

## HALSEY CITY COUNCIL HEARING/MEETING

Central Linn Elementary School  
280 West 2<sup>nd</sup> Street – Library  
Halsey, OR 97348  
May 12, 2009  
7:00 P.M.

The City Council meeting was called to order at 7:04 p.m.

The City Administrator took Roll Call.

Present: Mayor Marjean Cline, Councilor Joan Mercier, Councilor Cynthia Choat, Councilor Eldon Albertson, and Councilor Kathy Parker. Councilor Eric Harless arrived at 7:13 p.m. and Council President Wade Doerfler was absent.

Also in attendance were Scott Bond, Director of Senior and Disability Services; Deputy Hauke; Andrew Beaudet; Woodrow Edwards; and City staff employees Martha Chamberlain and Karla Caudell.

### Approval of Minutes

Councilor Choat made a motion to approve the minutes from the meeting held on April 14, 2009. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

### Delegations

Mayor Cline acknowledged **Deputy Hauke** in attendance and upon doing so he indicated that Sergeant Lawler was on vacation and had asked him to attend the meeting on his behalf. Deputy Hauke confirmed that the Council had received the incident report for the month, however there were no questions. Deputy Hauke stated the most recent development was a break-in at DLF International and they were checking into that situation. The City Administrator asked Deputy Hauke to speak on the fact that Sergeant Lawler would be taking a new position in Albany and someone else would be appointed to his position. Deputy Hauke explained that an opening became available in Albany for Sergeant Lawler to advance so he will be fulfilling that position around the first of June. Deputy Hauke indicated today was the deadline for applicants for his current position and noted that someone should be appointed soon and on the job around the first of June as well. The Council was appreciative of Sergeant Lawler's service to the community and noted he will be missed. There were no other questions.

Mayor Cline acknowledged **Scott Bond** in attendance and asked him to speak on the designation of the month of May as Older Americans Month. Bond stated, as designated by the Federal government, the proclamation adopting Older Americans Month for May, 2009 was sent to all COG members. Bond explained that the baby boomers are still the largest demographic and the ongoing aging population is a growing issue. Bond stated programs have been established that help individuals pay attention to how they get older and how to stay healthy as long as possible. Bond added there are programs to assist individuals on how to regain their health. Bond stated that Linn and Benton County provide classes on such things as living well with chronic conditions. Bond explained the program is six weeks long and deals with issues from arthritis, depression, and heart disease. Bond stated there is assistance provided for family members as well. Bond stated they have noted this program works in the fact that individuals feel better and make less visits to the doctor. Bond then noted there is ongoing work being done on how to manage costs for health care of the boomers as Medicare will not be able to support that demographic population. Bond stated the boomers will not be in full force until approximately ten years from now. Bond referred to the data sheets he had provided regarding information on the services offered to seniors noting that the numbers will increase more in the future but for now there is slow, steady growth. Bond encouraged everyone to attend the Living Well Health Expo that is taking

place at the Linn County Fair and Expo Center tomorrow, May 13, 2009 from 9:00 a.m. until 3:00 p.m. Mayor Cline asked if the Expo is held only once a year in May with Bond responding affirmatively. Councilor Choat asked if the classes are free. Bond responded that some of them are and some such as the one for chronic conditions has a nominal fee. Councilor Choat asked if there was a website where this information could be located however Bond responded he thought the first step was to contact a senior center of choice or to call his office. Councilor Choat asked what age was considered a senior. Bond responded that for Medicaid the age is 65, although for the Older Americans Programs the age is 60. Bond added that classes dealing with chronic conditions is not about age and family members are encouraged to participate as well.

Mayor Cline read Resolution 2009-527 by title only—A Resolution by the City Council of the City of Halsey Proclaiming Older Americans Month Living Today for a Better Tomorrow, May 2009.

Councilor Choat made a motion to approve Resolution 2009-527. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

### **Budget Hearing – Proposed Uses of State Revenue Sharing**

Mayor Cline opened the public hearing for the proposed uses of State Revenue Sharing by reading the procedures and rules of conduct at 7:27 p.m. The City Administrator indicated that State law requires two hearings on State Revenue Sharing; one for the possible uses of State Revenue Sharing which was held at the last budget meeting, and one for the proposed uses of State Revenue Sharing which is held at a City Council hearing and therefore the reason this item is on the agenda. The City Administrator reminded the Council the possible uses of State Revenue Sharing, at the budget level, was determined to go toward the Community Center/City Hall project. The City Administrator explained the Council could determine other “proposed” uses of the State Revenue Sharing although in most circumstances, since the members are essentially the same individuals, the possible and proposed uses are the same. Councilor Choat and Councilor Mercier supported the proposed State Revenue Sharing be designated for the Community Center/City Hall project and the consensus of the Council was in agreement. With no further discussion Mayor Cline closed the hearing at 7:32 p.m.

