

FROM: Sheridan Lodge #87, IOOF
POB 393/143 SW Monroe St
Sheridan, OR 97378

TO: City of Sheridan
Attn: Heidi Bell
120 SW Mill St
Sheridan, OR 97378

To whom it may concern,

We invite your organization to attend our First annual evening of giving to be held October 24, 2023 at 6:00 pm.

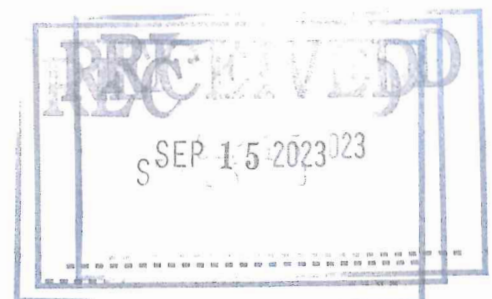
Sheridan Lodge #87 IOOF has voted to make a donation to your organization. In order to receive you need to attend and accept the donation.

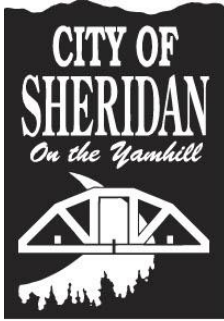
We would request a short (no more than 5 minutes) explanation of what your organization does and who you help so others in attendance can hear what you are about.

We plan on an evening of food and fellowship. We will be serving a baked potato bar with all the fixings as well as tossed salad. This will be followed by ice cream.

Please RSVP by October 19th so we will know how much food to have on hand.

Patty Fries
Fraternally in FLT
Patty Fries, Treasurer
Sheridan Lodge #87 IOOF





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 Agenda Work Session

October 2, 2023, at 7:00 PM

120 SW Mill Street, Sheridan OR 97378

The public is welcome to attend Work Sessions; however, the public may only participate if asked. Work Sessions provide an opportunity for discussion by the City Council in preparation for Regular City Council Meetings.

Capacity is limited, and seats are offered on a first-come, first-serve basis. Public attendance is also available via Zoom, by Phone or Computer except for Executive Sessions.

Join with your computer here: <https://us06web.zoom.us/j/3873025522>

Join by telephone: Dial in the US: 1-346-248-7799 or 1-669-900-9128 or 1-253-215-8782

Meeting ID: 387 302 5522

Call to Order, Roll Call

A. Work Session Topics/Discussion

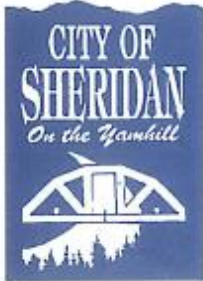
- 1) Council Rules of Procedure Pages 1-28
- 2) Support for Public Art Grant Letter Pages 29-30

B. City Manager Updates

- 1) Development Code and Sewer Code Updates Clarification with Ordinance Timelines Pages 31-32
- 2) Parks & Recreation Committee Update

C. Mayor/Council Comments Pages 33-34

D. Adjournment



City of Sheridan

120 S.W. Mill Street • Sheridan, Oregon 97378

City Hall • Municipal Court (503) 843-2347

Police Department (503) 843-2431

Fax (503) 843-3661

To: City Council
From: Tyler C. Yeoman-Millette, City Attorney
Date: October 2, 2023
Subject: Council Rules of Procedure

Mayor and Councilors:

Following the discussion of the updated Council Rules of Procedure (CRP) at the September 5, 2023, work session, I coordinated with City staff to revise the updated CRP to incorporate the additional changes. Enclosed in this meeting packet are two copies of pages 3-13 of the CRP, which are the only pages that included revisions from the September 5 meeting. We included a redline version, which shows the changes from before the September 5 meeting in red, and the subsequent revisions in blue. For ease of reading, we also included a “clean” copy.

