

HALSEY CITY COUNCIL MEETING

Halsey City Hall
773 W. 1st Street
Halsey, OR 97348
January 12, 2010
7:00 P.M.

The City Council meeting was called to order at 7:00 p.m.

The City Administrator took Roll Call.

Present: Mayor Marjean Cline, Council President Wade Doerfler, Councilor Eric Harless, Councilor Joan Mercier, Councilor Kathy Parker, Councilor Eldon Albertson, and Councilor Lee Johnson.

Also in attendance were Sergeant Brad Kelley, Joanna Peterson representing The Times, and City employee, Martha Chamberlain.

Approval of Minutes

Council President Doerfler made a motion to approve the minutes from the meeting held on December 8, 2009. Councilor Albertson 2nd and the motion carried unanimously.

Delegation

Mayor Cline acknowledged Sergeant Kelley in attendance and asked him to talk about any items of interest on the monthly incident report. Sergeant Kelley responded things were fairly normal for this time of year therefore there was nothing in particular to report. Sergeant Kelley stated an anonymous caller had contacted the Department regarding vehicles parking at the end of East B Street however when investigated there was only one trailer parked in that location and since the caller was anonymous there was no further follow-up on the concern. Council President Doerfler asked about any particular problems at the apartments with Sergeant Kelley responding things had calmed down a bit at that location as there appeared to be fewer cars and less people in the area however that may be due to the weather. Council President Doerfler commented that he appreciated the presence of the deputies in the City with Councilor Parker supporting that statement as well. Sergeant Kelley stated that Halsey is the quietest between the three cities they cover which include Brownsville and Harrisburg. There were no other questions.

City Administrator Report

The City Administrator reported the lift station pumps were installed and were now running however the process was extremely cumbersome. The City Administrator stated they are still working on setting up an auto dialer system in order to contact City personnel in the event of a problem and there is a final walk through inspection on Friday, January 15, 2010 but other than that the lift station project is nearly complete. The City Administrator showed the Council a photo of the new "pretty blue" pumps that were installed and she personally could not believe how excited she was to have an updated system at this facility. Mayor Cline commented the project had been a long time coming. There were no other questions.

The City Administrator reported that the architectural plans for the Halsey Mennonite Church School had been submitted to the County and should be returned within two to three weeks after which construction of the actual facility can take place. The City Administrator commented she had met with Pacific Power to finalize the process for the installation of two new street lights but was unsure of when they would begin work on this part of the project. Councilor Mercier asked where the new lights would be located with the City Administrator responding there will be one near the existing house at the end of East 1st Street and the other one will be located near the middle of that portion of East 1st

Street. The City Administrator added the street dedication had been recorded by the County and she was impressed with how quickly that process was handled. There were no questions. The City Administrator reported the representative from United Pipe would be at City Hall on Friday, January 15, 2010 to install the Sensus equipment and train the City staff on the use of the new equipment. The City Administrator stated she was still in the process of setting up training with Caselle on their software for the upgrade to electronic meter reading. There were no questions. The City Administrator reported for those newer members of Council, and as a reminder to others, that she had been granted permission to have OAWU work on a Water Management Plan. The City Administrator stated the City has two well permits and the approval of a Water Management Plan is required by the Oregon Water Resources Department as part of the permitting process. The City Administrator indicated the Plan takes a fair amount of expertise and she is aware of several Plans that have been rejected by the Department therefore Tim Tice from OAWU was hired to create the necessary document for this process and submit it for review. The City Administrator stated Tice had emailed to let her know a draft had been completed and would be forwarded to her for review however she had not seen a copy of it as of yet. There were no questions.

Public Works Department

Mayor Cline asked if everyone had time to review the public works report and if there were any questions. Council President Doerfler asked about the condition of the lagoons with the City Administrator responding there had been some issues at the wastewater treatment facility however the lagoon levels were fine. Mayor Cline asked if there were problems other than what was noted on the report with the City Administrator responding negatively. There were no other questions.

Planning Commission

Councilor Harless reported a meeting had been held with Mayor Cline commenting it was scheduled in order to comply with the Ordinance stating the Commission must convene at least once each quarter. Mayor Cline added the Commission was happy to welcome a new member, Rella Johnson. Councilor Harless stated the new planner, Eric Adams, provided background information, mostly for those who were not part of the interview process, and explained he had reviewed building plans for new homes at Eastside Estates and had worked on the Halsey Mennonite Church School project as well. Councilor Harless stated a biannual review of a medical hardship permit had been approved by the Commission. Councilor Harless stated a potential dog breeding business was discussed and there was some concern because of how close it is located to the school. Councilor Harless commented he did not know if there were still dogs at this location as there did not appear to be any in the fenced area however Councilor Parker wondered whether they were inside the tent that is now on the property. Councilor Harless indicated there was also some discussion regarding the mini storage facility at the south end of town and whether commercial zoning adjustments were necessary. Councilor Harless reported the discussion led to the Commission granting approval for Adams to review and propose updates to the code within the commercial zone. There were no questions.

