

## HALSEY CITY COUNCIL MEETING

Central Linn Elementary School

280 West 2<sup>nd</sup> Street – Library

Halsey, OR 97348

7:00 P.M.

January 13, 2009

The City Council meeting was called to order at 7:02 p.m.

### **Oath of Office**

The City Administrator administered the oath of office to newly elected Mayor Marjean Cline, Councilor Wade Doerfler, Councilor Cynthia Choat, and Councilor Kathy Parker.

The City Administrator took Roll Call.

Present: Mayor Marjean Cline, Council President Eric Harless, Councilor Wade Doerfler, Councilor Joan Mercier, Councilor Cynthia Choat, Councilor Eldon Albertson, and Councilor Kathy Parker.

Also in attendance were Sargeant Lawler, Andrew Beaudet, Woodrow Edwards, Don Ware from The Times, and city employees Karla Caudell and Martha Chamberlain. Les Mielke arrived at approximately 7:45 p.m.

### **Appointment of Council Position – President**

Mayor Cline noted that the position of Council President is appointed in the odd numbered years and entertained a discussion on potential candidates. Councilor Doerfler motioned to re-appoint existing Council President Harless however that motion was withdrawn for further discussion. Mayor Cline stated her preference was that Councilor Doerfler be appointed to this position. A brief discussion ensued with Council President Harless stating he had actually only served in that position a few months as a result of the resignations of part of the governing body in March of 2008. Councilor Parker motioned to appoint Councilor Doerfler as Council President. Councilor Mercier 2<sup>nd</sup> and the motion carried unanimously.

### **Approval of Minutes**

Council President Doerfler made a motion to accept the minutes from the meeting held on December 9, 2008. Councilor Albertson noted a correction on the bottom of page 2 referencing the statement that said with the “limited” number of residents in the City any proposed concept drawings of the Community Center/City Hall would not make a difference in regard to the completion of the facility. Councilor Albertson reported if he had made that statement that it was not his intention and the sentence was amended to read in part “with the number of residents in the City opposed to the project the drawings would not make a difference”. Councilor Doerfler made a motion to accept the minutes from the meeting held on December 9, 2008 as amended. Councilor Albertson 2<sup>nd</sup> and the motion carried unanimously.

### **Delegations**

Mayor Cline asked **Sargeant Lawler** to report on any incidents that were noteworthy in the City with Sargeant Lawler responding the biggest thing that had occurred was the break-in of several vehicles, otherwise it was very quiet in town. Councilor Albertson stated he had returned home around midnight one night and noticed a deputy doing some paperwork near the intersection of West 3<sup>rd</sup> and West D Streets. Mayor Cline reported she had noticed their presence one night as well and both stated they were appreciative of their visibility in the City. Council President Doerfler asked what the biggest challenge is for the Sheriff’s Department in the smaller communities. Sargeant Lawler responded it is actually the lack of activity. Mayor Cline asked if there have been any further problems with speeding

on East 1<sup>st</sup> Street with Sargeant Lawler responding he travels that road frequently and it appears that issue has been resolved. A brief discussion ensued.

Mayor Cline welcomed **Matt Graves** from the auditing firm of Pauly, Rogers and Co., P.C. Graves stated that he is the auditing manager for the firm and works closely with Kenny Rogers who is the primary shareholder in the company. Graves noted the purpose of an audit is to review the financial statements and determine that the information provided is a fair representation of the City's resources and appropriations. Graves stated that based upon the sampling of the documents provided the City is in compliance with State standards. Graves noted the one primary item missing is written documentation of internal controls. Graves then asked if there were any questions regarding the audit report. The City Administrator stated that she had provided a draft copy of proposed internal controls for their review but has not heard back from anyone on it. Graves responded there were very few entities that were aware of this requirement for the 2007-2008 fiscal year and that document would actually become part of the 2008-2009 audit. Council President Doerfler asked how the City of Halsey stood in regard to other entities of similar size with Graves responding the City is about average. Council President Doerfler asked what the most common problem is in regard to the auditing of small cities noting that he thought it might be in relation to limited staff. Graves responded affirmatively and that limited staff creates difficulties in the segregation of duties. Graves presented the example of the person creating new vendors is other than the person either creating the checks or signing the checks. Mayor Cline commented she had reviewed the report and felt it was good information and presented in a manner that was easy to comprehend. There were no other questions.

