

CITY OF SHERIDAN

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City Council Minutes

October 21, 2024

Sheridan City Hall Council Chambers

120 SW Mill Street, Sheridan Oregon

6:30 PM - City Council Executive Session (Closed to the Public)

7:00 PM - City Council Regular Meeting

6:30 PM – CITY COUNCIL EXECUTIVE SESSION – (CLOSED TO THE PUBLIC)

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.**
Mayor George opened the Executive Session at 6:34 p.m.

2. Adjournment of Executive Session: the Executive Session adjourned at 7:04 p.m.

7:00 PM – CITY COUNCIL REGULAR MEETING

A. Call to Order, Roll Call

Mayor George called the Council Meeting to order at 7:09 p.m.

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; Kie Cottam, Public Works Director; Staci Coker, Finance Director; Gwen Gorham, Library Director; and Yvonne Hamilton, City Recorder.

B. Pledge of Allegiance

C. Additions or Deletions to the Agenda:

- 1) The Mayor added a Presentation from the staff of Virginia Garcia Memorial Health Center
- 2) Awarding Community Grants was moved to Item H1 before the Consent Agenda.

D. Proclamation Showing the City of Sheridan's Support of Fire Personnel Appreciation Day

Mayor George read the Proclamation. Captain Brady Walters accepted the Proclamation on behalf of the Sheridan Fire District.

E. **First Public Comment Period:** None

F. **Public Hearings:**

- 1) Completion of Food Bank Project with Community Development Block Grant COVID Relief Funds from the Oregon Business Development Department.

Mayor: It is October 21, 2024, at 7:14 p.m. and I am opening a public hearing regarding the City of Sheridan completing a Food Bank project with Community Development Block Grant COVID relief funds from the Oregon Business Development Department. The location of the Project is the City of Sheridan. It is estimated that the project has benefited at least 7,000 people of which 70% are low or moderate income.

Are there any members of the Council that have a bias or conflict of interest? *None*

Are there any objections to the jurisdiction to hear this matter? *None*

Are there any objections to the notice that was posted? Notice was posted on the City's website, City Hall outdoor community board, and the Sheridan Public Library community board. *None*

Are there any questions for staff at this time regarding this matter? *None*

At this time, if there are any members of the public here to speak in favor please state your name, city of residence, and your statement. *None*

If there are any people who wish to speak in opposition now is the time, please state your name, city of residence, and statement. *None*

Lastly, if you wish to speak and are neither in support or opposition but wish to speak regarding the Community Development Block Grant COVID-19 Program, please do so now and state your name, city of residence, and make your statement. *None*

With no further comments, the public hearing in the matter of the City of Sheridan completing a Food Bank project with Community Development Block Grant COVID relief funds from the Oregon Business Development Department is now closed. It is 7:16 p.m.

G. **Presentation:**

- 1) Senior Project: Abigail Giddings, CPR for 8th Grade Curriculum
Ms. Giddings presented information on the importance of introducing to and teaching 8th graders hands-only CPR. She would like to create a program that will continue into the future. Donations for the project can be made through First Federal Savings and Loan in Sheridan.

2) Virginia Garcia Memorial Health Center

Several staff members from Virginia Garcia attended the Council meeting to present information on the future clinic location in Sheridan.

- Gil Munoz, CEO, explained that a few months ago, they received authorization to move forward to establish an access point in Sheridan. He noted that while there are other Virginia Garcia locations in Yamhill County, and they have had mobile units in Sheridan, this will be the first location in Sheridan. Mr. Munoz added that Sheridan has a high need for health services and has been underserved for many years.
- Jarrod Sherwood, Director of Facilities, listed some of the facility improvements they are making prior to opening the new clinic.
- Dr. Lisa Bozzetti, Dental Director, discussed the dental services they provide to adults and children. She also explained their integrated services, including vaccines and A1C measurements.
- Sarah Deines, Director of Quality, explained their philosophy on comprehensive care, including behavioral health and mental health. She noted that providers are supported by a “care team.”
- Angela Hurley, Director of Operations, discussed the timeline to permanently open the clinic next summer. In January, 2025, they plan to have the mobile unit in Sheridan once a week until the summer opening. She responded to a question about vision care, noting that they partner with Vision to Learn and the Casey Eye Institute.
- Mayor George commented on the great need for health care in Sheridan.
- Mr. Munoz commented that nobody is turned away for inability to pay. He added that they accept most insurances, and they have staff on site to help with OHP enrollment. He expressed their willingness to work collaboratively with the Tribes.

