

## REGULAR CITY COUNCIL MEETING

September 14, 2021, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

*\*This hybrid meeting was also conducted as a teleconference, with external participation available via phone or video link.*

### MEETING CALLED TO ORDER

Meeting called to order at 7:00 p.m.

### ROLL CALL

Present: Mayor Jerry Lachenbruch, Council President Lee Skinner, Councilor Jerry Gillson, Councilor Michelle Isom, Councilor Ken Lorensen, Councilor Randy McMillen, Councilor Christine Raven

Present Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Laurie Eastridge

Guests: Brandon Sofge, Linn County Sheriff Jim Yon, Linn County Undersheriff Michelle Duncan

Remote Participants: Librarian Jordan Parrish, Tia Parrish (The Times)

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

#### Council Meeting Minutes – August 10, 2021

Councilor Gillson requested a correction. He voted opposed on Resolution 2021-697-Funds Appropriation & Transfer for Compensation Study.

**Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda with corrections.

**Motion by:** Councilor Isom, Seconded by Councilor Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for August 2021.

**Motion:** I move that the Governing Body of the City of Halsey approve the August 2021 Financial Reports and Journal Entries as submitted.

**Motion by:** Councilor Lorensen, Seconded by Councilor Gillson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

There were no agenda adjustments.

## **DELEGATIONS**

### Linn County Sheriff's Department

Undersheriff Michelle Duncan presented the August report: 4 traffic citations, 6 traffic warnings, 1 traffic crashes, adults arrested 10 and 43 complaints/incidents investigated – for a total of 81.25 hours.

Councilor Lorensen mentioned the need for more patrol due to school being in session. Cars are running the stop signs near the school.

The Council offered congratulations to Michelle Duncan on her new position as the new Linn County Undersheriff.

Sheriff Yon talked about the partnership between the Linn County Sheriff Office and the small cities. Also, they are funded by the Law Enforcement Levy which includes a proposed increase of \$.15 per \$1000 on the ballot in November, and he asked for Council support for the levy. The levy pays for more than half the LCSO staff.

**CITIZEN COMMENTS** (Non-Agenda Items) None in attendance.

## **REPORTS TO COUNCIL**

### City Administration-Hilary Norton

Current Covid 19 cases in Halsey have forced the City Hall and the Library to keep doors locked during regular business hours. Service is still available curbside and inside by appointment. The BBQ that was canceled may be re-scheduled at a later time., or the movie may be converted to a drive-in experience. The Fall clean-up will be a drop-off event again this year and held at the Elementary School on Saturday, October 2<sup>nd</sup>.

The Water Rate Study is now scheduled for Tuesday, October 26<sup>th</sup> Jeremy Peirsol of RCAC is not available in September.

The train cover is nearly complete. A celebration event for Councilors Rella and Lee Johnson will be held in there in the spring.

Laurie Eastridge is the new Municipal Clerk.

The Council Goal Setting Work Session is scheduled for Saturday, October 30<sup>th</sup>.

CA Norton reminded Council that Monday, September 27<sup>th</sup> she will be having surgery. She will be using some sick time, working from home some, and eventually able to come in to the office on a knee scooter. The surgery has a three-month recovery period. She will continue to be available via email and cell phone while she is recovering.

Water usage has decreased about 20,000 gallons per day from voluntary reductions. Public works will be working on a problem with the well 69 pump. Once the static water level in the well is confirmed, the voluntary usage reduction request should be ended..

The chip seal project is complete. There are still crosswalks and stop sign strips that need to be re-installed.

The Council and Staff Christmas party is tentatively scheduled for Saturday, December 18<sup>th</sup>.

The Cascade West Area Commission on Transportation Report was attached to the Council packet for review.

#### Public Works- Hilary Norton

CA Norton reported that we may have a pump issue in well 69. The samples taken shows some dirty water. We had Tim from OAWU come out and look at it, talked about the possibilities of what the problem could be.

The chip seal is completed except for repainting stop lines and crosswalks. Staff is collecting bids for that. Councilor Gillson mentioned the pot hole in front of his house was not repaired while the chip seal was being done.

The Public works department has been involved with the storm water work at the market and the city part has been inspected and completed.

Disinfected By-Product Samples were taken and sent to lab for analysis.

Liquivision divers performed a scheduled inspection and cleaning inside the water reservoirs. There was very little settlement and did not find any other flaws.

Public work repaired two water leaks this month.

### Library-Jorden Parrish

Due to the current Covid-19 status, the Library doors are locked during normal business hours. The curbside service is available for usage. There are now two ways to see the inventory: on the Library website and with PDF documents.

### Council Priorities Report

**Hwy 99 Corridor Design and Utility Relocation:** The design is complete with work scheduled to begin in 2022. The first draft of maintenance agreement was not what Council had agreed to, so CA Norton requested a redraft. Councilor Isom asked if it is possible for ODOT to install a “Your Tax Dollars at work” sign to inform community of the project. CA Norton mentioned the current plan for heavy freight traffic is to detour it around Halsey using Hwy 99W and Hwy 34.