### **Administrator Report**

The City Administrator reported that she has been seeking assistance with a couple of entities in order to post an RFP for the lift station improvements. The City Administrator commented that Karla had contacted the State procurement office and although it appears they will assist with this process they do assess some charges for their service. Therefore, the City Administrator stated that the National Purchasing Partners had been contacted as they assisted with the RFP for the elevator and are tied to the League of Oregon Cities so there would be no cost for their services. There were no questions. The City Administrator commented that the adjusting entries for the 2007-2008 fiscal year had been made in the old computer system and the new Caselle system as well and was very pleased with how easily the new software handled these adjustments. The City Administrator commented she is looking forward to working on the budget with the new software, however it will probably not be fully implemented this year as Oregon law requires two years of previous financial history and since use of the new software did not begin until August of this year that data will not be available. Mayor Cline asked about a document provided with the financial information in regard to whether or not it was formatted in the manner that the budget would be presented this year. The City Administrator responded it was simply a year to date report of budget versus revenues and expenditures and the budget document would either continue in the excel spreadsheet format, or the budget document in Caselle would provide more detail than the report enclosed. There were no other questions. The City Administrator reported that the open house held on December 24, 2008 was well attended and that the Mayor and most of the Councilors had been in attendance. The City Administrator noted that when the DLF crew shows up the food disappears pretty quickly but they are always fun to see. Mayor Cline commented they were very appreciative of the food provided. There were no questions. The City Administrator commented that the ceiling tile had been repaired and that the company who initially installed it did the work for just the cost of the replacement tiles. The City Administrator noted that the contractor offered to perform the work on a Friday as he trains students on these days therefore there would be no labor costs involved. Council President Doerfler asked where the students were from with the City Administrator responding the Central Linn School District. The consensus of the Council is they were very appreciative of the contractor's willingness to work with the City in keeping down the costs on this project.

The City Administrator stated that although the Community Center/City Hall is listed on the agenda she wanted the Council to know that Karla had submitted a couple of grants to the Murdock Family and Meyer Memorial Trust regarding potential funding for the City Hall. There were no questions. The City Administrator noted that city staff would begin addressing properties in potential violation of the updated Nuisance Ordinance and requested the Council submit any properties they wanted included in notification letters that would be mailed out in a short time. Council President Doerfler indicated he would bring a list by City Hall of potential violators. There were no questions.

### **Public Works Department**

Mayor Cline stated she was appreciative of the work done to clear the City streets during the recent snow. Council President Doerfler asked about the condition of the lagoons as he was aware of some equipment problems that have occurred there recently. The City Administrator stated they are still waiting for the electrical control panel to arrive but some of the issues have been resolved. The City Administrator noted that since there has been very little rain recently the level of the lagoons are fine at this point in time and the parts should arrive soon so that discharging can begin. Mayor Cline asked if the repair of the faucet at the Park was a result of vandalism, however the City Administrator responded that the faucet had problems previously and had malfunctioned again but the costs are all paid for by the company that constructed the facility. Mayor Cline asked if the new service truck is back with the City after having some added equipment installed on it, however the City Administrator responded it is expected to be finished later in the week. There were no other questions.

### **Planning Commission**

Councilor Harless stated no meeting had been held. Mayor Cline asked when the last meeting had been held with Councilor Harless recalling it was the meeting regarding the cell tower which occurred around the beginning of summer. Mayor Cline suggested the Planning Commission meet once a quarter. Mayor Cline stated these meetings would allow an additional opportunity for residents to have contact with the City and would be beneficial to the community. Council President Doerfler supported the suggestion. Mayor Cline suggested the meetings be held in March, June, September, and December unless a meeting had been held in the prior months before a particular quarter. Mayor Cline asked Councilor Harless if he would be in favor of such meetings with the response being affirmative. The City Administrator recommended a motion for the proposal. Council President Doerfler made a motion that the Planning Commission meet once a quarter unless a meeting had been scheduled in the prior months leading up to the quarter. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

### **Park Committee**

Councilor Mercier noticed that many of the Christmas decorations appear to be worn and suggested the City look into possibilities of replacing them. Councilor Mercier indicated that it might be cost effective to check with other cities or suppliers during the off season as pricing could be lower. Mayor Cline commented that the heavy winds during the time they were displayed caused much of the damage. The City Administrator commented new decorations are fairly expensive but city staff could check into the possibilities for replacement and determine if that expense could be budgeted for the upcoming fiscal year. There were no questions.

