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## **REGULAR CITY COUNCIL MEETING**

June 14, 2016, 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 Rella Johnson, Councilor Ken Lorensen, Councilor Eric Harless, Councilor Jerry Gillson, Councilor Jennifer Johnson, Councilor Lee Skinner, City Administrator Ronda Fischer.

**Absent:** None

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

**Guests:** Deputy Spangler, Ann Sunday

### **APPROVAL OF MINUTES**

Minutes from Council Meeting **Tuesday, April 12, 2016**

Minutes from Council Work Session **Tuesday April 12, 2016**

The May meeting was canceled due to lack of quorum, so no meeting took place in May and there are no May minutes to approve.

**Move to:** approve the minutes from the Council Workshop and the Regular City Council Meeting on Tuesday April 12, 2016 as amended

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### **FINANCIAL REPORTS AND APPROVAL OF JOURNAL ENTRIES**

Financial reports and journal entries were presented for both April and May. 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 Rella Johnson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

There were no agenda adjustments.

## **DELEGATIONS**

Linn County Sheriff's Office: Deputy Spangler

In the month of May there were no traffic citations, 3 warnings, 1 accident investigated, no arrests, 16 complaints and incidents investigated, and 7 hours spend on traffic patrol. It was a quiet month. There was some conversation about an incident on E 3<sup>rd</sup> Street – a resident had someone go through her car, though it didn't appear that anything was taken.

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

There were no citizen comments.

## **REPORTS TO COUNCIL**

City Administrator Ronda Fischer

Candidate filing deadlines: it is open now; forms must be submitted by August 23<sup>rd</sup>. Council President Rella Johnson, Councilor Lee Skinner, Councilor Lorensen and Mayor Cline are all up for re-election in November. Forms are available on the city website, but staff members are not allowed to assist in filling them out.

City staff have been doing drive-a-rounds and sending letters. 25 letters went out, mostly for tall weeds and grass and a few for blackberries on property lines. Hilary has also offered to walk property with folks if that is helpful. Most properties are already cleaned up. We've had some positive feedback on the process. Staff will continue to follow up.

There is a new college intern starting with the Public Works department for the summer.

There is a Crime Prevention Forum with Jim Lepin from the Linn County Sheriff's office in the community center on June 29<sup>th</sup>. He will share some general information, and then hopes to hear about local concerns.

### Public Works – Randy McMillen

There is a summer intern coming in. The new signs are installed, and there is one more to install on the north end of town. The Public Works Department has been doing a lot of mowing, spraying, and ditch maintenance.

There have been some issues with the Jockey Pump and Randy spoke with the Council about the possibility of acquiring a second one, so there is always a reserve. When the jockey pump fails, the high service pumps come on, and they can over pressurize the system and create leaks.

The city has replaced the Dialog for the sewer lift station. This is the auto-call-out box that notifies staff if there is a failure. The old box ran on 2G service, which will no longer be available in January 2017. The new box will cost less per month to operate.

### Library – TJ Gillson

TJ thanked the Public Works staff for installing the AC at the library just in time for the hot weather. The Halsey City Library currently has 286 patrons. Several patrons from out of the area have paid for a library card in order to get access to other libraries through the Oregon Passport Program. TJ and 3 of her volunteers attended a Seminar for Rural Libraries in Salem on June 13<sup>th</sup>, and brought back a lot of information and inspiration on ways to improve the library.

Total items checked out since opening: 1888, including 687 non-fiction and 1201 fiction. The average threshold count is 9.49/day.

The Summer Reading Program will kick-off with a picnic lunch in the park on Saturday, June 25<sup>th</sup> at 11:00 am. There will also be a Bike Rodeo on July 9<sup>th</sup> and an ice cream social with awards and an entertainer provided by the State Library on August 13<sup>th</sup>. Both the Bike Rodeo and the Ice Cream Social will be at the Library.

## **COMMITTEE REPORTS**

### Intergovernmental Committee – Councilor Lorensen

The Committee approved the annual budget. There is a copy available in the office for review. OCWCOG will be remodeling their building to open it up more, and to be able to lease out a larger part of the downstairs.

### Infrastructure Committee – Councilor Lorensen

The Infrastructure Committee has not met recently, there was no report. There was some discussion about a new meeting time. Administrator Fischer was asked to look for a date/time in the second half of July when members would be available to meet. It was recommended that councilors consider what needs they see around town and what streets might be priorities to surface or repair.

## **OLD BUSINESS**

There was no old business.

## NEW BUSINESS

### Proposed Water/Sewer Rate Increases for FY 2016-2017

There is a proposed \$1.50/month water increase and a \$3.50/month sewer increase based on the comparison with other cities. It was suggested in the Workshop on April 12<sup>th</sup>, as the Halsey sewer rate is low compared to other similar cities and the Sewer Reserve fund is much lower than the Water Reserve.

### 2016-2017 Wage Scale

The 2016-2017 Wage Scale includes a 2% wage increase. There was some discussion.

**Motion to:** approve the 2016-2017 Wage Scale as submitted.

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

**Vote:**

**Ayes:** Councilor Gillson, Councilor Harless, Councilor Rella Johnson, Councilor Lorensen and Councilor Skinner

**Nays:** Councilor Jennifer Johnson

**Motion Carries**

### Commission/Committee Applications

The Council reviewed applications from Carl Frank, Casey Stutz, Jim Koontz, Jerry Gillson, and Rick Dominguez for the Veterans Memorial Park Committee. There was some discussion.

