

HALSEY CITY COUNCIL MEETING

Halsey City Hall
773 W. 1st Street
Halsey, OR 97348
October 11, 2011
7:00 P.M.

The City Council meeting was called to order at 7:19 p.m.

The City Administrator took Roll Call.

Present: Mayor Marjean Cline, Councilor Eric Harless, Councilor Joan Mercier, and Council President Lee Johnson. Councilor Kathy Parker participated by speaker phone. Councilor Wade Doerfler and Councilor Eldon Albertson were absent.

Also in attendance were Holly Borth from the University of Oregon, Christine and Bob Ruck from Lebanon, Oregon, and Don Ware from The Times in Brownsville.

Approval of Minutes

Mayor Cline asked if there were any additions or corrections to the minutes from the meeting held on September 1, 2011. Council President Johnson noted one correction on page two and with that made a motion to approve the minutes from September 1, 2011 as corrected. Councilor Mercier 2nd and the motion carried unanimously.

Delegations

Mayor Cline acknowledged **Holly Borth** in attendance. The City Administrator asked Borth if she had driven by the Wahlstrom property with Borth responding she had however she actually drove around a few times to make certain she was at the proper location. The City Administrator asked Borth to explain her recent email requesting that some students be allowed on the property in order to do some documentation practice work. Borth responded that a professor has suggested some students go onto this property to take measurements and gather various other kinds of information regarding the house but would not actually be asking to go inside the house. Borth further clarified that this probably would not take place until winter term. The City Administrator explained that she had contacted the City Attorney and was advised that the request really should go to the property owner however it is well documented that he is unable to be reached. The City Administrator commented the City Attorney thought a warrant could be issued however he does not know exactly how it could be incorporated into the abatement process. Councilor Mercier asked how many students would be involved with Borth responding approximately 16 new students have joined the program however she was unsure of the actual number that would participate. The City Administrator suggested Borth contact her during the winter term if the professor wanted to pursue this idea. Mayor Cline commented it would be wonderful if Borth could work with someone to restore the property and asked if she had been able to contact the property owner. Borth responded she had sent a letter, which had not been returned, however there had been no response. The City Administrator commented that the City is in the process of attempting to send a statement of the costs for the abatement process to the property owner and has learned that he no longer has a post office box in Halsey. The City Administrator stated there are rumors that the property owner is residing in Lebanon so she is working at trying to determine if there is another address to mail correspondence. There were no other questions. Mayor Cline acknowledged **Christine Ruck** in attendance. Ruck indicated she is running as a candidate for Linn County Commissioner and is in the process of visiting the various cities to learn about what is going well with the County and what is not. Ruck commented this is the third town she has visited. Mayor Cline stated that Halsey is a very small bedroom community and does not have a lot of involvement at the County level. A discussion ensued regarding a document that used to be distributed to all of the communities where they would list various projects and they were ranked by the County in order of

priority. The City Administrator commented the list did not necessarily generate revenue however the general public was made aware of the various community needs. A brief discussion ensued.

Don Ware made an announcement that the Lion's Club is meeting on Thursday, October 13, 2011 at 6:00 p.m. at the Methodist Church. Ware commented he would like to see someone become a social service agent for the City in order to develop an interest in working on projects for the benefit of the City and the community. There were no questions.

City Administrator Report

The City Administrator reported she had been at a BOLI meeting on October 6, 2011 and learned that volunteers and City employees can work on the Community Center/City Hall project. The City Administrator stated things such as the electrical and mechanical would fall under the prevailing wage rate and would need to go out for bid however other projects such as framing could be completed with the use of volunteers. The City Administrator explained that any project over \$50,000.00 can be subject to the prevailing wage law. The City Administrator explained that figure is for the cost of the entire project not just a single phase such as wiring or plumbing. Council President Johnson asked what "BOLI" stood for with the City Administrator responding Bureau of Labor and Industries. A brief discussion ensued. The City Administrator reported the partitions are in for the restrooms however she has outdone herself and has managed to make it so no one can enter or exit through the double doors at the south end of the building. The City Administrator commented it would be easier to move those partitions in through the double doors therefore she is meeting with someone from Chown Electric regarding the Locknetics system on Wednesday, October 12, 2011 to determine the problem with that system. The City Administrator indicated that once access can be gained through the doors again she will contact Kleen Solutions in order to get the partitions installed in the women's bathroom. There were no questions.

The City Administrator stated that AA Bowman had contacted her about replacing some of the locks at the Community Center however he had been sick and was uncertain of when he would be in town to do this work. The City Administrator commented she will contact him after meeting with the individual from Chown Electric. There were no questions.

The City Administrator reported that she had met with the Mayor at the Community Center about where to place a wall at the northern end of the building for a temporary office space. The City Administrator stated the Mayor had suggested a location however the City Administrator asked to table further discussion until that item is discussed under Old Business. There were no questions.