There was some discussion on public comments during the work session, and some of the points raised are addressed below:

1. Limiting public comment to “City-related” topics

We cannot restrict the content of public comments, except in the limited circumstance where there is a scheduled public hearing on a particular topic. In that instance, it is not an infringement of the speaker’s right to free speech to disallow comments on that topic during the first public comment period, and instead require them to speak during the designated public hearing. City council meetings are considered “limited public forums”, which means that the City is authorized to implement time, place, and manner restrictions on speech at a council meeting, but any restrictions must be content neutral. Examples of time, place, and manner restrictions would include rules of decorum, time limits for speakers, and the authority to limit or remove disruptive individuals.

2. Distinction between paragraph 2 and paragraph 4

Paragraph 2 under subsection E (“Public Comment”) recites the restriction of speaking on a matter scheduled for a public hearing at that same meeting, during the first public comment period.

Paragraph 4, which references the second public comment period, does not include that same restriction.

3. “Skipping” second public comment period

I did not include any revisions to add language about “skipping” the second public comment period if no members of the public are present at a meeting. Though the potential seems somewhat remote, if we provide notice of a meeting and post an agenda that indicates attendees will have the opportunity to speak at two potential public comment periods, I have concerns about complaints and/or potential liability if we were to subsequently remove one of the opportunities to provide public comment.

I understand the desire to streamline our meetings, and to accomplish that end, I would recommend that we simply announce the second public comment period, and if there are no members of the public present, we don’t need to recite any of the rules regulating the public comment period.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. These Rules of Procedure shall be posted in a conspicuous, visible location within city hall and shall be posted on the city website. Copies of these rules shall be available to the public upon request.
- B. Unless otherwise provided by charter, ordinance, or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert's Rules of Order, 11th Edition.
- C. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- D. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. Fifty percent plus one of the members of the council shall constitute a quorum. If there is not a quorum of the voting members, then the mayor may declare himself a voting member under the city charter. Vacancies in office do not count toward determining a quorum.
- B. In the event a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting, provided they take no action or deliberate toward any decisions.

III. Presiding Officer.

- A. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
- B. In the mayor's absence, the president of the council shall preside over the meeting. The president of the council shall be afforded all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
 1. The president of the council shall retain all rights and privileges of a member of council when acting in this capacity.
- C. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The temporary presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

IV. Other Elected and Appointed Officers.

- A. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.
- B. City Manager. The city manager, or their designee, is required to attend all meetings of the council and is permitted to participate in any discussion; however, the city manager has no authority to cast a vote in any decision rendered by the council.
- C. City Attorney. The city attorney may attend any meeting of the council, and will give an opinion, either written or oral, on legal questions.

V. Agendas. The city manager shall prepare an agenda for every council meeting.

- A. Agendas and informational material for meetings shall be distributed to the council at least three (3) days preceding the meeting.
- B. No council approval shall be required for an agenda of any meeting; however, the mayor shall approve the agenda prior to distribution to the council. In the event that, after reasonable attempts to obtain approval from the mayor, approval of the agenda is not received by the time that meeting materials need to be finalized by city staff, then the mayor's pre-approval is not required.
- C. The city manager may place routine items and items referred by staff on the agenda without council approval or action.
- D. The city manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/proclamations.
- E. Any two or more members of the council who wish to have an item placed on the agenda shall advise the city manager at least one week prior to the meeting.

VI. Order of Business. The order of business for all regular meetings shall be as follows; however, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the mayor or a member of the council with council consensus:

1. Call to order.
2. Roll call.
3. Pledge of Allegiance.
4. Proclamations/Announcements/Add or Remove Agenda Items.
5. Public comment on any item (other than public hearings).
6. Presentations (followed by council action, if required)
7. Public hearings.
8. Consent agenda.
9. Unfinished business.
10. New business.
11. Department reports.
12. City Manager report.
13. Public comment on any item.
14. Mayor/Council comments.
15. Adjournment.

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
 1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting provided they take no action or deliberate toward any decisions.
- C. Pledge of Allegiance. Shall be led by the presiding officer.
- D. Proclamations/Announcements/Add or Remove Agenda Items. Proclamations are awards or recognition of individuals by the mayor or the council. Announcements are intended to be procedural in nature, such as an item being removed from the agenda.

