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REGULAR CITY COUNCIL MEETING

October 11, 2016, 7:00 pm at City Hall, 100 W Halsey St., Halsey, OR

Meeting called to order at 7:00 pm

ROLL CALL

Present: Mayor Marjean Cline, City Council President Rella Johnson, Councilor Ken Lorensen, Councilor Jerry Gillson, Councilor Jennifer Johnson, Councilor Lee Skinner

Absent: Councilor Eric Harless, Administrator Ronda Fischer

Staff Present: Assistant City Recorder Hilary Norton, Librarian TJ Gillson, Lead Utility Worker Andy Ridinger, Utility Worker Randy McMillen

Guests: Joan Mercier, Deputy Spangler, John McMillen, Don Ware, Eldon Albertson, Reta Stutz, Casey Stutz, Shar Skinner, Diana Vreeland, Ron Vreeland, Ann Sunday, Greg Chamberlain

APPROVAL OF MINUTES

Minutes from Council Meeting, **Tuesday, September 13, 2016**

There were no corrections.

Move to: approve the minutes from the Regular City Council Meeting on Tuesday September 13, 2016

Motion by: Councilor Lorensen, 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 September. There were no questions or comments.

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

Motion by: Councilor Lorensen, seconded by Councilor R Johnson

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

November meeting date added under New Business

DELEGATIONS

Linn County Sheriff's Office: Deputy Spangler

September was a quiet month. There was 1 traffic citation, 15 warnings, no accidents, no adult or juvenile citations, 8.5 hours traffic patrol, and 72 hours in Halsey overall. 17 complaints were investigated. The office had a county wide school zone day. Sgt. Andy Franklin was out at the high school monitoring the speed zone.

Mayor Cline asked if the traffic team can do some patrolling on O Street. There has been a lot of speeding there, especially in the morning and at lunch time when employees are heading to or from work at the warehouses, and there is also a school bus stop there, and kids have to cross O Street to get to the stop in the mornings. The speed limit is 35, even though it's a residential zone. The city is working with the county to try to reduce it to 25 within city limits. Deputy Spangler promised to add it to the traffic team's "hot spots."

CITIZEN COMMENTS (Non-Agenda Items)

There were no citizen comments

REPORTS TO COUNCIL

Assistant City Recorder Hilary Norton

A complaint was received from a property owner on Centennial Court that his fence is sliding into the cities drainage ditch. Administrator Fischer and Public Works Andy Ridinger went out to look. There appears to be some erosion from run-off from the properties. Public works backfilled the side slope of the ditch.

On September 16th, a gentleman came in to City Hall to compliment the bathrooms at the park. He said that he and his wife drive through Halsey often, and they always stop here because the bathrooms are so well maintained. He donated \$20 to the City Park.

Muffled engine brakes (Jake brakes) are legal and cannot be prohibited as they are a safety device. Un-muffled engine braking can be prohibited. There is a process for applying for this. Jamie Schmidt from ODOT indicated it would be difficult for the city to get approval because the trucks are approaching a stop light and intersection there.

Stop signs have been purchased for the intersection at M & 5th.

Trees have been trimmed back on 5th to the extent possible with the equipment we have. Some of the tree is in the power lines. Pacific Power has been alerted to the need to trim the tree further.

Community Thanksgiving Dinner is coming! If you are interested in donating food or money, please contact Councilor Rella Johnson.

The Council Staff Appreciation Dinner will be at Pioneer Villa on Saturday December 3rd.

Public Works – Randy McMillen

Public works trimmed the tree back on 5th to the extent they were able. They don't have equipment to get higher up, and can't where the tree is in the power lines. Randy spoke with the Pacific Power contractor, and pruning those trees will be added to the punch list for the Pacific Power crew when they come through. Rain is coming, and a lot of maintenance has been done to the ditches including spraying and mowing. The ditches near the train tracks were cleared with the track hoe. Lines have been repainted on the parking lots and the basketball court, except for the intern's mistakes on the court. Those will fade and be repainted. The train has been removed from the shop and taken to the park to be worked on this winter. There was a lot of rot in the wood, and there will have to be some reconstruction.

The stop signs to be installed on 5th street will have galvanized posts – they use sleeves inserted in the ground. The County has equipment that installs these really well, but it is down until at least next week, so Public Works is waiting to install the posts until the equipment is available.

Library – TJ Gillson

The art reception was a great event with a fabulous turn out. She asked everyone to take the time to go by and see the artwork. It will be up until December. Recently, there have been several days where 20-30 people have been in the library, which is fantastic. The Librarian was gone for five days on vacation, and the volunteers did a great job keeping everything going. Shary Rice has loaned some of her husband Clint's fire engine collection to the library for a week. It is a beautiful display, please come see it!

