

## REGULAR CITY COUNCIL MEETING

July 1, 2023, 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: Councilor Stacy Strauss, Council President Michelle Isom, Councilor Ken Lorensen

Absent: Councilor Jeremy Romer, Mayor Jerry Lachenbruch

Staff Present: City Administrator Hilary Norton, Municipal Clerk Madison LaCoste, Municipal Clerk Amber Murray

Guests: Tia Parrish, Holly Parrish, Gabriel Flores

Remote

Participants: Andy Ridinger, Councilor Scott LaCoste, Librarian Abi Vinson, RARE Member Julia Fox

### PLEDGE OF ALLEGIANCE

### COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council work session on May 23, 2023 and from the Council Meeting on June 13, 2023.

**Motion:** I move that the Governing Body of the City of Halsey approve the May 23 Worksession Minutes and June 13 City Council Minutes as submitted

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Approving the June Financial Report includes approving check numbers 20336-20393 in the amount of \$72,134.27. The prior month's final check number was 20335.

**Motion:** I move that the Governing Body of the City of Halsey approve the June 2023 Financial Reports and Journal Entries as submitted.

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

**Vote:**

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

## **AGENDA ADJUSTMENTS**

Administrator Norton notified Council that Sergeant Frambes from the Sheriff's Office would be late and requested to move the new City Councilor Application up to under delegations. There were no objections.

## **DELEGATIONS**

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes reported there were no property crimes in the month of June. There were three traffic citations and 4 traffic warnings. Sergeant Frambes brought in one of the spike strips LCSO uses to slow down vehicles involved in high-speed chases. Council and audience members were able to view the spike strips and Sergeant Frambes explained how they are used and positioned.

## **CITIZEN COMMENTS**

There were no citizen comments.

## **REPORTS TO COUNCIL**

City Administrator: Hilary Norton

Administrator Norton let Council know it is time to schedule the next Council Goal Setting meeting. Four dates were proposed, and October 14<sup>th</sup> was the consensus.

The current payment drop box behind City Hall is starting to show wear and tear and is not keeping moisture out in the wet months. Administrator Norton asked Council on their opinion on replacing the current drop box with the mounted drop box to the front of the building. By mounting the drop box to the front of the building, this would keep the box out of the weather and ideally extend its life expectancy. There was some discussion on the security of the new box and consensus as long as it would be secure.

Administrator Norton, Mayor Lachenbruch and Municipal Clerk Madison LaCoste interviewed four possible RARE candidates and submitted their feedback. The City has not heard back on their assignment yet.

Administrator Norton reported that \$300,000 of direct capital funding for a new well has made it into SB 5506. The City is still waiting for the bill to be signed by the Governor or if there are any line-item vetos. If the bill is signed the funding for the new well will be secured. The engineering and design is already underway.

Eric Votaw, the new owner of RTI (now known as Varcomm) participated in the City-Wide garage sale and raised \$1,300 and plans to donate the proceeds to the Halsey Library.

Public Works: Andy Ridinger

Public Works Lead Andy Ridinger reported to Council that they have been chasing a water leak along HWY 99 with the help of City of Albany, Wildish, and Accurate Leak detection and have been unable to locate the leak. Public Works has repaired the other two water leaks in town, one at the Water Plant and one in Blue Heron.

The radiators at the lagoon and sewer lift station were pulled and taken in for cleaning. Public Works has excavated road surfaces that were failing on W D St. Black Stone Construction came in and patched six areas in town that needed repaired.

Library: Abi Vinson

Librarian Abi Vinson reported the total count of 107 patrons in the month of June, making an average of 5 patrons per day. 65 new books were added into circulation. The remaining Oregon Battle of the Books have been purchased. The Summer Reading Program is set to begin in July and run 7/8, 7/15, 7/22m and 7/29. Once the Summer Reading program is completed Librarian Abi Vinson plans to host small monthly events. JB Woodworks has come out and taken measurements for the new bookshelf and that should be installed soon.

Council Priorities Report: Hilary Norton

In October of 2021, Council adopted the City Council Priorities for 2022-2023. Administrator Norton delivers a quarterly update on the Council Priorities.

