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REGULAR CITY COUNCIL MEETING

April 12, 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 Eric Harless, Councilor Jerry Gillson, Councilor Lee Skinner, City Administrator Ronda Fischer. Councilor Jennifer Johnson arrived at 7:30 pm.

Absent: None

Staff Present: Municipal Clerk Martha Chamberlain, Assistant City Recorder Hilary Norton, Public Works Randy McMillen, Librarian TJ Gillson

Guests: Thomas Sullivan, Don Ware, Brian Hoffman, Dick Knowles, Sgt. Klein

APPROVAL OF MINUTES

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

Minutes from Council Work Session **Tuesday March 8, 2016**

There was a correction made to page 4 of the Council Meeting minutes, under OCWCOG Transportation Committee the last line shall read "...until 4:30 in the morning."

Move to: approve the minutes from the Council Workshop and the Regular City Council Meeting on Tuesday March 8, 2016 as amended

Motion by: Councilor Harless, seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES

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 Harless

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Alyrica Cabinet Update was moved from #3 under Old Business to Delegations.

Sweet Home Sanitation was moved from #1 under New Business to Delegations.

DELEGATIONS

Linn County Sheriff's Office: Sgt. Klein

March 2016 report: there were three traffic citations issued, on W 2nd, W 1st, and Hwy 99. Linn County did some focused traffic patrol near Blue Heron Subdivision, and have also informed the Oregon State Police about speed problems on Hwy 228. Eight traffic warnings were issued, two adults were arrested and there were 20 complaints.

Alyrica: Thomas Sullivan

Thomas presented updated plans that show the new cabinet location on W E Street between W 3rd and W 4th streets. They have also added a line out to the High School. There was some discussion. Once the Council approves the plans and the permits are obtained, the project should be complete within 1-3 years.

Move to: approve the placement of the cabinet at W 3rd Street and E Street as submitted.

Motion by: Councilor Lorensen, seconded by Councilor Harless

Vote:

Ayes: Unanimous

Motion Carries

Sweet Home Sanitation: Brian Hoffman

The Spring Clean-up Day is May 14th, the second Saturday in May. Brian said they will try to keep it on that weekend going forward. The Fall Clean-up Day is Saturday October 1, and they will try to keep the Fall Clean-up Day on the first Saturday in October going forward as well. The Household Hazardous Waste Event will continue to be on the second Saturday in October. Also they have created an annual \$1,000 scholarship for a CLHS Senior.

Sweet Home Sanitation is requesting a 1.2% rate adjustment. They have found that regular incremental adjustments are easier for customers to deal with than infrequent larger increases. There was some discussion.

Move to: approve the Solid Waste & Recycling Annual CIP (1.2%) rate adjustment from Sweet Home Sanitation

Motion by: Councilor Harless, seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

CITIZEN COMMENTS (Non-Agenda Items)

Fire Chief Skip Smith submitted a letter regarding the proposed Central Linn School District Bond to be read into the minutes. The letter was read by Mayor Cline in its entirety. See Attachment A.

REPORTS TO COUNCIL

City Administrator Ronda Fischer

The City will be moving forward with the Spring Cleaning. This was published in the newsletter. City Staff will be checking properties for compliance with the Nuisance Ordinance. Friendly letters will be sent, reminding residents that the City Wide Garage Sale and the Spring Clean-up Day are great opportunities to clean up their property. If properties that are still in violation after those events, the city will begin the process to get them cleaned up.

The 5K run is April 23rd. If you're not running, come cheer on the runners and walkers!

There were two water leaks this month, on March 15th and March 24th. Standard procedure is Public Works assesses the leak, tries to notify residents ahead of time if water will have to be shut off for repairs. We post door hangers, and make phone calls. City staff try to create as little inconvenience as possible. Both leaks were repaired quickly.

The City is considering relocating the wooden train from the park to the north end of the city hall property to help prolong its life. It could be lit at Christmas, and would be visible as people drive into town. Thorough maintenance would be part of the move. There was discussion about a possible cover, benches, or park-like landscaping around it. It would still be accessible to the public.

The City Administrator met with CIS and a risk assessor to check the park for risks in response to a recent lawsuit in another city in which employees were sued for an injury in a public park. Recreational immunity protects the City from liability, but individual employees were sued – which the City had to pay for, because the employees are protected by an ORS code. Insurance rates will go up a little. The risk assessor did not find any major problems at the park, but recommended more bark mulch under the swings. There will also be a regular maintenance schedule and log, Public Works will need to check the park regularly and record any problems they observe and when and how they resolve them.

