

HALSEY CITY COUNCIL MEETING/HEARING

Halsey City Hall
773 W. 1st Street
Halsey, OR 97348
May 11, 2010
7:00 P.M.

The City Council meeting was called to order at 7:01 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 and City employee Martha Chamberlain.

Approval of Minutes

Council President Doerfler made a motion to approve the minutes from the meeting held on April 13, 2010. Councilor Mercier 2nd and the motion carried unanimously.

Councilor Doerfler made a motion to approve the minutes from the budget meeting held on April 20, 2010. Councilor Parker 2nd and the motion carried unanimously.

Budget Hearing – Proposed Uses of State Revenue Sharing

Mayor Cline opened the public hearing at 7:04 p.m. by reviewing the public hearing procedures. Mayor Cline acknowledged the City was taping the meeting and, with the absence of any citizens, initiated a discussion on the proposed uses of State Revenue Sharing. Council President Doerfler asked the City Administrator historically where the money has been designated in past years with the response being that most recently it has been proposed for the Community Center/City Hall Fund. The City Administrator commented however the Street Fund has received this source of revenue in prior years. The City Administrator reminded the Council this was the second of two hearings required in order to receive this source of funding and at the budget hearing the possible uses of State Revenue Sharing were suggested for the Community Center/City Hall Fund. Mayor Cline asked if there were other ideas however Councilor Johnson stated he would like to see the Community Center/City Hall project completed. Councilor Harless indicated he was in agreement with Councilor Johnson. Mayor Cline closed the hearing at 7:07 p.m. Council President Doerfler made a motion that the proposed uses of State Revenue Sharing be designated for the Community Center/City Hall Fund. Councilor Albertson 2nd and the motion carried unanimously.

Delegation

Mayor Cline acknowledged Sergeant Kelley in attendance and he began by apologizing for getting the reports to the Administrator so late however he indicated the department was down one deputy due to family leave and another deputy had yet to provide his information therefore it was not included. With that being said, Sergeant Kelley indicated the total number of hours provided to the City for the month had still been met. Sergeant Kelley added that Deputy Sutton has taken a temporary position with the forest patrol and Deputy Amo, a School Resource Officer, will be taking his place. Sergeant Kelley reminded the Council there will be a meeting of the entire South County on May 17, 2010 and indicated he would be happy to bring up anything of concern if the Council had items they would like presented. Council President Doerfler initiated a conversation regarding a matter on the incident list involving a child that initiated a discussion regarding Child Services and their role in monitoring these types of situations. Sergeant Kelley responded they normally develop a plan for resolution of the matter and a list of references however he commented it is often difficult to determine what is

considered discipline and what is abuse. Councilor Mercier stated that whether or not Child Services is involved probably depends upon the level of abuse. A brief discussion ensued.

City Administrator Report

The City Administrator stated that she had learned the plans for the Halsey Mennonite Church School were brought to City Hall by Linn County on Friday, May 7, 2010 after reporting she had spoken to John Hixson regarding this issue again on April 26, 2010. The City Administrator commented there appeared to be some concern regarding the amount of Stormwater System Development Charges that will be incurred with a member of the project asking whether or not the requirement to create a stormwater run-off pond offset any of those charges. The City Administrator stated that she had checked with the City Engineer with the response being the pond does not alleviate any of the charges for the Stormwater SDC fees. Council President Doerfler asked if the detention pond was similar to the one at the Post Office with the City Administrator responding affirmatively. Councilor Johnson commented that water run-off from a roof is substantial. The City Administrator added that Stormwater System Development Charges are based upon the square footage of impervious surface which includes the roof and the parking lot and sidewalks. After a brief discussion, Councilor Johnson confirmed that "pigs do fly" since the approved plans were turned into the City prior to the meeting. The City Administrator reported she had learned that the Central Linn School District did not present a resolution to the school board regarding the Construction Excise Tax therefore the City would not be initiating that fee for the 2010-2011 fiscal year. The City Administrator commented the revenue and appropriations were in the budget for the next fiscal year and considered leaving them in there based upon the fact that the School District may want to enact the charge later in the year. The City Administrator commented however the adopted budget can be changed without any further budget meetings providing the expenses are not adjusted more than 10%. Council President Doerfler asked if the School District could initiate this charge in the future with the City Administrator responding affirmatively. Mayor Cline indicated the items could be eliminated in the approved budget with the City Administrator responding she would confirm the rules regarding this procedure but was fairly certain this type of change would not impact a decision to approve the budget by the Council in June, 2010. There were no questions.

