

HALSEY CITY COUNCIL MEETING

Halsey City Hall
773 W. 1st Street
Halsey, OR 97348
August 11, 2009
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 Joan Mercier, Councilor Eldon Albertson, and Councilor Kathy Parker. Councilor Eric Harless and Councilor Cynthia Choat were absent.

Also in attendance were Sergeant Bard Kelley; Don Ware from The Times, citizen, Loleta Whipple; and Assistant City Recorder, Karla Caudell.

Approval of Minutes

Council President Doerfler made a motion to approve the minutes from the meeting held on July 13, 2009. Councilor Albertson 2nd and the motion carried unanimously.

Delegations

Mayor Cline acknowledged **Sergeant Kelley** in attendance who stated, at the July 13, 2009 meeting, there had been a concern about individuals sleeping in the Park however no one on patrol had noticed anyone doing so over the past month. Sergeant Kelley suggested the Sheriff's office be contacted immediately if someone is seen sleeping in the Park so they could address the concern at that time. Sergeant Kelley noted they had been able to talk with the driver of the silver car that had been seen racing through town on several occasions. Councilor Albertson asked if the vehicle was an RX7 to which Sergeant Kelley responded he believed it was. Mayor Cline asked what happened during the conversation with the driver with Sergeant Kelley responding he was given a warning which is their normal procedure for a first time "confrontation". Everyone on Council was in agreement that a warning for a first time "offense" was appropriate. Sergeant Kelley discussed an issue with a door-to-door foreign exchange student who was selling books in order to raise money for schools. Sergeant Kelley indicated a citizen was alarmed when the person asked to come inside her house and then asked about children in the area. Sergeant Kelley noted the person was sent into City Hall in order to learn the regulation for door-to-door solicitation and the issue was resolved. Mayor Cline cited another recent incident where some children were going door-to-door stating they lived in Sweet Home and were home schooled and were fundraising for a trip. Mayor Cline indicated they were not from Sweet Home and that situation was resolved as well. Council President Doerfler asked if on the average most people cooperated when approached by any law enforcement officer with Sergeant Kelley responding affirmatively. Council President Doerfler asked for confirmation that their vehicles were fueled at the County Road Department as he appreciates their visibility in the City at this location. Sergeant Kelley responded that a lot of miles are put on their vehicles and this is a constant and convenient stopping place for them to fuel up. There were no other questions.

City Administrator Report

The City Administrator updated the Council on the progress of the lift station improvements indicating that a cement pad had been poured for the generator, along with the installation of a fence, and the culvert had been placed in the ditch and that area filled in. The City Administrator indicated the electricians have been down in the lift station and have altered some things that have prevented one of the pumps from working but public works was working with them to address this issue. The City

Administrator reported Pacific Power had been in contact with the contractor making them aware of the electrical requirements therefore the pumps and the generator have been ordered and now the project is pretty much on hold until the arrival of that equipment. Council President Doerfler asked if the project would be completed by October, 2009 however the City Administrator responded it would probably be sometime in November, 2009. The City Administrator advised Council President Doerfler that she would provide him with a copy of the proposed schedule as he was absent during the time that was discussed. There were no other questions.

The City Administrator apprised the Council that the auditors were scheduled for two days in August however they gathered the information they needed in just one day. The City Administrator commented they suggested a couple of policy changes that were no surprise and that she had had a staff meeting to address those concerns. The City Administrator stated one of the concerns was adequate documentation for billing adjustments made in the utility system; a better procedure for tracking land use permits; and reconciling revenues from fines between the Majic program and Caselle on a monthly basis rather than annually. Council President Doerfler asked when the audit would be completed with the City Administrator responding they were waiting for the turnover figures for tax revenue received by the City and thought the final audit would be prepared by October, 2009. There were no other questions.

The City Administrator thanked the Council for authorizing Benji Chamberlain to assist the public works employees for a couple of weeks in July, 2009. The entire Council was pleased to see the work that had been accomplished and appreciated Chamberlains work. There were no other questions.

The City Administrator had included information on the upcoming League of Oregon Cities annual conference in October, 2009 stating the Councilor Choat had indicated an interest in possibly attending these types of events and although she was absent the material had been included in case anyone else might want to attend. None of the other Councilors, nor the Mayor, expressed an interest however Mayor Cline indicated she would share the information with Councilor Choat when she returned. The City Administrator noted Caselle is providing a two day annual conference in October, 2009 as well and thought it would be beneficial to attend in order to receive some additional training on the software that was installed last August, 2008. The City Administrator commented the training received was good but was pretty intense for four days and any additional information she could learn about making full use of the software would be beneficial. The entire Council was in agreement with the City Administrator attending this conference.

Public Works Department

Mayor Cline asked if there were any questions regarding the public works report. Council President Doerfler asked if there were any problems in town with the City Administrator commenting the City is a bit behind in maintaining some of the weeds and high grass due to the Park project and the lift station project but that issue should be resolved soon. Mayor Cline asked about cleaning the ditch area by the Park that leads past the water plant indicating it had not been cleaned for some time. The City Administrator commented that ditch as well as finishing an area of the north ditch would be addressed as Chamberlain had been able to clean some of the ditches but not all of them. There were no other questions.

Planning Commission

Mayor Cline commented that Councilor Harless was not present however no meeting had been held therefore there was no report. There were no questions.

