REGULAR CITY COUNCIL MEETING
April 9th, 2019, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

Meeting called to order at 7:00pm

ROLL CALL

Present: Councilor Jerry Gillson, Council President Lee Skinner, Councilor Rella Johnson, Councilor Michelle Isom, Councilor Greg Chamberlain, Councilor Ken Lorensen, Mayor Jerry Lachenbruch

Absent: None

Staff Present: City Administrator Hilary Norton, Librarian Jorden Parrish, Public Works Supervisor Andy Ridinger

Guests: Tia Parrish, TJ Gillson, Martha Chamberlain, Lt. Michelle Duncan, Norma Hoover, Sarah Helgeson, Anne Sunday

CONSENT AGENDA

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 Meeting Minutes – March 12, 2019
2. Financial Reports and Journal Entries – March 2019

Motion: I recommend that the Governing Body of Halsey approve the business items in the consent agenda as submitted.

Motion by: Councilor Gillson, Councilor Johnson Seconded

Vote:
Ayes: Unanimous

Motion Carries
AGENDA ADJUSTMENTS

Agenda Item J.2- Ordinance 2019-430 and item J.4- Resolution 2019-654 moved up to Delegations

DELEGATIONS


This was the first reading of the Ordinance adopting and amending the Halsey Development Code.

Councilor Lorensen acknowledged work by staff, the City Planner and the Planning Commission. City Planner Dave Kinney stated that there may be needed amendments within the next year or two. There were no concerns expressed.

Resolution 2019-654- A Resolution by the Mayor of the City of Halsey Proclaiming April 2019 as Child Abuse Prevention and Awareness Month. Sarah Helgeson from the Linn County Child Abuse Network spoke to Council to thank them for passing the resolution.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2019-654 – A Resolution by the Mayor of the City of Halsey Proclaiming April 2019 as Child Abuse Prevention and Awareness Month
Motion By: Councilor Gillson, Councilor Johnson Seconded

Vote:
Ayes: Unanimous
Motion Carries

Linn County Sheriff’s Office- Lt. Michelle Duncan
In the month of March there was 5 traffic warnings given, and 9 traffic warnings. There were 37 complaints investigated and 10.5 hours dedicated to traffic. The LCSO spent 73 hours in Halsey out of their contracted 72. Lt. Duncan reported a theft of a notebook computer at the school. The LCSO has been doing extra dog patrol.

CITIZEN COMMENTS (Non-Agenda Items)

There were no citizen comments.
REPORTS TO COUNCIL

Employee Reports

City Administrator-Hilary Norton

Council Emails: The City Attorney about how important it is for Councilors to use City email addresses since the emails are public record that could be subpoenaed. Instructions were given to Council on how to use the city email addresses.

RAIN Events in Halsey: Norton let the Council know of two upcoming RAIN events in the Halsey Community Center.

• Co-Starters – Sustaining Entrepreneurial Ecosystems is a training for small community leaders for encouraging ongoing entrepreneurial development. This isn’t open to the public, but it is open to any interested members of the Council. Thursday April 18th, 8 am to noon

• Business Meet and Greet, Wednesday May 8th, 6-8 pm – this event is open to the public.

Conflict of Interest: Jason Norton is no longer working at the Grassland Café, and there is no longer a potential conflict of interest for Administrator Norton for purchasing decisions involving the Café.

Diamond K Update: The agreement between the City and Diamond K Sales expires on April 12th. So far the City has not seen any parts of the agreement fulfilled, and has received three written complaints about them from citizens. On April 12th the City will act as the City Attorney advises to resolve the situation.

City Administrator Vacation: Norton alerted the Council that she would be going on vacation from May 20-24.

Council Meetings/Formality: Two concerns were raised by two different Councilors about the formality on Council meetings. Norton checked in with Council about their thoughts. There was some discussion about improving the flow of the meetings and about maintaining the approachability of the Council.

Public Works- Andy Ridinger

Andy reported that Public Works on work completed in March. They were involved in helping to locate water and sewer lines for a new house on J St. They also helped Civil West map out the town for the master drainage plan. Due to the wet weather they have not been able to begin mowing. There has been no major problems with flooding though he reported pumping 700,000 gallons of waste water over the weekend, and both pumps are working almost 24 hours a day.

Library- Jorden Parrish

Librarian Jorden Parrish reported that in March, the Library received a total of 43 book donations. Preparations for the Book-It! 5K are underway, and so far 17 people were signed up. The new online registration is going well- 10/17 people had registered through raceentry.com. The new operating hours for the Library are going well. The new summer hours start on May 1st. The next event for the library will
be the Mother’s Day event on Saturday, May 11th, where kids will paint clay pots to give to their mothers with a flower in them.

