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## **REGULAR CITY COUNCIL MEETING**

December 13, 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 Jennifer Johnson, Councilor Lee Skinner, Councilor Eric Harless

**Absent:** Councilor Gillson

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

**Guests:** Don Ware, Sgt. Klein, Joan Mercier, Dpt. Franklin, Norma Hoover, Greg Chamberlain, Anne Sunday, Dan Vaage (Civil West Engineering), Jordan Parrish (The Times), Jennie Lorensen, Sarah Lorensen

#### **APPROVAL OF MINUTES**

Minutes from Council Meeting, **Tuesday, November 8, 2016**

There were no corrections.

**Move to:** approve the minutes from the Regular City Council Meeting on Tuesday November 8, 2016

**Motion by:** Councilor Lorensen, seconded by Councilor R Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Minutes from the Executive Session Meeting, **Monday, November 28, 2016**

There were no corrections.

**Move to:** approve the minutes from the Executive Session on Monday November 28<sup>th</sup>, 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 November. There were no questions or comments.

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

**Motion by:** Councilor Harless, seconded by Councilor Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## AGENDA ADJUSTMENTS

There were no agenda adjustments.

## DELEGATIONS

Linn County Sheriff's Office: Sgt. Klein

Sgt. Klein introduced Sgt. Andy Franklin who will be assisting Sgt. Klein and Lt. Duncan with City Council Meetings. In the month of November: there were two traffic citations; eight warnings issued; one adult arrested for domestic assault; two juveniles arrested for Minor in Possession; and 30 complaints investigated. There were 11 traffic hours and 81 total hours spent in Halsey.

During the month of November, Sgt. Klein also helped with an Ordinance violation – an RV had been parked on the vacant lot at the corner of 99 and 228 and someone was living inside. He worked with them to relocate the RV. He also spoke with the owner of Diamond K Sales regarding forklifts on Hwy 228. The owner has been instructed what to do to make those legally drivable on the highway. Sgt. Klein has checked and the forklifts appear to be in compliance. He has instructed the traffic team to watch for violations in this area as well.

Councilor Lorensen asked if the intersection of W 3<sup>rd</sup> and D near the school could be patrolled again. He has seen several vehicles run through the stop sign without stopping, some at full speed. He is concerned about the students who walk to and from school on W 3<sup>rd</sup> Street. Sgt. Klein will add it to the traffic team's "focus patrol" locations.

The owner of Diamond K expressed concerns about speed approaching the intersection of Hwy 228 and Hwy 99E. The only speed sign there is for the school zone. Hilary will work with Sgt Klein and Darren Lane at the County to find out if this is something that can be changed.

## CITIZEN COMMENTS (Non-Agenda Items)

There were no citizen comments

## REPORTS TO COUNCIL

Interim City Administrator Report – Hilary Norton

The Elected Essentials training for this area will be on January 25<sup>th</sup> from 8:30 to 4:15 in Lebanon. Greg Chamberlain will be going. Hilary asked if any other Councilors want to go? The regional Small Cities

meeting follows it from 4:30 to 6:30 pm. The city needs to know who wants to go so they can be registered. Councilor J Johnson said that she will go.

The roof repair at City Hall has been completed.

Reta Stutz has resigned from the Library Advisory Committee for health reasons. The City is grateful for her service. The Library Advisory Committee met on December 7<sup>th</sup>, 2016, and elected Norma Hoover as the new chairperson. City staff will post the vacancy on the committee. As the committee exists to recommend library policy, they have decided to hold an annual meeting, and schedule special meetings as needed.

The city is grateful to the Halsey Shedd RFPD for organizing this year's Light Parade. It will be on Sunday December 18<sup>th</sup> at 5:00 pm, and will proceed down W 3<sup>rd</sup> Street from the Elementary School to the park.

Hilary thanked the volunteers who helped with the Community Thanksgiving Dinner this year, and the folks who donated food and funds. Over 60 people were fed and several meals were delivered to people who are unable to leave their homes.

Council and Staff Holiday dinner – the council picked the first Saturday in December as the date for the 2017 dinner. Hilary asked Councilors to email or stop by with feedback about the venue or changes to the dinner they would like to see in the future.

Included in the packet was a proposed meeting schedule for 2017. Council consensus was to accept the proposed meeting dates.

The NPDES Permit has been completed and turned in.

