

## HALSEY CITY COUNCIL MEETING

Halsey City Hall  
773 W. 1<sup>st</sup> Street  
Halsey, OR 97348  
October 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, Council President Wade Doerfler, Councilor Joan Mercier, Councilor Eldon Albertson, Councilor Eric Harless, and Councilor Kathy Parker.

Also in attendance were Lee Johnson, Melissa and Randy Dieckhoff, Duane Edmondson, Deputy Matt Wilcox, and city employees Karla Caudell and Martha Chamberlain.

### **Approval of Minutes**

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

### **Application for Council**

Mayor Cline referenced the application submitted by Lee Johnson for the vacant council position. Council President Doerfler made a motion to accept Johnson's application. Councilor Albertson 2<sup>nd</sup> and the motion carried unanimously. Mayor Cline asked if there was any discussion and since there was none the City Administrator gave the oath of office to Lee Johnson and he took a place at the table.

### **Delegations**

Mayor Cline acknowledged Deputy Matt Wilcox in attendance as Sergeant Kelley is on vacation. Council President Doerfler stated that he appreciated the frequent appearance of the deputies in the City. Mayor Cline expressed a concern regarding kids in the skatepark area late at night and in particular on Saturday nights. Mayor Cline requested additional surveillance be administered during these hours. Deputy Wilcox responded that similar problems occurred when the Harrisburg Skatepark opened and they had additional patrols in the area for a period of time which resolved the problem and would do the same for Halsey. Council President Doerfler asked if the kids seen were of any particular age group with Mayor Cline responding it was difficult to determine their ages. There were no other questions.

### **City Administrator Report**

Since Duane Edmondson was not yet in attendance, Mayor Cline directed the City Administrator to provide her report to the Council. The City Administrator stated that three change orders had been signed for the lift station which result in making the project very close to budget but would not go over the allotted expenditure for this project. The City Administrator stated that she had spoken with Steve Hattori from Devco Engineering regarding the oversight of their electrical engineer which resulted in some substantial additional costs on one of the change orders. The City Administrator reported that Hattori was very apologetic and assured her their next billing would reflect a deduction for some of this oversight. The City Administrator stated Hattori stated they were happy working with the City and hoped this incident would not hamper the relationship. The City Administrator responded the City was very satisfied with the service provided by Devco and appreciated their willingness to assist in absorbing some of the additional costs for the lift station project. There were no questions.

The City Administrator reported a lot of review is being done by both the City Engineer and the City Planner in regard to the Halsey Mennonite Church project. Councilor Albertson explained to Councilor Johnson where this project was taking place. The City Administrator indicated the dedication of East 1<sup>st</sup> Street still needs to take place which is holding up the project a bit as it is in the hands of the City Attorney. The City Administrator reported she is working on this issue with the City Planner as well. There were no questions.

The City Administrator reported city staff had updated the backflow information for each utility customer and everyone was charged for this annual testing in the September billing. The City Administrator reported that Dave Easdale has already picked up a list of customers and it appears he will begin testing the devices earlier than normal. Councilor Doerfler asked how long that process usually takes which he said seemed to be approximately six weeks with the City Administrator confirming that was correct. There were no other questions.

The City Administrator reminded the Council that she would be attending the Caselle conference from October 13<sup>th</sup> through October 15<sup>th</sup> and that Karla would be attending a grant conference at the end of the month. The City Administrator noted that Martha would be going in for surgery on November 4<sup>th</sup> but it is fairly quiet right now so between the three of them City Hall should operate without any problems. There were no questions.

The City Administrator advised the Council that she had applied for a small DLCD grant that would provide some funding for the City to review the Development Code. The City Administrator stated that as a result of someone inquiring about starting a pet products business the City Planner has indicated that none of the zones currently allow for any kind of veterinary service, animal hospital, or any other kind of pet facility. The City Administrator reported that normally a change in the Development Code is triggered by some type of development that is funded by the customer, however the City Planner has indicated this type of change should be administered by the City. The City Administrator stated this small grant would provide a source of revenue for this review. Mayor Cline asked when that process might start with the City Administrator responding a timeline was required as part of the application and recalled if the funding were made available the process would begin in December, 2009. There were no other questions.

