

REGULAR CITY COUNCIL MEETING

May 9, 2017- 7:00 pm at City Hall, 100 W Halsey St., Halsey, OR

Meeting called to order at 7:03 pm

ROLL CALL

Present: Mayor Marjean Cline, City Council President Lee Skinner, Councilor Greg Chamberlain, Councilor Jennifer Johnson (arrived at 7:07), Councilor Rella Johnson, Councilor Jerry Gillson

Absent: Councilor Eric Harless

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

Guests: Norma Hoover, Jordan Parrish

APPROVAL OF MINUTES

Minutes from Council Meeting, **April 11, 2017**

There were no additions or corrections.

Move to: approve the minutes from the Regular City Council Meeting on Tuesday April 11, 2017

Motion by: Councilor Rella Johnson, seconded by Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES

Financial reports and journal entries were presented for April. A question was asked about a line item on the check register for "tools." City Administrator Norton explained the expense.

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

There were no agenda adjustments.

DELEGATIONS

Linn County Sheriff's Office: Lieutenant Duncan

For the month of April there were four citations, one warning, and one arrest in Halsey. Contract hours were met for April, 2.5 of which were spent in traffic. There were 29 complaints investigated, including a report of unauthorized use of a vehicle and a fraud report. An abandoned vehicle was towed away on April 28th.

Deputy Spangler is retiring in May. The Sheriff's Office is working to find a replacement deputy for Halsey. Fill in coverage will take place until a more permanent assignment is decided upon.

The monthly report from the Sheriff's Office has a new format. They are still fine tuning the report, and changes should be expected over the next few months.

CITIZEN COMMENTS (Non-Agenda Items)

There were no citizen comments

REPORTS TO COUNCIL

City Administrator Report – Hilary Norton

May is Mental Health Awareness Month. Dick Knowles brought some mental health literature in to City Hall. The packet included various awareness flyers, as well as schedules for upcoming events.

Spring Clean Up is on Saturday, May 13, 2017. Pick up will begin on Friday the 12th.

"No Solicitation" signs are now available at City Hall.

The crosswalks that existed at the four-way stop at Hwy 99 and Hwy 228 were not permitted by ODOT. An application has been submitted to ODOT for official crosswalks. If the application is approved, the City will be responsible for installation and maintenance costs. The cost will be minimal, and will provide safety in this high traffic area.

Darren Lane with Linn County Roads was contacted about the lack of "End of School Zone" signs on American Drive. Mr. Lane stated that the 55 mph speed limit sign visible when traveling west on American Drive signals the end of the school zone. He also stated that when traveling East on American Drive towards Halsey, the 4-way stop at Highway 228 and Highway 99 signals the school zone end.

Union Pacific is aware of the repair work that needs to be done at the Hwy 228 railroad crossing. They are working on getting a contractor out to do the repairs.

Public Works – Andy Ridinger

Wastewater effluent discharge is complete for the season.

C-More pipe recently performed I&I work. They cleaned, TV'd and repaired pipes in a section of town, starting at the park. Five pipe patches were completed, eight areas were identified for future grouting, and 16 sewer laterals were documented for future repair. Andy inspected each of the 16 sewer laterals to determine if a clean out is present, which is needed to launch a camera for an inspection. C-More pipe will be back soon to TV the 16 laterals. Pipe 6b near the park is in very bad condition-Andy will research the steps that need to be taken in order to get it repaired.

Children from Central Linn Elementary pulled weeds, planted flowers, and spread mulch at City Hall as part of their Community Clean Up Day in April.

Library –TJ Gillson

Foot traffic has recently increased at the library. In April, 151 books were checked out.

The 2nd Annual 5K Library Fundraiser on April 29th was a success. Gross sales were over \$1,000 dollars. Librarian Gillson would like to thank the Linn County Sheriff Office and Halsey-Shedd Fire Department for their support at the event.

There are plans to feature the upcoming Summer Reading Program at the Brownsville Pioneer Picnic. There was discussion about having a float in the parade. Librarian Gillson feels that this would be a good outreach opportunity to promote the Library.

Culpepper & Merriweather Circus is sending a clown to the Library on May 10th from 2:30-3:30 to visit with children and promote the upcoming circus.

COMMITTEE REPORTS

Veterans Memorial Park Update-Larissa Gangle

The grant funds for the project must be spent by spring of 2018, and the project is expected to be completed by fall 2017. The name list is nearly complete and includes 400 names. Basic design decisions regarding the monument have been made in recent meetings, and a final design should be decided upon in the May 18th meeting. Once design is finalized, the stone will be ordered.

A question was asked about the name list. This monument is for post WWII Veterans only. While gathering names, many WWII Veterans were submitted. All WWII names are saved in the event that we are able to write another grant for an additional project.

