 PM – CITY COUNCIL SPECIAL SESSION

A. Call to Order, Roll Call

Mayor George calls the Council Meeting to order at 7:07 pm.

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

Absent: None

Staff Present: Heidi Bell, City Manager; Tyler Yeoman-Millette, City Attorney; Gary Mathis, Operations Director Water & Wastewater; Gwen Gorham, Library Director; and Omega Rodela Garces, Deputy City Recorder.

B. Pledge of Allegiance

C. Additions or Deletions to the Agenda: None.

D. First Public Comment Period: None.

E. Public Hearings: None

F. Presentation:

- 1) Final Task Force Report, Nick Giannettino, Headwaters Consulting
Nick Giannettino will work on a few typos and will come back to the Council on a work session in October or November to figure out the next steps.

- 2) Housing Presentation, Liam Bean, City Planner
City Planner Bean goes over the goal of the proposed amendments: to comply with new state laws regarding housing, remove other barriers to housing development within the code, and to streamline the code to increase accessibility and encourage development. Additionally, Bean goes over other code cleanup of the proposed amendments with clear definitions that do not change the requirements of the code but improve the accessibility of the code along with recommendations from the Planning Commission. The City Council proposes that ADU size be whichever is smaller, 900 square feet or 50% of the first building.

G. Consent Agenda:

- ✓ Councilor Acuff motions to approve the Consent Agenda. Councilor Hodgins seconds the motion. *Discussion: Commissioner Buckles goes over portions of the consent agenda with City Manager.* Motion passed unanimously.

H. Vote: Voucher Directory Bulletin Board Expense:

- ✓ Councilor Buckles motions to approve the Bulletin Board Expense. Councilor Acuff seconds the motion. *Discussion: Commissioner Houston expresses thanks for the samples of the Bulletin Board and does not need further samples in the future.* Motion passes with a 4 to 0 vote; Councilors Hodgins and McElroy abstains.

I. Department Reports:

- 1) Sheriff's Report for August 2024 & Comparison Report for August 2023
Deputy Grant is present at the meeting. There is an updated report submitted for the record. Grant explains that the deputies are trying to catch homeless camps before they are established and work with the individuals to get them to organizations that can help them. Grant adds that Code Enforcement has been vital to this process. City

Manager Bell adds that a successful neighborhood watch group has been established and will be working with the police. Additionally, the City Council's consensus is that they do not need the previous year's report but to focus on the current year only.

2) Public Works Director Report

Gary Mathis, Director of Operations for Water & Sewer, presents his report included in the packet. The Council questions how the 2015 installation of a ground rod went unnoticed despite being installed through a sewer main line. Mathis clarifies that the system was barely functioning and estimates a \$15000 cost to fix the error. The Council discusses the chip sealing project, with Mathis noting that some areas may have small puddles due to natural or previous road conditions.

3) Library Director Report

Library Director Gorham explains that they were awarded a grant to purchase Toniebox Bundles for check-out. This is to encourage reading for kids when they don't have an adult to read to them. Gorham explains that the library is very proud finally to have interactive books like leap pads.

4) Code Enforcement & Safety Report

Council members discuss future court summons, the programs made with faith groups to support disabled homeowners to clean up their space, and violations for vehicles left on the street. City Manager Bell informs that a resident has more than allowed chickens in their property and has encouraged them to speak with the Council. Councilor Houston would like to have a conversation about the chicken permit and process and will be reaching out to the Mayor at a different time.

5) City Recorder Report

i. Budget Reports for August 2024

Commissioner Buckles goes over portions of the Budget Report for August 2024 with City Manager Bell. Bell will report back after speaking with Staff.

ii. Grant Tracking Sheets

Commissioner Buckles goes over portions of the Grant Tracking Sheets with City Manager Bell. Bell will report back after speaking with Staff.

iii. Council Calendar

Commissioners discuss future meetings and attendance.

6) City Planner Report

The City Council would like to know where the fire hydrant training tower is going to be placed where the Sea Reach property is and point out that the address is incorrect on BCA-24-040, it should be 3rd Street. City Planner Bean points out that the fire hydrant training tower is at the BRTEC property and in front of the SE Jefferson Dog Park. The Sea Reach campus is over the river and on Yamhill Street. Bean confirms that the BCA numbering is for the correct street address.

7) Attorney Report: none.

J. Ordinances and Resolutions:

- 1) Vote: Ordinance 2024-6, An Ordinance Amending Chapters 12.04, 12.08, 12.12, 12.16, and 12.20 of the Sheridan Municipal Code Relating to Public Works Standards
The City Council would like to change some of the language regarding the Public Works Director's authorities to adopt and modify public facilities without oversight. The Council would like the language to be consistent by getting rid of the "City Administrator" and instead use "City Manager".

This is tabled until the language has been revised.

- 2) Vote: Resolution 2024-S, A Resolution Adopting the Updated Public Works Design Standards

This is tabled until the language has been revised.

K. Unfinished Business: None.

L. New Business:

- 1) Vote: Pavement Management Implementation & Reporting
This is to be tabled for the next meeting.
- 2) Mayor Appointment: Parks & Recreation Committee
Mayor approves Dorothea Lee's application for the non-voting member position.

M. City Manager Report: None.

N. Second Public Comment Period:

- 1) Joe Neely, Sheridan Resident: Neely highlights several benefits of incorporating a breezeway in townhouse-sized lots: a) fire hazard reduction: by preventing houses from touching, a breezeway can help contain a fire to a single home, reducing the risk of spreading to multiple residences. b) noise control: a breezeway provides a buffer between homes, helping to minimize disturbances from noisy neighbors. c) enhanced aesthetics: including a breezeway can improve the overall visual appeal of townhouse lots, making them look more attractive.

O. Mayor/Council Comments:

- Discussing the advantages and disadvantages of townhouse ownership.
- Park Host applications for the Park Host position have been picked up but not yet received by Staff.
- Concerns were raised about City Hall being open during lunch hour with only one Staff member available. The City Manager notes that staff are rotating shifts to avoid being alone in the building because this provides overall safety for Staff.

- The Bridge Learning Community is hosting a forum to meet candidates and learn about the electoral process on September 23, 2024, at 7:00 pm.
- Rotary is also hosting a forum to meet candidates and learn about the electoral process on October 3, 2024.
- There will be a table available for the City Council at the Town Hall set for October 10, 2024.
- The City Manager, City Recorder, and City Planner have developed a chart to streamline the Building Compliance Application (BCA) process for more efficient approvals. Councilor Acuff emphasizes that builders should wait for permit approval before entering into an agreement with a contractor to avoid losses.

P. Adjournment:

- ✓ Councilor Acuff makes a motion to adjourn. Councilor Buckles seconds the motion and it passes unanimously.

The meeting is adjourned at 10:42 p.m.



Cale A. George, Mayor

Attest:



Omega Rodela Garces, Deputy City Recorder