Park Committee

Councilor Mercier reported that City staff has not heard back from Bunce Equipment who is refinishing the sides for the skatepark equipment. Councilor Mercier stated that in speaking with the City Administrator it had been determined that since he was donating his time they have not wanted to pester him however Councilor Mercier recommended contacting him over the next couple of weeks and diplomatically ask about the progress on this project. Councilor Mercier commented that the skatepark has not been used much due to the weather conditions however Councilor Parker noted that she frequently sees teenagers on bicycles heading toward the Park. There were no questions. Mayor Cline asked about the status of the computer and the bookmobile with Councilor Mercier responding that she would have the person she had previously contacted look into the situation this coming weekend. Councilor Mercier stated there would be no charge for the person's assistance. Mayor Cline commented about additional books stored in Lebanon however the City Administrator

reported all of the books were picked up at the time of the delivery of the bookmobile. Mayor Cline asked where the books were stored with the City Administrator responding they are at the water plant. Councilor Mercier commented that if the computer gets up and running that she would work to switch some of the books currently at the bookmobile with some of those in storage. There were no questions.

Finance Committee

Council President Doerfler reported he was excited about the financial position of the City at the close of the calendar year end. Council President Doerfler commented about the goals placed upon the Administrator at the time of her hiring and stated she has more than met those expectations. Council President Doerfler asked the City Administrator if she had any comments regarding the finances with the response being she anticipated the City may only have around \$700,000 at this time of year due to the lift station project therefore she too is excited to see the fund balances at over \$900,000 at the close of the calendar year. Council President Doerfler ended by stating that if anyone had questions regarding the financial information provided to contact himself or the City Administrator. There were no questions.

Street/Utility Committee

Council President Doerfler stated no meeting had been held. There were no questions.

Intergovernmental Committee

Council President Doerfler stated no meeting had been held. There were no questions.

Council President Doerfler commented however he would like to thank the City Administrator and her staff for arranging such a nice Christmas dinner. The entire Council was in agreement.

Old Business

Mayor Cline initiated a conversation regarding the complaint/issue log by asking if the Gillson's drainage concern had been addressed. The City Administrator responded a vector truck has been scheduled for Friday, January 15, 2010 and the culverts in that area are scheduled to be cleaned in order to determine if that is the problem or if there was high water simply due to the amount of rain during the period of time the call was made. Mayor Cline asked if the individual had expressed a concern previously regarding drainage with the City Administrator responding negatively. Mayor Cline asked if the City Attorney has contacted the City Administrator regarding the Wahlstrom property however the City Administrator responded he has been on vacation for two weeks and she has made a note to contact him later this week. Councilor Parker expressed a concern that the City needs to again look at some potential nuisance violations. The City Administrator commented the couple of people she has been in contact with have made progress regarding their potential violations and therefore asked if there was any particular property in question. Councilor Parker made reference to Buzz Steele's property on Hwy 99 with the City Administrator commenting it is difficult to enforce vehicles parked along the State right-of-way. Councilor Parker commented there is junk in addition to the excess number of vehicles and Mayor Cline added that some of the vehicles are parked on the property not on the Highway. The City Administrator commented she would look into the concern. Mayor Cline expressed a concern regarding the property just north of the Halsey Select Market regarding excess junk and the City Administrator responded she would check into that property as well. Councilor Albertson commented he noticed the siding is coming down from the grain tower with the City Administrator stating she was surprised to see them working on the north side of the building when much of the loose metal is on the south side. Councilor Johnson commented he heard the entire structure will be coming down with Councilor Parker stating it is important to get pictures of the inside of the structure before it is destroyed. Council President Doerfler asked if a demolition permit was required with the City Administrator responding the County used to require one but it is no longer necessary. Councilor Mercier raised the question on who could be contacted regarding safety issues if

and when the structure is taken down with the City Administrator commenting she could check with the fire department regarding this issue. Mayor Cline commented that the railroad certainly would have an interest in the safety precautions that would be in place before its removal. Councilor Johnson stated he had spoken to the workers at this location however their knowledge of the English language was minimal. A brief discussion ensued regarding gaining access to the property and how the City might be able to obtain pictures of the inside of the tower.

