

## REGULAR CITY COUNCIL MEETING

April 12, 2022, 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, Council President Ken Lorensen, Councilor Stacy Strauss, Councilor Michelle Isom

Absent: Councilor Randy McMillen

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle

Guests: Sergeant Beth Miller, Tia Parrish, Holly Parrish, Paul Britton, Brenda Wampler

Remote

Participants: Public Works Andy Ridinger

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

Council Meeting Minutes – March 8, 2022

**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 President Lorensen, Seconded by Councilor Gillson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for March 2022.

The February Financial Report includes approving check numbers 19614-19664 in the amount of \$30,945.75. The prior month's final check number was 19613.

**Motion:** I move that the Governing Body of the City of Halsey approve the March 2022 Financial Reports and Journal Entries as submitted.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

Administrator Norton requested to move Item J.1., CASA Oregon, to delegations.

## **DELEGATIONS**

### Linn County Sheriff's Office—Sergeant Beth Miller

Sergeant Miller presented the March report. Incidents reviewed included increased traffic enforcement, a non-injury traffic crash, mail theft, a stolen trailer, and a local church that was the victim of an online scam regarding the donation of a piano.

-A question was asked about a seemingly increased number of instances of uninsured motorists on the monthly report, and if that is a recent trend. Sergeant Miller responded and stated that there are many uninsured motorists on the road in general and deputies are currently being diligent about enforcing traffic, which is increasing the numbers seen on the report.

### CASA Oregon

Paul Britton and Brenda Wampler from CASA Oregon spoke to Council about their organization. CASA (Court Appointed Special Advocates) is a network of volunteers that assist and advocate for children that have been placed in foster care. They accompany children to new foster homes, assist with their needs (such as school and medical appointments), and represent them during their court cases. Ms. Wampler spoke about her experience volunteering for CASA helping children and encouraged Council and meeting attendees to volunteer or donate if able to do so.

## **CITIZEN COMMENTS**

*There were no citizen comments.*

## **OLD BUSINESS**

*There was no old business.*

## **REPORTS TO COUNCIL**

*City Administration-Administrator Hilary Norton*

- New IT Contractor- National Business Solutions has been hired as the new IT contractor for the City of Halsey. The transition date is scheduled for April 15<sup>th</sup>.

- Arbor Day- As a part of the Tree Cities USA application, the City needs to have an Arbor Day Celebration. There will be a special event at the library, with an Arbor Day story time (Saturday April 30th), and a free tree giveaway supplied by Native Grounds Nursery in Brownsville.
- Upgrading Meeting Technology- Now that COVID restrictions have been lifted, it would still be useful to continue remote meeting attendance capabilities. The conference phone that is currently being used for this purpose has poor sound quality and there is no visual component. Administrator Norton has found a relatively inexpensive solution to improve the system and asked Council's permission to pursue it, budget allowing. There was discussion.

-A question was asked about an estimated cost estimate for the equipment. The estimated cost is \$1,000-\$2,000.

-A question was asked about remote attendance levels in prior meetings. Participant count varies from meeting to meeting, but there have been several remote attendants, including guest speakers and citizens in past meetings.

Council reached a consensus to move forward with obtaining new equipment

- Municipal Clerk Posting- The Municipal Clerk position has been posted and closes on April 21st.
- City-Wide Garage Sale- The Annual City-Wide Garage Sale will take place on Saturday, May 7<sup>th</sup> from 8 am to 4 pm.
- City-Wide Cleanup- The City-Wide Clean Up Day is scheduled for Saturday, May 7<sup>th</sup>. Items must be at the curb/street by 7am.
- Vacation-Administrator Norton will be on vacation April 13<sup>th</sup> through the 20<sup>th</sup>.
- Refrigerator- The commercial refrigerator in the kitchen has been repaired after initially being deemed inoperable. The company that services the equipment realized that an employee (who is no longer with the company) had made prior service mistakes, so they came out to reinspect the equipment. It was discovered that the unit was just in need of a new motor. The order for the replacement refrigerator was able to be cancelled at no cost.

*Public Works-Lead Utility Worker Andy Ridinger*

- Annual Reports- Two annual reports were drafted and submitted this month: the Chemical Inventory Report and the Cross Connection Report.
- New Hydrant- A new fire hydrant was installed at the intersections of West H Street and West 1<sup>st</sup> Street.

- Well 69 Testing- Public Works assisted a hydrogeologist from GSI Water Solution Consulting run tests on Well 69.
- Chlorine Tank Maintenance- The chlorine tank at the water treatment plant was cleaned and refilled.
- Auto Dialer & Lagoon Maintenance- A new modem and antenna was installed for the auto dialer at the sewer lift station. Rock was spread at the lagoon where needed. The vector truck was used to clean the influent v-notch weir and staff gauges.
- Mowing & Spraying- The annual mowing & spraying regiment has begun for the season.
- Drainage Projects- 160 feet of 12-inch pipe was installed at the 500 block of W 4<sup>th</sup> Street and 20 feet was installed at 190 E A Street.
- City Hall Improvements- Cabinet installation completed, installed cork boards and a closet door as part of the office reorganization project. Assisted with installing new cameras at the front and rear entrances of City Hall.
- Mower Maintenance & Trailer Wiring- Billie performed a tune-up on the John Deere mower as well as some electrical work to repair the lights on one of the trailers.

