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## **REGULAR CITY COUNCIL MEETING**

October 10, 2017- 7:00 pm at City Hall, 100 W Halsey St., Halsey, OR

### **Meeting called to order at 7:01 pm**

#### **ROLL CALL**

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

**Absent:** Councilor Jennifer Johnson

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

**Guests:** Lt. Duncan (Linn County Sheriff Office), Parker Leigh, Les Cline, George Frasier, Anne Sunday, Josh Metcalf, Scott Gagner, Norma Hoover, Jorden Parrish

#### **CONSENT AGENDA**

The use of a consent agenda was suggested in the August Council meeting. The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

1. Council Minutes-September 12, 2017
2. Financial Reports & Journal Entries-September 2017
3. Citizen Comments Time Limits

**Move to:** recommend that the Governing Body of Halsey approve the business items in the consent agenda as submitted.

**Motion by:** Councilor Eric Harless, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### **AGENDA ADJUSTMENTS**

Administrator Norton requested to move item K.1. to delegations. Permission was granted.

## DELEGATIONS

Mayor Cline asked to read by title only, permission was granted.

ORD 2017-423 – An Ordinance Relating to Solid Waste Management in the City of Halsey, Oregon, Amending Ordinance No. 98-343 to Provide for Annual CPI Adjustments to the Rates Franchisee May Charge Pursuant Thereto; and Repealing Those Portions of Ordinance No. 98-343 Which Conflict With This Ordinance.

This is the second reading. If adopted, this ordinance will amend the City's franchise agreement with Sweet Home Sanitation to allow them to automatically adjust their rates on an annual basis based on the Annual CPI (Consumer Price Index).

-A question was asked about which CPI is used to determine rates. Josh Metcalf of Sweet Home Sanitation stated that the Portland-Salem CPI is used.

**Move to:** recommend that the Governing Body of Halsey adopt Ordinance 2017-423-An Ordinance Relating to Solid Waste Management in the City of Halsey, Oregon, Amending Ordinance No. 98-343 to Provide for Annual CPI Adjustments to the Rates Franchisee May Charge Pursuant Thereto; and Repealing Those Portions of Ordinance No. 98-343 Which Conflict With This Ordinance

**Motion by:** Councilor Eric Harless, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

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

In the month of September 88.75 hours were spent in Halsey, ten of which were spent in traffic. There were six warnings and six citations issued, one crash, and a total of forty complaints/incidents were investigated.

Patrol was conducted on O Street in response to complaints of speeding in the area.

-Questions were asked about how to address unauthorized parking on private property. Lieutenant Duncan stated that it is a civil issue and that there is no criminal law against unauthorized parking on private property. The sheriff department can assist if someone actually witnesses a person trespassing on the property and can provide details such as who, date, and time.

-A question was asked about vehicles parked in the right of way. A vehicle can be tagged by the sheriffs office if it's a hazard (blocking a roadway or driveway) and towed immediately.

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

There were no citizen comments

## OLD BUSINESS

### Council Goal Setting Work Session Surveys

Mayor Cline reminded Council to fill out their goal setting surveys and bring them to the session on Saturday, October 28<sup>th</sup>.

### Crosswalks at Highway 99 & Highway 228 Intersection-ODOT IGA

Council was asked to approve an ODOT Intergovernmental Agreement (IGA) for installation of crosswalks at the intersection of Highway 99E and Highway 228. If accepted, the agreement states that the City of Halsey will be accepting responsibility for maintaining the crossings after they're installed.

**Move to:** recommend that the Governing Body of Halsey approve the Intergovernmental Agreement with Oregon Department of Transportation to install crosswalks at the corner of Highway 99E and Highway 228

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## NEW BUSINESS

### Central Linn Recreation Association- George Frasier (in place of Blaine Cheney)

The Central Linn Recreation Association has a new website that allows participants to register online. The website address is [www.crlasports.org](http://www.crlasports.org).

The City was thanked for the use of the park facilities during spring sports.