### **Delegation**

Duane Edmondson arrived and Mayor Cline turned the meeting over to him. Edmondson introduced Randy and Melissa Dieckhoff noting they were members of the Oregon Moose Association. Edmondson indicated they were interested in starting a Moose Service Center in Halsey. Edmondson handed out a pamphlet on a Youth Awareness Program which includes a mentoring program for high school age students getting in touch with younger students and making sure the younger ones are taught safety. Edmondson noted the Moose Association also provides community service referencing how they partnered with some organizations in the City of Veneta to create a Community Center and a place for the Moose Association to hold its meetings as well. Edmondson requested the Council to sanction the Organization to allow them to petition the community by individual to join by completing a membership application and paying a small yearly fee. Council President Doerfler asked if the closest lodge currently was in Lebanon with Edmondson responding there is one in Junction City. Mayor Cline asked what type of facility they would be looking for with Edmondson responding they have talked with Buzz Steele about his building on West 1<sup>st</sup> however that option seems a bit costly at this point in time. Edmondson went on to say they are pursuing Halsey as they believe the time is right for this type of organization based upon the population. Melissa Dieckhoff stated they provide community service in Junction City and have assisted with fundraisers and would like to do the same in Halsey. Randy Dieckhoff indicated the Moose Organization has already reached out to the high school so they are looking to bring it closer to Halsey. Councilor Johnson asked about a requirement for a minimum number of members to which Edmondson responded they would be looking for 25 members initially which would include Shedd and Brownsville as well. A brief discussion ensued with Council agreeing the pursuit of such an organization in Halsey would be beneficial.

### **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 with the chlorinator at the lagoons with the City Administrator responding the City is not discharging right now so as far as we know everything is fine. The City Administrator reported there had been a concern expressed by a citizen about a chlorine smell in the water and she has learned that there has been an issue with the chlorine level at the water plant which has not been resolved. The City Administrator stated the public works employees were flushing some hydrants in the area of the complaint to assist in eliminating the problem. The City Administrator reported the levels are high but are not over the allowed level. A brief discussion ensued regarding the previous problems at the water plant with the jockey pump.

### **Planning Commission**

Councilor Harless stated no meeting had been held therefore there was no report. There were no questions.

### **Park Committee**

Councilor Mercier was excited for the grand opening of the skatepark which would take place on Saturday, October 17, 2009 between 1:00 p.m. and 4:00 p.m. Councilor Mercier stated she has talked to a lot of kids about the event and the City Administrator indicated Karla would be creating some posters to place around town as well. Councilor Mercier noted there will be some music, refreshments, and some drawings will be held for prizes including the Tony Hawk skateboard. Council President Doerfler commented he has seen considerable use of the skatepark as well as the pathway. Mayor Cline reported that she and Councilor Parker walk the path every morning. Councilor Mercier stated that she often sees young mothers with strollers in the area as well. A brief discussion ensued regarding finalizing plans for the opening which included the availability of electricity for a microphone and the small band that would be playing.

### **Finance Committee**

Council President Doerfler reported there are almost four months completed in the current fiscal year and still thinks the City accomplishes a lot for the amount of money it has. Council President Doerfler stated the City Administrator maintains financial stability for the City. There were no questions.

### **Street/Utility Committee**

Council President Doerfler stated the Committee met on September 24, 2009. Council President Doerfler noted that Vivian Payne from ODOT provided a visual presentation of the projects completed, those in progress, and those targeted for the future. Council President Doerfler indicated the Pioneer Mountain project will be shutting down for a period of time however completion is still projected for 2011. Council President Doerfler stated this project will cut off six miles of highway to Newport on Highway 20 but more importantly it will include many safety improvements. Council President Doerfler added that last Friday, October 9, 2009 Payne contacted him regarding some funding that could be available for curbs, sidewalks and driveway access and asked about walking part of town to determine areas of need. Council President Doerfler stated he contacted Mayor Cline and they met with Payne. Mayor Cline stated she provided a copy of the Downtown Development plan to Payne in order to provide some goals of the City regarding the downtown area. The City Administrator asked if there was any discussion regarding the need for engineering before any type of pedestrian traffic could be improved with Council President Doerfler responding that had not been part of the conversation. There were no questions.

