



CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

Phone 503-843-2347 • Fax 503-843-3661

www.cityofsheridanor.com

City Council Minutes

November 20, 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; Gwen Gorham, Library Director; and Yvonne Hamilton, City Recorder.

B. PLEDGE OF ALLEGIANCE

C. ADDITIONS OR DELETIONS TO THE AGENDA:

Item M2) Code Enforcement Direction was removed and will be discussed at the December 4, 2023 Council Work Session.

Item D) City of Sheridan Civics was moved under Item I8) Attorney Report.

D. CITY OF SHERIDAN CIVICS:

Moved under Item I8.

E. FIRST PUBLIC COMMENT PERIOD:

1) Rick Martineau, Sheridan resident, expressed concern regarding speeding on West Main Street and on the noise caused by engine brakes or Jake Brakes. Mr. Martineau inquired as to whether the City has a signed contract with an NGO regarding houselessness. He expressed concerns regarding the CEO of Encompass Yamhill Valley.

Heidi informed Mr. Martineau that no contract has been signed, nor is there a contract.

Councilor Hodgins added that the only action taken has been the formation of a Task Force.

2) Loretta Martineau, Sheridan resident, inquired about Measure 110 coordination at other governmental levels. She referenced an article that was about a protest to the 9th Circuit Court, suggesting that Measure 110 may be reconsidered at the November 2024 election. She expressed concern regarding areas that are experiencing open drug use.

- 3) Kay Buckles, Sheridan resident, commented on the sidewalk repair in front of the Country Bargains store.
- 4) There was concern expressed by an unnamed person regarding sending those experiencing houselessness to McMinnville.

F. PUBLIC HEARING: None

G. PRESENTATIONS:

- 1) Brent Keller, Senior Forester with Mason, Bruce and Girard, Inc.
Presenter was unable to attend.

H. CONSENT AGENDA:

- 1) City Council Meeting Minutes for October 16, 2023 and November 6, 2023 and Goal Setting Minutes for October 10 and 13, 2023.
✓ Councilor Acuff motioned to approve the City Council Meeting Minutes for October 16, 2023 and November 6, 2023 and Goal Setting Minutes for October 10 and 13, 2023. Councilor Hodgins seconded the motion. *Discussion:* A typo was noted on Page 1 of the November 6, 2023 Minutes. Councilor Acuff amended the motion to include approving the minutes as amended. Motion passed unanimously.
- 2) Voucher Directory for invoices paid from October 16, 2023 to November 20, 2023.
✓ Councilor Acuff motioned to approve the Voucher Directory for invoices paid from October 16, 2023 to November 20, 2023. Councilor Buckles seconded the motion. *Discussion:* There was a clarifying question regarding the cost of a concrete saw. Motion passed unanimously.

I. DEPARTMENT REPORTS:

- 1) Sheriff's Report for October 2023
Heidi will arrange for an interactive session with the Yamhill County Sheriff's Office.
- 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
Tyler gave a brief training on Executive Session rules.

J. ORDINANCES AND RESOLUTIONS:

1) Vote: Ordinance 2023-05, An Ordinance Amending Title 13 of the Sheridan Municipal Code Relating to Authorized Discharges to the Public Sewer

- ✓ Councilor Acuff motioned to read Ordinance 2023-05, An Ordinance Amending Title 13 of the Sheridan Municipal Code Relating to Authorized Discharges to the Public Sewer by title only. Councilor Buckles seconded the motion; *Discussion:* Councilor Acuff inquired as to whether there is a sludge discharge control plan for monitoring the discharge. Heidi responded that there is a plan, both at the lagoons and at the discharge site. Councilor Acuff inquired as to whether the City would be rechecking the sites every two years, as allowed by the EPA. Tyler responded that the Ordinance goes beyond what the City currently has in place. Motion passed unanimously.

Tyler read Ordinance 2023-05 by title only.

- ✓ Councilor Acuff motioned to accept the reading and adopt Ordinance 2023-05. Councilor Hodgins 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) Vote: Ordinance 2023-06, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone

- ✓ Councilor Hodgins motioned to read Ordinance 2023-06, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone by title only. Councilor Buckles seconded the motion; *Discussion:* No further discussion. Motion passed with a 5 to 0 vote; Councilor Hebert abstained.

Tyler read Ordinance 2023-06 by title only.

- ✓ Councilor Acuff motioned to accept the reading and adopt Ordinance 2023-06. Councilor Buckles seconded the motion. *Discussion:* No further discussion.

Councilor Roll Call:

Acuff – yes Buckles – yes McElroy – yes

Hebert – Abstain George – yes Hodgins – yes

Motion passed with a 5 to 0 vote

K. UNFINISHED BUSINESS: None

1) Mayor Review of Task Force Next Steps

There was discussion regarding the first Task Force meeting. It was suggested that the meeting be scheduled for November 29 at 4:00 p.m. The Council agreed that the meeting agenda should include a getting acquainted exercise for the Task Force members. Other items suggested for the first agenda included 1) the mobile shower

unit, 2) a soup kitchen at the American Legion Hall, and 3) a resource center for Yamhill County providers to operate out of on a rotating schedule. Mayor Thomson commented that she will meet with Task Force leader, John Legarza to look into rehabilitating homes for affordable housing. Councilor Acuff noted that the City should not spend money on the homes, rather they should look into changing ordinances that would encourage developers to do so. Councilor Hebert agreed with items one through three, but suggested that the City put the affordable housing suggestion on the back burner. She emphasized the importance of first gaining trust. Councilor Buckles questioned how they would determine the count. Councilor Acuff stressed the importance of starting small so that they can determine the numbers and learn more about what they need.

