

## REGULAR CITY COUNCIL MEETING

August 8, 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, Councilor Gabriel Flores, Councilor Jeremy Romer, Mayor Jerry Lachenbruch

Absent: Scott LaCoste

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

Guests: Tia Parrish, Holly Parrish

Remote

Participants: Andy Ridinger

### PLEDGE OF ALLEGIANCE

### COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council Meeting on July 11, 2023.

**Motion:** I move that the Governing Body of the City of Halsey approve July 11 City Council Minutes as submitted

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Approving the June Financial Report includes approving check numbers 20394-20437 in the amount of \$81,862.65. The report includes a voided check #20372 for a park refund. The prior month's final check number was 20393.

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

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

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

## **AGENDA ADJUSTMENTS**

City Administrator Norton asked Council to add her letter of resignation under New Business.

## **DELEGATIONS**

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes reported that 24 of the 39 calls were self-initiated by deputies, meaning they were not call-ins from the public. There were higher than usual traffic stops, due to the lower volume of calls. Sergeant Frambes spoke to Council about some of the services that LCSO can offer the public regarding mental health crises and other events. There was asked a question regarding the way some of the calls are coded in the report. Sergeant Frambes explained that many of the codes are very broad and cover a wide variety of different crimes.

## **CITIZEN COMMENTS**

Jerry Gillson addressed City Council, first by congratulating councilor Flores on his appointment to council then suggesting to council that a water committee be formed to be able to accurately raise water and sewer rates in town by determining a cost analysis.

## **REPORTS TO COUNCIL**

City Administrator: Hilary Norton

The League of Oregon Cities Conference will be October 12-14, the location is in Eugene this year. Administrator Norton asked council if anyone was interested in attending to let her know and she can help get them signed up.

The City Council goal setting session is scheduled for October 14<sup>th</sup>. Administrator Norton reminded council the importance of this date and asked that Council make sure they are available to attend.

The City has been matched with Veronica Dominquez for the RARE program, she is a recent graduate of University of Oregon. Administrator Norton did notify Council that she will have to make the RARE program aware of her resignation, this may affect the City's participation in the program.

Administrator Norton reminded Council to take the Elected Essentials training if they have not done so yet. She also stated that there are new training courses now available from the League of Oregon Cities.

West G Street and Centennial Court have been chip sealed by Linn County. Sierra Santa Fe will be coming through shortly to seal the topcoat. Residents in these areas will be notified by door hangers. The East B Street project is scheduled to begin this month.

The city was awarded a Siletz Grant of \$4500 to pay for a new climbing structure at the park. RARE Member Julia Fox and Councilor Flores helped apply for the grant.

DEQ has confirmed that the planning loan for the Wastewater Facilities Master plan will be 100% loan forgiveness. The Well Funding has been secured through SB 35507.

The City's audit has passed with a clean audit. There were no areas of concern and no recommendations for things to change.

Public Works: Andy Ridinger

Public Works has been chasing a water leak along Highway 99 for the past few weeks. With the help of a leak detection company, they were still unable to locate the leak. The theory is that the leak resealed itself when Public Works turned the water off and back on. If it starts leaking again, Public Works will revisit the leak to repair it.

Public Works rebuilt the bypass valve and pressure regulator, but recently have pulled the 30hp jockey pump due to a leak seal. The spare was put in while the pump was repaired. The filter backwash timer has stopped working. Public Works is able to manually operate the backwash until the new unit can be installed.

A new rebuilt radiator had been installed at the lagoon backup generator.

Library: Abi Vinson

The daily threshold count was 6.45 patrons per day. A total of 129 total patrons came into the Library in the month of July. The Summer Reading Program has officially concluded. 20 kids were registered, and all the events went well. A new bookshelf should be finished and installed sometime in August. Librarian Abi reported she is now working on the Ready to Read grant application and planning some smaller monthly events to take place at the library starting in September.

Sharing Hands: Ken Lorensen

Councilor Lorensen reported that Sharing Hands assistance numbers are back up to Covid levels. They are helping with items other than just food. Recently Sharing Hands ran out of food in their freezers, they have since been restocked and are back able to help.

Central Linn School District: Michelle Isom

The July meeting has not happened yet, but Council President Isom reported that a new Principal and Vice Principal/Athletic Director for the High School has been hired.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There is nothing new to report this month.

## **NEW BUSINESS**

City Administrator's Resignation

City Administrator Norton has resigned from her position in Halsey, her last day with the City will be September 7<sup>th</sup>. She has asked Council for their guidance on hiring an interim City Administrator until City Council can hire a permanent replacement. There was consensus to hire an interim to allow council the proper time to recruit and vet a permanent replacement.

**Motion:** I move that the Governing Body of the City of Halsey accept the resignation of the City Administrator effective September 7<sup>th</sup>, 2023.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**Motion:** I move that the Governing Body of the City of Halsey authorize the current City Administrator to seek an interim City Administrator to manage the city and assist with recruitment for the new City Administrator.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### **ADJOURNMENT**

Meeting adjourned at 7:47 pm

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**Municipal Clerk, Madison LaCoste**

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**Mayor Jerry Lachenbruch**