1. The mayor or presiding officer may add or remove items from the agenda without the need for council approval. The decision by the mayor or presiding officer to add or remove items from the agenda can be overridden by a majority vote of the council.
2. An item may be added to the agenda without approval by the mayor or presiding officer by the request of two or more council members, and the mayor or presiding officer may not remove such item from an agenda once it is added.

E. Public Comment.

1. Two periods for public comment will be reserved for every regular meeting of the council. It is in the discretion of the mayor to determine the inclusion of a public comment period at any meeting other than a regular meeting of the city council.
2. Each public comment period shall not exceed a maximum of 30 minutes unless either the mayor authorizes additional time for public comment, or a majority of council members present vote to extend the time. Members of the public may speak about any topic, including items placed on the agenda, other than public hearings.
3. Persons wishing to speak during public comment must fill out and sign a public comment form, with the person's name, phone number, city of residence, and the topic upon which the person wishes to speak. The public comment form should be delivered to the city recorder by the end of the public comment period, but in no event shall a person who made a public comment leave the meeting without providing a public comment form with the required information.
4. Members of the public may speak about any topic during the last period for public comment.
5. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
6. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have provided a completed public comment form to the city recorder. Speakers shall identify themselves by their names and by their city of residence. Speakers may state their mailing address. The

presiding officer may allow additional persons to speak if they have not provided a public comment form and sufficient time is left in the 30-minute period.

7. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
8. Council members may, after obtaining the floor, ask questions of speakers during public comment. Council members shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a council member is violating the spirit of this guideline.
9. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting. Any electronic audio or visual material must be provided in a format preservable by the City in compliance with any applicable public records laws.
10. The agenda shall include the following information for the public in regards to public comments: *The Public Comment portion of the agenda is the opportunity for the Council to listen to the public, but not for dialogue. The public is allowed up to 3 minutes to present information relevant to the City. The topic/issue brought up may be referred by the Council to the City Manager for inclusion on a subsequent Council agenda. Council has the discretion to ask questions after comments are concluded. Please note: Complaints should first be addressed to the appropriate City department and/or the City Manager prior to directly addressing the Council.*

F. Presentations. Any council meeting may include up to two presentations by outside organizations to provide information which may be of interest to the council. Generally, the presentation portion of any meeting should be limited to 25 minutes total, including any questions the council has. The presiding officer has the discretion to exceed this time limit when it appears to be in the best interest of the council to do so. In the event the council is taking action which relates to a presentation, then the action item may be undertaken immediately following the presentation.

G. Public Hearings Generally.

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.

2. Persons wishing to speak shall provide a public hearing form with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total or as allowed by the presiding officer).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Council members may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a council member is violating the spirit of this guideline.
7. Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city council members should be to provide clarification or additional information on testimony provided.

8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matters. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer may, to expedite the hearing, call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes, in lieu of individual testimony.
 9. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations, and the council takes action by motion on the matter, continue the hearing, or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
 10. A copy of any written testimony or physical evidence that a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.
 11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, email address, and telephone number are part of a public record, this information will be generally disseminated to the public and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety and who wishes to exempt his or her address, email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).
- H. Conduct of Hearings on Land Use Matters – See [Chapter 4](#)
- I. Consent Agenda. In order to expedite the council’s business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.

2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- J. Unfinished Business. Any agenda items which have previously appeared under New Business, but have not been completed, shall be included as an Unfinished Business item on subsequent agendas. Unfinished Business items shall continue to be included on subsequent agendas until the council votes on the item or, by consensus of the council, the item is to be removed from Unfinished Business. There shall not be more than 10 agenda items total in Unfinished Business and New Business, unless the mayor approves the proposed items.
- K. New Business. Any agenda items which may result in a vote by the council, or require a vote by the council, shall be included as New Business on the agenda of the first meeting that the item is brought to the council. New Business items may be placed on the agenda by the city manager, the mayor, or upon the request of at least two members of the council. There shall not be more than 10 agenda items total in Unfinished Business and New Business, unless the mayor approves the proposed items.
- L. Department Reports. The city manager shall determine which department heads and/or outside consultants are to give regular reports to the council. The council, by consensus, may request additional city employees or outside consultants provide regular reports to the council. The primary purpose of these reports is to continue to build communication between the Council, city staff, and the public regarding ongoing work projects.
1. Reports to the council should be made in writing and included in the meeting materials. Where a written report is provided by a department head, outside consultant, or other city employee, no oral report shall be given unless the department head, outside consultant, or city employee has additional pertinent information to provide, or council members have questions relating to the report.
 2. Oral reports to the council should generally not exceed five minutes in length.