-A question was asked about the status of the lock repair on the Community Center. The repair is costly and has been budgeted for in the coming fiscal year beginning July 1<sup>st</sup>.

#### *Library-Librarian Sara Cooper*

- Introduction- Sara introduced herself as the new Halsey Librarian.
- Book Sale-On Saturday, May 7<sup>th</sup> a book sale will be held from the Bookmobile in the City Hall parking lot from 10:30am to 1:30 pm. This event will coincide with the City-Wide Garage Sale.
- Summer Reading Program- This year the theme for the Summer Reading Program is "Read Beyond the Beaten Path." The kick-off event will be on Saturday, June 25<sup>th</sup> with events each Saturday in July. Caesar the "No Drama Llama" will be visiting Halsey again this year.

-A question was asked about the condition of the Bookmobile. It is incredibly old and is currently being repaired as needed and will be used until it is beyond repair. It provides valuable storage space for the Library and a plan to replace that storage space will be made once the Bookmobile is no longer usable.

-It was also asked if the Bookmobile is heated. It is not regularly heated due to potential energy costs to do so. There are dehumidifiers in the unit and staff have discussed

plugging in the unit to a power source a few times a month to run the heat, as well as periodically airing it out.

-A question was asked if the City has ever had the opportunity purchase the vacant post office building just north of the Library. The opportunity has not arisen, and it is a large project that would need a great deal of community support. That specific building or a similar project to expand the Library could be an option in the future if Library involvement within the community has increased.

## **NEW BUSINESS**

### City Administrator Evaluation

Council was asked to complete the City Administrator Evaluation Form that was included in the Council Packet and return it to the Mayor or in a sealed envelope to City Hall on or before the May City Council Meeting. Council will enter executive session in the May meeting to discuss and come to consensus on overall areas of accomplishment and areas to improve. The evaluation will be presented in a second executive session to deliver the evaluation as a group.

### Declare Planning Commission Vacancy

Carl Frank has resigned from the Planning Commission following nine years of service. Council was asked to declare a vacancy on the Planning Commission.

**Motion:** I move that the Governing Body of the City of Halsey declare a vacancy on the Halsey Planning Commission.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### Declare Surplus Property

Council was asked to approve a list of surplus property to be sold or donated.

-A question was asked about items on the list and whether they are broken or just no longer needed. Administrator Norton reviewed the list of items.

-Another question was asked about how the upcoming surplus sale will be conducted. Items will have fixed prices, and everyone will have access to the items at the same time (except for larger items such as the fire truck or the Ford Ranger).

**Motion:** I move that the Governing Body of the City of Halsey declare the items in the attached list to be surplus property.

**Motion by:** Councilor Raven, Seconded by Council President Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## ORDINANCES & RESOLUTIONS

ORDINANCE 2022-440 – An Ordinance Amending City of Halsey Municipal Code, Reversing and Repealing Chapter 7.05 Relating to Peddlers, and Replacing it with the Following Chapter 7.05

*Mayor Lachenbruch requested Council's permission to read the Ordinance by title only.*

Council was asked to consider adopting a new Chapter 7.05 of the Municipal Code, relating to peddlers and solicitation. Changes to the ordinance include fees being removed from the Ordinance itself and instead included in the Fee Resolution that is adopted each year. Updated language in the proposed ordinance includes making it a violation to approach a building with a "No Solicitation" sign clearly posted on the property or building, as well as more clearly defines certain activities. The proposed ordinance would be consistent with neighboring cities, which makes it easier for the Sheriff's Office to enforce.

There was discussion. No vote was taken, as this was the first reading of the Ordinance.

Resolution 2022-705 – A Resolution of the City Of Halsey Proclaiming April 2022 as Child Abuse Prevention and Awareness Month

Council was asked to consider adopting a Resolution declaring April 2022 as Child Abuse Prevention and Awareness Month.

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2022-705 – A Resolution of the City of Halsey Proclaiming April 2022 as Child Abuse Prevention and Awareness Month

**Motion by:** Councilor Isom, Seconded by Council President Ken Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Resolution 2022-706 – A Resolution of the City Of Halsey Proclaiming April 29, 2022 as Arbor Day in the City of Halsey.

Council was asked to consider adopting a Resolution declaring April 29, 2022 as Arbor Day in the City of Halsey

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2022-706 – A Resolution of the City Of Halsey Proclaiming April 29, 2022 as Arbor Day in the City of Halsey

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

**Vote:**

**Ayes: Unanimous**  
**Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 7:50 p.m.

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**Assistant City Recorder, Larissa Gangle**

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**Mayor Jerry Lachenbruch**