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## REGULAR CITY COUNCIL MEETING

February 14, 2017, 7:00 pm at City Hall, 100 W Halsey St., Halsey, OR

**Meeting called to order at 7:02 pm**

### ROLL CALL

**Present:** Mayor Marjean Cline, City Councilor Rella Johnson, Councilor Greg Chamberlain, Council President Lee Skinner, Councilor Eric Harless

**Absent:** Councilor Gillson, Councilor Jennifer Johnson

**Staff Present:** City Administrator Hilary Norton, Public Works Andy Ridinger, Municipal Clerk Martha Chamberlain, Librarian TJ Gillson

**Guests:** Ken Lorensen, Kim Jackson, Jordan Parrish, Lt. Duncan, Art Kallai, Shar Skinner, Norma Hoover, Joan Mercier, Ann Sunday

### APPROVAL OF MINUTES

Minutes from Council Meeting, **Tuesday, January 10, 2017**

There were no additions or corrections.

**Move to:** approve the minutes from the Regular City Council Meeting on Tuesday January 10, 2017

**Motion by:** Councilor Harless, seconded by Councilor R Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES

Financial reports and journal entries were presented for January. There were no questions or comments.

**Move to:** approve the financial reports and the journal entries as submitted.

**Motion by:** Councilor Harless, seconded by Council President Skinner

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

Administrator Norton asked to move New Business item K.1. Central Linn Elementary School Community Clean-up Day up to Delegations. She also asked to add as item #2 under old business a question about making the Assistant City Recorder Position full time.

## **DELEGATIONS**

### Linn County Sheriff's Office: Lt. Duncan

For the month of January, 88 hours were spent in the City of Halsey. Eleven of those hours were traffic patrol, and six warnings were issued and three citations. In January, one adult was arrested and 35 incidents were investigated.

Lt. Duncan informed the Council about the LCSO's focus patrol program. The group meets weekly to discuss problem areas and concerns, and communicate those to patrols in the field. Cities like Halsey that have contracted service get higher priority. They have made arrests and solved numerous crimes by having those issues on focus patrol.

### Central Linn Elementary Clean up Day – Art Kallai

For the last four years, the Central Linn Elementary School has had a community clean-up project. Up until now, they have focused on the Elementary School grounds. Students, teachers, parents, and mentors all help plant flowers and trees and spread bark mulch. They want to make the project larger this year and would like to do some work on the City Hall grounds and at the Post Office. Mr. Kallai will work with City Staff to coordinate the project.

Mayor Cline asked if there was council consensus to allow the program on the City Hall property. Permission was granted.

## **CITIZEN COMMENTS (Non-Agenda Items)**

There were no citizen comments

## **REPORTS TO COUNCIL**

### City Administrator Report – Hilary Norton

The weekend of February 5<sup>th</sup>, the city received over 3" of rain and the storm drainage system was overloaded. The sewer lift station had a high water alert, and Public Works staff called out a vactor truck to clear it so the sewer system would not back up. Public Works staff are continuing to do maintenance on ditches and culverts to make sure we are ready for more rain. Office staff are researching city rights and options in working with landowners north and west of town on ditch maintenance beyond the city. Public Works has brought in sand and bags for future problems.

The mid-year audit went well. The auditor checked financial and procedural records for the first half of the 2016-17 fiscal year and stated that everything appears in good order. They will be back for the full audit in July of 2017.

The O Street speed zone has been lowered to 25 mph and new traffic signs are up. Because it is an artery, American Drive will be more complicated. Darren Lane from Linn County has provided information on how to request a speed study from ODOT.

Permits and Planning activity in December and January are the highest they've been in at least three years. The last three lots in Blue Heron are being built now, and all three have already sold. That same developer is looking at additional lots in Halsey to build on. Another single family residential building permit has just been issued, another applied for, and another is in pre-application status. A Site Design Review process and a Development Review were also completed in January.

Betsy Barley has resigned from the Planning Commission. She has served the city for over 15 years in this capacity, and her experience and kindness will be very much missed. With the Council's permission, the city will post for the vacancy.

ODOT will clean up the gravel on the sidewalks – they said that Halsey is scheduled for mid-February. City of Halsey emails are set up for those councilors who didn't have them. Information is in your box. If you have questions or need help, ask city staff.

Jim Lepin, from Linn County Sheriff's Office provided a Monthly Crime Data Report in answer to Councilor Skinner's question in last month's meeting. Lt. Duncan is here to answer questions about that report during her report.

Thanks to Mayor Cline and Councilor Harless for their assistance in hiring. We are excited to welcome Kimberly Jackson to our office staff as the Assistant City Recorder. She will be starting on March 1<sup>st</sup>.

