

## REGULAR CITY COUNCIL MEETING

March 12, 2024 | 7:00 p.m. | 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 Jeremy Romer, Mayor Jerry Lachenbruch, Councilor Scott LaCoste, Councilor Gabriel Flores

Absent: Councilor Jerry Gillson

Staff Present: City Administrator Briana Parra, Municipal Clerk Audrey Whiddon

Guests: Daphene Sampson, Randy McMillen, Mindi Romer, Silas Miller, John Miller, Anne Sunday

Remote

Participants: Assistant City Recorder Larissa Gangle, Matt Wadlington with Civil West

### PLEDGE OF ALLEGIANCE

### COUNCIL MINUTES

Council was asked to review and approve the minutes from the February 13, 2024 Council Meeting

**Motion:** I move that the Governing Body of the City of Halsey approve February 13<sup>th</sup> City Council Minutes as submitted

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

**Vote:** Ayes: Unanimous

**Motion Carries**

### FINANCIAL REPORTS

*Council was asked to review and approve the January 2024 Financial Reports.*

**Motion:** I move that the Governing Body of the City of Halsey approve the January financial report as submitted

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

**Vote:** Ayes: Unanimous

**Motion Carries**

*Council was asked to review and approve the October 2023 Financial Reports.*

**Motion:** I move that the Governing Body of the City of Halsey approve the December financial report as submitted

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

**Vote:** Ayes: Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

*There were no adjustments*

## **DELEGATIONS**

Linn County Sheriff's Office-Sergeant Frambes

For the month of February there were eight citations, nineteen warnings, one traffic crash, one arrest, and a total of fifty-four complaints/incidents investigated. There were thefts that occurred at Diamond K Sales.

## **CITIZEN COMMENTS**

Randy McMillen- Randy spoke in support of changes to the livestock ordinance. He also suggested that Council consider holding a worksession to review the ordinance. Also proposed was a permit process for lambs during the 4H show season, with a stipulation that a permit will not be issued the following year if permit guidelines/requirements are not adhered to by the applicant. Randy also suggested potentially increasing the minimum lot size requirement for livestock to the equivalent of two lot sizes.

Daphene Sampson- Daphene spoke on the value of the 4H program for kids. She is in support of reconsidering the lot size requirements for livestock, as well as implementing a permit process.

Silas Miler-Silas spoke in support of the 4H community and how allowing small animals in town would give more youth the opportunity to be involved in 4H. He is also in support of expanding the required lot size for livestock.

## **REPORTS TO COUNCIL**

*City Administrator: Briana Parra*

- Codes and Ordinance - Enforcement and Budding Considerations-
  - The City recently connected with Linn County Code enforcement and discovered that the City has a long-time interagency partnership with Linn County for code enforcement

regarding building code issues. Administrator Parra described the process for building code violations for citizens, City Staff, and Linn County Enforcement Staff.

- Recently the City has been contacted regarding multiple cargo trailers in town. The Accessory Structure portion of the Development Code will be applied to these situations.
- Interim Audit- The mid-year audit is complete. The City received positive feedback regarding increased division of financial responsibilities. This is due to recent cross-training of all financial processes. This training provides additional protection for the City from potential fraudulent activity, as well as resilience in the event that there is an staff absence, planned or unplanned.
- Statement of Economic Interest- The annual statement of economic interest (SEI) is due April 15<sup>th</sup>, 2024. City Councilors, City Administrators, and Planning Committee members are all subject to SEI filing requirements. The filing opens Friday, March 15<sup>th</sup>.
- Budget Committee- There are four vacant seats on the Budget Committee. The City made multiple efforts to fill the positions, including posting to social media, the website, publishing information in the Halsey Happenings Newsletter in January and in March, as well as publishing an ad in the Brownsville times. In addition to posting on public platforms, the City displayed flyers in multiple locations at City Hall. Unfortunately, at this time no applications have been received.
- April Agenda
  - Council was reminded to submit any topics of interest to the Administrator if they wish to see them on a future Council Meeting agenda.
  - April is Child Abuse Awareness Month. A representative with the State reached out to see if the City would be willing to provide support via display of promotional flyers, flags, etc. as has been done in previous years. Council stated that they would like to move forward with the formal declaration in the April Council Meeting.
- Upcoming Events-
  - March 26<sup>th</sup>- Central Linn Rec Center Open House, 7 pm
  - April- Child Abuse Prevention Month
  - April 13<sup>th</sup>- BOOK-IT 5K at the Park

#### *Public Works- Andy Ridinger*

The following projects were completed in the month of February:

- DEQ is in the process of writing a new National Pollutant Discharge Elimination System wastewater monitoring permit for Halsey. To have the correct data for the new permit Public Works needed to make some corrections that were found on previous years in the net DMR reports. All corrections have been completed.