Members of the council may ask questions of the presenter upon conclusion of the report being given. The presiding officer is authorized to call any report, including a question and answer section, to a conclusion.

- M. City Manager Report. The city manager is required to submit a monthly report providing a summary of activities, programs, policy changes, etc., to the council. The report is to be provided in writing and included in the meeting materials. The oral portion of the city manager's report should not exceed 10 minutes in length. The council may ask question of the city manager relating to the report, and the presiding officer is authorized to shorten the dialogue by calling the report to a conclusion.
1. The city manager shall include in their report any approved minutes from the meeting of any city commission or committee. The purpose of including these minutes is to build communication with the council as to the work of the commission or committee. In the event that the city manager, city recorder, or city attorney determines that it would not be in the best interest of the city to provide certain minutes to the council, as in the case of a pending land use matter that will come before the council, then such minutes shall not be included in the council's meeting materials until such time as it is deemed appropriate for the minutes to be provided to the council.
- N. Mayor and Council Comments. This is reserved for announcements, comments, or concerns, which may or may not be added to a future council meeting. Each member of the council should limit their announcements, comments, or concerns to not more than three minutes.
- O. Adjournment. A motion to adjourn the meeting must be made by a member of the council, and requires a majority vote. The presiding officer is authorized to adjourn the meeting at any time, without a vote of the council, in the event of an emergency.
- P. Written Communications to Council.
1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet but shall not be individually itemized on the agenda.
 2. Unsolicited communications to the mayor and/or council concerning matters that are not on the agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
 3. The city manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The council normally shall meet on the third Monday of each month.
 - A. Meetings shall begin at 7:00 p.m.
 - B. Meetings shall normally adjourn at approximately 9:30 p.m. subject to completion or deferral of all agenda items.

- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the council, or by the city manager.
 - A. Notice of the special meeting shall be given to each member of the council, the city manager, and each local newspaper, radio, and television station which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to the mayor, all members of the council, and the city manager by phone call, text message, or email.
 - C. Special meetings shall be noticed in accordance with Oregon’s public meetings law and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, at the request of three members of council, or by the city manager.
 - A. Notice of the emergency meeting shall be given to each member of the council, the city manager, and each local newspaper, radio, and television station which has on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to the mayor, all members of the council, and the city manager by phone call, text message, or email.
 - C. Emergency meetings are those meetings called with less than 24 hours’ notice. The council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- IV. **Executive Sessions.** Executive sessions may be called for a lawful purpose by the presiding officer, at the request of three members of council, by the city manager with the concurrence of the presiding officer or three council members, or by the city attorney.
 - A. Only the mayor, members of the council, the city manager, and persons specifically invited by the city manager or the council shall be allowed to attend executive

sessions.