Jim Lepin from the Linn County Sheriff's Office wants to work with locals to create a neighborhood watch. He has proposed some possible dates for an open forum meeting in May or June.

The new sign for City Hall/Community Center will arrive on April 18th.

Public Works – Randy McMillen

The reservoir repair is complete. During construction, the engineering company made some pretty big ruts in the shop yard, and Public Works worked out a trade that Engineering America would re-seal the roof for free in exchange for Public Works staff repairing the ruts. That work was completed on April 12th. They are still creating a bid for replacing the floor panels. C-More Pipe also did maintenance on manhole, three pipe patches, three lateral grouts, and 9.5 hours of TVing. A leaking City Shop lateral was also repaired.

Library – TJ Gillson

The value of the library collection is over \$60,000. Currently there are 105 books checked out and 270 patrons. Total circulation this fiscal year is over 1500. Total funds raised this fiscal year are \$5,377. This includes \$292 income from out of area cards, fines, and library angel sales, \$2026 from fundraisers and donations, \$559 from the 5K (so far), \$1500 from Georgia Pacific, and a \$1000 Ready 2 Read grant from the State of Oregon. This includes a \$1,000 donation from Shary Rice.

Please come to the 5K Run/Walk on April 23rd, cheer on the runners, and meet locals and visitors who are supporting the library! There will be a huge book sale on May 7th in the Community Center. The Library will also offer a Summer Reading Program this summer. The larger events will include a kick-off event in the park in June, a Bike Rodeo in July, and a performer (paid for by the state) in August. The event in August will be the end of the program and include the presentation of prizes and awards. One of the awards that has been donated is that every child that participates will earn a free ticket to the state fair for themselves plus one each for two parents or guardians.

Planning & Permits – Hilary Norton

New checklists have been created to help with in-house preliminary permit reviews. There is also a new Building Permit Packet, which includes some basic information about permits, FAQs, the fee schedule, and sample plans as well as the permit applications so that applicants have more information available to them, and hopefully the process is a little less intimidating.

In the Planning in Oregon workshop, there was some discussion about “ex parte” communication. Because Planning Commissioners and potentially Councilors have a quasi-judicial responsibility to make decisions, to approve or deny an application, any conversations they have with anyone in the community about that application is ex parte. In the past, a Councilor or Commissioner might not know an application had been submitted until a meeting notice was posted or a citizen stopped them to talk. Going forward, staff will notify all Councilors and Planning Commissioners any time an application is received, if it is an application that will need to go before the Commission. From that point onward, Councilors and Commissioners will need to refer questions to City Staff and encourage those holding opinions to bring them to the public hearing, and to refrain from engaging in any conversation about the issue being considered except during the formal public hearings.

OLD BUSINESS

Health Insurance

Move to: approve the Health Insurance Employee Contribution amounts as submitted for the insurance year January 1, 2017 through December 31, 2017

Motion by: Councilor Rella Johnson, seconded by Councilor Gillson

Mayor Cline opened the floor for discussion. Council options were to approve, approve with recommendations, make further recommendations to staff, or deny the motion. There was some discussion.

Vote:

Ayes: Councilor Gillson, Councilor Rella Johnson, Councilor Lorensen,
Councilor Jennifer Johnson

Nays: Councilor Harless, Councilor Skinner

Motion Carries

Infrastructure Committee Meeting Date

There was some discussion. Consensus was for the City Administrator to send out another Doodle poll, and to try to find a date in the last week of April.

NEW BUSINESS

Commission/Committee Applications

The City received applications from Eldon Albertson to be appointed to the Planning Commission and to the Veterans Memorial Park Committee.

Move to: approve the application for Planning Commission and for the Veterans Memorial Park Committee for Eldon Albertson as submitted

Motion by: Councilor Harless, seconded by Councilor Skinner

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTIONS AND ORDINANCES

Resolution 2016-620 – Proclaiming May 2016 as Mental Health Month

Mayor Cline read the proclamation.

Dick Knowles addressed the Council. He shared some information about upcoming classes. Linn County has hired someone to teach an older adults class and also someone to manage the classes over all. As

soon as the class dates are set, he will get that information to the city for inclusion in the Newsletter and website.