The City Administrator reported that Karla had delivered all of the court files to the Harrisburg Justice Court therefore court will no longer be held in the City. There were no questions.

The City Administrator stated that Raymond Zehr had contacted her and asked if the City wanted the gazebo that is on his property. The City Administrator commented that it needed to be pressure washed and painted but the structure is sound. The City Administrator showed two pictures of it and asked for a discussion on whether the Council would like to locate it at the Park or north of the Depot. Councilor Mercier indicated she would like to see it at the Depot with the consensus of the Council in agreement. The City Administrator stated she was able to purchase six bookshelves from Borders as a result of their liquidation sale. The City Administrator commented Jerry had picked them up one day while she was gone and they are being stored at the Water Plant. There were no questions.

Public Works Report

Mayor Cline asked if there were any comments regarding the public works report. The City Administrator asked if everyone had seen the "outstanding performance" the City received from Linn County Department of Health Services. Mayor Cline noted that the City only has to have a water system survey every 5 years now instead of 3 years because of the rating. The entire Council expressed their appreciation for the good job the public works employees were doing. There were no questions.

Planning Commission

Mayor Cline reported on the meeting held on Tuesday, September 6, 2011 since Councilor Harless was unable to attend. Mayor Cline noted that Dave Manley had submitted an application for a medical hardship permit. Mayor Cline indicated the intent was to replace a 5th wheel currently on the property with a manufactured home for an older couple that have lived there however the man recently passed away. Mayor Cline commented that Manley decided to continue with the application however. Mayor Cline stated the application was approved by the Planning Commission however Manley would have to submit plans for a building permit. There were no questions.

Park Committee

Councilor Mercier indicated she had spoken with Andy earlier in the day and preliminary steps have been taken for the construction of the fountain at the Park. Councilor Mercier stated Andy had said they would need some advice about what type of rock and flowers to put around the fountain once it is finished. Mayor Cline indicated she had some daffodil bulbs for that area. A brief discussion ensued.

Finance Committee

Councilor Doerfler was absent therefore no report was given. Mayor Cline commented the City is in good financial shape. There were no questions.

Street/Utility Committee

Councilor Parker, speaking from the phone, asked to table a discussion of this report until the next Council meeting and approval was granted by Mayor Cline. There were no questions.

Intergovernmental Committee

Councilor Doerfler was absent therefore no report was given. There were no questions.

Old Business

Comments were made regarding the fact that no complaint list was provided in the packets. The City Administrator stated that City staff said there were no complaints while she was on vacation. A brief discussion ensued regarding how smoothly the City ran while she was gone and that people did not complain!

The City Administrator had placed a discussion of the flagpole location and landscaping at the Depot on the agenda which had been tabled in a previous meeting. The City Administrator had wanted to speak with Earl Tapp about the memorial at the current City Hall and whether he recalled if the previous Council had voted to have it relocated to the new City Hall facility. The City Administrator stated that Tapp did not recall what the decision was therefore she wanted to hold a discussion on the location of the flagpole and perhaps the memorial. The City Administrator noted however she would like to table that discussion again and talk about doing some work on the inside of the building instead. The City Administrator had noted in her report that she had learned from the BOLI meeting that volunteers and public works employees could work on the Community Center/City Hall building. The City Administrator suggested that rather than build a wall downstairs for a temporary office that framing could be done upstairs to complete the City Hall area. The City Administrator commented there should be enough money in the fund to pay off the loan for the elevator and go out to bid for the electrical and mechanical for the upstairs and then City staff could move upstairs rather than move temporarily downstairs. The City Administrator stated that way the computer equipment would only have to be moved once as well. The consensus of the Council was they were in agreement with taking strides to complete the City Hall portion of the upstairs.

New Business

Mayor Cline initiated a discussion regarding the 2010-2011 audit report. Mayor Cline and Council President Johnson appreciated the work the City Administrator had done to reconcile the report. A discussion ensued regarding the audit fees and Councilor Harless asked if the City would be going out for bid for auditing services. The City Administrator responded that Pauly, Rogers and Co., PC had provided

costs for their services for the next three years and the fees had actually decreased some overall. The City Administrator commented that some cities stay with the same auditing firm for years while others go out to bid every three to six years. The City Administrator indicated the firm is doing a good job for the City and did not see a reason to change auditing firms at this time. There were no other questions.

Mayor Cline initiated a discussion on a date and location for the annual Christmas dinner. No one had any suggestions for a location however it was the consensus of the Council that either December 16, 2011 or December 17, 2011 would work for the date.

Adjournment

Councilor Harless made a motion to adjourn the meeting at 8:30 p.m. Councilor Mercier 2nd and the motion carried unanimously.

Marjean Cline, Mayor

Judy Cleeton, City Administrator ¹

¹ Disk Track 8