- B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.
- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon’s public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the council would normally not take formal or final action on any matter at a work session but may take action if the council deems action to be necessary.
 - C. Work sessions are to be scheduled by the city manager.
 - D. The city manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible, subject to approval by the mayor or presiding officer.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that month will be held on Tuesday, the next evening.
- VII. Location.** Council meetings shall be held at city hall.
- A. Council meetings and Work Sessions shall be held at city hall or such other meeting place within the city as shall be specified in the notice for the meeting.
 - B. Training sessions may be held outside of the city’s jurisdictional limits, provided no deliberations toward a decision are made.
 - C. Interjurisdictional meetings may be held outside of the city’s jurisdictional limits but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
- VIII.** No council meeting shall be held at any place where discrimination on the basis of an individual’s race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income, or disability is practiced.
- IX. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon’s public meeting law.
- X. Attendance.** Members of the council shall advise the city manager if they will be unable to attend any meetings. Under the charter, a council position shall be deemed vacant if the member of council is absent from the city for more than 60 days without council permission or absent from all meetings of the council within a 90-day period.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. These Rules of Procedure shall be posted in a conspicuous, visible location within city hall and shall be posted on the city website. Copies of these rules shall be available to the public upon request.
- B. Unless otherwise provided by charter, ordinance, or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert's Rules of Order, 11th Edition.
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- A. Fifty percent plus one of the members of the council shall constitute a quorum. If there is not a quorum of the voting members, then the mayor may declare himself a voting member under the city charter. Vacancies in office do not count toward determining a quorum.
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- B. In the mayor's absence, the president of the council shall preside over the meeting. The president of the council shall be afforded all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
 - 1. The president of the council shall retain all rights and privileges of a member of council when acting in this capacity.
- C. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The temporary presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

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 4. Proclamations/Announcements/Proclamations Add or Remove Agenda Items.
 5. Public comment on any item (other than public hearings).
 - ~~5-6. Presentations (followed by council action, if required)~~
 - ~~6-7. Public hearings.~~
 - ~~7-8. Consent agenda.~~
 - ~~8. Approval of minutes.~~
 - ~~9. Approval of voucher directory.~~
 - ~~10. Reports of boards, commissions, committees, elected officials, and city employees.~~
 - ~~11. Ordinances and resolutions.~~
 - ~~12-9. _____ Unfinished business.~~
 - ~~10. New business.~~
 - ~~13-11. _____ Department reports.~~
 - ~~14-12. _____ City Manager report.~~
 - ~~15-13. _____ Public comment on any item.~~
 - ~~16-14. _____ Mayor/Council comments.~~
 - ~~17-15. _____ Adjournment.~~
- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder shall conduct a roll call to -determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the members of council

present may adjourn the meeting or may continue the meeting provided they take no action or deliberate toward any decisions.

~~2.C. Pledge of Allegiance. Shall be led by the presiding officer.~~

~~D. Announcements/ProclamationsProclamations/Announcements/Add or Remove Agenda Items. Proclamations are awards or recognition of individuals by the mayor or the council. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition of individuals by the mayor or the council.~~

~~1. The mayor or presiding officer may add or remove items from the agenda without the need for council approval. The decision by the mayor or presiding officer to add or remove items from the agenda can be overridden by a majority vote of the council.~~

~~C.2. An item may be added to the agenda without approval by the mayor or presiding officer by the request of two or more council members, and the mayor or presiding officer may not remove such item from an agenda once it is added.~~

~~D. Reports of Boards, Commissions, Committees, Elected Officials, and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.~~

~~0. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.~~

~~0. Oral reports to the council should generally not exceed 10 minutes in length.~~

~~0. The council may ask questions of the presenter upon conclusion of the report being given.~~

~~H.E. Public Comment.~~

~~1. Two periods for public comment will be reserved for every regular meeting of the council. It is in the discretion of the mayor to determine the inclusion of a public comment period at any meeting other than a regular meeting of the city council.~~

~~1.2. Each public comment period shall not exceed a maximum of 30 minutes unless either the mayor authorizes additional time for public comment, or a majority of council members present vote to extend the time. Members of the public may speak about any topic, including items placed on the agenda, other than public hearings.~~

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- ~~2-3~~. Persons wishing to speak during public comment must fill out and sign sign the "speaker's roster" a public comment form, with the person's name, phone number, and place-city of residence, and the topic upon which the person wishes to speak, ~~not later than the call to order.~~ The public comment form should be delivered to the city recorder by the end of the public comment period, but in no event shall a person who made a public comment leave the meeting without providing a public comment form with the required information.
- ~~3-4~~. Members of the public may speak about any topic during the last period for public comment.
- ~~4-5~~. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
- ~~5-6~~. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker's roster provided a completed public comment form to the city recorder. Speakers shall identify themselves by their names and by their place-city of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster provided a public comment form and sufficient time is left in the 30-minute period.
- ~~6-7~~. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
- ~~7-8~~. Council members may, after obtaining the floor, ask questions of speakers during public comment. Council members shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a council member is violating the spirit of this guideline.
- ~~9~~. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption

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of the meeting. Any electronic audio or visual material must be provided in a format preservable by the City in compliance with any applicable public records laws.