Mr. Frasier, who is currently the president of Central Linn Recreation Association, will be retiring from his position. Vice-president Blane Cheney will be filling Mr. Frasier's role.

Mr. Frasier spoke about Central Linn Recreation Association's partnership with United Way.

-A question was asked about the cost for a child to participate in a sport. The average cost is about \$60, but is dependent on the insurance costs for each individual sport. Scholarships are available, and can be requested on the website.

### Central Linn School Bond-George Frasier and Parker Leigh (in place of Stacey Meneses)

The 2017 bond is for a K-12 school consisting of several dome style buildings, located at the site of the current high school. The bond will cover demo, site prep, new buildings, fixtures, furnishings, a new track, and redevelopment of the Halsey property into a bus storage facility. Transitioning to a K-12 school will generate an estimated savings of \$300,000 annually.

The estimated rate of the bond is \$1.72 per \$1,000 of assessed value.

Council was asked to endorse the project. Each councilor expressed their opinion in regards to making an official endorsement.

**Move to:** recommend that the Governing Body of the City of Halsey make no endorsement with regard to the Central Linn School Bond

**Motion by:** Councilor Jerry Gillson, seconded by Councilor Rella Johnson

**Vote:**

**Ayes:** Councilor Rella Johnson, Councilor Jerry Gillson, Councilor Eric Harless

**Abstentions:** Councilor Lee Skinner

**Nays:** Councilor Greg Chamberlain

**Motion Carries**

#### Linn County Road Department Letter regarding O Street Traffic-Administrator Norton

Linn County road department recently informed the City that Georgia Pacific Halsey Mill plans to change their truck route in Halsey to include O Street. Administrator Norton drafted a proposed letter to Georgia Pacific addressing the potential impacts of this change for Council to review. The City is not able to make a decision regarding the matter. There was a consensus to send the letter as drafted.

#### **STAFF REPORTS**

##### Administrator Hilary Norton

CIS has awarded the City of Halsey a Gold Safety Award for zero time loss accidents during the 2016-2017 fiscal year.

Local photographer Richard Gorecki has offered to donate some of his aerial photography images to be put on display at City Hall and the Library. The digital files will be provided by Mr. Gorecki and the City will print and frame them as funds permit.

Permits & Planning activity has increased, with two commercial projects currently in the pre-planning and permit stages.

Councilor Rella Johnson, Councilor Jennifer Johnson, Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, and Eldon Albertson attended the Planning in Oregon Class held in Monroe on Saturday, September 23<sup>rd</sup>.

Administrator Norton will be on vacation October 16<sup>th</sup> through the 20<sup>th</sup>.

##### Public Works-Administrator Norton (in place of Lead Utility Worker Andy Ridinger)

Administrator Norton asked if there were any questions regarding the report provided in the packet. -A question was asked about the rate of discharge in September. There was a reduction in discharge this month due to the weather and less usage.

#### **ORDINANCES & RESOLUTIONS**

RES 2017-636 – A Resolution Updating and adopting the Employee Handbook for the City of Halsey and Repealing Resolution No. 2016-629

Mayor Cline asked to read by title only, permission was granted.

The Employee Handbook format has been updated to provide a clear and consistent organizational structure, as well as bring the document into compliance with current laws. No major content changes have been proposed. A legal review of the completed document was conducted by CIS.

-A question was asked about the elimination of the probation period. Today's laws require employers to follow the same management standards for all employees, no matter their length of service. The probationary period is not useful for the City, and therefore is no longer needed.

**Move to:** recommend that the Governing Body of the City of Halsey approve Resolution 2017-636-A resolution Updating and Adopting the Employee Handbook for the City of Halsey and Repealing Resolution 2016-629

**Motion by:** Councilor Jerry Gillson, seconded by Council President Lee Skinner

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### **ADJOURNMENT**

Meeting adjourned at 8:55 pm

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**Mayor Marjean Cline**

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**Assistant City Recorder Larissa Gangle**