### **City Administrator Report**

The City Administrator reported that she was excited to receive approvals of the Total Maximum Daily Load Implementation Plan (TMDL) and the approval of the water permit extension. The City Administrator noted that the TMDL is something the City has to work on from time to time and actually impacts cities with water bodies closer in proximity. However, the City Administrator provided an example of how information in the City newsletter about picking up after your pet in the park area might be listed as a way to help prevent bacteria from reaching any waterways nearby. The City Administrator stated the water permit extension actually allows for public response until June 19, 2009 but does not see any reason for the approval to be denied. There were no questions.

The City Administrator added there is a ray of hope regarding the 2010 Appropriation money, as thanks to the Mayor, she forwarded a questionnaire that was emailed on April 29, 2009 and had to be completed by April 30, 2009 and City staff went to work on it right away. The City Administrator was pleased to report an email response stated the City had done a “fantastic” job and therefore gives a ray of hope that we have made it to the next level. Mayor Cline noted that it is apparent that we have made it to the designated appropriations committee for discussion. There were no questions.

The City Administrator stated she had included the final proposal from AlyricaTel regarding broadband service for the community and possible funding for the Community Center. The City Administrator noted that when Councilor Choat asked when we might learn of the funding from this source it was stated it should be prior to July, 2009 however the document indicates it would not be until July, 2010 or September, 2010. There were no questions.

### **Public Works Department**

Mayor Cline asked if the City Administrator wanted to speak on the public works report however she stated she did not have anything in particular to talk about but welcomed any questions. Mayor Cline raised a question about the information on the pole building included in the report asking if it was larger than allowed with the City Administrator responding that was a revised bid for a smaller facility that would be in compliance with City codes. The City Administrator added the contractor would not be able to begin construction on the building until September, 2009 or October, 2009. There were no other questions.

### **Planning Commission**

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

### **Park Committee**

Councilor Mercier reported, with confirmation from the Assistant City Recorder, Karla Caudell, that the skatepark modules had been purchased and delivered and a request for reimbursement had been submitted to Oregon Parks and Recreation from the grant that had been awarded. Councilor Mercier added that as soon as weather permits the construction phase of the project will begin. There were no questions.

### **Finance Committee**

As Council President Doerfler was absent, Mayor Cline asked the City Administrator to speak on the finance information provided. The City Administrator noted there are documents showing the balances in the money market account, the checking account, and the investment pool account. The City Administrator stated there is also a report showing the budget amounts in each fund and the year-to-date revenue and expenditures for each item for their review. The City Administrator indicated she has also provided the accounts payable for April, 2009 and May, 2009 at the direction of the auditors as this allows the Council to check the sequence numbers to determine if any numbers are missing. There were no questions.

### **Street/Utility Committee**

As Council President Doerfler was absent, Mayor Cline directed Councilor Parker to provide the report on this Committee. Councilor Parker responded the main item of discussion was ODOT trying to figure out how to make use of toll roads in the State and the impact that would have on small towns. Mayor Cline questioned whether the discussion was about I-5 and/or I-84 as those seemed to be the only roads which could potentially assess a toll. Councilor Parker stated much of the talk was determining a toll area around cities such as Portland or Salem. A brief discussion ensued.

### **Intergovernmental Committee**

Council President Doerfler was absent and Councilor Parker indicated this Committee would be meeting later in the month. There were no questions.

### **Old Business**

Mayor Cline initiated a discussion on the lift station bid results and the City Engineer's recommendation. The City Administrator explained the bid documents were issued with a base bid and an alternate bid which includes a generator. The City Administrator stated the low bidder for the base bid is Triad Mechanical and the low bidder for the base bid plus the additive is Apex International Development Group. The City Administrator indicated, as a public entity, the City is required to take the lowest bid unless there is a reason to disqualify them therefore the discussion needs to be whether or not to include the generator in the project. The City Administrator explained there is a generator at the water plant that keeps providing water to the citizens during times of power outages or pump failure. The City Administrator stated the lift station is located in a residential area and at times the City has had to connect a portable backup pump at this location during power outages

or pump failure. The City Administrator explained the only way the City currently learns of a problem at the lift station is by an audible alarm sounding in the neighborhood and someone contacting us to let us know it is going off. The City Administrator stated a generator would provide a backup to the existing station and help in preventing raw sewage from overflowing into a residential neighborhood during times of concern. A brief discussion ensued. Councilor Choat made a motion to accept the bid by Apex International Development Group in the amount of \$169,735.00. Councilor Mercier 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline directed the City Administrator to speak on the agenda item listed for SEI requirements. The City Administrator indicated she wanted the Council to know that new legislation will only require annually filing although she thought there was a requirement to file for one more quarter. The City Administrator stated there are also some changes in what information will be have to be provided. There were no questions.