0. The agenda shall include the following information for the public in regards to public comments: *The Public Comment portion of the agenda is the opportunity for the Council to listen to the public, but not for dialogue. The public is allowed up to 3 minutes to present information relevant to the City. The topic/issue brought up may be referred by the Council to the City Manager for inclusion on a subsequent Council agenda. Council has the discretion to ask questions after comments are concluded. Please note: Complaints should first be addressed to the appropriate City department and/or the City Manager prior to directly addressing the Council.*

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F. Presentations. Any council meeting may include up to two presentations by outside organizations to provide information which may be of interest to the council. Generally, the presentation portion of any meeting should be limited to 25 minutes total, including any questions the council has. The presiding officer has the discretion to exceed this time limit when it appears to be in the best interest of the council to do so. In the event the council is taking action which relates to a presentation, then the action item may be undertaken immediately following the presentation.

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G. Public Hearings Generally.

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall provide a public hearing form with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:

- a. Staff presentation (15 minutes total or as allowed by the presiding

- officer).
- b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Council members may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a council member is violating the spirit of this guideline.
7. Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city council members should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matters. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer may, to expedite the hearing, call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes, in lieu of individual testimony.
9. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations, and the council takes action by motion on the matter, continue the hearing, or keep the record open for additional written testimony.

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During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.

10. A copy of any written testimony or physical evidence that a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.

11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, email address, and telephone number are part of a public record, this information will be generally disseminated to the public and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety and who wishes to exempt his or her address, email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

H. Conduct of Hearings on Land Use Matters – See Chapter 4,

K.I. Consent

Agenda. In order to expedite the council’s business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.

+

2. Any item on the consent agenda may be removed for separate consideration by any member of the council.

3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

J. Unfinished Business. Any agenda items which have previously appeared under New Business, but have not been completed, shall be included as an Unfinished Business item on subsequent agendas. Unfinished Business items shall continue to be included on subsequent agendas until the council votes on the item or, by

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consensus of the council, the item is to be removed from Unfinished Business. There shall not be more than 10 agenda items total in Unfinished Business and New Business, unless the mayor approves the proposed items.

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K. New Business. Any agenda items which may result in a vote by the council, or require a vote by the council, shall be included as New Business on the agenda of the first meeting that the item is brought to the council. New Business items may be placed on the agenda by the city manager, the mayor, or upon the request of at least two members of the council. There shall not be more than 10 agenda items total in Unfinished Business and New Business, unless the mayor approves the proposed items.

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L. ~~Minutes/Voucher Directory~~ Department Reports. The city manager shall determine which department heads and/or outside consultants are to give regular reports to the council. The council, by consensus, may request additional city employees or outside consultants provide regular reports to the council. The primary purpose of these reports is to continue to build communication between the Council, and city staff, and the public regarding ongoing work projects.

1. Reports to the council should be made in writing and included in the meeting materials. Where a written report is provided by a department head, outside consultant, or other city employee, no oral report shall be given unless the department head, outside consultant, or city employee has additional pertinent information to provide, or council members have questions relating to the report.

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2. Oral reports to the council should generally not exceed ~~five~~ minutes in length.

~~The~~Members of the council may ask questions of the presenter upon conclusion of the report being given. The presiding officer is authorized to call any report, including a question and answer section, to a conclusion.

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M. City Manager Report. The city manager is required to submit a monthly report providing a summary of activities, programs, policy changes, etc., to the council. The report is to be provided in writing and included in the meeting materials. The oral portion of the city manager's report should not exceed 10 minutes in length. The council may ask question of the city manager relating to the report, and the presiding officer is authorized to shorten the dialogue by calling the report to a conclusion.

