

REGULAR CITY COUNCIL MEETING

December 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, Councilor Jerry Gillson, Councilor Michelle Isom, Councilor Ken Lorensen, Councilor Randy McMillen, Councilor Christine Raven, Councilor Stacy Strauss

Present Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Librarian Jordan Parrish, Public Works Billie Jones

Guests: Linn County Sheriff Lieutenant Beth Miller, Tia Parrish (The Times), Chenoweth Robertson (Central Linn Community Foundation), Ryan Raven, Clifford Jones

Remote Participants: Municipal Clerk Laurie Eastridge, Public Works Andy Ridinger, ODOT Representative Ian Roholt

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 – November 9, 2021

Council Worksession Minutes – October 30, 2021

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

Motion by: Councilor Lorensen, Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

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

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

Motion by: Councilor Raven, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Item J-1, (under Old Business) the ODOT Highway 99 Project Maintenance Agreement, and item K-1, (under New Business) the Central Linn Community Foundation Request were moved up to Delegations under the Linn County Sheriff's Report.

DELEGATIONS

Linn County Sheriff's Department – Beth Miller

Halsey contracts for 72 hours, and in November 90.25 hours were logged. 3-Traffic Citations, 7-Traffic Warnings, 1-Adult arrest and 32-Complaints/Incidents investigated. With colder weather and holidays coming up, Sgt. Miller reminded council and residents to keep doors locked. A Councilor asked about the two sexual abuse incidents on the report. They are not connected in any way and an arrest was made in one, the other is still being investigated.

ODOT Highway 99 Project Maintenance Agreement

The agreement has been previously discussed by Council. Language that was originally concerning has been changed. It now commits to the ownership transfer upon project completion and releases the City from the agreement if the project is not completed. The City's attorney has approved the revised ODOT Highway 99 Project Maintenance Agreement.

Motion: I move that the Governing Body of the City of Halsey approve and sign ODOT Intergovernmental Agreement #34406.

Motion by: Councilor Gillson, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

Central Linn Community Foundation Request

Chenoweth Robertson presented a request from the Central Linn Community Foundation. Council thanked Chenoweth for the work that she and the foundation have done in the community.

Motion: I move that the Governing Body of the City of Halsey approve a donation in the amount of \$500. to the Central Linn Community Foundation.

Motion by: Councilor Isom, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

CITIZEN COMMENTS (Non-Agenda Items) None

REPORTS TO COUNCIL

City Administration-Hilary Norton

CA Norton encouraged Councilors to take advantage of the League of Oregon Cities training videos.

The 2022 City Council Meeting Schedule was provided for Council. Council did not request any changes.

Updated Council binder materials were included in the packet. CA Norton asked Councilors to let her know if any additional materials are needed.

The Cascades West Regional Consortium received a special Public Works Fund Grant for a wetland mitigation bank feasibility study. This will determine future needs and assist with developing mitigation strategies for the region. The grant is in the amount of \$130,000 and requires a \$22,942 match. \$5,000 will come from OCWCOG CARES act funding, \$9,350 will come from COG staff as they will administer the grant, and the remainder of the cost will be met with in-kind labor from members of the Consortium. Our dues will increase for the next two years to help pay for the COG staff time.

The Request for Proposal (RFP) for a new website has been prepared and will be released in January.

CA Norton would also like to release an RFP for IT Support Services. The change in 2020 was made quickly based on the critical vulnerabilities found in the system. The security improvements helped to ward off several malware attacks in the last year. However, it would be a good stewardship practice to release an RFP and go through an informal solicitation process. Council consensus was to proceed with the RFP.

Direct Pay for the utilities billing is set up and working well. Currently we have about 40 people signed up and using it.

Water Management and Conservation Plan (WMCP): The updated WMCP is complete and in the final review with the OWRD. Once the final draft is back, CA Norton will bring that before council, hopefully in January.

Public Works Department-Andy Ridinger

We are still looking for a solution on the water treatment plant meter.

We did a water service at a location on 6th Street. They had a ½” water line, so we replaced it with a ¾” line, which is the standard in Halsey.

Annual backflow testing is completed.

Factor truck update: it came back and still had some problems, so we took it back for repairs. Hopefully will be able to pick it up this week.

On the East side of town: we removed some trees that were leaning towards the ditches. We also spent time cleaning ditches in the area.

The fuel relay switch in the dump truck has been replaced.

NW Natural Gas has been keeping us busy with line locates – they have been in town doing a lot of work.

The heavy rains may mean we need to start discharging from the lagoons before January.

Library-Jorden Parrish

November was pretty quiet. However, we just had a bookmobile sale and it went well. Thanks to Billie & Andy for getting the Bookmobile working. New books will be purchased with the money from the book sale.

The Library has a new volunteer who has been very helpful and I am thankful for his help.

OLD BUSINESS

Employee Insurance Question

Council is asked to consider amending the policy on the cost of health insurance for dependents. In the November Council Meeting, CA Norton was asked to research other cities, and she presented those

numbers to council. After much discussion it was decided to postpone any change to the city's current health insurance policy until after the wage study is completed in 2022.

NEW BUSINESS

Street Vacation Request- West D Street

The City has received an application from Ryan and Christine Raven to vacate West D Street between West 1st Street and the railroad tracks.

Christine Raven stated that due to the fact she is the applicant, she has a conflict of interest, so she recused herself from the agenda item as a Councilor. She left the Council dais to sit in the audience with her husband.

The City Planner's recommendation was not to initiate the Street Vacation due to the presence of multiple utilities in several places on the Right of Way.

Ryan Raven shared several problems with this location: vehicles parked blocking their driveway, people loitering in the area, and creating a safety hazard by crossing the railroad tracks where there is no crossing and crossing through their property. He and his wife want to run a fence across the east end of West D Street to help prevent unsafe crossings and post signs at the west end of the street to keep people from parking there and blocking their access.

The neighbor, Mary Price has given written permission for the street vacation.

After discussion, Council consensus was to not initiate a street vacation. The City will install a fence and signage to help address the problems.

ORDINANCES & RESOLUTIONS

RESOLUTION 2021-702 – A Resolution Appropriating Funds and Transferring \$10,000 from the General Fund Operating Contingency to General Fund Administration – Material & Services – Contracts/Professional Services.

Issue Statement: Council is asked to approve a transfer of \$10,000 from the General Fund Contingency to General Fund Materials & Services – Contracts/Professional Services to pay for a new website.

Summary: In the November Council meeting there was consensus to proceed with an RFP for a new website. We anticipate the website may cost between \$8,000 and \$10,000, but we will look for opportunities to reduce the cost.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-702– A Resolution Appropriating Funds and Transferring \$10,000 from the General Fund Operating Contingency to General Fund Administration -Materials & Services – Contracts/Professional Services\

Motion by: Councilor Isom, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2021-703 – A Resolution of the City of Halsey to Receive and Appropriate the 2021 Small City Allotment Grant Awarded by Oregon Department of Transportation

This is a Resolution to receive and appropriate the 2021 Small City Allotment Grant from the Oregon Department of Transportation.

The grant is for \$100,000 and will be used to pay for removing, widening, rebuilding the roadbed, and repaving East B Street between East 1st and East 3rd Streets.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-703– A Resolution of the City of Halsey to Receive and Appropriate the 2021 Small City Allotment Grant Awarded by the Oregon Department of Transportation

Motion by: Councilor Gillson, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:15 p.m.

Municipal Clerk, Laurie Eastridge

Mayor Jerry Lachenbruch