Councilor Mercier stated the construction of the skate park is awaiting some nicer weather but the equipment has been ordered and should be here by mid February, 2009. There were no questions.

### **Finance Committee**

Council President Doerfler reported he was pleased with the audit and thought the firm had done a good job. Council President Doerfler thought that a lot is accomplished for such a small town with limited staff. Council President Doerfler commented that the City Administrator is a good financial person and cited the fact money has been saved so that the City has been slowly able to replace equipment and the overall financial health of the City is strong. There were no questions.

### **Street/Utility Committee**

Council President Doerfler stated that the next meeting is scheduled for Thursday, January 15, 2009 and that Councilor Parker would attend that meeting as well. Mayor Cline noted the drop in the price of oil should help with additional monies for road construction. Mayor Cline stated she had recently been in Brownsville and left there thinking that she is proud of the condition of Halsey's side streets in comparison to some of those in that City. There were no questions.

### **Intergovernmental Committee**

Council President Doerfler reported the next meeting is scheduled for January 29, 2009. There were no questions.

### **Old Business**

Mayor Cline brought up that fact that people are needed to fill vacancies on the Planning Commission and the Finance Committee has not been able to generate any "warm bodies" in order to begin holding those monthly meetings again. Les Mielke expressed an interest in serving on the Planning Commission and the City Administrator asked him to come by City Hall to pick up an application. Council President Doerfler indicated he would contact a couple of people about the possibility of serving on the Finance Committee. There were no other questions.

Mayor Cline asked Councilor Choat to report on the Rare Program offered through the University of Oregon. Councilor Choat stated that she had forwarded an email to the City Administrator regarding this program. The City Administrator noted that the item was on the agenda because the Program offers the use of a student for 11 months however the City would have a financial commitment of \$17,000.00. The City Administrator stated, however, that Karla was working to contact the architectural department at the University of Oregon to determine if some students would develop drawings for the Community Center/City Hall as part of their academic requirements. The City Administrator reported the City of Harrisburg had some students create concept drawings for a future City Hall using the architectural department. Mayor Cline asked Councilor Choat how she envisioned getting the potential drawings out to the public. Councilor Choat responded that the City of Cottage Grove has a park project in the works and has a large board displayed in the downtown area for people to view. Councilor Choat stated that photographs could be taken of the designs and placed in The Times and the Halsey Happenings. Councilor Albertson commented there are computer programs available that can be used to create these types of drawings but thought they could be expensive. Councilor Choat commented that the programs are not expensive but she and her husband have tried to work with some of them and have found the process is complicated and it can be difficult to learn how to utilize all aspects of them. Mayor Cline commented it would give some students a good opportunity to fulfill some of their school requirements. A brief discussion ensued.

The City Administrator reported some estimates for paving the south end of the parking lot and an electrical bid had been included in the packets. The City Administrator commented a bid had been received for the mechanical as well but she had forgotten to include that as well. The City Administrator noted that the City normally obtains three bids on each phase of the project and was awaiting information from some of the other entities contacted. Councilor Albertson noted that in the two bids for the parking lot one indicated 3900 square feet and the other indicated 7500 square feet, questioning the difference in these figures for the same area of paving. Councilor Albertson added that he had included some figures on the cost of lumber, flooring, bathroom fixtures, etc. had been included as well. Council President Doerfler noted he appreciated all of Councilor Albertson's time and effort he has spent on this project and requested a meeting be set just for a discussion on the Community Center/City Hall project. Councilor Albertson was in agreement. Mayor Cline requested the Council look at date early in February with the consensus of the Council agreeing to hold a workshop on Tuesday, February 3, 2009 at 10:00 a.m. at City Hall for this purpose. Mayor Cline also suggested that city staff contact either Wyden or DeFazio's office to determine any plans for financial assistance for these types of projects in 2009. Mayor Cline commented that when she was working on a census

survey she noted the City does not have an emergency shelter and perhaps part of the facility could be used for this purpose in order to generate some funding. A brief discussion ensued.

**Adjournment**

Council President Doerfler made a motion to adjourn the meeting at 8:37 p.m. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

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Marjean Cline, Mayor

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Judy Cleeton, City Administrator