Motion to: adopt Resolution 2016-620 – Proclaiming May 2016 as Mental Health Month

Motion by: Councilor Gillson, seconded by Councilor Jennifer Johnson

Vote:

Ayes: unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:35 pm.

Mayor Marjean Cline

Assistant City Recorder Hilary Norton

ATTACHMENT A

Halsey-Shedd Rural Fire Protection District

To: To Halsey City Councilors and Mayor

From: Skip Smith – Fire Chief, Halsey-Shedd RFPD

Subject: Central Linn School District Buildings and Bond Measure 22-142

Date: April 8, 2016

In the last few weeks, several parents have been in contact with me inquiring if the school buildings of the Central Linn School District are safe for their children to attend. I have been the Fire Chief of the Halsey-Shedd Rural Fire Protection District for more than 25 years, and as such have been inspecting both the elementary school and the high school buildings of the Central Linn School District during each of those many years. These yearly inspections are conducted with the observation and assistance of the Deputy Oregon State Fire Marshal.

As the Fire Chief, it is my honor and duty to be the primary fire and life safety representative in the school district. It is important that each of you to know that the safety and well being of the children, staff members and visitors alike are my primary concern. The risk of any dangers to anyone at or on the school property, is my highest priority when it comes to fire and life safety.

I recently conducted the annual fire and life safety inspection of the Central Lin School District facilities. I was assisted by the Regions Deputy State Fire Marshal, a certified electrician, and a certified plumbing specialist, we performed the inspections on Wednesday, March 2, 2016 at the high school and Wednesday March 23, 2016 at the elementary school. Our initial findings, upon completing the inspection, concluded that both the elementary school and high school buildings to be safe in respect to fire and life safety code and emergency escape routes.

Due to specific concerns that have been voiced, we carefully inspected and noted some of the following observations at the high school:

- Electrical wiring and breaker panels passed inspection in regards to fire and life safety considerations in addition to the review by a certified electrician
 - Additional circuits are needed in the computer lab
- The west wall of the agriculture classroom needs immediate maintenance work
- The foundation, brick and mortar and roofing supports appear in good shape
- Seismic updates need to be addressed at both school buildings.
- The boiler at the high school building is in good shape with approximately 20 years of its estimated 40 year life remaining, according to a certified plumbing specialist
- Classroom heating issues appear to be from faulty pneumatic heat controls in affected classrooms
- Heating pipes on the south side of the school appears to be adequate
- Heating pipes that were leaking on the north side of the school were repaired last summer
- All the pumps for sanitary sewer, as well as some ground water pumps have recently been replaced due to recent flooding and are in excellent shape
- The school district is addressing safety lockdown procedures at both the elementary school and the high school

After our inspection, the Fire Marshal and I consulted and reviewed our findings. We both noted that there is a visible lack of preventative maintenance in the buildings, which has been noted for the past 10 years. After our review, it is my conclusion and my opinion that an aggressive preventative maintenance program be developed and implemented immediately, which is something that I have suggested to Central Linn School District board members and school administration for the past two years. As noted earlier, we found both buildings to be safe in respect to fire and life safety standards.

If the \$32.1million school bond measure passes, there will be approximately 2,000 – 2,500 property owners (not voters) paying this huge debt load for the next 30 years. The City of Brownsville currently has a tax rate of \$21.81 per thousand of assessed value, the 2nd highest in Linn County and the City of Halsey is the 5th highest in Linn County at \$17.18 per thousand out of 15 incorporated cities. These current tax rates make both cities expensive to own property in. If the school bond passes, it will make Brownsville's rate rise to approximately \$23.68 per thousand, which would make Brownsville's rate the highest in Linn County. Halsey's rate would jump to \$19.57, making them the third highest rate in Linn County. This is a major consideration when our communities are trying to attract new families to our cities. If we were to lose one of our major industries (such as Georgia-Pacific) it could be financially devastating to our communities. The property taxes that this industry pays would have to be spread out over the remaining property owners as the bond will still have to be paid. Both Halsey and Brownsville cities are likely to have an upcoming bond levies needed to replace/repair critical city services in the next 4-6 years. When you add up what all the current property tax rates are, possible future bond measures for critical city services and add in the \$32.1 million school bond, I believe our small rural communities simply do not have the financial means to carry this huge debt load.

If you have any questions regarding this letter, feel free to contact me at the Halsey-Shedd Rural Fire Protection District at (541) 369-2419.

Respectfully,



Skip Smith, Fire Chief