



CITY OF SHERIDAN

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City Council Minutes

Special Session

March 4, 2024

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

7:00 PM - City Council Meeting – Special Session

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

EXECUTIVE SESSION:

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.

The City Council entered the Executive Session at 6:00 p.m.

The Executive Session adjourned at 6:47 p.m.

SPECIAL SESSION 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; Gary Mathis, Operations Director Water & Wastewater and Gwen Gorham, Library Director attended via Zoom.

A. Public Comment Period:

- 1) Joe Neeley, Sheridan resident, reported on a survey he recently conducted regarding the public's priorities for City projects. He noted that the survey showed the top priorities were street maintenance, sidewalk maintenance, skatepark resurfacing, more law enforcement, and pedestrian crossing lights. He distributed a copy of the survey results.
- 2) Tkeisha Wydro, Sheridan resident, requested that the Council consider waiting on the vote for releasing the \$225,000 Shelter grant until there is more information on whether the grant might be reworded and used on something else like a Resource Center.

B. Presentations:

- 1) Audit Presentation, Ryan Pasquarella, Grove, Mueller & Swank, P.C.

Mr. Pasquarella reported on the audit results for FY ending June 30, 2023. He noted that the audit was free from material misstatements. The annual audit may be found in the City Council Packet and on the City's website.

- 2) Engineer Project Updates, Civil West Engineering
 - i. Sheridan Road
 - ii. Hebert Plaza
 - iii. Water Master Plan
 - iv. Crossing Improvements: Harney/Bridge Streets & Monroe/Bridge Streets
 - v. South Side Park Footbridge
 - vi. Public Works Design Standards

Tim Gross and Keven Shreeve of Civil West Engineering updated the Council on the City's many engineering projects. The presentation can be found on the City's website.

C. Work Session Topics/Discussion:

1) Budget Items

Council consensus was to move forward with collaborating with Yamhill County on the local street chip seal project.

- i. Vote: Approve Budget Calendar for Fiscal Year 2024-2025
- ✓ Councilor McElroy motioned to approve the Budget Calendar for Fiscal Year 2024-2025. Council Member Hodgins seconded the motion. *Discussion:* It was noted that Budget Committee applications are due by March 13, 2024 for three open positions. Motion passed unanimously.
- ii. Discuss: Full Time Code Enforcement Officer
Mayor Thomson took a poll from the Council on whether they were in favor of a full-time Code Enforcement Officer. The results were as follows:
 - McElroy - In favor.
 - George - In favor if there is money in the budget.
 - Hebert - Not in favor.
 - Hodgins - In favor of a ¾ time Code Enforcement Officer with a ¼ time Emergency Management person.
 - Buckles - In favor.
 - Acuff - In favor only until code enforcement is caught up.

- 2) 127 SW Mill Street – This topic will be discussed at a Special Council meeting to be held on March 12, 2024 at 4:00 p.m.

D. Vote: Release the \$225,000 appropriation/grant that may only be used for shelter construction in Sheridan (Funds expire in 2025):

- ✓ Councilor McElroy motioned to release the \$225,000 appropriation/grant that may only be used for shelter construction back to the State of Oregon. Councilor Buckles seconded the motion. *Discussion:* Councilor McElroy spoke with the State on whether the grant could be used for other purposes; he was told that it could not. Councilor Hebert suggested that the

City investigate further and ask more specifically about the mobile shower unit and a resource center. No vote occurred.

- ✓ Councilor Buckles motioned to table the discussion on the release of the \$225,000 appropriation/grant until they have had the opportunity to talk to Oregon Department of Administrative Services and gather further information. Councilor McElroy seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

E. Mayor and Councilor Discussion:

- 1) Review: Mayor and Council letter to be included in the Strategic Plan Booklet
Councilor Acuff read a prepared summary of proposed edits to the proposed second letter; the summary is attached as Exhibit A. She submitted a new proposed letter for the Council's consideration.

The Council discussed the second letter and what should be included. They considered that the letter may be the only part of the Strategic Plan that is read by the public. The Council also considered that bullet pointing each of the goals might better point out what the Council is doing.

The Council gave consensus to Heidi to make the following additions:

- Under Goal 1 Recruiting New Business
 - Downtown Revitalization Plan
- Under Goal 2 Updating the Transportation Plan
 - Apply for Construction & Engineering Grants for SRTS
- Under Goal 2 Code Compliance
 - Review Codes
 - Update Charter & Code
 - 2026 Target - Fund FT Code Enforcement Officer

- 2) Update: YCAP Mobile Shower Unit - This topic will be discussed at a Special Council meeting to be held on March 12, 2024 at 4:00 p.m.

- 3) Process for Burn to Learn

Heidi explained the Burn to Learn process and the importance of safety for the firefighters. She informed the Council that before the burn to learn can take place, debris from the home must be removed and they must test for asbestos. Heidi provided an estimate of the debris removal and asbestos testing; however, the estimates do not include rodent extermination. The Council will continue the discussion and vote at the Special Council meeting to be held on March 12, 2024 at 4:00 p.m.

