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REGULAR CITY COUNCIL MEETING

June 13, 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, City Council President Lee Skinner, Councilor Greg Chamberlain, Councilor Jennifer Johnson (arrived at 7:07), Councilor Rella Johnson, Councilor Jerry Gillson, Councilor Eric Harless

Absent:

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

Guests: Norma Hoover, Jordan Parrish, Anne Sunday, Joan Mercier, Sergeant Andy Franklin, Thomas Sullivan, Kevin Sullivan, Deputy Beckie McBride, Mike McBride, Carl Shaum

APPROVAL OF MINUTES

Minutes from Council Meeting, **Tuesday May 9, 2017**

There were no additions or corrections.

Move to: approve the minutes from the Regular City Council Meeting on Tuesday May 9, 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 May. A question was asked about the service period for the Sheriff Contract on line 36. The amount is for one quarter of the year.

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

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

Vote:

Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

There were no agenda adjustments.

DELEGATIONS

Linn County Sheriff's Office: Sergeant Andy Franklin

For the month of May there were five traffic citations, six traffic warnings, one arrest, and 28 incidents investigated. There were 82 total hours spent in Halsey, seven of which were spent in traffic patrol. Sergeant Franklin discussed the details of some incidents on the May report.

Deputy Beckie McBride was introduced in the meeting. She has spent over eight years working in a corrections facility and has recently taken a Deputy position. Deputy Spangler is retiring and Deputy McBride is filling his spot.

A question was asked about excessive amounts of debris that was put out for the Spring Clean Up Day that took place on May 13, 2017. The event is for residents in Halsey City Limits only, and there is concern that items were brought in from out of town to be disposed of. Sergeant Franklin stated that the City should notify the Sheriff's Office before the event so that they are able to watch for signs of dumping during their patrols.

More information was requested about vehicle break-ins that have taken place in early June. Since these are not on the May report that was presented, Sergeant Franklin does not have details regarding the incidents.

CITIZEN COMMENTS (Non-Agenda Items)

There were no citizen comments

REPORTS TO COUNCIL

City Administrator Report – Hilary Norton

The IGA (Intergovernmental Agreement) for the STIP (Statewide Transportation Improvement Program) Grant/Highway 99 Project has been received. It has been reviewed and sent back to ODOT for corrections.

Crosswalks at the intersection of Highway 228 and Highway 99 East have been approved by ODOT. They will begin working on an IGA for installation and maintenance.

City Staff drove around town after Spring Clean Up Day to look for nuisance ordinance violations. Letters were sent to properties with tall grass and weeds. Follow up letters were sent to residents who previously received junk and debris nuisance letters in April, and were still in violation of the ordinance in May.

There were some issues with the Spring Clean Up Day. Items were not picked up consistently. The Public Works Team followed up on missed items that were reported. Administrator Norton will contact Sweet Home Sanitation to see if steps can be taken to improve the next event.

The SmartWatt LED conversion was completed at City Hall and the Library on May 23rd.

Council was asked if there were any objections to posting council meeting packets on the website, which would help provide transparency for citizens. There were none.

A new Budget Page was added to the Halsey Website in April. Budget documents, audits, and information can be found there.

Administrator Norton had a meeting on May 24th with Seth Sherry from Oregon Cascades West Council of Governments and Melissa Murphy from Business Oregon. The purpose of this meeting was to discuss resources for potential economic development in Halsey.

Public Works – Andy Ridinger

The water distribution system was flushed in May. The water contained very little debris and appeared to be clean.

I&I (Inflow & Infiltration) work has been completed for the year.

Devco Engineering performed a leak test at the Lagoon. This is a required test for cities with lagoons and there are no suspected problems. Public Works is waiting for the test results.

The maple tree has been removed from the Veterans Memorial Park next to the Library. Public Works will be preparing the site for concrete installation that will take place in July.

Library –TJ Gillson

Several donations were made to the Library in the month of May, including a \$1,500 donation from Georgia Pacific.

Threshold counts have increased recently, with an average daily count of ten.

The Summer Reading Program is kicking off with Jugglemania on June 26th. There will be an “Ag-Day” on July 8th to teach children about where food comes from. Roome Telecommunications has given permission for a mural that coincides with this year’s theme of “Build a Better World” to be painted on the building next to the Library. Children will have a chance to add their handprints to the mural on July 22nd.

COMMITTEE REPORTS

COG Board Meeting-Mayor Cline

Mayor Cline attended a meeting for COG (Oregon Cascades West Council of Governments) on May 18, 2017. The main focus of the meeting was to approve their budget. There is an upcoming COG Awards Dinner in the fall to recognize volunteers.

CWACT Meeting-Greg Chamberlain

Councilor Chamberlain attended the Cascades West Area Commission on Transportation Meeting on May 25th. Topics discussed at the meeting were: additional ramps on I-5 near Albany to cut over to Corvallis, a proposed gas tax increase to fund projects, and ADA (Americans with Disabilities Act) requirements.

OLD BUSINESS

City Administrator Evaluation

The six month evaluation of the City Administrator is due in July. Council decided to deliver the review as a group in an executive session, rather than have the Mayor deliver the review directly to the Administrator as prior years. A new format of the Administrator evaluation form was presented to Council in the May meeting. Council was asked to decide if they would like to use the new form for the upcoming evaluation, or stay with the form that was used previously.