The City Administrator initiated a brief discussion on the 2011 Special City Allotment Grant however she stated the conversation could take place later on the agenda when the Resolution's were discussed. Mayor Cline indicated the discussion could take place at this time therefore Councilor Johnson asked about the potential of an overlay on a portion of West 3rd Street. The City Administrator responded the three streets listed had been proposed previously back in 2008 and had been turned down. The City Administrator thought that perhaps there may still be some additional stimulus money therefore that could free up some of the Special City Allotment Grant money whereby these gravel streets would qualify for funding. The City Administrator commented the goal of the City has always been to try to pave the gravel streets but these streets were only suggestions and therefore others could be discussed. Councilor Johnson stated there is limited traffic on the streets proposed with the City Administrator responding that is one of the reasons they may not qualify. Councilor Albertson asked when a decision had to be made regarding a proposed street or streets with Mayor Cline responding a resolution would need to be in place at the June meeting due to the deadline for filing for the grant. A brief discussion ensued with the decision to propose the streets established by resolution later in the meeting. The City Administrator reported that the auditors had been at City Hall on Monday, May 3, 2010 and were slated to be in town for two days however they completed their pre-audit in one day. The City Administrator apprised the Council of one concern whereby Martha, the utility clerk, makes billing adjustments sometimes without anyone in particular reviewing those types of entries. The City Administrator provided an example where the bills are due by 5:00 p.m. on the 20th of each month and at some point in time Martha must close this process and begin printing letters to go out to those customers who have not paid. The City Administrator commented that since the citizens have until 5:00 p.m. there are always those who come in at the last minute and this leaves Martha to make adjustments to their billing the following day. The City Administrator stated she does not necessarily

review those entries and therefore the auditors felt the system was not adequate for checks and balances. The City Administrator reported she has created a document for Martha to handwrite those types of entries and she will initial them for approval. The City Administrator commented the auditors did not feel there was an adequate check and balance now for the review of the bank statements since they are now printed off the websites. The auditors suggested someone with a computer should either review the statements online or it was suggested that they actually be printed by someone else and brought to City Hall. The City Administrator stated the Mayor seemed to be the likely candidate to perform this task since she utilizes a computer however the City Administrator expressed a concern for the timeliness in this process since they could be printed the morning of the first day of the month and the statements could be reconciled before it was convenient for the Mayor to bring them to City Hall. The City Administrator asked if the Mayor could print the statements, initial them, and bring them to City Hall where they could be matched with the ones printed in City Hall which the auditors agreed would be acceptable. A brief discussion ensued regarding the inconvenience for the Mayor to perform this task and the fact that the process to reconcile the bank statements would be slower. The City Administrator finalized the discussion by commenting that Karla needed to reconcile the court information between the Majic and Caselle programs prior to the return of the auditors which would probably be in August sometime. There were no other questions.

The City Administrator reported that Jerry Werner had been released for light duty and returned to work on Monday, May 3, 2010. Mayor Cline asked if his limitations for lifting were 10 pounds however the City Administrator responded he has been released for up to 35 pounds. The City Administrator commented the City may be able to receive up to \$7500.00 for the purchase of new equipment as a result of bringing Jerry back to work for light duty. Council President Doerfler commented he had not heard of this type of program and the City Administrator stated that many cities are not aware of the availability of these funds. The City Administrator noted that the workers' compensation people indicated there are actually three sources of money up to \$2500.00 each the City may be entitled to receive therefore a list of items were being worked on to present to City County Insurance for their review and approval. The City Administrator added the City can receive up to 50% reimbursement of Jerry's wages for something like 64 to 66 days while he is on light duty. There were no other questions.

Public Works Department

Council President Doerfler asked if the level of the lagoons were a problem with the amount of rainfall recently. The City Administrator responded the City is no longer discharging as a result of the discharge season ending April 30, 2010. Council President Doerfler asked if that were a concern due to the amount of rainfall however the City Administrator responded the levels at the lagoons were fine at this point in time. There were no other questions.

Planning Commission

Councilor Harless reported no meeting had been held. There were no questions.