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1. The city manager shall include in their report any approved minutes from the meeting of any city commission or committee. The purpose of including these minutes is to build communication with the council as to the work of the commission or committee. In the event that the city manager, city recorder, or city attorney determines that it would not be in the best interest of the city to provide certain minutes to the council, as in the case of a pending land use matter that will come before the council, then such minutes shall not be included in the council's meeting materials until such time as it is deemed appropriate for the minutes to be provided to the council.

N. Mayor and Council Comments. This is reserved for announcements, comments, or concerns, which may or may not to be added to a future council meeting. Each member of the council should limit their announcements, comments, or concerns to not more than three minutes.

O. Adjournment. A motion to adjourn the meeting must be made by a member of the council, and requires a majority vote. The presiding officer is authorized to adjourn the meeting at any time, without a vote of the council, in the event of an emergency.

N. Ordinances and Resolutions — See Chapter 3

O. Public Hearings Generally.

0. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.

0. Persons wishing to speak shall sign the "hearing roster" provide a public hearing form with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

0. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.

0. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.

0. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:

— Staff presentation (15 minutes total or as allowed by the presiding officer).

— Applicant or affected party (15 minutes). Quasi-judicial hearing only.

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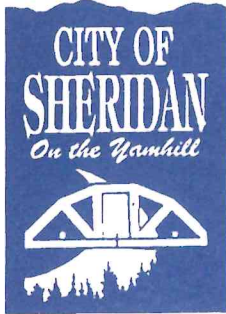
- ~~—Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.~~
 - ~~—Other interested persons (3 minutes per person).~~
 - ~~—Questions of staff (No time limit).~~
 - ~~—Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).~~
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- ~~0. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations, and the council takes action by motion on the matter, continue the hearing, or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.~~
- ~~0. A copy of any written testimony or physical evidence that a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial~~

Agenda Schedule 2023

Requests to put an item on the Agenda go to Heidi

Reports and Materials for packet are due to Yvonne

Meeting Date	Meeting Type	Work Session Topic	Due Date for Requests to put an item on the Agenda	Due Date for Materials and/or Dept Reports for Regular Meetings
16-Oct	Regular	N/A	6-Oct	11-Oct
6-Nov	Work Session	Sheridan Road Update/Civil West	27-Oct	1-Nov
20-Nov	Regular	N/A	9-Nov	15-Nov
4-Dec	Work Session	TBD	24-Nov	29-Nov
18-Dec	Regular	N/A	8-Dec	13-Dec



City of Sheridan

120 S.W. Mill Street • Sheridan, Oregon 97378

City Hall • Municipal Court (503) 843-2347

Police Department (503) 843-2431

Fax (503) 843-3661

Dear Art Grant Committee Members,

The Sheridan City Council supports the City's application to the Oregon Arts Commission Arts Build Communities grant program for the purpose of adding a mural downtown. The location of the mural is in a perfect showcase spot for all of our residents, employees, and visitors to enjoy. It is at the west end of Sheridan Road on a historic building, right in the middle of our downtown.

The Sheridan Revitalization Movement (SRM) is our local Main Street Oregon group, and they are working hard on fundraising to install murals throughout the City. We are happy to work collaboratively with them to continue this effort. We feel that murals are a great way to showcase our City's rich history and culture. Our project leadership team will work closely with the Sheridan Museum to select the messaging and content for the mural. Additionally, the mural will continue the City's motif of art deco, which is represented by many of our historic buildings, including our iconic downtown Bridge and its lighting.

The letter is also to serve the purpose to notify you that the City is committed to providing the matching funds for the grant.

Murals add warmth, beauty, and community pride to a city. The City of Sheridan has suffered from economic blight during the economic downturn and with the reduction of the timber industry. City leaders, nonprofits, faith groups, and business organizations are all working collaboratively to find solutions to invigorate our downtown to bring in tourism, more business, and residents to our City. We are excited to apply for this grant to add vibrancy and meaning to our downtown. Thank you for your consideration of our application.