#### Public Works – Andy Ridinger

The city rain gauge showed 9 inches in January, so the ground was already saturated before the rain started to fall in the weekend of 2/5. Andy responded to a high water alarm at 6:00 am on February 5th. Water was backing up in the sewer system. The pumps were running as fast as they could go. He brought the vacor truck in. The truck holds 30,000 gallons, and we did 9 trips. By 5:00 pm, the water level was down and the system was functioning smoothly.

The white, fibrous material that we've been seeing in the sewer system is probably the flushable and non-flushable cleaning wipes. There is a danger that they could mess up the pumps. There has been some reduction in the amount. Hilary will put another blurb in March newsletter, and Andy will continue to monitor the situation.

#### Library – TJ Gillson

Volunteers are starting to gear up for the 2<sup>nd</sup> annual 5k Run/Walk. The library would not function without the volunteers; we are so blessed to have them. We haven't found out yet if Deputy Leutke will be able to help this year. If he can't, we will try to get someone else from the Linn County Sheriff's

Office. The new route starts at the City Park and runs west out O Street. The complaint we got about the event last year was about the trains and the delays for the trains. We will work with Smith Seed ahead of time about the route and the schedule, and we may be able to close the road for two hours that day. A regular date has been chosen for the 5K – it will always be on the last Saturday in April.

## **COMMITTEE REPORTS**

### COG Board – Mayor Cline

The board did a review of the Director and renewed his contract. He has done an outstanding job for the last three years, and Oregon Cascades West has been recognized as one of the top three COGs in the state. Dues are going to increase slightly. They are funding a special projects program, which will allow them to respond proactively to issues affecting the whole region, like the eclipse. They will ask all the member governments to contribute to this.

Meals on wheels program is going to put more effort to fundraising. They are not getting as much funding from the state. The state's budget problems is going to cut their funding again for this coming fiscal year. There was also some discussion about the eclipse in August. They are expecting about 300,000 people.

### CWACT – Greg Chamberlain

The bridge on Powerline Road over Muddy Creek is going to be replaced in the 2018-20 cycle. It will receive seismic upgrades. The construction of the bypass on Hwy 20 is complete.

There are a lot more projects than money, so they have to prioritize. We're waiting on the Intergovernmental Agreement (IGA) for our own STIP Project.

## **OLD BUSINESS**

### Infrastructure Committee Meeting Schedule

City Administrator Norton asked the Council to consider a meeting time for the Infrastructure Committee. There are funds that could be spent on paving a section of street this year. Also she is about to start working on the budget for FY 2017-18, and understanding the committee's priorities for upcoming projects would be useful. Public Works Andy Ridinger will gather updated estimates on road paving costs prior to the meeting.

There was some discussion. The Council settled on Wednesday March 29<sup>th</sup> at 2:30 pm.

### Assistant City Recorder Position

Mayor Cline spoke with Administrator Fischer last year about making the Assistant City Recorder position full time. It has always been a full time position, and there are more grants that could be written and more projects accomplished if that person is full time. At the time, the question was not pursued. However, with the opportunity of bringing a new person on board, Mayor Cline asked the Council to consider making that position full time. Administrator Norton mentioned that there are some

additional responsibilities that could be added to that role, with some significant advantages for Halsey. Also, because both the City Administrator and the Assistant City Recorder are at lower pay scales than the prior City Administrator and Assistant City Recorder, even with the ACR position at full time, the city will save several thousand dollars in personnel costs. There was some discussion.

Council consensus was to hire the Assistant City Recorder at full time.

## NEW BUSINESS

### Budget Committee Application

Council was asked to appoint or deny the application of Zoe Valdez to serve on the Halsey Budget Committee. Zoe has served for three years – her term ended in June of 2016. She has applied for a new term, which will end in June of 2019

**Move to:** appoint Zoe Valdez to the City of Halsey Budget Committee, term to expire June 2019

**Motion by:** Councilor Chamberlain, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## RESOLUTIONS AND ORDINANCES

Recreational Immunity was part of the Public Use of Lands act that was published in 1995 to encourage private land owners to open land for recreational use by the public. It granted recreational immunity from litigation to those land owners from people recreating on their property. This was recently challenged in court – a claimant sued employees of a city as an alternative to suing the city. Because the employees are covered by the city's insurance, so in the end, the city pays. It may make it so that having the City Park open to the public is an expensive liability to the city. The League of Oregon Cities is doing some work on this with the legislature and have asked that cities that have concerns about the loss of recreational immunity pass a resolution requesting its restoration.

Mayor Cline asked for permission to read the Resolution by title only. Permission was granted.

### RES 2017-630 – A Resolution of the City of Halsey Recommending Restoring Recreational Immunity Rights

**Motion to:** adopt RES 2017-630 – A Resolution of the City of Halsey Recommending Restoring Recreational Immunity Rights

**Motion by:** Councilor Skinner, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** unanimous

**Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 8:12 pm.

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**Mayor Marjean Cline**

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**City Administrator Hilary Norton**