- 28 feet of 12" drainpipe was laid in the 400 block of W. C St to replace an undersized pipe.
- Public Works is constructing a custom sliding door to close off access to the elevator during Community Center activity, as well as building shutters to cover pass through opening to the kitchen.
- Billie replaced the deck boards, welded cracked areas, and wired new lights on the large utility trailer.

*Library Report-Abi was on vacation, but the following items were in her Library report.*

- Monthly Stats-There were 98 patrons in the month of February, for an average of 4.67 patrons per day. One hundred eleven books were checked out during the month, and seven new Library Cards were issued. Ninety books were added to the catalog, making a total of 5,012 items in the collection.
- 5K Update- So far there are nine participants registered for the race and five confirmed event sponsors.
- Story Time Event- A story time will be held at the Library on Saturday, March 23<sup>rd</sup> at 12pm.
- Grant Writing Course- Abi has completed her grant writing course and has applied for another free online course on library leadership.
- Grant Award- The Library was awarded the ALA LTC Grant in the amount of \$10,000, which will allow for the main entry door to be replaced.

## **REPORTS TO COUNCIL**

*Mayor Lachenbruch*- Mayor participated in a virtual meeting with Administrator Parra and a representative from DLCD regarding the natural hazards mitigation assessment. DLCD is working on updating documents that pertain to Halsey.

Mayor also participated in a walk-through of both Central Linn School facilities with the advisory committee. He stated that the experience was very eye opening in regard to the facility needs. A plan is being constructed to determine how to move forward with the needed improvements.

Also mentioned, was that Mayor has noticed how well the new office staff is working together and the improved work environment in the office.

*Sharing Hands-7:34*

*Central Linn School District- Councilor Isom*

The Booster Club Auction is this weekend. There will also be a groundbreaking ceremony for the new CTE Building at the High School.

There is a "Soupathon" next Thursday, March 21<sup>st</sup>. The admission fee is \$5 for all you can eat soup. 5-7pm. All proceeds will go to Sharing Hands.

There are upcoming babysitting safety classes at the Fire Department on April 19th and May 10<sup>th</sup> from 9 am to 2:30 pm.

*Oregon Cascades West Council of Governments Board- Councilor Romer-*

He was not able to make the meeting, as the time is very inconvenient for his schedule. There was discussion about whether or not the City should continue participation in the board, but it was determined that there is beneficial information that can be passed onto citizens. Administrator Parra stated that she may be able to attend the meetings and include the information as part of her Council Report.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### Engineer of Record

Administrator Parra would like to move forward with an RFQ for an engineer of record. There are a number of in-progress and upcoming projects. Contracting with an Engineer of Record would allow the City the option of working with that engineer while forgoing some components of the public procurement process. This would not require the City to work with the Engineer of Record exclusively. A question was asked regarding fees. There would be no monthly retainer fee. Charges would be billed as they are incurred.

*There was consensus amongst Council to move forward with the RFQ (Request for Qualifications) Process for Engineer of Record*

### Land Use Ordinance Review

Council was asked to approve or deny the decision to review ORD 242 10.10, regarding Livestock in City Limits. The current Ordinance related to livestock in City limits outlines parameters for lot size, animal shelters, setback/proximity to neighbors, health and sanitation, and other provisions. Upon request from citizens and Council, this topic is being brought forward for consideration of possible review for updates to the ordinance. The City received two citizen letters regarding this agenda item, both in support and opposition of amending the ordinance.

Councilor Romer and Councilor Flores both declared a potential conflict of interest due to current or possible future participation of their children in the 4H program.

*There was a consensus amongst Council to move forward with a worksession to discuss revisions to the livestock ordinance. The worksession will be held after the City budget process has been completed.*

Inflow & Infiltration DEQ Loan - Council was asked to review the loan requirements for the Inflow & Infiltration Rehabilitation Wastewater System Improvement loan from DEQ. The loan is in the amount of \$330,000, 50% of which is forgivable. Funds would be used to address the issues identified in the 2022 Inflow & Infiltration Study. If Council chooses to do so, the City will accept the funding via a resolution in the next Council Meeting.

A question was asked regarding City fund availability to support the project, since interest over the life of the loan will bring the total repayment amount well above 50% of the original loan amount. There are not funds reserved for this particular infrastructure project (as it is one of many needed currently). There are some remaining ARPA Funds in addition to about \$300,000 that has been saved for the project. Administrator Parra will also look to see when the current bond is complete.

There was also a question asked about estimated potential savings after the repairs have been made and the project has been completed. Administrator Parra will gather that information.

There was a brief discussion regarding the Highway 99 Project and whether or not the City will continue to receive project updates from ODOT. Briana will check with Andrea with ODOT. Mayor Lachenbruch thanked everyone for their patience during the duration of the project.

#### **ADJOURNMENT**

Meeting adjourned at 8:05 pm.

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**Assistant City Recorder, Larissa Gangle**

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**Mayor Jerry Lachenbruch**