Sincerely,

Mayor Marianne Thomson

Council President Roxie Acuff

Councilor James Buckles

Councilor Cale George

Councilor Liz Hodgins

Councilor Dennis McElroy

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: October 2, 2023
RE: Development and Sewer Code Update with Ordinance Timelines

The purpose of this email is to prepare you for the two ordinances that will require approval from Council.

Land Use:

Cities have a development code, which sets forth all the restrictions for the development of property within a city, whether it's a home, business, factory, apartment complex, food cart, or any other structure. The Sheridan Development Code is grossly outdated; we are hindering our downtown economic development and growth because many "modern" buildings and businesses are not recognized by Sheridan's Code.

On August 14, 2023, Derek Green came before the Planning Commission and requested that the Code be changed to allow for a brewery, winery, distillery, or cidery. The request is to allow for a limited production that's restricted to producing wine, beer, cider, or spirit only to serve the amount needed for sales at the business. This is NOT for manufacturing and selling off-site or for retail production.

Since it's a change of the Development Code this is called a Legislative Amendment (LA). The process for Legislative Amendments is slightly different than what it is for private development projects. One way is that it is encouraged for you to discuss the code change with you constituents. The other difference is that we must give notice to the Department of Land Conservation for their review and acceptance, this can take some time, and we have already completed this step.

Sewer Ordinance:

Every other Thursday we have a Development Team Meeting, where the staff, planners, and engineers come together to coordinate development projects and other city projects that we are all involved with. The purpose is to be more efficient with time and money, helping our City budget and the developers. At this meeting, we discussed the LA, which triggered the engineers and public works to check the City's Municipal Sewer Codes for any issues related to putting byproduct wastes from production of wine, beer, ciders, or spirits down the drain. (Think hops or grape peels, additionally it can change the Ph levels of the wastewater.) The Sewer Code did not restrict this type of byproduct from entering the drains, so the engineers, public works and City Attorney are all working on proposed language for updating the Sewer Code to appropriately regulate additional types and classes of wastewater. Even if the LA does not get approved, it is still good to have this update to the Sewer Code.

Below is a timeline for the council of these two ordinances.

Sewer Ordinance Timeline:

1 st & 2 nd Readings	October 16 th
3 rd Reading	November 20 th
Ordinance Effective Date	December 20 th

Development Code Ordinance Timeline:

Planning Commission will hold a Public Hearing. Then decide for recommendation to the CC for their approval. The PC could make modifications to the draft code language included in the Staff Report. The Staff Report will go to Council for consideration. At the same meeting, Attorney will propose an ordinance for the Council to consider.	October 9 th
Council holds a Public Hearing and Ordinance 1 st & 2 nd Readings	November 6
3 rd Reading	November 20 th
Ordinance Effective Date	December 20 th

To: Sheridan City Council
From: Marianne Thomson, Mayor
Date: October 2, 2023
RE: 2-1-1 Flyer

Attached, for your consideration is the draft 2-1-1 flyer. We would like for you to please review the flyer for any edits or changes before it is distributed throughout the community. Thank you.

The Sheridan City Council would like you to know
that service information is available by calling 2-1-1.

Get Connected • Get Help

2-1-1

211info is a private, community-based nonprofit organization funded by state and municipal contracts, foundations, donations, and community partners.

211info serves Sheridan and all other Oregon cities.

Every call is **FREE** and **CONFIDENTIAL**

211info can help Sheridan residents identify, navigate, and connect with the resources they need.

- Crisis Hotline
- Housing & Shelter
- Utility Assistance
- Child Care & Parenting
- Food Basic Needs
- Foster Families
- Healthcare
- Mental & Behavioral Health
- Transportation
- Legal And Public Safety
- Employment
- Education
- Youth Services
- Disaster Services

<http://www.211info.org>

Computer access is available at the Sheridan Public Library
Tuesday through Saturday at 142 NW Yamhill Street