#### Public Works – Hilary Norton

Councilor J Johnson asked why, if the city is doing the backflow testing, the fee is still the same for citizens. Interim City Admin Norton responded that the city is paying for backflow supplies and materials and time, and as this is the first year we don't know yet what the total cost will be. As we build next year's budget we will have better figures for actual costs, and adjusting the fee could be considered at that time.

Mayor Cline asked about the DVDs of the sewer lines. Interim City Admin Norton responded that Public Works staff will be reviewing those and looking for the worst problem areas so they can bring some recommendations to the Infrastructure Committee early next year.

#### Library – TJ Gillson

November circulation: 153

Total Items Catalogued: 4433

Value: 75,000

Librarian Gillson and a volunteer cleared out the Bookmobile and set it up as a bookstore inside. They took it to the Holiday Bazaar at the UMC and made about \$70 net. They also got to make contact with several people who didn't know about the Library. It ended up being a great outreach opportunity.

The LAC met on December 7<sup>th</sup> and elected Norma Hoover as the chairperson. Because their main function is to recommend library policy, they have decided to meet annually unless there is a special need to meet more often.

The Open House at the Library on December 9th was very successful – three of the families who came hadn't been to the library before. The library is also a registration site for the local Toys for Tots this year. Several families from all around Linn County have signed up.

## **COMMITTEE REPORTS**

### Intergovernmental Committee – Ken Lorensen

The CWACTION meeting was cancelled due to weather.

Last year the state cut \$700,000 from the budget for OCWCOG Senior Services. This was appealed and legislators added \$350,000 back in immediately, with the other \$350,000 held for an evaluation of the program at the end of the year. The evaluation found the OCWCOG to be the top COG in the state for helping seniors, so we received the other \$350,000. COG is expecting budget cuts of about 10% because of the state budget cuts. They own their building, and are one of the most financially stable COGs in the state.

In August, there is a solar eclipse, right over Lincoln, Benton, and Linn County. The center is just north of Albany, but Halsey will have a good view. They are anticipating that hotel rooms and campsites will be fully booked. They expect 400,000 people coming into this part of Oregon the day after the country music festival. There was some discussion.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### Rural Economic Development Proposal

Council decided to invite Scott to come back in January to present the program.

### Linn County Sheriff Contract – Mayor Cline

Each of the Linn County cities has a different contract with the Sheriff's Office. Representatives of several cities have met recently to discuss the possibility of a unified contract with all the cities. One concern that has been raised is that the Sheriff's Office has asked for a 5% increase each year, but taxes go up no more than 3%. Another is that there is no way to verify time spent in the community. When the Sheriff's Office restructured two years ago, the city was assured that either Lt. Duncan or Sgt. Klein would attend council meetings. Beginning in March of this year this stopped happening.

This contract is just a first draft. It is similar to the contract that Harrisburg and Brownsville have. There is a meeting on Thursday in Millersburg to discuss it. This is for information only, at this point, and no council decision is required. The current contract has been used for about 15 years, it is one of the oldest contracts. It may be time to update it.

## RESOLUTIONS AND ORDINANCES

Mayor Cline asked for and received permission to read the Resolutions by title only. Permission was granted.

### RES 2016-628 – A Resolution of the City of Halsey Certifying the Election Results for the November 8, 2016 Election (Adoption)

The Council is asked to certify the election results for the November 8, 2016 Election.

**Motion to:** adopt RES 2016-628 – A Resolution of the City of Halsey Certifying the Election Results for the November 8, 2016 Election

**Motion by:** Councilor J Johnson, seconded by Councilor Skinner

**Vote:**

**Ayes:** unanimous

**Motion Carries**

### RES 2016-629 – A Resolution Updating and Adopting the Personnel Policy for the City of Halsey and Repealing resolution No. 2015-614 (Adoption)

The Oregon State Legislature recently passed legislation requiring cities to have Whistleblower Protection Policies in place. City County Insurance provided basic language to be added to the Halsey Personnel Policy that will comply with Oregon law. CIS also recommends having an Open Door Policy, so that concerns may be resolved informally if possible. Both policies have now been added to the City of Halsey Personnel Policy Handbook.

**Motion to:** adopt RES 2016-629 – A Resolution Updating and Adopting the Personnel Policy for the City of Halsey and Repealing resolution No. 2015-614

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

**Vote:**

**Ayes:** unanimous

**Motion Carries**

Councilor Cline presented a plaque to Councilor Lorensen for his service. Hilary presented a card with thanks from the City Council and Staff.

## ADJOURNMENT

Meeting adjourned at 8:00 pm.

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Mayor Marjean Cline

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Assistant City Recorder Hilary Norton