The City Administrator reported that three bids have been received for the overlay of West 1st Street from J Street to Crowell Lane. The City Administrator commented the bids are from around \$36,000.00 to \$39,000.00 and they are being reviewed to make certain we are comparing apples to apples. The City Administrator reminded the Council the grant amount is \$25,000.00 therefore the City will have to contribute some funds to complete the project. The City Administrator commented the expense will make things in the Street Fund pretty tight just as the lift station has regarding the sewer funding however there is \$2000.00 in the Reserve Fund for streets which can be used as well. There were no questions.

Mayor Cline turned the discussion regarding the Community Center/City Hall project over to the City Administrator. The City Administrator asked Council to determine if they wanted to wait and see if the Halsey Mennonite Church School opts to pay one half of the SDC's and then contribute in kind to the Community Center with the other half or if they choose to pay the full amount. The City Administrator commented this could amount to approximately \$35000.00 which would go toward materials or labor for the Community Center. Councilor Johnson asked if the proposal for payment of the SDC's for 50% in cash and the other 50% as in kind labor or materials to the Community Center is considered a credit as he read in Ordinance 2010-385 a section where credits cannot be transferred from one type of system development charge to another. The City Administrator responded the 50% used toward the Community Center is not a credit because in reality the developer pays the entire amount however part of it can be paid as labor or cost of materials toward the Community Center/City Hall project. Councilor Mercier asked if an applicant chooses the option of selecting part of the SDC costs to go toward the Community Center would they be required to come before the Council and propose exactly what they plan to do with the determined amount. The City Administrator responded that could be made part of the agreement. Mayor Cline commented she knew of a contact that had made her aware of possible grants for food programs for low and moderate income levels that could provide funding for the installation of the kitchen equipment. Mayor Cline asked the City Administrator if the intent was to make the kitchen a fully operational commercial kitchen or something less than that. The City Administrator welcomed the Council's thoughts however her opinion was a vision for the future where perhaps a commercial kitchen could be of benefit to the entire community. Mayor Cline stated she would pursue the potential grant opportunity. Councilor Albertson commented the Community Center/City Hall fund shows a fund balance of \$85,000.00 as of December 31, 2009 however he was aware money needed to be available for payment of the elevator. The City Administrator responded that was correct and she proposed spending no more than \$60,000.00 in order to reserve some money toward that payment which is due in November, 2011. A brief discussion ensued.

New Business

At the beginning of the meeting the City Administrator commented she had something to add to new business therefore the Mayor turned the meeting over to her. The City Administrator handed some information to the Mayor regarding a request from the "Visit Linn Coalition" for a cash contribution to support a grant proposal with the Ford Family Foundation. The City Administrator commented that all of the cities in Linn County as well as the Linn County Commissioners, Santiam Canyon, and Linn County Parks & Recreation had been meeting in order to promote tourism in the County. The City Administrator stated she had not attended the meetings because at this point in time she was unsure what Halsey had to offer in terms of tourism but thought the request for a \$250.00 donation in support of the grant proposal to the Ford Family Foundation should be discussed amongst the Councilors. Councilor Parker agreed the City does not have much to offer in the way of tourism as the City

currently stands. Council President Doerfler commented that both Shedd and Halsey do not have a downtown however Shedd has the Boston Mill to attract tourists. Council President Doerfler stated he did not see a reason for anyone to attend the meetings however he would support the contribution of dollars to further this cause. Council President Doerfler added that even though the City is not involved now there may come a time down the road when the City would want to participate. Mayor Cline stated that it is possible the City could receive a benefit from the grant and if we chose not to show any interest at this time we may need some kind of support in the future and perhaps would not receive it due to our lack of participation. Councilor Albertson asked what the City would get out of it if the contribution were made with Council President Doerfler responding nothing now but perhaps something at a later time. Councilor Albertson asked what the objective was of the Coalition with Mayor Cline responding they are promoting tourism. Councilor Mercier asked if information is provided on where and when the meetings are held with the City Administrator responding she is notified of them and several meetings are listed on the paperwork submitted to Mayor Cline. Council President Doerfler made a motion to support the request of the Visit Linn Coalition for \$250.00 to support a grant proposal to the Ford Family Foundation. Councilor Parker 2nd and the motion carried unanimously. Council President Doerfler commented the Santiam County's museum in Mill City is worth visiting and recommended everyone visit it.