A question was asked regarding the layout of the park. The six foot center circle of concrete will include the monument, a flag pole, and lighting.

A question was asked as to whether there will be space on the monument for names to be added in the future. The goal is to leave space for future names, but it is not known yet if there will be space on the stone. The monument company is currently working on the layout and sizing of the names on the stone. If there is not space for additional names, another small stone can potentially be installed at a later date.

A question was asked about when concrete work will be started. Prep work is planned in May and June, and concrete installation is planned for July.

OLD BUSINESS

Linn County Sheriff Contract

City Administrator Norton and Mayor Cline participated in a collective bargaining process with several other small cities and the Linn County Sheriff Department. The new contract for 2017-2018 is \$65 per hour, rather than the previous rate of \$72 per hour. Going forward, contracts will be three years long, rather than the previous length of one year. This allows for the Sheriff's Office to propose rate increases based on actual cost, rather than estimated cost.

Move to: recommend that the Governing Body of the City of Halsey approve the Linn County Sheriff's Office Intergovernmental Agreement at an annual contracted amount of \$56,160 for the 2017-18 fiscal year and \$58,170 for the 2018-19 fiscal year.

Motion by: Councilor J. Johnson, seconded by Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

NEW BUSINESS

Energy Trust SmartWatt Program

City Administrator Norton stated that Energy Trust of Oregon recently approached the City with a proposal for conversion to LED Lighting in city facilities. Both City Hall and the Library building are eligible for the program. City Hall is an \$8,141 project, and would cost \$2,430 through the program-with an estimated cost savings of \$809 per year. The Library is a \$611 project, and would cost \$337.97 through the program-with an estimated annual cost savings of \$24 per year. A question was asked about whether or not this will apply to both interior and exterior fixtures. The answer is yes, the quotes include both types. The City will also install LED compatible fixtures in the Veterans Memorial Park, and LED replacement bulbs have been discussed for the city park.

Move to: recommend that the Governing Body of the City of Halsey approve the Small Business Energy Savings Installation Contracts from the Energy Trust of Oregon for the city hall building and the library building.

Motion by: Councilor J. Johnson, seconded by Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

City Administrator Evaluation

The Council will be conducting an evaluation of the City Administrator/Recorder in July, after the first six months of employment in her position.

In prior years, individual Councilors completed an evaluation form and submitted it to the Mayor. The Mayor then compiled the information and delivered the information to the City Administrator. After

receiving feedback regarding the evaluation process, Mayor Cline researched alternative forms and procedures. During her research, she found that in many cities the entire Council meets with the City Administrator in an Executive Session to perform the review. Council needs to decide if they would like to revise the questions that are part of the review, and/or change the meeting process to include the presence of the entire Council when the information is presented to the City Administrator. A decision was not made. Mayor Cline asked that the Councilors send her their ideas and feedback on the issue in the next two weeks.

ORDINANCES & RESOLUTIONS

Mayor Cline requested to read by title only. Permission was granted.

ORD 2017-422 – An Ordinance of the City of Halsey Establishing Rules and Regulations to be Observed and Enforced in the Public Parks of the City of Halsey, Oregon; Prohibiting Certain Acts and Providing Penalties (Second Reading and Adoption).

There were no questions or comments.

Move to: recommend that the Governing Body of the City of Halsey adopt ORDINANCE 2017-422-An ordinance of the City of Halsey Establishing Rules and Regulations to be Observed and Enforced in the Public Park of the City of Halsey, Oregon; Prohibiting Certain Acts and Providing Penalties.

Motion by: Councilor J. Johnson, seconded by Councilor President Skinner

Vote:

Ayes: Unanimous

Motion Carries

PROCLAMATIONS

Older Americans Month

The Mayor's proclamation of May 2017 as Older Americans Month was read aloud. A copy of the proclamation is attached to this document.

ADJOURNMENT

Meeting adjourned at 8:05 pm.

Mayor Marjean Cline

Assistant City Recorder Larissa Gangle



CITY OF HALSEY

PROCLAMATION

WHEREAS, The City of Halsey includes older Americans who richly contribute to our community; and

WHEREAS, we acknowledge that what it means “to age” has changed for the better; and

WHEREAS, The City of Halsey is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

WHEREAS, The City of Halsey can provide opportunities to enrich the lives of individuals of all ages by:

- Involving older adults in the redefinition of aging in our community;
- Promoting home- and community-based services that support independent living;
- Encouraging older adults to speak up for themselves and others; and
- Providing opportunities for older adults to share their experiences

NOW THEREFORE, I, Marjean Cline, Mayor of the City of Halsey, do hereby proclaim **May, 2017** as Older Americans Month. I urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