COMMITTEE REPORTS

Intergovernmental Committee – Eldon Albertson

Senior & Disability Services reported that meal site participation is down, and they want to build more programs around meals to get people to come. They may be asking for more money from the cities to try to get more participation. They also discussed elder rights. There are about 50 investigations a month, of which about half are legitimate and require some intervention. They discussed PERS. This is going to be an ongoing problem at least the next 5 years, increasing what public employers pay because there is a huge deficit occurring over the next few years. That may change depending on what the legislature decides.

There is going to be a joint committee on transportation preservation, maintenance and modernization on the 24th, Eldon was invited and needs to RSVP by tomorrow. Eldon may not be permitted to be the Halsey representative to the COG board – it may have to be an elected official or a city employee. The COG Board will be considering revising this rule at their next meeting.

OTHER REPORTS

LOC Conference – Councilor Jennifer Johnson

Class on Legislative process – there is a city lobby day, where city council members can go and listen to and speak with legislators. This year it is in Salem on February 8th. There was a budgeting and finance workshop, with basic information about budgeting, and an important recommendation was to have a strategic planning session before budgeting for council to set goals, which would make the budgeting process make more sense. Councilor Johnson also picked up information on a purchasing group that might save the city some money. She brought information back on the Main Street Program and about Rural Development. University of Oregon has a program “Resource Assistance for Rural Environments” that would be willing to come make a presentation to the Council.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Approve Audit

The auditors gave the city a clean bill of health. They didn’t find anything to improve.

Motion to: approve the Audit for the year ending on June 30, 2016 as presented

Motion by: Councilor Gillson, seconded by Councilor R Johnson

Vote:

Ayes: unanimous

Motion Carries

Sewer Lateral Inspection and Repair Consent and Waiver

Staff is requested that Council approve the Sewer Lateral and Repair Consent and Waiver
Councilor Lorensen pointed out two clerical errors.

Ann Sunday asked about costs to the homeowner. Mayor Cline explained that this is part of the city’s ongoing efforts to reduce the inflow and infiltration (I&I) entering the sewer system, and that the costs will be borne by the city.

There was discussion about using letters or personal contact to initiate the conversation. This document would be the agreement to sign before work could begin.

Motion to: approve the Sewer Lateral Inspection and Repair Consent and Waiver as submitted

Motion by: Councilor Skinner, seconded by Councilor R Johnson

Vote:

Ayes: unanimous

Motion Carries

City Administrator Resignation

Council is asked to accept the resignation from City Administrator Ronda Fischer
Ronda has accepted another position, which will allow her more time with her grandchildren.

Motion to: accept the letter of resignation submitted by Ronda Fischer, City Administrator effective October 14, 2016 with regret

Motion by: Councilor Lorensen, seconded by Councilor R Johnson

Vote:

Ayes: unanimous

Motion Carries

Hiring Process

Mayor Cline: the City Council has the option to hire internally without opening the position to the public or to advertise the position to allow applications from the public. Council may also consider amending job descriptions. There needs to be someone in the office authorized to do basic functions in the meantime.

Discussion items included:

- The possibility of promoting the Assistant City Recorder (ACR) immediately
- If the goal is to hire the best candidate, a professional head-hunter company should be used
- \$11,000 is a large expense that is not allocated in the budget
- What if the city spends \$11,000 on a head-hunter and then hires the ACR in the end
- An open hiring process would be more open and fair
- The current job description includes a requirement for a Bachelors degree in Business or Public Administration with emphasis in accounting or equivalent work experience, and five years of accounting experience plus a minimum of three years of governmental accounting. Does the current (ACR) have that experience?
- A concern that the ACR retain management of the Planning piece
- The possibility of shifting job responsibilities between the positions

Motion to: promote Assistant City Recorder Hilary Norton to the position of City Administrator/City Recorder

Motion by: Councilor Gillson, no second
Motion fails

Motion to: request Assistant City Recorder Hilary Norton to act as interim City Administrator/City Recorder while the City conducts a job search using its usual process

Motion by: Councilor Lorensen, seconded by Councilor R Johnson

Vote:

Councilor Gillson – **Aye**

Council President R Johnson – **Aye**

Councilor Lorensen – **Aye**

Councilor J Johnson – **Nay**

Councilor Skinner -- **Aye**

Motion Carries

Signor on Accounts

The Council needs to remove Ronda Fischer as a signor on the Pacific Continental Bank Accounts. Currently both Mayor Cline and Council President R Johnson are authorized signors on the accounts, so it is not necessary to authorize ACR Hilary Norton. However, it is a good practice to have a third signor available.

Motion to: remove Ronda Fischer as a signor on the Pacific Continental Bank accounts and approve the addition of Hilary Norton effective immediately.

Motion by: Councilor R Johnson, seconded by Councilor Lorensen

Vote:

Ayes: unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:25 pm.

Mayor Marjean Cline

Assistant City Recorder Hilary Norton