F. Second Public Comment Period:

- 1) Deycia Gibby, Sheridan resident, commented that while Code Enforcement is important, there are more important issues than Code Enforcement. She added that it is disrespectful to say that nothing has been done in the past regarding Code Enforcement.
- 2) Joe Neeley, Sheridan resident, commented that the Bulletin Board would be a great way to get information out to let people know what's going on in the City.

G. Council Concerns:

The Council discussed:

- Senate Bill 1537 for housing
- City Manager's new Facebook page
- Considering Grant Street for the chip seal project
- Mayor/Council etiquette

H. Adjournment

✓ Councilor McElroy made a motion to adjourn. The motion was seconded and passed.

The meeting adjourned at 9:21 p.m.


Cale George, Mayor

Attest:


Yvonne Hamilton, CMC, City Recorder

Exhibit A

My response to **Second Letter proposed** to be included in our strategic goal packet:

In the first paragraph, I would like to change some grammar. City Council is capitalized, so it seems disrespectful not to capitalize City Manager and Associate Project Manager.

Second paragraph states that these goals are **in addition** to existing operations....

I disagree, these goals are a part of the everyday operations of the city. To clarify, I would like to omit "in addition" and insert "included". Everything we and the staff do should be with stated goals in mind every day. In the next sentence both letters #1 and #2 revisions mention that but seems to contradict the first sentence.

The third paragraph states some of our goals, and that is it. In the first letter, paragraph 3 had almost 2 lines, to cover goals other than CE. The second (revised letter) we have almost 3 lines of a choice few goals.

Why were the other goals not included? Who gets to choose? These other goals are huge projects that are equally as important. To mention all of them will not take up too much space in this letter, it's what this letter is supposed to be all about. For some of our citizens, it may be the only part that they read regarding our goals. My thought is that this letter may get published, put on the City's website, and included in other studies. Is this all we want others to know about our strategic plan?

And yet the fourth paragraph uses 7 lines to thoroughly explain the justification of Code Enforcement, as a prioritized goal. At our last Council Meeting, it was discussed that it was NOT to be our most important goal, but Code Enforcement still gets the most press and still gets included as a priority in the second revised letter. 1/3 of this letter (7 of 22) lines consist solely of Code Enforcement. This is contrary to the Council's Strategic Plan. Priority means preference or superior and that is what the mayor is trying to do with Code enforcement.

My suggestion would be to delete paragraph 4 and use:

All 11 RED highlighted goals, listed in alphabetical order, without changes or duplication. And yes, use the word homelessness. Laura presented our Strategic Plan, with 11 specific goals including metrics and targets. We need to include all eleven goals.

The fifth paragraph

I would like to include as elected officials and staff of the city that we also want to do what is best for the City of Sheridan to the best of our knowledge and ability.

My point here is:

We have 11 goals, important goals, why do you continue to single out Code enforcement as the goal to emphasize and make such a big deal of, when it is not more important than the rest of them. This Council did not prioritize Code enforcement, do not try to infer that we have, you have, but we did not. That's why we are revising this letter for a third time.

If the Mayor continues to disregard Councils direction to put Code enforcement ahead of other goals, I will not sign any letter saying to that affect, and I would encourage the rest of the Council not to either.

I hope that this Council will join me in cautioning the Mayor for not conducting herself in proper Council protocol. You are to accept the decisions of the council either by vote or consensus without overriding our decisions with your personal agendas.

Letter from Mayor and Council

To chart clear goals for a brighter future for the City of Sheridan, members of the Sheridan City Council, City Manager, and Mayor participated in a two-part workshop on October 10th and 13th, 2023. Mid-Willamette Valley Council of Government's Executive Director Scott Dadson and Laura Conroy, Associate Project Manager of Community Development and Planning, facilitated this workshop. The goal-setting sessions focused on identifying, discussing, and prioritizing goals, both short-term and long-term goals, that will guide the City Manager and City Council.

These stated goals are included in the existing operations of the City and the day-to-day work overseen by our City Manager and carried out by City staff. The Council believes the goal-setting process will be critical to a better understanding of Sheridan's future for all.

The Sheridan City Council's goals as chosen during the workshop session are:

- Creating a plan for Community Buildings
- Developing Stoney Mountain Reservoir with Drinking Water Access & Hydroelectric Opportunity
- Enhancing Communication with Community Members
- Incentivizing New Businesses
- Increase Code Compliance in the Community
- Investing in roads, sewers, drinking water & broadband
- Invest in Sheridan parks and recreation
- Partnering with other agencies to assist community members experiencing homelessness
- Recruiting new business
- Updating the City Charter to support community demand for safe and reliable City services
- Updating the transportation plan & invest in improvements

The Sheridan City Council appreciates the open communication from all Sheridan residents who have voiced their opinions, your opinions matter. As City staff and your elected officials, we strive to do what is best for the City of Sheridan.

Sincerely,

Mayor Marianne Thomson

Council President James Buckles

Councilor Roxie Acuff

Councilor Cale George

Councilor Lucy Hebert

Councilor Liz Hodgins

Councilor Dennis McElory