

HALSEY CITY COUNCIL MEETING

Halsey City Hall
773 W. 1st Street
Halsey, OR 97348
November 10, 2009
7:00 P.M.

The City Council meeting was called to order at 7:09 p.m. (After eating some delicious chocolate cake made by the Mayor in honor of her own birthday!— Oh, and don't forget the French vanilla ice cream)

The City Administrator took Roll Call.

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

Also in attendance were Assistant City Recorder, Karla Caudell and Sergeant Brad Kelley who arrived around 7:45 p.m.

City Administrator Report

The City Administrator updated the Council on the progress at the lift station by reporting that the generator had been delivered and set in place and most of the electrical improvements had been made. The City Administrator stated the electrical components down at the bottom of the lift station had been relocated closer to the top for ease of access once the new pumps are online. The City Administrator stated she had been at the site with the public works employees on Monday as one of the pumps had failed on Sunday and asked if there had been any comment from George Frasier whose home is located just to the north of the lift station regarding the construction. The City Administrator reported that Frasier approached her early on when she was first hired requesting that the ditch be filled in that abuts his property to the south, and he had asked this in prior years as well, but in researching the situation it was determined closing in the ditch would only add to problems of raw sewage overflowing onto a residential street if the system were to fail. The City Administrator indicated that the improvements now make it more feasible to add a culvert to this area and the public works employees commented Frasier is very happy with the change. The City Administrator commented all of the surrounding neighbors had been notified of the construction that would be taking place in this area prior to the work being started but she had no response from any of them. There were no questions.

The City Administrator advised Council that Resolution 2009-538 would have to be tabled until the City Attorney, City Planner, City Engineer and she could review some additional documents on file with the County regarding the dedication of the City owned tax lot located on East 1st Street.

Councilor Mercier asked how large the tax lot was and the City Administrator located the area on the City map for everyone to see where the parcel was located and its impact to the proposed construction of the Halsey Mennonite Lighthouse Church/School project. A brief discussion ensued.

The City Administrator reported the Caselle conference she attended and the grant writing conference Karla Caudell attended were both very good. The City Administrator stated she continues to appreciate the switch to the Caselle software and the support is excellent. Caudell reported the trainer for the grant writing conference was excellent and she was able to work with another individual from a small city in writing a grant proposal for a water and sewer improvement as their project. Mayor Cline commented the City would be applying again next year for some appropriation funding in hopes of receiving some funding for the Community Center/City Hall project. A brief discussion ensued.

The City Administrator reported that Martha Chamberlain had surgery and is recuperating at home.

The City Administrator stated that they had discussed her available sick leave hours and vacation hours prior to her surgery and since she is a parttime employee she should have enough hours for a normal paycheck. The City Administrator asked, however, if Chamberlain is short some hours would they be

willing to allow her to contribute some of her sick leave to Chamberlain. The consensus of the Council was they were in agreement with the request.

The City Administrator stated the final audit reports had been received earlier in the day however she did not include them in the packets because of the late arrival and she did not know if the auditors would be presenting the document to them at the December 8, 2009 meeting. Council President Doerfler asked if the audit process was easier this year than last with the City Administrator responding there were still a couple of problems with reconciling to their figures but it was learned there had been a mistake in a couple of their calculations but the situation was easily remedied and the audit process overall was improved from the prior year. There were no questions.

Delegation

Mayor Cline acknowledged the arrival of Sergeant Kelley and asked him to update the Council on any noteworthy incidents in the City in regard to law enforcement. Sergeant Kelley responded with the onset of winter activity has slowed down. Mayor Cline asked if there had been any problems at the skatepark however Sergeant Kelley responded that the weather has deterred any late night activity in this area. Council President Doerfler asked if the winter weather slows down the “activity” at the apartments however Sergeant Kelley responded the apartments on a constant concern. Council President Doerfler commented he appreciates seeing the deputies in town. Caudell noted while she was at the grant writing conference there was an incident involving her husband and her children and her husband is getting professional assistance but she thought it best to make them aware of the situation. Caudell said she was disappointed to see that her husband’s name was the only one listed in the report however. Councilor Mercier asked why there are names tied to some of the incidents and not to others with Sergeant Kelley responding it depends on the deputy writing the report. There were no other questions.

Public Works Department

Council President Doerfler commented he was not aware the storage building had been completed at public works and drove over to see it and was pleased with the facility. Mayor Cline asked if everything was now out of the water plant however the City Administrator reminded the Council that an accessory building cannot be any larger than 1000 square feet therefore money should be reserved for an additional facility in the future as there were still items in the water plant and some of the other buildings at the public works yard. There were no questions.