### **Intergovernmental Committee**

Council President Doerfler reported a meeting had been held on September 17, 2009. Council President Doerfler stated discussions included salaries and classifications, training for caregivers, and flu shots. Council President Doerfler added there were talks about the loan program provided by Community and Economic Development which provides funding for small businesses that cannot get money from banks. Council President Doerfler stated this program has been going on for several years and is very successful. Council President Doerfler commented there was considerable discussion regarding wetlands and that it can take more than two years for a property to be considered “shovel ready” for a potential industrial site. Council President Doerfler noted this is a result of the need to mitigate other properties for wetlands when a property with wetlands is being considered for development. Councilor Mercier asked what the discussion was regarding flu shots. Council President Doerfler indicated it is being recommended only for children from the age of six months up to approximately 17 to 18 years of age as well as people with certain illnesses. Councilor Albertson added it included pregnant women as well. A brief discussion ensued.

### **Old Business**

Mayor Cline asked if there were any questions regarding the complaint log or the nuisance ordinance violations. Mayor Cline indicated it appeared many of the properties were complying with the City Administrator commenting that she wrote to one property owner that had received two complaints as a result of the good job they had done in cleaning up their property. Mayor Cline asked for an update on the Wahlstrom property with the City Administrator responding she would be contacting the City Attorney regarding another issue and would ask for an update on this property at that time. There were no other questions.

Mayor Cline reported that Karla had contacted the major contributors for the Community Center/City Hall project and learned they have no objection to City Hall moving to the downstairs area of this facility temporarily. Councilor Albertson asked if that information had been received in writing with Karla responding that each conversation had been documented and one had a follow up email. Council President Doerfler noted it would be beneficial to have someone making use of the building.

Councilor Albertson stated that one of the bathrooms would need to be completed with the City Administrator indicating it would not cost much to finish both of them. The City Administrator reported that some of the plumbing had been prepaid with Brad Buckmaster so she would work with him to determine the final costs of finishing both of the bathrooms. Councilor Albertson asked how it would be determined what the bare minimum requirement would be for parking lot improvements.

Mayor Cline responded the Development Code would determine what is needed. Edmondson stated it is usually determined on the maximum number of occupants. Councilor Albertson noted there would be less people using the lower level if it is used at this point for City Hall. The City Administrator reported there is a resident that works for Benton County who has indicated they may be able to provide a reasonable cost to the City in order to complete the parking lot. Councilor Albertson suggested looking again into the cost of concrete versus asphalt as it would last longer over time.

Edmondson suggested the City could perhaps offer a tax credit to a local business that could provide that service. Mayor Cline responded there was no local contractor of this type living within the City. Edmondson suggested fundraising or grant writing in order to raise additional funds. Mayor Cline turned the discussion over to the City Administrator. The City Administrator reported that she and Karla were up at the depot earlier that day and it is their feeling that the kitchen should be completed if it is anticipated that part of the building could still be used for community events. The City Administrator suggested part of the larger room could be used for City Hall and part could be made available for events and Council meetings. The City Administrator added the room in the back could be finished in order to provide a classroom area for use by those interested. The City Administrator indicated the need would be mostly to determine the cost for installation of the kitchen equipment and the parking lot. The City Administrator advised Council of the need to have \$40,000.00 available by

November, 2011 in order to pay off the loan for the elevator therefore she cautioned them on how much money should be made available at this time based on this information. The City Administrator noted an \$18,000.00 transfer is budgeted for this year which will be made after some of the tax revenue arrives. Melissa Dieckhoff asked if the City had contacted Curtis Equipment with Karla responding they only install equipment they have sold. Edmondson suggested contacting Kevin Schaffer in Eugene, an electrical consultant, who might be able to provide some names to contact for this type of installation. Councilor Albertson asked when the next election was and whether the City should consider going out for a smaller bond than the one previously put out to the voters. Edmonson suggested the Moose Organization could be interested in renting the current City Hall however Mayor Cline reported the existing City Hall would be reverted back to a library. A brief discussion ensued. It was determined City staff would look into costs for completion of the lower level and would consult with Council by phone prior to the next meeting if the need arose.

**Adjournment**

Council President Doerfler made a motion to adjourn the meeting at 8:30 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