H. Consent Agenda:

- ✓ Councilor Acuff motioned to approve the Consent Agenda as presented. Councilor Hodgins seconded the motion. *Discussion: Councilor Buckles and Councilor Houston noted corrections to be made on both the September 16 and October 7 Council Minutes. Staci, Kie, and Heidi took questions from the Council regarding the Voucher Directory. Heidi will review the Civil West contract regarding the Water Master Plan expenses. Staci will look into a payment of \$612.00 that was replicated five times on the Voucher Directory and make the necessary corrections.*
- ✓ Councilor Acuff amended her motion to approve the Consent Agenda with corrections. Councilor McElroy seconded the motion. Motion passed unanimously.

I. Vote: Bulletin Board Expense:

- ✓ Councilor Acuff motioned to approve the Bulletin Board Expense. Councilor Buckles seconded the motion. *Discussion: No further discussion.* Motion passed with a 4 to 0 vote; Councilors Hodgins and McElroy abstained.

J. Department Reports:

- 1) Sheriff's Report for September 2024 & Comparison Report for September 2023
- 2) Public Works Director Report
Kie highlighted his report that was included in the packet and updated the Council on questions that were asked on October 7:
 - Regarding curbs on Sherman Street: Kie informed the Council that Sherman is a substandard street and unfortunately there are portions that have blacktop curbs, but no sidewalks. He continued saying that over time, if there isn't a sidewalk, then the curbs tend to roll over. Kie noted that this problem is worsened by trucks running down the gutter rail.
 - Mechanic vendor list: Kie commented that a mechanic list was given to Heidi.
 - Pavement Management Implementation & Reporting: Kie reported that Civil West is interested in doing the Pavement Management Plan for Sheridan. He noted that the cost is less; however, it would be a different report.
 - Evans Street distribution line: Kie reported that they are waiting for a part to make the water line repair. He noted that the water is safe to drink.
- 3) Library Director Report
Gwen informed the Council about an issue with the Public Access computers.
- 4) Code Enforcement & Safety Report
A request was made for more information on the community outreach events that the Code Enforcement Officer is working on.
- 5) City Recorder Report
 - i. Budget Reports
 - ii. Grant Tracking Sheets
 - iii. Council Calendar
- 6) City Planner Report
There was discussion regarding what the City can do to improve their FEMA rating for flood insurance. Councilor Acuff stressed the importance of education and participation.
- 7) Attorney Report

K. Ordinances and Resolutions: None.

L. Unfinished Business: None.

M. New Business:

- 1) Vote: Award Community Grants

- ✓ Councilor Hodgins motioned to award \$500 each to Class A Cooperative, Community Food Program American Legion, Sheridan Education Foundation – Abby’s Sr. Project, and Sheridan High School Athletics. Motion failed due to lack of a second.

The Council noted that the American Legion application and the High School Athletics application did not include the required letter. Heidi located the letter that was to be included with the High School Athletics application. Councilor Houston was not in support of the Community Food Program at the American Legion. Each Councilor, except Councilor Buckles, listed their top five choices for the Community Grants.

- ✓ Councilor Acuff motioned to award \$500 each to Class A Cooperative, Sheridan Chamber of Commerce, Sheridan Education Foundation – Abby’s Sr. Project, Sheridan High School Athletics, and Sheridan Museum of History. Councilor Houston seconded the motion. *Discussion: No further discussion.* Motion passed unanimously.

2) Mill Street - Asbestos Removal

Heidi informed the Council that Kie is working on asbestos removal bids. Kie noted that the people that live in the neighboring home to the Morgan Street house requested a hotel room when the City burns that house.

Mayor George informed the Council that the City received an offer on the Mill Street house. Councilor McElroy expressed concerns about the asbestos violations.

The Council discussed whether or not they should entertain offers on the Mill Street house. Councilor Hebert explained that the offer was \$70,000 and the buyer would take care of the asbestos removal. She said that the potential buyer is proposing a coffee shop with a drive through window.

