

REGULAR CITY COUNCIL MEETING

November 9, 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 7:02 p.m.

ROLL CALL

Present: Mayor Jerry Lachenbruch, 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, Jordan Parrish

Guests: Sgt. Frambes (LCSO), Tia Parrish (The Times), Ian Roholt (ODOT), Mary Price, Eldon Albertson, Cliff Jones, Anne Sunday, Stacy Strauss

Remote Participants: Public Works Andy Ridinger

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 – September 14, 2021

Council Worksession Minutes – October 26, 2021

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

Motion by: Councilor Lorensen, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for September 2021 and October 2021.

The September 2021 Financial Report includes check numbers 19316-19368 in the amount of \$28,726.73.

The October 2021 Financial Report includes check numbers 19369-19409 in the amount of \$112,511.10.

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

Motion by: Councilor Isom, Seconded by Councilor Lorensen

Vote:
Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

Item J-1, the ODOT Highway 99 Project Maintenance Agreement was moved up to Delegations under the Linn County Sheriff's Report.

DELEGATIONS

Linn County Sheriff's Office – Sgt. Frambes

Sgt. Frambes introduced himself as the new LCSO-City liaison. He has completed 10 years with the Linn County Sheriff's Office. He has spent many years in the South County area. Halsey contracts for 72 hours, and in October 76 hours were logged in Halsey. 5 traffic citations were issued, 8 traffic warnings, and 4 adults arrested. 39 complaints were investigated.

A question was asked, and there was some discussion about catalytic converter theft. Councilor Lorensen mentioned that drivers ignoring the stop signs at the West C and West D Street intersections near the school are way down. He thanked the LCSO for the extra patrols. LCSO also has a reader board they can bring into the community that will collect data on speeds.

OLD BUSINESS

ODOT Highway 99 Project Maintenance Agreement

This agreement has been previously discussed by Council. It would require the City to do certain maintenance in the space between curb and property lines along Highway 99 after the ODOT project is complete, and in exchange the City would receive jurisdictional control or ownership of those same areas. The property cannot be transferred until the project is complete so the areas to be transferred can be surveyed.

Some questions and concerns were raised:

- The agreement states that if a tree dies, it must be replaced by the exact same tree, or the city must get ODOT's permission to plant a different tree. Project Manager Ian Roholt from ODOT responded that the agreement should be that a dead tree may be replaced by any tree on ODOT's approved list.
- A question was asked about the City's responsibility with regard to the RRFB signal and crosswalk at West H Street. If the City doesn't do it, and the condition falls below City standards, they will do it and then bill the City. This is a standard agreement. A question was asked about estimating the cost for this maintenance. Roholt and Norton will research this and bring additional information to the next Council meeting. Roholt stated that if the continental markings are installed correctly, they can last for years without maintenance.
- A question was asked about the 20-year life of the RRFB and the crossing. Would the state assume responsibility after the 20-year life of the equipment? Roholt will research the answer for the next Council meeting. A question was asked, if the RRFB breaks and the City isn't able to afford to repair it, does the City have the option to remove it? The agreement says yes.
- A cost estimate was requested on the cost of operating and maintaining the RRFB, and for restriping the crosswalks.

Council consensus was for staff to research the answers to the questions and bring them to the next Council meeting. Ian Roholt will investigate redrafting the agreement to clarify that replacement trees may be chosen from ODOT's list without additional permission from ODOT.

CITIZEN COMMENTS (Non-Agenda Items)

Mary Price asked about when the new water service will be run to her home. Norton answered that the City has been waiting for the Vactor Truck to be repaired, and that it is expected back this week.

REPORTS TO COUNCIL

City Administration-Hilary Norton

With the decline in local Covid cases, City Hall and the Library are both unlocked. Hand sanitizer and face masks are available, and masks are required inside in compliance with the State.

The Council & Staff Christmas dinner is on December 18th at 6:00 pm. Please RSVP to Laurie.

The City received a Small Cities Allotment Grant in the amount of \$100,000 to rebuild and repave East B Street between East 1st and East 3rd Streets.