Park Committee

Councilor Mercier acknowledged a letter included in the packets indicating that Smith Seed had donated \$5000.00 toward the purchase of some new playground equipment at the Halsey City Park. Councilor Mercier confirmed with the City Administrator that new equipment could not be purchased until after July 1, 2010 due to the fact that the City would not be able to transfer funds to the Park Fund until that date. Council President Doerfler appreciated the letter the City Administrator had written to Smith Seed expressing the City's gratitude for the money however he asked that some acknowledgment be placed in The Times as well. The City Administrator responded she would be happy to do so. Councilor Mercier commented she would like to see some kind of plaque placed at the park expressing the City's gratitude for the Smith Seed donation as well after the new equipment is installed. Councilor Mercier initiated a discussion regarding some plans the City had to construct a wooden train play structure asking if any of the members knew someone that might be interested in

building it for the Park. Councilor Albertson responded he had stated he could be interested but did not have the time for a couple of years yet. Councilor Johnson asked if he could borrow the plans to look at as he might be able to devote some time to this project. Mayor Cline commented she had purchased the plans several years ago and the City Administrator provided them to Councilor Johnson for review. There were no questions.

Councilor Albertson indicated the Census people expressed an interest in holding a BBQ at the end of the Census process and when he asked where they were planning on holding this event the person in charge was not sure. Councilor Albertson indicated there might be an interest in renting the Park and was unsure of the charge for its use. The City Administrator responded the normal charge is a \$50.00 deposit with \$25.00 being refunded if the Park is left clean. Council President Doerfler expressed an interest in waiving this fee for the Census which initiated a brief discussion.

Finance Committee

Council President Doerfler commented there are approximately seven weeks left in the fiscal year and stated he thought the City has had a successful year and is doing well financially. Councilor Doerfler stated that he or the City Administrator would be happy to answer any questions however there were no questions.

Street/Utility Committee

Council President Doerfler commented the minutes from the meeting held on April 22, 2010 were included in the packets and noted that most of the discussion was concerning non-highway use. Council President Doerfler stated there were discussions about rail upgrades and the expansion of air service from the coast to Portland. Council President Doerfler commented that the State of Washington is upset that the City of Newport is getting a new marine facility but the people in Newport expect it to get a lot of use and are excited about it. Council President Doerfler stated there was considerable discussion about the railroad crossing at Queen Avenue and the problems at that particular crossing. Council President Doerfler added there will be upgrades to the railroad from Albany to Lebanon, Lebanon to Sweet Home and Lebanon to Mill City. Council President Doerfler stated there are also proposed improvements to the railroad bridge in Harrisburg. Council President Doerfler stated there was a discussion about the problems with the Highway 20 project and one of the bridges has been torn down. Council President Doerfler reported there was a lot of blasting in Eddyville and recommended using another route other than Highway 20 due to the disruptions. Council President Doerfler had handed out a report on proposed projects earlier in the meeting and Councilor Harless commented that 5.19 million dollars had been designated for improvements at the Queen Avenue railroad crossing. Council President Doerfler noted there was considerable talk regarding high speed rail however that is at least ten to fifteen years away. Council President Doerfler stated that high speed rail cannot run on the freight lines and stated it would be better placed between the freeway lanes or elsewhere. Council President Doerfler added that high speed rail will be expensive and everyone wants faster service to San Francisco however there is one problem—the Siskiyou Mountains. A brief discussion ensued.

Intergovernmental Committee

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

Old Business

Mayor Cline asked if there were any particular questions regarding the complaint/issue log. Council President Doerfler asked for clarification on the location of a property regarding a letter written by the City Administrator that had been included in the packets. The City Administrator reminded the entire Council of the meeting held at the Central Linn Elementary School regarding potential nuisance violations and there were some people in attendance that also brought up a complaint that the City had never addressed the drainage issues at the duplex located near West E Street. The City Administrator explained that the person that came into City Hall implied that they had complained for over two years

about the ditches and nothing had ever been done. The City Administrator indicated she wrote the letter to let them know that considerable money had been spent on the ditches near the duplex after the meeting regarding potential nuisance violations was held. The City Administrator stated that she and Andy had driven to the location again and there is perhaps a bit more work than can be done however unfortunately many of the ditches in the City hold water until they are at a level where they can begin to flow. The City Administrator commented there have been several drainage complaints with Mayor Cline commenting that amount of rainfall has been particularly bad this year. Councilor Albertson commented the amount of rainfall is actually down from previous years. Council President Doerfler noted that the drainage in town flows out toward Powerline road however the ditches stop at that point therefore the water cannot continue to flow and eventually must be absorbed into the ground. A brief discussion ensued.

