



# CITY OF SHERIDAN

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## City Council Minutes

October 2, 2023 at 7:00 PM

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

### **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, McElroy, George, Hebert, and Hodgins.

Absent: None

Staff Present: Heidi Bell, City Manager; Tyler Yeoman-Millette, City Attorney; and Yvonne Hamilton, City Recorder.

Mayor Thomson added time for Public Comment at the end of the Council Meeting.

### **A. Work Session Topics/Discussion**

#### 1) Council Rules of Procedure

The Council reviewed the draft Council Rules of Procedure. The following questions, discussion, and edits were made:

- Page 4, V. B. – The Mayor requested that a deadline date and time be added.
- Page 4, V. D. – The Mayor requested that “with approval from the Mayor at the Council meeting” be added to the first sentence after “The city manager”. Councilor Buckles added that an explanation as to why something is being removed should be provided.
- Page 6, E. – There were questions regarding the difference between the first Public Comment period and the second.
- Page 6, E.6. - It was noted that the requirement to fill out a Public Comment form should be added to the end of E.6.
- Page 11, M. – An “s” was added to the word “question” in the fourth sentence. There was discussion regarding the time limit placed on the length of the City Manager’s oral report. The word “approximate” will replace the word “exceed”.
- Page 13 IV. B. – Heidi clarified with an example the kind of action that may be taken at a work session. She emphasized that the Council cannot vote at a work session.
- Tyler provided an explanation of when ex parte communication must be disclosed.

2) Support for Public Art Grant Letter

Councilor Hebert gave a brief overview of the projects that the Public Art Group is working on. She explained that Heidi found a \$5,000 grant that could be used on a mural project. Councilor Hodgins provided some of the grant details.

Heidi noted that the Sheridan Museum of History would be helping with the mural content.

Councilor Hebert added that there are plans to refurbish and maintain the original murals in Sheridan and that Shannon Ray, the original artist is unable to paint; however, she would like to be involved with the project.

Heidi informed the Council that there is a grant matching requirement of \$5,000.

Councilor Buckles asked if the matching could be in the form of labor. Heidi will check.

**B. City Manager Updates**

1) Development Code and Sewer Code Updates Clarification with Ordinance Timelines

Councilor Acuff inquired as to the type of production and sales that would be allowed. Heidi responded that the sales would be at the production location, such as a brewery like Golden Valley or a wine tasting room.

There were inquiries as to the proposed location for a business. Tyler advised that they should not discuss that because it is a land use decision.

Councilor Acuff asked questions regarding the Sewer Ordinance. Tyler explained that the old Code is silent as to pre-treatment requirements and fermented beverages.

Heidi reported that she has applied for two Technical Assistance grants to the DLCDD; 1) for redoing the Development Code, and 2) for a Building and Lands Inventory and Economic Opportunity Analysis Study.

2) Parks & Recreation Committee Update

Heidi reported that the Parks & Recreation Committee is working on a Master Plan, to include green spaces. She listed some of the projects that they are working on at the City Park, including horseshoes, cornhole, four square, and tether ball. She added that rules will be provided with a QR code for each activity. Heidi noted that they plan to have an equipment check-out lock box and also have equipment available for check-out from the Library.

Councilor Hodgins reported on the progress of the dog parks. She noted that work at the Jefferson location will continue as soon as Public Works is available again. She commented on location possibilities for dog parks at the South Side and City Parks, noting that Omega will be giving a presentation to the Committee at the next meeting.

Heidi gave a brief update on the South Side Park disc golf area. She said the layout for the first nine holes is complete. Heidi added that she is hopeful that the FCI inmates will be helping with pouring the slabs. She commented on a fabrication company that is going to donate over \$10,000 worth of disc golf baskets.

Other projects at the South Side Park include the stage, park electricity, restrooms, Oregon Forestry tree planting event, pond aerators, walking path, and bridge.

Heidi announced that Representative Elmer would like to hold a Town Hall in Sheridan in the month of December. The Council came to a consensus that December 14, 2023 at 7:00 PM would be their first date choice.

Heidi informed the Council about a recent leak on Evans Street and criminal activity at the Library property during the night.

### C. Mayor/Council Comments

The Council shared the following comments and concerns:

- The need for a speed trailer on West Main Street.
- The need for crosswalk enforcement and crosswalk paint.
- The fencing under the Plaza being cut, and the need for enforcement in the area.
  - There was follow-up discussion regarding adding cameras and high-intensity lighting in the area.
- Concern was expressed about people urinating and defecating in the entry way of the Odd Fellows Hall.
  - Tyler noted that the location is private property.
- Repairs on the City bucket truck and electric cart.
  - Heidi reported that the bucket truck is repaired, and safety equipment is being purchased. She added that she is looking into the City's Ordinance regarding electric carts.
- There was a suggestion that the City Hall staff should stagger lunch hours
  - Heidi will circle back to the subject in March.
- SDC fee increases.
  - Tyler replied that SDC fees cannot be increased until Master Plans are completed.
- Outreach assistance
  - Heidi reported that John Legarza will put together a list of agencies in Yamhill County that receive Measure 110 funds for Council approval. She added that there will be an RFP from YCAP for a mobile shower unit.

### D. Public Comment

- 1) Margaret Bucknell, Sheridan Resident thanked the Mayor for giving the public the opportunity to speak.
- 2) Joe Neeley, Sheridan Resident expressed concern regarding the kind of criminal activity happening at the Sheridan Library.  
Heidi said that if someone sees suspicious activity happening, they should call the police at the time it is happening.

### E. Adjournment

Councilor Acuff made a motion to adjourn. The motion was seconded and passed.  
The meeting adjourned at 9:00 p.m.

  
Marianne Thomson, Mayor

Attest:

  
Yvonne Hamilton, CMC, City Recorder