The Mid Valley Partners completed the RFP process and retained JayRay to do the visioning, mission, branding, and website project. We should receive an additional \$10,000 to \$20,000 from the recently awarded Rural Opportunities Initiative grant for continued work with RAIN. Tangent and Scio are considering joining the MVP, and there may be an opportunity to ask for funding from Linn County to help fund the work of the MVP.

Norton thanked staff and Council for being patient with her recovery from surgery.

Public Works- Andy Ridinger

Well 69 has a problem. The well shaft casing has perforations that allow the well to fill. These perforations have become clogged, so when the pump is running, there isn't enough return water to refill the well fast enough. There is a possible repair, but it is probably not a long-term solution. We are in the process of getting ahold of the City Engineer and also reaching out to other well experts for more insight.

The production meter at the water plant was installed in 2011. It may need to be calibrated.

A water leak was repaired on West 1st Street.

Northwest Natural Gas is upgrading smaller lines and extending their main lines, as well as relocating their lines around the Highway 99 project.

A small drainage improvement project was completed on West 4th Street.

Library-Jorden Parrish

October visitation was better than September. It was still low. The library is also unlocked for drop ins. Masks are required.

NEW BUSINESS

Appoint a City Councilor

There were four applicants for the seat: Eldon Albertson, Cliff Jones, Stacy Strauss, and Anne Sunday. Each applicant was invited to speak to Council.

Councilor Lorensen thanked the applicants and expressed appreciation for their willingness to serve their community. Councilor McMillen encouraged applicants to apply again, or to be involved in other ways. Mayor Lachenbruch also expressed his appreciation.

Motion: I move that the Governing Body of the City of Halsey appoint Stacy Strauss to the position of City Councilor to serve the remainder of the current term.

Motion by: Councilor Gillson Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

Councilor Strauss took her oath of office and was seated at the Council table.

Elect a Council President

The Council President fills the role of Mayor if the Mayor is unavailable to do so. They do not lose their ability to vote if they are running a meeting.

Motion: I move that the Governing Body of the City of Halsey appoint Councilor Lorensen to serve as City Council President for the remainder of the 2021-2022 biennium.

Motion by: Councilor Gillson, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

Fiscal Year 2020-2021 Audit

The 2020-2021 Fiscal year Audit was submitted to Council for review. The auditor found no major problems. They asked for a couple of procedural changes at midyear, which is why the financial reports are now a second item on the agenda and include the check numbers and total that are being approved. The Management Discussion and Analysis is a plain language walk through of the City's financial position.

Motion: I move that the Governing Body of the City of Halsey approve the 2020-2021 Fiscal year Audit as submitted.

Motion by: Councilor McMillen, Seconded by Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

Council Priorities 2022-2023

The proposed 2022-2023 Council Priorities document was submitted to Council for review.

Motion: I move that the Governing Body of the City of Halsey adopt the Council Priorities for 2022-2023 as presented

Motion by: Councilor Isom, Seconded by Councilor Gillson

Vote:

Ayes: Unanimous

Motion Carries

City of Halsey Website

Due to repeated problems and interruptions of service of the City of Halsey website, Council was asked for permission to allocate contingency funds from the general fund to hire a professional company to rebuild and host the City website.

The software we used to self-publish for many years started to fail early this year, and staff was already researching alternatives when the website got hacked and was down for several weeks. Larissa rebuilt our website in the new format, and then in August a security update disabled many of the features citizens rely on. Interruptions of service negatively impact Halsey residents and staff. CA Norton recommended hiring a professional firm to design and host the Halsey website. This would cost \$8,000 to \$13,000, and it would require using some of the General Fund contingency funds.

Council consensus was to proceed. A Resolution will be brought to a future meeting, transferring funds from the General Fund contingency to pay for the website.

Employee Insurance Question

Council was asked to consider amending the policy on the cost of health insurance to contribute to the cost of covering dependents of part time employees. Several employees are signed up for less than the maximum coverage they are allowed, saving the city funds that would offset the cost of city assistance in covering a dependent. As the workplace becomes more competitive, it is the kind of benefit that will help the city attract and retain excellent employees. Concerns were raised that the funds being saved, may not be the same in the future, . Council asked staff to find out what other similar size cities do.

ADJOURNMENT

Meeting adjourned at 8:28 p.m.

City Administrator Hilary Norton

Mayor Jerry Lachenbruch