Move to: recommend that the City of Halsey adopt the new City Administrator Evaluation Form

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

Vote:

Ayes: Unanimous

Motion Carries

Alyrica Update

Kevin and Thomas Sullivan provided an update on Alyrica's project in Halsey. They are ready to begin hooking up customers to service in certain areas of town. A postcard from Alyrica will be sent out to notify customers of how to get service connected to their home. They have split the town into sections. A map of those sections is available for viewing at City Hall, as well as brochures with pricing for all services. Kevin asked that anyone with questions or concerns please email him at kevin.sullivan@alyrica.net.

Proposed Water /Sewer Rate Increases for FY 2017-2018

Administrator Norton stated that the City is proposing a one dollar increase for each service. If approved by Council, the rate increase would be effective July 1, 2017. The revenue from the proposed increase would be deposited into the reserve funds. If the City were to need to apply for funds from an outside agency for repairs to the system, reserve funds would be a requirement. If reserve funds are not slowly built up with gradual increases, Halsey residents could face a large increase at one time in order to meet requirements for funding. By law the water and sewer funds must be self-sustaining. Funds cannot be taken from the general fund to support the system.

A question was asked regarding annual water/sewer rate increases and whether or not the option of an increase will still be brought to council each year once there are adequate funds in reserves. Each year the Council has the option to increase rates. A public hearing is also done each year so citizens can provide their input.

Mayor Cline opened the meeting for public comment at 8:34 pm.

An audience member stated that she is thankful that the proposed increase is small this year, but is concerned about rising costs from multiple sources for Halsey residents.

The previous year's budget shows an increase in late fees collected. A question was asked about the amount of the fees, and whether it is due to an increase in the fee rates, or if more fees are being paid by residents. The payment schedule was last updated three years ago and was amended to include a longer period of time for residents to pay, but with slightly higher fees for late payments. Despite the extended payment schedule, some customers are still paying late.

A comment was made regarding sewer rates, and how Halsey's rates are not pro-rated for summer watering when the water is not going into the sewer system. The water and sewer system has a base cost to operate, no matter the season. The base rates collected from residents covers that cost. Restructuring the fee schedule would be possible, but the base rate might have to increase.

A comment was made in regards to some residents being forced to use less water due to rate increases. The proposed rate increase only applies to the base rate, and is a fixed amount of one dollar per month per service, for a total of two dollars per month. The pricing tiers for water used in excess of the 3,000 gallons included in the base rate will remain the same.

A comment was made in of support small increases over time, rather than facing a large increase at once in the event of an emergency.

Mayor Cline closed the public hearing at 8:47 pm.

Move to: recommend that the monthly water and sewer increases of one dollar per service be approved.

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

Vote:

Ayes: City Council President Skinner, Councilor Chamberlain, Councilor R. Johnson, Councilor Gillson, Councilor Harless

Nays: Councilor J. Johnson

Motion Carries

2017-2018 Wage Scale

Council is being asked to approve the 2017-2018 Wage Scale, which includes a two percent increase for FY 2017-2018. Both Councilor Gillson and Councilor Chamberlain recused themselves, as they both have spouses on City Staff.

Move to: recommend that the Governing Body of the City of Halsey approve the 2017-2018 Wage Scale as submitted.

Motion by: Councilor Harless, seconded by Council President Skinner

A question was asked about PERS, and if wage increases affect the program-they do not.

Vote:

Ayes: Council President Lee Skinner, Councilor R. Johnson, Councilor Harless, Councilor J. Johnson

Abstentions: Councilor Chamberlain, Councilor Gillson

ORDINANCES & RESOLUTIONS

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

RES 2017-632 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, and Repealing Resolution 2016-622

This resolution adopts the City of Halsey Fee schedule for the 2017-2018 fiscal year.

Administrator Norton stated that this will change the fee tiers for land use applications based on complexity. This is in an effort to reduce obstacles to growth in Halsey.

Move to: recommend that the Governing Body of the City of Halsey adopt Resolution 2017-632, A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, and Repealing Resolution 2016-622.

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

Vote:

Ayes: Unanimous

Motion Carries

RES 2017-633 – A Resolution Certifying the Eligibility of the City of Halsey for State Shared Revenues

There were no questions or comments

Move to: recommend that the Governing Body of the City of Halsey adopt Resolution 2017-633, A Resolution Certifying the Eligibility of the city of Halsey for State Shared Revenues.

Motion by: Council President Skinner, seconded by Councilor R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

RES 2017-634 – A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues

There were no questions or comments

Move to: recommend that the Governing Body of the City of Halsey adopt Resolution 2017-634; A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues.

Motion by: Council President Skinner, seconded by R. Johnson

Vote:

Ayes: Unanimous

Motion Carries

RES 2017-635– A Resolution Adopting the Budget for the 2017-2018 Fiscal year and Imposing the Tax Rate of 5.6014 per \$1000 and \$49,950 for Bonded Debt

Move to: recommend that the Governing Body of the City of Halsey adopt Resolution 2017-635; A Resolution Adopting the Budget for the 2017-2018 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1000 and \$49,950 for Bonded Debt.

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

Vote:

Ayes: Council President Skinner, Councilor R. Johnson, Councilor Harless, Councilor J. Johnson

Nays:

Abstentions: Councilor Gillson, Councilor Chamberlain

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:57 pm

Mayor Marjean Cline

Assistant City Recorder Larissa Gangle