Mayor Cline initiated a conversation on the Strategic Plan included in the packets by stating the City was told by the City Planner, Satre Associates, that if they wanted to qualify for government grant money they needed to establish a vision for the City and where they wanted it to go. Mayor Cline commented several meetings were held and the document was drafted in 2000. Councilor Harless asked if the house on page 28 was the Wahlstrom house that is under review for demolition however Mayor Cline responded that house is Marilyn Neuman's house who happens to be the sister of Greg Wahlstrom. Councilor Mercier asked Councilor Albertson if he knew where the Campbell House is located that is illustrated on page 21 but he responded negatively. Mayor Cline asked for confirmation from Councilor Albertson that the old City Hall blew down during the Columbus Day Storm however Councilor Albertson responded he was in Germany at the time and could not confirm that. Councilor Albertson recalled the old City Hall building had not been used for years prior to that storm. Mayor Cline asked if City Hall had been located on the half lot on Highway 99 with Councilor Albertson confirming that it was. Mayor Cline commented that a number of actions listed in the Plan and noted that two of the bigger things had been addressed such as updating the zoning code and completing a buildable lands inventory. Mayor Cline stated that at the time of completion it was suggested that if the Plan were not on track that it should be reviewed again and updated. Mayor Cline indicated she is not looking to spend existing City dollars on a revision but would look for money elsewhere to engage the services of the new City Planner to work on this project. Council President Doerfler commented the Strategic Plan was useful and a lot of good thoughts were discussed at the meetings. Mayor Cline noted that even back in 2000 there is mention of the fact that the existing City Hall was intended to be turned back into a library. Councilor Albertson commented that the mention of older homes in the Plan could be a means for attracting tourists. A brief discussion ensued. It was the consensus of the Council to pursue funding to update the Strategic Plan.

Mayor Cline reported that Wednesday, January 6, 2010, Karla and she attended a meeting regarding the FY2011 Oregon Federal Appropriations Request. Mayor Cline added that earlier in the day she had also received a new application from Congressman DeFazio's office as well. Mayor Cline commented the City was either very lucky or very good as the 2010 application made it to the 2nd level and at the meeting held on January 6th they learned a great deal about how to tweak that information to enhance it for 2011. Council President Doerfler commented that getting that far in the process last year might be a plus for the City this year. Mayor Cline noted that one thing they learned was to go ahead and ask for an amount requested but to also state an amount that would be accepted. Mayor Cline stated that the appropriation funding is money that is already in the budget and is not money that is added to the budget. Mayor Cline noted there were 590 applications last year and only 13% were funded. Mayor Cline indicated requests could also be made for transportation or water and sewer infrastructure so the City might consider this approach as well in order to get money for engineering

these types of projects. Councilor Albertson indicated if the property south of town develops the infrastructure will need to be upgraded in that area. Councilor Parker noted that City staff needs to move out of the existing building so perhaps it might be helpful to send a picture of the current working conditions. Mayor Cline responded that individuals at the first level may read all of the material however the Appropriations Committee members would be giving a quick overview of the requests and would only want a limited amount of material. Mayor Cline indicated she learned from the meeting that someone from Merkley's office would come look at the project and provide some information on how to improve our request. Mayor Cline commented that letters of support would be needed again as well. Councilor Albertson asked if he had to submit a different letter from last year however Mayor Cline responded that the date could probably just be changed. Mayor Cline asked Councilor Harless if he could draft a letter from Central Valley Church. Councilor Harless said he could do that and asked if he should then have two letters of support, one as a Councilor and one from the Church, with Mayor Cline responding affirmatively. Mayor Cline asked if Sergeant Kelley could submit a letter with Sergeant Kelley responding if he were sent some information regarding the project he would come up with something. The City Administrator commented that the Judge should be contacted as well. Mayor Cline requested all letters be submitted by February 16, 2010. Mayor Cline also stated that she and Don Ware attended Senator Wyden's town hall meeting that was held in Albany the past Sunday, January 10, 2010. Mayor Cline commented they were the only City officials other than the Mayor of Albany there but the meeting was well attended overall. There were no questions.

Ordinances and Resolutions

Mayor Cline requested to read Ordinances 2010-384 and 2010-385 for the 2nd reading by title only with no objection from the Council.

Mayor Cline read Ordinance 2010-384 by title only—An Ordinance Defining and Adopting the Rules of the City Council for the City of Halsey Repealing Ordinance No. 319. Council President Doerfler made a motion to adopt Ordinance 2010-384. Councilor Parker 2nd and the motion carried unanimously.

Mayor Cline read Ordinance 2010-385 by title only—An Ordinance Authorizing the Establishment and Provisions Governing the Development and Use for System Development Charges for City Buildings and Facilities, Water, Sewer, Storm Water, Parks and Streets, and Stating an Effective Date and Repealing Ordinance 2004-366. Council President Doerfler made a motion to adopt Ordinance 2010-385. Councilor Parker 2nd and the motion carried unanimously.

Councilor Johnson asked about the large chuck hole near Highway 99 and O Street with the City Administrator commenting she has noticed it and it is the responsibility of ODOT.

Adjournment

Council President Doerfler made a motion to adjourn the meeting at 8:20 p.m. Councilor Parker 2nd and the motion carried unanimously.

Marjean Cline, Mayor

Judy Cleeton, City Administrator