**Committee Reports**

**OCWCOG Board – Councilor Lorensen**

Councilor Lorensen attended the Cascades West Area Commission on Transportation on Thursday, March 21st. The primary topic of the meeting was the budget for the upcoming fiscal year. He also had a conversation with Fred Abousleman after the meeting regarding the council’s concerns about the contribution from Halsey for the Meals on Wheels program this year.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**Utility Rates 2019-2020**

Council was asked to consider if the City of Halsey should impose a utility rate increase in the Fiscal year 2019-2020. The additional income would be placed into a reserve fund to be used for water and sewer projects and emergencies. A 2019 water and sewer comparative survey of other cities was included in the packet. Administrator Norton stated that the Highway 99 Project will require the relocation of water lines. The sewer reserve is sufficient for this project, however the water reserve is not. Norton recommended to Council consider raising the water fee by $2 and the sewer fees by either $1 or $2. After some discussion, Council agreed to raise the water fees by $2 and the sewer fees by $1.

This item was for discussion and recommendation by the Council at this time. There will be public hearings before the budget committee and before the Council before the budget is adopted and before any rate increase would be decided.

**Halsey Municipal Code Update – Public Contracting**

The Public Contracting rules in the Halsey Municipal Code are out of date. The Ordinance on Public Contracting was last updated in 2005 and in some areas is no longer consistent with Oregon State law. Council was asked their preference of which model they want to use to update them. Council came to a consensus to consider an Ordinance which updates the language in the code to allow for annual updated rules via Resolution, which will make it easier for the City to keep up with annual changes in the law.
Tax Distribution Correction – Bond Fund

Administrator Norton informed Council of a formula error in the Tax Distribution worksheet used to calculate how much of each tax payment to distribute to the General Fund and the Bond Fund. Too much money was deposited into the Bond Fund and not enough was deposited into the General Fund.

**Motion:** I move that the Governing Body of the City of Halsey approve a Journal Entry in the amount of $10,418.89 to correct the tax distributions to the General Fund and the Bond Fund.

**Motion by:** Councilor Isom, Councilor Johnson Seconded

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

ORDINANCES & RESOLUTIONS

**Ordinance 2019-429** – An Ordinance Relating to Solid Waste Management in the City of Halsey, Oregon, Including but Not Limited to Granting to Sweet Home Sanitation Service, Inc. the Exclusive Franchise to Collect, Transport, and Convey Solid Waste Over and Upon the Streets of the City, and to Recycle, Reuse, Dispose of, or Recover materials or Energy from Solid Waste; Repealing Ordinance 98-343 and Ordinance 2017-423 and all Amendments Thereto and Portions of Other Ordinances in Conflict with this Ordinance. (Second Reading). The current Ordinances 98-343 and 2017-423 specify the Portland Salem CPI (Consumer Price Index) will be used to calculate price increases each year. That CPI Index no longer exists.

This was the second reading of this Ordinance.

**Motion:** I move that the Governing Body of the City of Halsey adopt Ordinance 2019-429 – An Ordinance Relating to Solid Waste Management in the City of Halsey, Oregon Including but Not Limited to Granting Sweet Home Sanitation Service, Inc. the Exclusive Franchise to Collect, Transport, and Convey Solid Waste Over and Upon the Streets of the City, and to Recycle, Reuse, Dispose of, or Recover materials or Energy from Solid Waste; Repealing ordinance 98-343 and Ordinance 2017-423 and all Amendments Thereto and Portions of Other Ordinances in Conflict with this Ordinance

**Motion by:** Councilor Isom, Councilor Johnson Seconded

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

**Resolution 2019-653** – A Resolution of the City of Halsey Declaring the Adoption of a Supplemental Budget for the Fiscal Year 2018-2019 for the General Fund Pursuant to ORS 294.473 and Making Appropriations.
This resolution allows the City to spend the grant from Business Oregon in the amount of $43,360 before the next fiscal year in July.

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2019-653 – A Resolution of the City of Halsey Declaring the Adoption of a Supplemental Budget for the Fiscal Year 2018-2019 for the General Fund Pursuant to ORS 294.473 and Making Appropriations

**Motion by:** Councilor President Skinner, Councilor Johnson Seconded

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

**ADJORNMENT**
Meeting adjourned at 8:41pm

_________________________  ____________________________
Mayor Jerry Lachenbruch     Librarian Jorden Parrish