**Motion to:** approve the application for the Veterans Memorial Committee for Carl Frank, Casey Stutz, Jim Koontz, Jerry Gillson and Rick Dominguez as submitted.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### Liquor License Renewals – Halsey Select Market, Mac’s on the Traxx

Councilor Skinner recused himself, as he works for the Halsey Select Market.

**Motion to:** approve the Liquor License Renewals for Select Market and Mac’s on the Traxx.

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

**Vote:**

**Ayes:** Councilor Gillson, Councilor Harless, Councilor Rella Johnson, Councilor Lorensen and Councilor Jennifer Johnson

**Motion Carries**

### Excessive Noise

The City of Halsey used to have a noise ordinance. It was repealed in 1988. The City receives complaints about excessive noise, but does not have any grounds to address them, without an ordinance. Administrator Fischer has checked with other cities, most have an ordinance, although they vary in content and detail. She asked if the council would be interested in considering a new noise ordinance. The consensus of the Council was to proceed with drafting a noise ordinance.

## **RESOLUTIONS AND ORDINANCES**

Mayor Cline asked for and received permission to read all Resolutions and Ordinances by title only.

### Resolution 2016-621 – 2017 Special City Allotment Grant

The city is applying for Special City Allotment Grant funds to repair West H Street between West 1<sup>st</sup> Street and the railroad crossing. The estimated cost of the project is \$41,295. There is no match required. The application requires a resolution by the City Council to apply for funds.

**Motion to:** adopt Resolution 2016-621, 2017 Special City Allotment Grant.

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

**Vote:**

**Ayes:** unanimous

**Motion Carries**

### Resolution 2016-622 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, and Repealing Resolution 2015-609.

This is the fee resolution for the city. Changes this year include the new water and sewer rates, and new rates for public records requests. The new rates for public records request will not reflect ordinary citizens who generally request a document that already exists, but are meant to defray costs created for the city and the taxpayers by “blast requests.” A blast request occurs when a company sends out a request to every city for large amounts of data that require extensive research and potentially compilation of data or the creation of reports.

**Motion to:** adopt Resolution 2016-622 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, and Repealing Resolution 2015-609.

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

Discussion: A letter from Barbara Fee was read into the record. [Attachment 1] The letter stated that the increase in water and sewer rates creates a hardship for residents on fixed incomes.

Councilor Lorensen stated that none of the councilors want to raise the rates. However, the cost of operating the system increases each year and as the system gets older, it requires more maintenance. It is necessary to save up reserves for future repairs and improvements to the system.

Administrator Fischer stated that amounts generated by the increase are being transferred into the reserve funds. There was some discussion.

**Vote:**

**Ayes:** Councilor Gillson, Councilor Harless, Councilor Rella Johnson, Councilor Lorensen and Councilor Skinner

**Nays:** Councilor Jennifer Johnson

**Motion Carries**

Resolution 2016-623 – A Resolution Certifying the Eligibility of the City of Halsey for State Shared Revenues

There were no questions or comments.

**Motion to:** adopt Resolution 2016-623 – A Resolution Certifying the Eligibility of the City of Halsey for State Shared Revenues

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Resolution 2016-624 – A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues

There were no questions or comments.

**Motion to:** adopt Resolution 2016-624 – A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Resolution 2016-625 – A Resolution Adopting the Budget for the 2016-2017 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1000 and \$58,274 for Bonded Debt

There were no questions or comments.

**Motion to:** adopt Resolution 2016-625 – A Resolution Adopting the Budget for the 2016-2017 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1000 and \$58,274 for Bonded Debt

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

ORDINANCE 2016-415 – An Ordinance of the City of Halsey Declaring that Animals Other than Service Animals are Not Permitted in the Halsey City Public Facilities or Workspaces (First Reading)

City staff are concerned that there have been several incidents over the past few months of animals being brought into City Hall and let loose off leashes, animals having potty training “accidents” that have to be cleaned up, animals present while food is being served and animals acting aggressive with other customers. Limiting the animals allowed into the building to service animals only would give city staff a basis for addressing these issues. There was some discussion. Concerns were raised about public safety, allergies, and liability. Council asked staff to research what policies other nearby cities have in place.

**ADJOURNMENT**

Meeting adjourned at 8:35 pm.

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**Mayor Marjean Cline**

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**Assistant City Recorder Hilary Norton**

**ATTACHMENT A**

TO HALSEY CITY COUNSELOR S

MY NAME IS BARBARA FEE AND I AM A DISABLED SENIOR  
CITIZEN, WHO HAS LIVED IN HASLEY FOR NEARLY 25 YEARS. AND I AM ON A  
FIXED INCOME WHICH ALL THESE LITTLE INCREASE START TO HURT. YOU SAID  
THE LAST TIME YOU GOT A RAISE THAT WOULD BE ALL FOR A LONG WHILE, NOW  
YOU WANT ANOTHER. WHICH MAKES IT REAL HARD ON US WITH FIXED INCOMES  
DO YOU WANT TO SEE BROWN GRASS AND NO GARDENS? MY BILL WENT UP TO  
\$50.00, WHICH TAKES AWAY FROM MY MEDICAL. A LOT OF PEOPLE ARE ON FIXED  
INCOMES IN THIS CITY THAT DON'T HAVE THE EXTRA INCOME FROM WHAT THE  
CITY PAYS YOU!

*mc'd 6/13/2016*