1. Water System Improvements: The engineering work will begin in July. Civil West Engineering will help with the public procurement process.
2. Building Repairs and Facility Improvements: The research on Asset Management Tracking Software has been paused due to deadlines on other projects. The fuel tanks are on hold until the City know the placement of the new well. The Community Center sign is on hold until the HWY 99 project is completed.
3. Wastewater Treatment and Sewer I&I Improvements: The I&I report was completed in September 2022. The City has applied for financing through DEQ with the hope of some loan forgiveness as well as a planning grant through DEQ. Both loans are approved and the planning one may qualify for 100% loan forgiveness.
4. Financial Stewardship: The City's operation costs have continued to be impacted by inflation, but the City revenue has increased slightly due to the housing market. City staff continues to research efficiencies and opportunities to reduce or eliminate costs.
5. RARE Program Participant: Julia Fox was the City's RARE member this year. She is wrapping up the remainder of her projects, and has been a great asset to the City. The second-year RARE interviews have been completed and the City is waiting to hear their match.
6. Emergency Response Plan: A draft of the City's emergency response plan will be considered by Council later in this meeting.

7. Halsey Park Improvements: The Park Master Plan has been completed. The city has applied for \$110,00 ORPD grant with a \$60,000 match from the Streets Pathway Fund. Notification will be in December.

8. Vehicle Replacements: The ditch mower was purchased in July of 2022. Administrator Norton has not yet found a nearby City interested in sharing the purchase of a manlift but may have a couple leads on accessing existing equipment through an IGA. This has been paused due to work on infrastructure funding.

9. Improve Street Maintenance: The East B Street Project will be completed this summer. Linn County will also perform some additional chip sealing in August 2023 to preserve existing roads.

10. Council Leadership and Community Engagement: Several City Councilors have joined local and regional groups and boards. Third Thursdays have been happening for six months, some being more successful than others.

Sharing Hands: Ken Lorensen

Councilor Lorensen shared with Council that the numbers for assistance are continuing to increase. Sharing hands is now serving 198 families. The food bank is managing to keep up. Councilor Lorensen announced that Sharing Hands will be expanding on their existing building that houses the Thrift Store. They plan on adding a 1,400 square foot addition, that will include the food bank, offices and a better location for deliveries. The preliminary work is complete, and they are expected to break ground in September.

Central Linn School District: Michelle Isom

There was no meeting this month.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There was no report this month.

## OLD BUSINESS

Council Application: Gabriel Flores

The Departure of Councilor McMillen created a vacancy on Council. The Council may appoint a Councilor to fill the seat. Gabriel Flores has applied for the open City Council seat. He has been involved with the Parks Committee, now known as the Parks and Library Committee, and helped assist Julia Fox in writing the recent Siletz Grant the City has applied for.

**Motion:** I move that the governing body of the City of Halsey appoint Gabriel Flores to the position of City Councilor to serve the remainder of the current term.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Hilary Norton administrated Gabriel Flores's oath of office and he took his seat at the dias.

## NEW BUSINESS

There was no New Business

## ORDINANCES & RESOLUTIONS

### ORDINANCE 2023-446 – An Ordinance Amending the Halsey Municipal Code 6.15 Traffic

This removes language about RVs parked on rights of way so that all regulations about RVs on right of way can be in Chapter 5.60 Camping.

**Motion:** I move that the Governing Body of the City of Halsey adopt ORDINANCE 2023-446 – An Ordinance Amending the Halsey Municipal Code 6.15 Traffic

**Motion by:**

**Vote:** Councilor Lorensen, Seconded by Councilor Strauss

**Ayes:** Unanimous

**Motion Carries**

### RESOLUTION 2023-726 – A Resolution by City of Halsey Adopting the Halsey Emergency Response Plan

Council is asked to consider adopting an Emergency Response Plan for the City of Halsey.

Council reviewed the proposed draft for the City's Emergency Response plan. There was some discussion, council requested that on page 59 the word Librarian be taken out and replaced with volunteer coordinator.

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-726 – A Resolution by the City of Halsey Adopting the Halsey Emergency Response Plan

**Motion by:**

**Vote:** Councilor Strauss, Seconded by Councilor Lorensen

**Ayes:** Unanimous

**Motion Carries**

## ADJOURNMENT

Meeting adjourned at 8:05 pm

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Municipal Clerk, Madison LaCoste

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Mayor Jerry Lachenbruch