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## **REGULAR CITY COUNCIL MEETING**

August 8, 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, Councilor Jerry Gillson, Councilor Eric Harless

**Absent:** Councilor Rella Johnson

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

**Guests:** Jordan Parrish, Norma Hoover, Joan Mercier, Anne Sunday, Sergeant Greg Klein, Chuck Knoll

### **APPROVAL OF MINUTES**

Minutes from the June 13, 2017 Council Meeting and the June 13, 2017 Budget and State Shared Revenue Hearing,

There were no additions or corrections.

**Move to:** approve the minutes from the June 13, 2017 Council Meeting and the June 13, 2017 Budget and State Shared Revenue Hearing,

**Motion by:** Councilor Harless, 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 both June and July, as the July meeting was cancelled due to lack of quorum.

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

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

**Vote:**  
**Ayes:** Unanimous  
**Motion Carries**

### **AGENDA ADJUSTMENTS**

Administrator Norton was granted permission to move item J.1. to Delegations.

### **DELEGATIONS**

#### Chuck Knoll-Highway 99 STIP Grant Update and IGA (Intergovernmental Agreement) Update

Linn County Engineer Chuck Knoll reviewed the Draft Working Document for OR 99E, which is an overview of all steps of the project. There is a required ten percent match for the STIP Grant funding the project, which Linn County will cover. A map of two architectural proposals for the site was presented.

Mr. Knoll and Administrator Norton have been working with ODOT on the IGA (Intergovernmental Agreement) between Halsey, Linn County and ODOT - which was completed on July 24, 2017.

#### Linn County Sheriff's Office: Sergeant Greg Klein

Sergeant Klein reviewed the monthly reports for June and July.

For the month of June there was one traffic citation, eleven traffic warnings, and 43 incidents investigated. There were 103 total hours spent in Halsey, 26 of which were spent in traffic patrol.

For the month of July there was one traffic citation, two traffic warnings, one crash, one arrest, and 34 incidents investigated. There were 85 total hours spent in Halsey, 12 of which were spent in traffic patrol.

A question was asked about the upcoming total solar eclipse on August 21, 2017, and how the sheriff department is preparing for the influx of people to the area for the event. They are partnering with other departments to provide extra coverage for the eclipse, as well as the Willamette Country Music Festival. Members of the Linn County Sheriff's Office have also been attending Oregon Emergency Management meetings, and feel that they are well prepared in the event of an emergency resulting from the event.

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

Joan Mercier expressed concern over the high amount of truck traffic through Halsey. Her concern is that the high usage by heavy vehicles will quickly erode the new road surface once the Highway 99 project is complete. Mayor Cline assured her that the heavy traffic is being taken into consideration in the design.

Mrs. Mercier also commented on the trailers owned by Diamond K. Sales that are parked in town. She is concerned that they are in the right of ways.

### **REPORTS TO COUNCIL**

#### City Administrator Report – Hilary Norton

The H Street railroad crossing resurfacing project has been completed. The paving project on 5<sup>th</sup>, L, and M Streets is tentatively scheduled for the end of August. Residents will be notified once the contractor

provides the city with a specific project start date. Residents in the area will not have access to their homes during the project.

The Central Linn Lions Club has requested to hang their sign from the Halsey City Hall Sign located at the Highway 228 and Highway 99 intersection. There was a consensus amongst Council to allow this.

There have recently been councilors who either did not vote, or whose votes were not entirely clear during meetings. It has been requested that a roll call style vote be taken during council meetings when a controversial or critical issue is voted upon. Assistant City Recorder Gangle can request clarification from the Mayor anytime a vote is unclear.

Staff have observed unsafe conditions at the decaying property at 315 W J. Street. There is concern that the property has become a dangerous building, as defined in HMC 5.05.120. There is a potential fire risk, due to the power still being connected to the building. Linn County is sending an electrical inspector to analyze the property and advise Pacific Power to disconnect lines if deemed necessary.

Council was asked if they are still interested in the previously discussed idea of a goal setting session hosted by an outside source. There was a consensus amongst council to proceed with scheduling a date for this fall.

There is an Oregon Land Use Planning Class scheduled for September 23, 2017 in Monroe, Oregon. Administrator Norton asked Council if anyone would be interested in attending.

#### Public Works – Randy McMillen

Utility worker Randy McMillen stated that there have been several meter re-reads due to typical summer high water usage.

A question was asked about the lead and copper tests done in July, which came back at normal levels.

#### Library –TJ Gillson

The Summer Reading Program has come to a close. Librarian TJ Gillson stated that the photography display in the library during the event brought in new visitors.

A mural was painted on the Roome Telecommunications building next to the Library during a Summer Reading Program Event.

#### Veterans Memorial Park-Larissa Gangle

Assistant City Recorder Larissa Gangle spoke about the recent progress at the park. The concrete foundation and sidewalks have been installed. The monument is expected to be delivered and installed in early September, followed by landscaping. A dedication ceremony will be held in the fall.

### **OLD BUSINESS**

#### STIP Grant Intergovernmental Agreement

The Cooperative Improvement Agreement for the OR 99 E Project (STIP Grant) was brought to council for review. This is a legal document that must be approved by council in order for the county to start work on the design and engineering of the project.

**Move to:** recommend that the Governing Body of the City of Halsey approve the Cooperative Improvement Agreement Document No. 31134

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### **EXECUTIVE SESSION**

As per ORS 192.660, the City Council entered Executive Session to deliver the City Administrator Evaluation at 8:17 pm. The council exited the executive session at 9:10 pm.

#### **ADJOURNMENT**

Meeting adjourned at 9:10 pm

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**Mayor Marjean Cline**

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**Assistant City Recorder Larissa Gangle**