- ✓ Councilor Hodgins motioned for Heidi and Kie to move forward on reviewing the bids for asbestos removal. Councilor Buckles seconded the motion. *Discussion: Councilor Hebert communicated that the public should be allowed to have some say on the matter. There was some support for entertaining legitimate offers; however, some on the Council thought the City should move forward on the asbestos removal.* Motion passed with a 5 to 1 vote; Councilor Hebert voted “no”.

3) Farm Lease RFPs for Review

Kie would like to take a closer look at the access for the sewer lagoon property. Heidi expressed concern about security and safety regarding the area around at the sewer lagoons. She questioned whether the Council would like to slow down the process until the November 4th meeting, allowing Kie more time.

There were questions from the Council as to why the area was not leased last year. Heidi responded that she misunderstood the discussion last year and it was her understanding that, because of the risk concerns, the Council did not want the area farmed.

Councilor Hebert would like to look at the property. She suggested that they leave it up to the farmer to decide, adding that they could sign a disclaimer.

Councilor Acuff expressed concern about protecting the City's sewer lagoons. She added that, even if the farmer signed a disclaimer, if there is an accident, then the City still has the problem. Councilor Acuff said that she would like more information from Kie.

The Council will wait for Kie's research until the next Council meeting on November 4th.

4) **Vote: Council of Governments Park Master Plan**

Heidi informed the Council that the price the COG has quoted for the completion of the Park Master Plan is amazing. She said that Jim Jacks, COG Planner completed the 2014 plan, and he is knowledgeable and experienced with Sheridan's Development Code.

- ✓ Councilor Acuff motioned to approve the Council of Governments updating the 2014 Park Master Plan. Councilor Hodgins seconded the motion. *Discussion: It was suggested that the motion be amended to add "not to exceed \$5,000".*
- ✓ Councilor Acuff amended her motion to approve the Council of Governments updating the 2014 Park Master Plan with the cost not to exceed \$5,000. Councilor Buckles seconded the motion. *Discussion: No further discussion.* Motion passed unanimously.

N. City Manager Report

There were questions from the Council regarding the Delphian School water consumption. Councilors Hodges and Houston volunteered to help paint the Southside Park restroom.

O. Second Public Comment Period:

- 1) Joe Neeley, Sheridan resident: Mr. Neeley inquired about the status of the Stella Jones situation. He also asked if there had been any follow-up about the funds that the chip sealing project was paid from.

P. Mayor/Council Comments:

1) **Town Hall Recap – Changes for Next Year**

Heidi reported that she has received positive feedback on the Town Hall. She noted that Councilor Hodgins emailed suggestions for changes to next year's event.

Councilor Houston commented negatively on the Town Hall and expressed disappointment with the low turn-out.

Councilor Hodgins commented that she received only positive comments about the event, adding that it was successful.

Councilor Acuff commented that she also received positive feedback about the Town Hall, adding that it takes time to foster and grow this type of event.

2) **Mayor/Council Comments**

Councilor McElroy distributed two handouts to the Council only on research he conducted on two of the City's vehicle purchases: the 2024 Polaris side-by-side and the 2023 Toyota Tacoma and its equipment. He noted that the Council agreed to

increasing the City Manager’s spending limit to \$50,000 and the Public Works Director’s to \$20,000. Councilor McElroy expressed concern that the Council isn’t being informed about purchases. He suggested reducing the City Manager’s spending limit to \$1,000 and the Public Works Director’s to \$500, and any violation of the revised limits would result in immediate termination for cause.

Councilor Hodgins noted that the City Council agreed to and approved increasing the spending limits, and there was good reasoning for doing so.


Councilor Buckles noted that he expressed apprehension at the time that the Council increased the limits; however, they went ahead and did it. He added that Heidi has recently limited staff spending to \$50, and she is having to approve a lot more purchases.

Councilor Buckles commented on Mr. Neeley’s question about the chip seal project expenses.

Q. Adjournment:


- ✓ Councilor Hodgins motioned to adjourn. The motion was seconded and passed unanimously.

The meeting adjourned at 10:14 p.m.



Cale A. George, Mayor

Attest:



Yvonne Hamilton, CMC, City Recorder