The City Administrator reported that she had spoken to Stephen Cooney, the City Attorney, regarding the lack of response to some of the issues the City has requested legal advice on and asked if Halsey was no longer important to him and his partnership. The City Administrator stated that Cooney noted he had not done a good job for the City but he did express an interest in still serving the City. The City Administrator commented they discussed the past due utility bill at the apartments, the Wahlstrom property, and the industrial property located on West 1st Street. The City Administrator stated that Cooney indicated he would speak with his partner, Joe Trudeau, regarding the Wahlstrom property since he has a bit more expertise in that area. The City Administrator commented she has enjoyed working with Cooney and understands the Council's concern regarding his lack of response but was inclined to see what develops after having spoken with him. Councilor Parker stated she thought the City should continue to work with Cooney and re-visit the issue if the Council was not happy with the progress. A brief discussion ensued.

The City Administrator provided some information regarding the potential street vacation of West K Street that she had received from the City Engineer and the City Planner earlier in the day. The City Administrator commented there is a water service in the area that probably serves the Bills' residence as well as a sewer line that would at the very least require easements and there is mention that the ditch may need to be relocated slightly. Council President Doerfler commented that it appears with the street vacation process this could be a difficult place to construct a pole building and asked whether there is room in the existing facility for an additional building. The City Administrator responded the amount of existing square footage in buildings would need to be calculated in order to ensure that number does not exceed code limitations. The City Administrator commented there had been talk of constructing a building in the southwest corner however that area borders two streets and there would be fifteen foot setback required on two sides. It was the consensus of the Council that the City Administrator continue to pursue the options for a location to construct another pole building for public works.

New Business

Mayor Cline initiated a discussion on the proposed \$1.00 increase in the water and sewer rates for the 2010-2011 fiscal year. The City Administrator commented the proposed increase had been discussed at the budget meetings however a notice had been published in The Times to notify any citizen wishing to comment an opportunity to do so at the Council meeting. The City Administrator indicated there were no citizens present however the proper public notice has been published and therefore the Council has at least provided an opportunity for public comment. Mayor Cline added that both of the Water and Sewer Fund must be self-sufficient. Council President Doerfler commented the \$1.00 increase to both the water and sewer rates was very conservative and necessary for the Water and Sewer Funds to keep up with expenses. A brief discussion ensued.

Mayor Cline acknowledged the two wage scale documents that had been included in the packets and confirmed with the City Administrator that the 2010-2011 document included the .5% cost of living adjustment for the 2010-2011 fiscal year. The City Administrator added there are also potential step increases with 3% between each step. Mayor Cline commented that step increases are not necessarily given with the City Administrator responding affirmatively. Council President Doerfler made a

motion to approve the 2010-2011 wage scale. Councilor Parker 2nd and the motion carried unanimously.

Ordinances and Resolutions

Mayor Cline requested that all four resolutions be read by title only with the consensus of the Council in agreement.

Mayor Cline read Resolution 2010-542 by title only—A Resolution by the City Council of the City of Halsey Proclaiming Older Americans Month—Age Strong, Live Long—May, 2010. Council President Doerfler made a motion to adopt Resolution 2010-542. Councilor Parker 2nd and the motion carried unanimously.

Mayor Cline read Resolution 2010-543 by title only—A Resolution Regarding the 2011 Special City Allotment Agreement for the Reconstruction of West L Street Between West 4th Street and West 5th Street. Council President Doerfler made a motion to adopt Resolution 2010-543. Councilor Parker 2nd and the motion carried unanimously.

Mayor Cline read Resolution 2010-544 by title only—A Resolution Regarding the 2011 Special City Allotment Agreement for the Reconstruction of West M Street Between West 4th Street and West 5th Street. Council President Doerfler made a motion to adopt Resolution 2010-544. Councilor Parker 2nd and the motion carried unanimously.

Mayor Cline read Resolution 2010-545 by title only—A Resolution Regarding the 2011 Special City Allotment Agreement for the Reconstruction of West 5th Street Between West L Street and West M Street. Council President Doerfler made a motion to adopt Resolution 2010-545. Councilor Parker 2nd and the motion carried unanimously.

Prior to adjournment Council President Doerfler thanked the entire Council for the work they have accomplished while at the same time making the meetings fun and enjoyable. The City Administrator agreed wholeheartedly with Council President Doerfler's statement.

Adjournment

Council President Doerfler made a motion to adjourn the meeting at 8:40 p.m. Councilor Mercier 2nd and the motion carried unanimously.

Marjean Cline, Mayor

Judy Cleeton, City Administrator