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## REGULAR CITY COUNCIL MEETING

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

### Meeting called to order at 6:59 pm

#### ROLL CALL

Present: Mayor Marjean Cline, Councilor Rella Johnson, Councilor Greg Chamberlain, Council President Lee Skinner, Councilor Jerry Gillson, Councilor Jennifer Johnson

Absent: Councilor Eric Harless

Staff Present: City Administrator Hilary Norton, Public Works Randy McMillen, Municipal Clerk Martha Chamberlain, Librarian TJ Gillson, Assistant City Recorder Larissa Gangle

Guests: Thomas Sullivan, Jordan Parrish, Don Ware, Norma Hoover, Scott Gagner, Anne Sunday, Sharlene Skinner, Eldon Albertson, Max and Laurie Church

#### APPROVAL OF MINUTES

Minutes from Council Meeting, **Tuesday, February 14, 2017**

There were no additions or corrections.

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

**Motion by:** Councilor R. Johnson, seconded by Councilor Chamberlain

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES

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

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

**Motion by:** Councilor Gillson, seconded by Councilor R. Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

Administrator Norton asked to move Old Business item J1 Alyrica Status Report, New Business item K1 Sweet Home Sanitation and New Business item K4 Julie's Tavern up to Delegations. Administrator Norton also added item K5 under New Business, the Linn County Sheriff's Office Contract.

## **DELEGATIONS**

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

For the month of February, 81 hours were spent in the City of Halsey. Thirteen of those hours were in traffic patrol, and seven warnings and two citations were issued. In February, one adult was arrested and 20 incidents were investigated.

There was one error in the report: no DUI was issued, but the person was driving with a suspended license. Deputy Spangler is working with the city to resolve an abandoned vehicle issue. There were no thefts or burglaries in February. April's report may be late due to a transition in software. The Sheriff's Office is still assessing the feasibility of putting a substation in the Halsey Community Center building.

### Alyrica Update

Thomas Sullivan presented a map that showed current progress and the work to be completed over the next few months. The map can be viewed at City Hall. Cable has been run under the railroads. As installation proceeds, there will be opportunities for citizens to have their property connected at no cost during this initial project. If an individual property is not connected during this initial project, an installation fee will be required to connect later. Homeowners will likely need to be present when service is connected, and will need to sign a release. Citizens will be notified in advance on how to coordinate their connection installation with Alyrica.

### Sweet Home Sanitation

Scott Gagner introduced himself as the new site manager for Sweet Home Sanitation. Their core value is safety, and he is proud to announce that they have been accident free for the last year, and have had over 1100 days with no lost time incident.

At the household hazardous waste event last October they collected over 400 gallons of fuel, solvents, oils and paints, and 1,000 fluorescent light bulbs. They are looking forward to seeing more growth each year with this event.

The Halsey spring clean up is coming up the second Saturday of May. Last year about 28 tons of garbage, six tons of metal, 75-100 tires, 25 refrigerators and a 10 yard container of televisions were collected.

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

Martha Chamberlain thanked the council for appointing Hilary to the administrator position.

Eldon Albertson reported on the school bond issue. The Central Linn School Board met Monday, March 13th, and decided to run a bond in November for new school buildings at both the elementary and high school sites. The proposal includes dome style buildings at both locations that meet seismic requirements. The board is considering forming a committee that includes citizens from each community.

## **REPORTS TO COUNCIL**

### City Administrator Report – Hilary Norton

The speed zone study application has been submitted to ODOT.

The staff health insurance Plan V is ending in December 2017. Employees have chosen a new plan from the options available. With the staff contribution, this will save the city about \$22,000 per year.

A new Assistant City Recorder has been hired. Kimberly Jackson decided the position was not a good fit for her. The hiring committee decided to offer the position to another of the top applicants, Larissa Gangle. Larissa lives in Halsey.

Our current system backup was a partition on our own server. This is not ideal for emergency situations. The system is now backed up on servers at the Oregon Cascades West Council of Governments.

It is not allowed to have “agents of the city” serve on the Budget Committee. Appointed Planning Commissioners are agents of the city. We currently have one member that serves on both the commission and the committee. Eldon Albertson has decided to resign from the Budget Committee so he can continue to serve on the Planning Commission. Anne Sunday has applied to serve on both the Planning Commission and the Budget Committee. The council can only appoint her to one of those positions.

### Public Works – Randy McMillen

Heavy rainfall in February overflowed the sewer system. Many trips with the vector truck and a subsidence in the rain let public works staff get the situation under control by that evening. Many culverts in town contained debris, and public works has been working to clear those. Backflow testing is nearly complete for this year. Mayor Cline inquired about the progress of sewer tape review, and Randy said that Andy is working on that project.

### Library – TJ Gillson

The local author book signing at the library was a success, with 31 attendees over a two hour period. The Times attended and photographed the event.

Plans have been made for a Beverly Cleary Birthday Party on April 12<sup>th</sup>.

Flyers for the 5K on April 29<sup>th</sup> are out and many registrations have come in. The Lion's Club donated \$100 towards the event and Jerry's Home Improvement donated a gift card to help cover the cost of supplies.

The summer reading program kicks off June 26th, and the theme is "Build a Better World."

The Priscilla Club met at the library on March 2<sup>nd</sup>, and donated \$223.

Ed Gallagher with the Albany Public Library sent an email to TJ with a report on The Oregon Library Passport Program. 35 Halsey patrons have visited the Albany Library, which amounts to about 45,000 dollars in material value for Halsey's library, and doubles the value. Ed noted that we have advertised the program well, and TJ is pleased that other librarians are talking about and starting to utilize this program.