Planning Commission

Councilor Harless stated no meeting had been held therefore there was no report. Mayor Cline asked if a meeting would be scheduled soon with the City Administrator responding one would be scheduled in December, 2009 in order to comply with the ordinance establishing the Planning Commission. There were no questions.

Park Committee

Councilor Mercier did not have anything to report however Council President Doerfler commented he thought the dedication of the skatepark went well in spite of the inclement weather. Council President Doerfler added that he had recently seen several young adults playing basketball at the park. The City Administrator commented new drainage and grass near the court were added in place of the gravel surrounding this area in order to keep the court clear of debris therefore she was pleased to hear someone was making use of this facility at the park. Councilor Mercier commented the public works employees would be working on refinishing the sides for the skatepark equipment over the winter so they could be added to the skatepark structures for completion. There were no questions.

Finance Committee

Council President Doerfler reported financial documents had been included in the packets for the Council review and any questions could be directed to the City Administrator. Council President Doerfler commented the City is awaiting new tax revenues and in the meantime the City Administrator continues to be an excellent steward of the City funds. There were no questions.

Street/Utility Committee

Council President Doerfler stated the next meeting is set for Thursday, November 12, 2009. There were no questions.

Intergovernmental Committee

Council President Doerfler indicated the next Cascade West Council of Governments meeting will not be until December, 2009. There were no questions.

Old Business

Mayor Cline commented that she was disappointed that the person expressing a concern about his utility bill had not been in attendance in order for Council to review his situation with him. Mayor Cline stated she had noticed some chlorine odor also as a citizen has expressed a concern earlier in the month, however Council President Doerfler stated he had not noticed any chlorine smell in his water and wondered if it was because he was further away from the water treatment facility. The City Administrator commented that could be true however the problem is still being addressed. The City Administrator stated the City is not over its allowable chlorine limits and even though the levels have improved it has been determined that the equipment that regulates the disbursement of the chlorine may be in need of repair. The City Administrator stated there has been a discussion about whether or not the City has received a bad batch of chlorine as that actually happened a few years ago but that does not appear to be the issue. Council discussed the concept of what a bad batch of chlorine meant and if the City were the only entity to have learned of this problem. The City Administrator responded it had been several years ago and did not remember the details but it was determined that the chlorine delivered was inadequate in some sense and was replaced. A brief discussion ensued.

Mayor Cline asked whether a copy of the resolution lowering system development charges had been included for a discussion on the Halsey Mennonite Lighthouse Church/School project. The City Administrator responded that was correct as the applicant had come into City Hall on September 30, 2009 and spent some time completing the application under the assumption the SDC's would be reduced if submitted prior to the October 1, 2009 deadline. The City Administrator reviewed the resolution later and noted the reduction is to be applied if the fees are paid prior to the deadline and noted that the City Planner and City Engineer have been in the process of reviewing the application and revised plans will need to be submitted before they can be submitted to the County. Mayor Cline asked the procedure for processing permits with the City Administrator responding that the normal process is an application and plans are sent to the City Planner for review and once approved copies of the documents are sent to the County and when the County returns them with the permit a statement is issued for all charges incurred for the entire project so it is not until approval by the County that payment is required. Council President Doerfler asked for confirmation that the City would not be receiving any tax revenues for the Church/School project with the City Administrator responding he was correct. Council President Doerfler stated it is a public building and they should be treated the same as everyone else therefore he was not interested in allowing any additional benefit to this construction. Mayor Cline commented the resolution was adopted to encourage construction in the City. Councilor Mercier stated the applicant should have known there would be changes and revisions to the original plans submitted and did not think it was the City's fault for the delay. Mayor Cline noted however they had gone through the process and done what the City asked them to do therefore the delay is not necessarily their fault either. Mayor Cline reminded the Council the project had been delayed due to the issue in dividing the land and access because of the fence issue. Councilor Albertson asked how much money they were talking about with the City Administrator responding the

SDC's for a normal residential home was around \$4000.00 so there would be approximately a \$2000.00 reduction however the fees would be much higher for this type of project therefore the "loss of revenue" would be considerably more. Councilor Parker commented the resolution defines the reduction as being paid prior to October 1, 2009 and therefore did not think any allowances should be granted for lowering the system development charges for this project. Caudell spoke up and indicated she was certain the applicant is expecting a reduction because of submitting the application prior to the deadline. After some discussion Council President Doerfler softened his take on the issue and thought perhaps the applicant should receive a reduction in the SDC fees. A question was raised if anyone else had submitted an application prior to the deadline yet paid the fees after October 1, 2009. Caudell found some documentation that indicated perhaps one of the residential properties had received such a benefit however the City Administrator commented she would need to review the actual statement to determine if this had actually occurred. It was the consensus of the Council that if a previous applicant had had their SDC fees reduced under a similar circumstance then the Halsey Mennonite Lighthouse Church/School project should receive the same benefit.