**Emergency Management & Emergency Response Planning:** Not much progress was made with this priority, in part due to Covid, and in part due to capacity and expertise issues. If Council chooses this as a priority for the next cycle, we may want to consider hiring a consultant to help.

**Water System Improvements** – The water meter project has been completed.

**Financial Stewardship**— The City has been able to budget conservatively during Covid and still put some resources toward fulfilling Council priorities. The Covid recession has not yet hit Halsey as hard as anticipated, but it is a good idea to continue to be careful.

**Local Wetlands Inventory**—This was not done last year, but funds were budgeted for it to be completed this year.

**Halsey Comprehensive Plan Update**—Chapters 1-4 are ready to go before the Planning Commission. The Planner is working on supporting materials before scheduling the meeting.

**Improve Street Maintenance**—Public Works is replacing faded stop signs, street signs and damaged signposts at various locations in the city. The second half of W. 1<sup>st</sup> Street will get the crack and tar seal this year. The chip seal project is done. CA Norton is interested in continuing to chip seal a little every other year when the County comes through. A suggestion was made to ask the community for feedback on the surface. Comments were made that it does feel different, and the kids don’t like it because their skateboards don’t roll on it.

**Construct Street Improvements**— The E. A St. and E. 2<sup>nd</sup> St. project is complete. A new Small Cities Allotment Grant has been submitted to rebuild and widen E. B St. between E. 1<sup>st</sup> St and E. 3<sup>rd</sup> St.

**Establish Community Identity**— This stalled out because it was hard to put a new working committee together during Covid without being able to meet in person. The City also did not receive many responses to the initial invitation. If Council continues this as a goal during the next cycle, it should be examined, perhaps made more specific or focused on a specific project.

**Wastewater Facilities Plan:** --I&I Study is mostly completed. It should be complete this fall. There may be opportunities to use ARPA funding to do additional I&I work.

## **OLD BUSINESS**

### Appoint a Planning Commissioner

The Council was asked to appoint a new Planning Commissioner. The City received one application from Mary Price.

**Motion:** I move that the Governing Body of the City of Halsey appoint Mary Price to the Planning Commission.

**Motion by:** Councilor Isom, Seconded by Councilor Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### American Rescue Plan Act (ARPA) Update – Hilary Norton

As mentioned in the September Council Meeting, the guidance available on how ARPA funds can be used was incomplete during the budget process. Some of the proposed uses will work, and some will not. Because no additional funds are being appropriated, there is no need for a Supplemental Budget Resolution.

The uses identified in the General Fund: Economic Development, Community Partner Contributions, and the new electronic sign all fit into the new guidance.

However, funds transferred to utility accounts to prevent rate increases will not work. This will reduce transfers from the General Fund to the Water, Sewer, and Stormwater Funds.

These changes free up \$40,000 in ARPA funds that will not be used as anticipated this year. These could be held until next year and then combined with the second disbursement. The new guidance allows some additional possible uses that may benefit Halsey, including a RARE student to help with economic recovery, possible I&I work or other water or sewer infrastructure projects, or possibly a Capital Improvement Plan that could be part of a Wastewater Facilities Plan.

## **NEW BUSINESS**

### Declare a Council Vacancy

The Council was asked to declare Council President Skinner's position vacant. This will be his last meeting, and that will allow staff to post the vacancy in the Newsletter.

**Motion:** I move that the Governing Body of the City of Halsey declare the City Councilor position that has been held by Council President Skinner to be vacant, at the end of this meeting.

**Motion by:** Councilor Isom, Seconded by Councilor Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### Appoint a New Signer on the Bank Accounts

The Council was asked to authorize a new bank account signer. There must always be three signers on the bank accounts, as each check requires two signatures. This provides redundancy in case someone is traveling or unavailable.

**Motion:** I move that the Governing Body of the City of Halsey authorize Councilor Ken Lorensen to be a signer on the City's Columbia Bank accounts ending in 67 and 59.

**Motion by:** Councilor Isom, Seconded Council President Skinner

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### Letter to Governor Brown

Council reviewed and approved an open letter to be sent to Governor Brown requesting her to stop issuing executive orders related to Covid-19

**Motion:** I move that the Governing Body of the City of Halsey send the open letter to Governor Brown.

**Motion by:** Councilor McMillen, Seconded by Council President Skinner

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **ORDINANCES & RESOLUTIONS**

ORDINANCE 2021-438 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees.

The Council is asked to consider adopting a tree ordinance for the City of Halsey. This was the second reading of the ordinance and included small changes in language requested by Council in the September meeting.

**Motion:** I move that the Governing Body of the City of Halsey adopt ORDINANCE 2021-438 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees.

**Motion by:** Council President Skinner, Councilor McMillen Seconded

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **EXECUTIVE SESSION**

Council entered executive session in compliance with ORS 192.660 (2-f) at 8:04 pm. Session ended at 8:15 pm.

## **ADJOURNMENT**

Meeting adjourned at 8:15 p.m.

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**Municipal Clerk, Laurie Eastridge**

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**Mayor Jerry Lachenbruch**