



CITY OF SHERIDAN

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City Council Minutes

Special Session

March 12, 2024

4:00 PM - City Council Meeting – Special Session

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

President Buckles calls the Council Meeting to order at 4:02 p.m.

Roll Call: Present: President Buckles and Councilors Acuff, George, Hebert, Hodgins, and McElroy.

Absent: None

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

Additions or Deletions to the Agenda:

Add two public Comment Periods (3 minutes per person and a maximum of 30 minutes), add a process of appointing a new mayor (declare vacancy, go over Chapter VII Section 34-35, Municipal Code Chapter 1: Codes 1.12.110-1.12.130), add to Item A 2) Payment for Facilitator, and Mayor/Council Comments.

Mayor Vacancy:

President Buckles reads Mayor Thomson's resignation letter effected March 11, 2024. There is a vacancy, and Buckles explains he will be conducting the meeting.

First Public Comment Period: none.

A. Special Session Topics/Discussion:

- 1) Introduction to Nick Giannettino, Task Force Facilitator

Nick Giannettino, President of Headwaters Consulting, LLC. Headwaters Consulting company does adult education facilitation and emergency event response. Giannettino is the new Housing Task Force facilitator. Giannettino goes over the exhibits handed out at the beginning of the meeting and added to the packet.

- 2) Direction to City Manager Bell and Facilitator Nick Giannettino for Task Force Goals & objectives:

Giannettino would like clarification on two key topics: Council guidance and revisal of expectations. Council members say that they do not want to build a camp but instead have a facility to coordinate resources for people. They would like to know what a resource center would need and what Provoking Hope can provide. City Manager Bell explains that at the bare minimum, they would need a private and confidential room. The City Council would like to be kept informed of the process that the HTF is working on through the Friday reports sent out by the City Manager. Additionally, they are on board with HTF members to start working on public communications. Discussion ensures alignment of the objective, and the City Council concurs with the stated goals and expectations.

Housing Task Force Objective: *“Partner with Yamhill County Service Providers, Non-Profits, and other organizations to complete and implement a plan to improve resource access for Sheridan residents through education about available services, assisting with paperwork, arrainging appointments in McMinnville, and advising of available transportation.”*

Payment for Facilitator:

City Manager Bell informs the Council that Nick Giannettino would like to get paid \$300.00 per meeting, his prep-time, and follow-up. Council members express concern about agreeing if it is not in the budget. Bell explains that they had already budgeted from the last facilitator and that the rate Giannettino is asking for is lower than the last facilitator. Bell also explains that Giannettino would like to get paid for the previous meeting.

- ✓ Councilor McElroy motions to pay Giannettino \$300.00 per meeting including the March 6, 2024, meeting he facilitated. Councilor Hodgins seconds the motion.
Discussion: none. Motion passes unanimously.

City Manager Bell confirms after the motion that the cap Giannettino is to be paid is \$2,100.

- 3) 127 SW Mill Street

Council members discuss the 127 SW Mill Street and 245 SW Morgan St properties. Councilor Hebert explains that the contractors would like direction and can test for asbestos and lead. Discussion regarding whether this property can be used as a resource center and potentially be the mobile shower location.

- 4) YCAP Mobile Show Unit Update

City Manager Bell explains that the mobile shower is in one of Sheridan’s Storage units and it is not being used. Furthermore, she explains that the unit is more stationary than they originally thought, and it would work best if the City Council would give her direction as to where to put it. Council members ask who owns it. Bell explains that she will investigate, but as far as she knows, it is Encompass. Encompass would then run the program and the City would have access in case of an emergency (i.e., a fire,

earthquake). There is no contract, but the City Attorney will draft a contract to access its resources as soon as the City Council makes a determination. City Council discuss their options and decide that they would like to gather more information from the Housing Task Force on the Resource Center first and then decide on the shower.

5) Vote: Debris Removal & Asbestos Testing for City-owned Houses

- ✓ Councilor Acuff motions to keep the house intact on 127 SW Mill St and direct the City Manager to proceed with clean up, asbestos testing, and lead testing, and further determination regarding rehabilitation towards the development of a resource center with the decision concerning specific improvements to be made at a later date. Councilor Hodgins seconds the motion. *Discussion: taking care of asbestos and lead testing in addition to getting rid of rodents and debris on both properties because if the Council decides to demolish, burn, or sell, the City will eventually have to address those issues.*
- ✓ Councilor Acuff motions to amend her motion by adding the 245 SW Morgan St property with the same direction to City Manager along with getting rid of rodents and debris. Motion passes unanimously.

Mayor Position:

President Buckles goes over the process of appointment of new mayor by briefly going over the Charter VII Section 34-35 and Municipal Code Chapter 1: .12.110-1.12.130. At this point Buckles opens the floor for nominations.

- ✓ Councilor George nominates himself for the Mayor position. No other nominations are voiced. *Discussion: none.* Councilor Acuff seconds the motion to nominate Councilor George for the Mayor position. Motion passes unanimously.

Councilor George is appointed Mayor.

President Buckles explains that there is a twenty-four-hour period to check if he is qualified. In the meantime, the Council evaluates recruiting someone from the public that meets the qualifications to take the empty City Council seat. Applications are due March 28, 2024, at 12:00 pm.

Second Public Comment Period:

- a. Joe Neeley, Sheridan resident, is concerned about the limited availability of cooling/warming shelters during extreme weather. He suggests exploring additional locations beyond the library or the Legion Hall to address this issue.
- b. Tkeisha Wydro, not a Sheridan resident, encourages the public to express gratitude towards volunteered officials. She also advises tuning out rude, online comments.

- c. Susan Jones, Sheridan resident: Councilor McElroy reads a text from Jones about City Hall's business hours. Councilor McElroy expresses previous concerns about potential changes to the operating hours.

Mayor/Council Comments:

- a. Gratitude for Mayor Thompson's term is expressed.
- b. City Manager Bell informs the Council that the Finance/HR Specialist Matias has given her resignation and will be with the City until April 2, 2024. In the meantime, Bell explains she will be going over the job description and start recruiting. Additionally, the City has contracted a part-timer, Staci Coker, to help in this department.
- c. President Buckles apologizes for previous rudeness towards Councilor Hodgins. It is accepted.
- d. Concern about suspicious activity at the end of Cherry Hill is reported to a member of City Council. The City Manager says that the best way to address it would be if people see a suspicious activity, they should contact the dispatch center (YCOM) non-emergency number (503-434-6500) or in case of an emergency, call 911.

B. Adjournment:

- ✓ Councilor Acuff makes a motion to adjourn. Councilor Hodgins seconds the motion. Motion passes unanimously.

The meeting adjourns at 5:53 p.m.



James Buckles, City Council President

Attest:



Omega Rodela Garces, Deputy City Recorder