Mayor Cline acknowledged the documents included in the packets regarding the installation of the kitchen equipment expressing a concern for the cost to do so. Councilor Albertson suggested the City postpone the installation of the kitchen equipment and look at finishing one bathroom and some of the other rooms in order City staff to move up to this facility. Councilor Parker agreed that the bathrooms and the parking lot should be the items of priority at this point in time. Mayor Cline suggested the kitchen equipment could be moved into the kitchen area and then closed off with Councilor Mercier in agreement. Councilor Albertson suggested the large room could be divided to accommodate city staff. A brief discussion ensued.

Councilor Mercier expressed a concern that the railroad had come in and made some improvements to the H Street crossing but there were no sidewalks and the road was a mess. Council President Doerfler commented they had probably done what they had to do first and the remainder of the project would be completed at a later date. The City Administrator commented she would keep an eye on the situation but there is a signed "order" that specifies the improvements that must be made at the H Street crossing prior to closing the D Street crossing. Councilor Mercier asked if the railroad had been in touch with her with the City Administrator responding they had been in once asking about the City's role in the project however she stated the City will not be doing any of the work because it is stipulated the railroad and the county are to perform all the functions of the "order". There were no questions.

New Business

Mayor Cline initiated a discussion on a date for the holiday dinner with the consensus of the Council agreeing it should be December 18, 2009 or December 19, 2009. Places to hold the dinner were discussed as well with the Pioneer Villa or the new River Bend Resort in Harrisburg as possibilities. Councilor Mercier noted an article she read where there is a Christmas Caroling Wagon in Albany and asked if anyone would be interested in participating in that event. Councilor Harless indicated his church holds a similar function each year and everyone was welcome to join them if they chose to do so. A brief discussion ensued.

Mayor Cline acknowledged the document included in the packets regarding an upgrade to the utility meter reading function for the City. Mayor Cline expressed a concern for the expense and asked if there was money budgeted for this type of expense. The City Administrator responded there is money budgeted for water improvements which is not targeted for any specific expense therefore there was money available for this proposal. The City Administrator explained the process currently is that the public works employees can read 99 meters at a time with an electronic gun; the readings are brought into City Hall and recorded on an excel spreadsheet, and then input into the Caselle software. The City Administrator commented, although the City does not have to improve the meter reading at this time, she does not think these types of price breaks will be repeated. The City Administrator explained that the new equipment would allow all of the meters to be read into one device and input directly into the software. Council President Doerfler supported the request indicating it would free city staff to work

on other projects. Councilor Albertson asked how much time would be saved with the City Administrator responding approximately seven hours each month. Mayor Cline and Councilor Albertson expressed a concern for how long it would take to recoup the cost of the upgrade. Councilor Parker indicated the equipment would pay for itself in the long run. Council President Doerfler made a motion to purchase the meter reading equipment and the Caselle software in order to upgrade the meter reading process for city staff. Councilor Parker 2nd and the motion carried unanimously. Mayor Cline suggested Council consider doing something to support those in the armed services with family ties to the community. Mayor Cline indicated that Erika's son Jon is currently serving in Afghanistan and Nema Rose's grandson is in Iraq. Councilor Harless stated the church is sending boxes to soldiers and shipping is very reasonable for items sent overseas for this purpose. Mayor Cline suggested starting a program including letters which is what Jon has indicated he wants most and perhaps finding out specific requests of a particular unit and everyone contribute to the cost, however she stated she was not requesting the use of City funds. A brief discussion ensued with the consensus of the Council in support of Mayor Cline's request.

Ordinances and Resolutions

Mayor Cline read Resolution 2009-539—A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, and Repealing Resolution 2008-534 (Specifically increases to water, sewer, and stormwater SDC's). Council President Doerfler made a motion to approve Resolution 2009-539. Councilor Mercier 2nd and the motion carried unanimously.

Councilor Mercier reported that she and the City Administrator had been at Jerry's looking a carpet and tile for flooring at the Community Center/City Hall building as well as doors and boards for finish work. Mayor Cline suggested the City could also look at Bring Recycling and Habitat for Humanity to see what kinds of materials they had available. A brief discussion ensued.

Adjournment

Council President Doerfler made a motion to adjourn the meeting at 8:50 p.m. Councilor Parker 2nd and the motion carried unanimously.

Marjean Cline, Mayor

Judy Cleeton, City Administrator