Park Committee

Councilor Mercier reported the pathway had been completed and the equipment is ready to be placed on the pad however there has been some problem finding someone that is capable of moving it. Councilor Mercier indicated Pacific Power was willing to move it however it would have to be done on a Saturday. The City Administrator commented Andy and Jerry had been in contact with someone that is willing to help but he has not indicated when he will be available. A brief discussion ensued.

Finance Committee

Council President Doerfler stated the City finished the fiscal year on a sound basis and he is still amazed at what is accomplished with limited funding for a City our size. Council President Doerfler commented with already completing 1/12 of the year it is sometimes difficult to wait for an audit of the previous year as the City has normally completed a quarter of the new fiscal year by the time it is completed. The City Administrator commented she already had a bit of a problem with that as the auditors emailed for some information and she provided the current year before she remembered they are of course auditing 2008-2009. There were no questions.

Street/Utility Committee

Council President Doerfler thanked Councilor Parker for attending these meetings as well as the COG meetings in his absence and hoped she would continue to attend now that he has recovered from his accident. Councilor Parker indicated she was happy to fill in for him and looked forward to attending the meetings in the future. Councilor Parker indicated there was a meeting that primarily talked about the 30 year plan for high speed railroad transportation. Councilor Parker noted that passenger as well as freight were discussed using the old Oregon Electric line and she questioned the livability if this were to take place. Councilor Albertson indicated the lines were far enough away that should not be a problem however Councilor Parker expressed a concern she would still be able to hear the horns. A brief discussion ensued.

Intergovernmental Committee

There was no report.

Old Business

Mayor Cline asked about the document included in the packets regarding the water rights permit with the City Administrator responding she had forgotten it had been included but noted it states that the water permit extension she applied for months ago has been approved. The City Administrator clarified that the permit extension has been approved for that one permit however the City has another water permit as well. There were no questions.

The City Administrator noted the Wahlstrom property is in the hands of the City Attorney and she has not heard back from him as of this date. The City Administrator commented the deadline for the property on West 1st will be up in a couple of days and it appears that it will also need to be turned over to the Attorney as well so she will try to get an update on the Wahlstrom property at that time. The City Administrator noted the noxious vegetation had been cut down at the property on West 1st so a small amount of progress had been made. There were no questions.

Mayor Cline asked for comments on the complaint and nuisance log information however there were no comments. Mayor Cline initiated a conversation about some activity at the restaurant near the fueling station and some junk that is in some high grass on this property. Councilor Mercier suggested the camper sitting off the highway is dangerous with Mayor Cline commenting it is definitely sitting on the property where the restaurant is located. A brief discussion ensued.

New Business

Mayor Cline initiated a discussion on the three responses to the RFQ for a City Planner. Council President Doerfler commented he did not recall how the application process took place several years ago when Satre Associates were hired and what kind of response was received at that time. Mayor Cline responded there was very little response but that Terri and Rick from Satre Associates came and gave a very good presentation to the City Council. Council Present Doerfler commented that the material supplied by Morgan CPS was very professional. Councilor Mercier commented that even though the documents submitted by Eric Adams indicate he has only had five years of experience she thought he would be energetic and commented that she also liked Rich Catlin with R&a who has had 28 years of experience. Mayor Cline commented that Morgan CPS is located in Keiser and that mileage could be a determining factor in the decision making process. The City Administrator

commented they indicate they either charge only one way for mileage or do not charge mileage at all. Councilor Parker liked the fact that Morgan CPS concentrated on small towns whereas R&a focuses on larger cities such as Salem and Eugene. Councilor Parker stated the needs are quite different for a small town versus a large town in regard to land use issues. Councilor Mercier asked if they knew what each one charged with the City Administrator responding the hourly rate for Eric Adams is \$50/hour; \$55/hour for Morgan CPS; and \$95/hour for R&a. The City Administrator commented that money is not necessarily the driving factor in selecting a planner as probably 80% to 90% of the charges are assessed back to the applicant. Council President Doerfler commented he had no problem meeting with all three of them as long as each of them met the criteria for the City Planner position. The consensus of the Council was they were in agreement with inviting all three of them to the meeting scheduled for August 18, 2009. The City Administrator advised the Council that the Commissioners would also be part of the August 18, 2009 meeting as they would be the body that would primarily be dealing with the City Planner along with City staff. There were no questions.

Ordinances and Resolutions

Mayor Cline asked the City Administrator if Ordinance 2009-383 had been revised to include the changes suggested at the July 13, 2009 meeting. The City Administrator commented she had removed the areas where BMX bicycles, bicycles and in line skates were allowed however Councilor Albertson commented there is still reference to them in the first sentence of the Ordinance. The City Administrator agreed that sentence had been overlooked therefore suggested the first reading be as amended and a second reading could then take place at the September 8, 2009 meeting. Mayor Cline read the first reading of Ordinance 2009-383 by title only, as amended—An Ordinance Establishing Guidelines and Rules for the Skate Park Within the Halsey Memorial Park.

Councilor Albertson stated he had been at the new Riverbend Resort in Harrisburg and had a copy of a menu he meant to bring but had forgotten it but he had asked about holding the Christmas Dinner at this location. Councilor Albertson said they have a nice room upstairs overlooking the river but they would charge to move tables and chairs up to this location. The City Administrator commented there are a couple of banquet rooms downstairs as well that overlook the river and there are table and chairs already there so perhaps that would be a possibility. A brief discussion ensued.

Adjournment

Council President Doerfler made a motion to adjourn the meeting at 7:50 p.m. Councilor Parker 2nd and the motion carried unanimously.

Marjean Cline, Mayor

Judy Cleeton, City Administrator