Dated this 9th Day of May, 2017

Marjean Cline, Mayor of Halsey



ORDINANCE 2017-422

AN ORDINANCE OF THE CITY OF HALSEY ESTABLISHING RULES AND REGULATIONS TO BE OBSERVED AND ENFORCED IN THE PUBLIC PARKS OF THE CITY OF HALSEY, OREGON; PROHIBITING CERTAIN ACTS AND PROVIDING PENALTIES

Whereas, the Halsey Municipal Code does not have a section dedicated to the city parks; and

Whereas, the parks are used extensively by the public;

Whereas, the city council wants to ensure that the use of the park is safe and enjoyable for the public;

NOW THEREFORE, BASED ON THE FOREGOING, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Section 1. DEFINITIONS

As used in this chapter, the following definitions apply:

Camp: To set up or to remain in or at a campsite.

Campsite: Any place where any bedding, sleeping bag, or other material used for bedding purposes, or any stove or fire is placed, established, or maintained for the purpose of maintaining a temporary place to stay, whether or not such a place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.

Park: Real property owned, managed, or leased by the City of Halsey for recreational purposes, other than dedicated rights-of-way.

Smoking: Any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, electronic cigarette, weed, plant or other tobacco or tobacco-like product or substance in any manner or any form.

Section 2. GENERAL RULES

For the conduct of persons using or frequenting the city parks of Halsey, Oregon, the following rules and regulations shall be observed and enforced within said city parks and are hereby established:

A. HOURS: No person shall use or frequent the park between the hours of dusk and dawn.

B. FIRES: No person shall build a fire except in fireplaces or grilles as provided.

C. PETS: No animals are permitted in city parks unless they are on a leash, and shall be kept under supervision at all times. Pets or animals are not allowed to run at large or to commit any nuisance. All animal fecal matter shall be picked up by the owner or handler, placed in an appropriate container and placed in trash receptacles or removed from the park.

D. ALCOHOL: The consumption of alcohol by individuals within the park is prohibited.

E. TOBACCO: No person shall smoke or carry any lighted smoking instrument in any city park.

F. WEAPONS: No person shall discharge firearms, fireworks, air guns, bow and arrows, slingshots or other types of weapons within the city parks.

G. SELLING OF MERCHANDISE: No peddling, soliciting or commercial enterprise is permitted in a city park except by prior approval of the Halsey City Council.

H. CAMPING: No overnight camping is allowed in city parks except with prior approval of the Halsey City Council.

I. WASTE MATERIALS: No person shall scatter, discard or dispose of any garbage, bottles, broken glass, tin cans or paper, litter or waste materials of any kind excepting in receptacles provided. It shall be unlawful for any person to bring household garbage, rubbish, trash or yard debris to the city park and deposit the same in the park receptacles or on public property.

J. PUBLIC NUISANCE: No person shall use abusive, threatening, boisterous, vile, obscene or indecent language or gestures in the park, nor shall any person cause, attempt to cause, or bring about any public nuisance. Drunken and/or disorderly conduct shall be deemed a public nuisance and shall be caused for expulsion from the park.

K. DAMAGE: No person shall damage, deface or remove any table, bench, building, sign, monument, fountain, faucet, plant, tree, or other part of the municipal park grounds or facilities.

L. HAZARDS: All park users should immediately notify the City of Halsey or the Linn County Sheriff's Office of hazardous conditions in a city park or conditions which are alleged to be in violation of these rules and regulations.

Section 3. ENFORCEMENT

The following individuals shall enforce this Ordinance: The City Administrator or his/her designee or Linn County Sheriff's Office Personnel will have the primary responsibility for the enforcement of the rules and regulations contained in this Ordinance. Nothing in this Ordinance shall prevent the City Administrator, or his/her designee or Linn County Sheriff's Office Personnel from obtaining voluntary compliance by way of warning, notice or education.

Section 4. PENALTIES

A. Any person violating any of the provisions of this ordinance and upon conviction thereof shall be fined an amount not to exceed \$500, plus the cost of repairs, if necessary.

B. Each occurrence of a violation, or, in that case of continuous violations, each day a violation occurs or continues, constitutes a new separation offense and may be punished separately.

Section 5. TRESPASS

The Linn County Sheriff’s Office is authorized to enforce this ordinance through the service contract between the Linn County Sheriff’s Office and the City of Halsey, and are authorized to trespass repeat offenders.

Section 6. SEVERABILITY

The sections and subsections of this Ordinance are hereby declared severable. The invalidity of any one section or subsection shall not affect the validity of the remaining sections or subsections.

READ by the Council this 11th day of April, 2017.

ADOPTED this 9th day of May, 2017

EFFECTIVE this 9th day of June, 2017

APPROVED:

Marjean Cline, Mayor

ATTEST:

Hilary Norton, City Administrator