Mayor Cline stated a second letter had been sent to Greg Wahlstrom regarding his property and confirmed with the City Administrator there was no response. Mayor Cline advised Deputy Hauke of the property being discussed. The Council was in agreement that enforcement of the Ordinance should continue and Mayor Cline asked the City Administrator what was the next step. The City Administrator responded she was unsure but would probably check into an administrative warrant and providing that to the Judge for the proper legal action to be taken. Mayor Cline suggested the City Administrator contact the City Attorney with the Council in agreement. There were no other questions.

### **New Business**

Mayor Cline initiated a discussion of a letter submitted by Jerry Werner requesting the use of West K Street, a public right-of-way, for planting a garden. Mayor Cline noted that some residents request the use of public rights-of-way for this purpose and the City has allowed them to do so. Mayor Cline stated this is a bit different because it is a City employee requesting use of City property. A brief discussion ensued. Councilor Harless made a motion to allow Jerry to plant a garden on City property known as West K Street. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline indicated she was happy to see the agenda item for a discussion on lowering SDC fees for a period of time as this issue had been briefly talked about at the previous Council meeting. The City Administrator stated that a resident had requested the issue be placed on the agenda. Mayor Cline noted that the City of Harrisburg had recently reduced their SDC's and she thought it was worth discussing to encourage construction. Mayor Cline suggested reducing SDC's by 50% through September, 2009. A brief discussion ensued. Councilor Choat made a motion to reduce SDC's by 50% from now until October 1, 2009. Councilor Mercier 2<sup>nd</sup> and the motion carried unanimously. The City Administrator commented that she had not been proactive in providing an updated fee resolution however Mayor Cline stated this was a temporary fee reduction and not a permanent change. The City Administrator stated that the motion and 2<sup>nd</sup> should be sufficient for the reduction and the information could be passed along in the newsletter. Councilor Choat asked what size of building could be constructed without requiring a permit with Councilor Albertson responding 200 square feet. The City Administrator added that the building could not be higher than 10 feet from the lowest point to the highest point. There were no other questions.

The City Administrator requested a discussion on granting permission to allow OAWU (Oregon Association of Water Utilities) to create a Water Conservation and Management Plan. The City Administrator explained that a Water Master Plan had recently been completed but the Water Conservation and Management Plan is a requirement for granting the water permit extension. The City Administrator stated that a person from OAWU had been in contact with her stating they can create that document but could not provide a quote until the Water Master Plan was completed. The City Administrator reported they recently submitted a letter stating they would charge \$4,000.00 for the Plan. The City Administrator stated the Water Master Plan cost in excess of \$20,000.00 and although \$4,000.00 is not cheap the amount of information required would be difficult for the City to produce and allowing OAWU to perform this task would alleviate a lot of headaches. After a brief discussion it

was the consensus of the Council to authorize OAWU to develop a Water Conservation and Management Plan as required by the City's water permits.

**Resolutions**

Mayor Cline read Resolution 2009-528 by title only—A Resolution Certifying the Eligibility of the City of Halsey for State Shared Revenues. Councilor Choat made a motion to approve Resolution 2009-528. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline read Resolution 2009-529 by title only—A Resolution Declaring the City of Halsey's Election to Receive State Revenues. Councilor Harless made a motion to approve Resolution 2009-529. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline read Resolution 2009-530 by title only—A Resolution Extending City of Halsey, Oregon Linn County Workers' Compensation Coverage to Volunteers of Halsey, Linn Co. Oregon. Councilor Choat made a motion to approve Resolution 2009-530. Councilor Albertson 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline read Resolution 2009-531 by title only—A Resolution Regarding the 2010 Special City Allotment Agreement for the Reconstruction of West 1<sup>st</sup> Street Between West J Street and Crowell Lane. Councilor Harless made a motion to approve Resolution 2009-531. Councilor Choat 2<sup>nd</sup> and the motion carried unanimously.

Mayor Cline read Resolution 2009-532 by title only—A Resolution of the City of Halsey, Linn County, Oregon, Requesting the City Council to Approve an Internal Control Policies and Procedures Manual. Councilor Choat made a motion to approve Resolution 2009-532. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

**Executive Session**

Mayor Cline closed the regular session at 8:16 p.m. and opened an executive session per ORS 192.660(2)(i). Mayor Cline closed the executive session at 8:40 p.m.

**Adjournment**

Councilor Choat made a motion to adjourn the meeting at 8:40 p.m. Councilor Parker 2<sup>nd</sup> and the motion carried unanimously.

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Marjean Cline, Mayor

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Judy Cleeton, City Administrator