## **OTHER REPORTS**

### Municipal Budgeting Workshop & Government Ethics Training

Councilor Jennifer Johnson attended the Municipal Budgeting Workshop and stated that she benefited from the workshop and learned a great deal; particularly in regards to preparing for budget time. Discussing budget topics and issues sooner will help the budget process.

The Ethics Training was also available as a Webinar. City Administrator Norton stated that the quality of the webinar was excellent, and that she was able to ask questions during the training. Discussion followed regarding the possibility of utilizing the webinar training format in the future, due to the cost savings and convenience.

### Regional Meeting/Elected Essential Training

Councilor Gillson mentioned that the staff that hosted the Elected Essential Training was very knowledgeable, genuine and sincere. Navigation and use of the website was covered in detail during the training. Councilor Chamberlain stated that ethics was also covered. He learned that a gathering of council members outside of official meetings constitutes as a public meeting.

Councilor Jennifer Johnson, and Councilor Greg Chamberlain attended the Regional Meeting that was held after the training.

### CIS Annual Conference

CIS is an insurance company that is a pooled resource between cities and counties. The conference focused mostly on prevention and risk management, but also had an emphasis on human resources, recreational immunity and cyber threats.

CIS has models for employee handbooks and safety manuals; as well as legal resources that can be called upon. City Administrator Norton recommends that we update the employee handbook in 2018, and would like to use the CIS models as a guide and customize them to Halsey.

## OLD BUSINESS

### Recreational Immunity Update

City Administrator Norton stated that four bills regarding Recreational Immunity are before the Oregon Legislature. One bill would restore immunity, one would eliminate it, and the other two are a compromise. The compromise bills could expose the city to risk, and potentially lead to costly legal battles-even in cases where the city is not at fault. If immunity falls, public spaces will need to be examined for safety concerns, due to the probability that insurance premiums may rise significantly. Areas such as the playground and the skate park in particular must be evaluated, due to their heightened safety risks. There are options to be considered in the meantime that could lower risk, such as posted signage in the park stating the park hours and rules. More research will be done on the topic, and an ordinance may be presented to the council at a later date.

A risk assessment was completed within the last year, and the requests within that report addressed. Public works employees are continuing to check the park on a daily basis, and are keeping a log of any maintenance concerns. Discussion followed regarding the timeline of the issue, and City Administrator Norton noted that we should hear something by July of this year in regards to the decision of the Oregon Legislature.

## NEW BUSINESS

### Julie's Halsey Tavern

No representatives for the business were present at the meeting. The OLCC Application was reviewed by members of council and discussed. Concern was expressed amongst council members regarding the application. The council can recommend that OLCC either approve or deny the application, but OLCC has the final decision.

**Move to:** Recommend the denial of the liquor license application for Julie's Halsey Tavern

**Motion by:** Councilor Jerry Gillson, seconded by Councilor Greg Chamberlain

**Ayes:** Councilor Jerry Gillson, Councilor Jennifer Johnson, Council President Lee Skinner, Councilor Greg Chamberlain

**Nays:** None

**Abstentions:** Councilor Rella Johnson

**Motion Carries**

Linn County Sheriff's Office Contract

Several meetings have been held with local cities to address concerns and resolve discrepancies between contracts with the Linn County Sheriff's Office. Some cities, including Halsey, were paying more per hour for services than others. As of the last meeting, a standard rate has been agreed upon for all contracts. The new rate will result in a cost savings of \$6,490 for Halsey in the next fiscal year. The city can choose to take the savings, or elect to increase the number of contracted hours; which would work out to approximately eight additional hours of coverage per month. Mayor Cline cautions that if we increase the hours at this time, it may be difficult to decrease contracted hours in the future, due to the sheriff's office personnel requirements for coverage. It was also noted that contract lengths will now be three years, rather than one year. At this time it is not known what the percentage increase in cost will be for the 2018-2019 fiscal year.

**Move to:** keep the cost savings generated by updating the Linn County Sheriff's contract in 2017-2018.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Appoint Planning Commission Member

Only one applicant for the position was present, Anne Sunday. No questions from the council.

**Move to:** appoint Ken Lorensen to the City of Halsey Planning Commission

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Appoint Budget Committee Member

**Move to:** appoint Anne Sunday to the City of Halsey Budget Committee

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**RESOLUTIONS AND ORDINANCES**

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

ORD 2017-421 – An Ordinance Defining Nuisances; Providing for their Abatement; Providing penalties; and Amending Ordinance 2008-382 Section 23 (First Reading).

City Administrator Norton noted that last year after citations were issued for parked vehicles, Judge Lemhouse recommended revisions to the traffic ordinance. Those revisions altered the section of the ordinance regarding personal property in the right of way, which now states that it is only prohibited if traffic or vision is obstructed. This is a concern because items stored in the right of way present a problem if there were to be a water leak beneath the location where the item is being stored. Public works does not have the equipment to move some types of items in order to repair a leak. If items are moved by public works staff, they would then be handling personal property, which also generates a liability for the city. The city needs to have unobstructed access to the right of way at all times to be able to do maintenance.

Mayor Cline suggests that the nuisance ordinance be completely revised in 2017-2018.

#### **ADJOURNMENT**

Meeting adjourned at 8:40

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**Mayor Marjean Cline**

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**Assistant City Recorder Larissa Gangle**