The Council reviewed and edited the letter written to the Task Force. It was decided to schedule the first meeting for December 6 at 4:00 p.m. Councilor Hebert suggested removing the entire third paragraph, except the first sentence; Councilor Hodgins agreed. Councilor Hebert commented that the American Legion has already agreed to provide a local soup kitchen.

Heidi expressed concern that the City may be being too restrictive, and they don't want to limit businesses. Councilor Buckles commented that they need to let the Task Force do their job, adding that some kind of housing needs to be considered.

Heidi will work on agenda items, including 1) Introductions, 2) Homeless Count, 3) Identifying Local Issues, 4) Town Hall Meeting & Outreach, 5) Task Force Schedule.

Mayor Thomson shared an update from Julie Schumann, Churches United for the West Valley.

L. NEW BUSINESS:

1) Discussion and Vote: Sheridan Road Engineering Options

Mayor Thomson prepared a form with Sheridan Road Design Options. She gave the opportunity for each Councilor to vote on five aspects that are integral to the designing of Sheridan Road. The outcome was as follows:

1. Utility under-grounding - Five of the Councilors agreed that the utilities should be under-grounded on both sides of the road; one Councilor voted for no under-grounding of the poles. There was discussion that it is faster and less expensive to not under-ground; however, there would not be space for bikes and pedestrians, and it is best to do the job right the first time.
2. Parking - Four of the Councilors voted for parking only on the South side of the road; Two voted for parking on both sides. There was discussion about slowing the speed of traffic. Public Works staff also voted for parking on only one side.
3. Bike Lanes - All of the Councilors voted for no bike lanes, and instead opted for option two in number four below.
4. Sidewalks - The Councilors voted unanimously for the 8' concrete multi-use path on both sides of the road.
5. Center Turn Lanes - The Councilors voted unanimously against center turn lanes.

The Council agreed that their Sheridan Road design preferences most closely resemble alternative number eight from Civil West's presentation on November 6, 2023.

M. CITY MANAGER REPORT:

Heidi highlighted her report that was included in the Council packet. She reported on the improvements at the South Side Park, including electricity, restrooms, parking lot paving, and the donated disc golf baskets. Other Park items noted were the RC Car subcommittee of the Parks and Recreation Committee and the donation received to put in a four-square court.

Heidi commented on the amount of HR work that she has been doing. The Council consensus was to have her look into an HR person.

Heidi reported that Stella-Jones made a donation to the City for an environmental project. She suggested the donation could be used for educational signage on the fish and wildlife at the South Side Park, and perhaps some fixed binoculars.

Councilor Hodgins suggested replacing the bat boxes.

N. SECOND PUBLIC COMMENT PERIOD:

- 1) Joe Neeley, Sheridan resident, commented positively on the Sheridan Road design preferences.
- 2) Eean Houston, Sheridan resident, commented on what constitutes an emergency in regard to Executive Session. He also commented on Sheridan Road.
- 3) Cindy Sample, Sheridan resident, commented on the Task Force letter.

O. MAYOR/COUNCIL COMMENTS:

Councilor comments and concerns included:

Councilor McElroy suggested a marker to improve the visibility at the crosswalk in front of the Country Bargains store across South Bridges Street. He provided a quote to the Councilors.

Councilor Acuff reported on her meeting with City Manager Bell and Public Works staff regarding the crosswalk. Councilor Acuff explained that there is space for a parking spot in front of Figaro's, and then they could remove the spot at the end. Councilor Acuff also suggested adding paint for visibility.

- ✓ Councilor Buckles motioned for the City to purchase the crosswalk sign for \$402.75 and the recommended accessories for \$58.56. Councilor McElroy seconded the motion.

Discussion: No further discussion. Motion passed unanimously.

There was discussion regarding development in Sheridan.

Additional Council Comments included the speed trailer, the health of the park trees, 106 S. Bridge Street insurance payment, vehicle logos, and Stoney Mountain Tour.

P. EXECUTIVE SESSION:

- 1) The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the

chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- 2) 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.
- 3) The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(n) To discuss information about review or approval of programs relating to the security of any of the following:
 - (A) A nuclear-powered thermal power plant or nuclear installation.
 - (B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
 - (C) Generation, storage or conveyance of:
 - (i) Electricity;
 - (ii) Gas in liquefied or gaseous form;
 - (iii) Hazardous substances as defined in ORS 453.005 (Definitions for ORS 453.005 to 453.135) (7)(a), (b) and (d);
 - (iv) Petroleum products;
 - (v) Sewage; or
 - (vi) Water.
 - (D) Telecommunication systems, including cellular, wireless or radio systems.
 - (E) Data transmissions by whatever means provided.

**The City Council entered into the Executive Sessions at 10:11 p.m.
and reconvened the open session at 11:04 p.m.**

Q. ADJOURNMENT:

- ✓ A motion was made for adjournment. The motion was seconded and passed unanimously.

The meeting adjourned at 11:05 p.m.



Marianne Thomson, Mayor

Attest:



Yvonne Hamilton, CMC, City Recorder

Motion Summary	Outcome	Acuff	Buckles	McElroy	Hebert	George	Hodgins
Acuff motioned to approve the City Council Meeting Minutes for October 16, 2023 and November 6, 2023 and Goal Setting Minutes for October 10 and 13, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to approve the Voucher Directory for invoices paid from October 16, 2023 to November 20, 2023.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to accept the reading and adopt Ordinance 2023-05.	Passed	Yes	Yes	Yes	Yes	Yes	Yes
Acuff motioned to accept the reading and adopt Ordinance 2023-06.	Passed	Yes	Yes	Yes	Abstain	Yes	Yes
Buckles motioned for the City to purchase the crosswalk sign for \$402.75 and the recommended accessories for \$58.56.	Passed	Yes	Yes	Yes	Yes	Yes	Yes