

REGULAR CITY COUNCIL MEETING

May 14, 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 6:59 p.m.

ROLL CALL

Present: Councilor Stacy Strauss, Council President Michelle Isom, Councilor Jerry Gillson, Mayor Jerry Lachenbruch, Councilor Gabriel Flores, Councilor Jeremy Romer, Councilor Scott LaCoste

Absent:

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

Guests: Ian Roholt, Andrea Mather

Remote

Participants: Assistant City Recorder Larissa Gangle, Librarian Abi Vinson, Public Works Lead Andy Ridinger, Tia Parrish

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council was asked to review and approve the minutes from the April 9, 2024 Council Meeting.

-Councilor Romer asked if the requested amendments to the March Council minutes had been made. The minutes were approved as amended and changes have been made.

Motion: I move that the Governing Body of the City of Halsey approve April 9th City Council Minutes as submitted

Motion by: Councilor Gillson, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

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

Motion: I move that the Governing Body of the City of Halsey approve the April financial reports as submitted

Motion by: Councilor Gillson, Seconded by Councilor Romer

Vote: Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Administrator Parra requested to add Andrea Mather and Ian Roholt with ODOT to Delegations.

DELEGATIONS

Highway 99 Project Update & I-5 Paving Project-Andrea Mather & Ian Roholt

A slideshow of the Highway 99 Project was presented to Council by Andrea Mather, the Assistant Resident Engineer with ODOT. Andrea spoke about the progress made on the project in the last year, which has included the following work: 9,000 cubic yards of excavated material, 7,200 feet of curb, 33,000 square feet of sidewalks installed, 11,000 tons of trucked in rock, and 77,000 tons of asphalt laid.

Work is currently being conducted near Crowell Lane and there are plans this week to mix cement into the clay soil in that area to provide a more stable base. After that area is complete, work will begin in late summer to repair the railroad crossing. During that time, there will be a one day closure in which Highway 99 E will be closed for 12-24 hours. ODOT will provide notice to the City prior to the closure. Detour routes will likely be on I-5. The existing concrete panels south of the railroad for a span of about half a mile will not be removed during this project. The landscaping and planting aspects of the project will be completed this fall. ODOT anticipates that the project in its entirety will be completed by fall 2024, but that there could potentially be a few small aspects to finish up in the spring of 2025.

-Mayor Lachenbruch stated that he has received a considerable amount of feedback from community members stating that they appreciate Wildish and their professionalism and kindness while working.

-Council President Isom expressed thanks for ODOT's work to include improvements at the railroad crossing with the project.

-Councilor Romer asked if there is a solution for the insufficient width of the "bulb outs" on the side streets intersections with 99E. Andrea stated that the widths were built to the ODOT standard and cannot be changed at this point in the construction process, but noted that the width will improve once the asphalt is brought to full height before the conclusion of the project. She stated that she has voiced concerns about aforementioned width standards to her superiors, and directed Councilor Romer to the "Ask ODOT" website for additional information.

-Councilor Gillson asked if the project has gone as planned timewise. The project will not be completed within the original projected timeline due to complications that have extended the project a few months, as well as the added railroad improvements.

-Councilor Gillson asked a question about traffic control and detour locations during the work to repair/replace the railroad crossing. Andrea stated that there will be very clear signage at the intersection of Highway 99 E and Highway 228 that Highway 99 E is closed in Halsey except for local traffic.

-Councilor Strauss asked if O Street would be closed as well during the railroad project, as she is concerned about large truck traffic on West 3rd Street. O Street will remain open. Truck traffic will be encouraged to detour on Powerline Road.

Ian Roholt spoke about an upcoming paving project on I-5, which will start in early June just south of Halsey and continue about 13 miles to the Lane County border. Both directions will be paved, beginning with the northbound lanes. Interchange ramps at exits 216 and 209 will also be paved. The work will be conducted at night with single lane closures from 8 pm to 5:30 am. The contractor will be permitted to leave an approximate two-inch lip between travel lanes during the project. Appropriate striping will be in place, but motorists should be aware of a potential hazard when changing lanes.

Linn County Sheriff's Office-

For the month of April there were four traffic citations, ten warnings, and three arrests made. A total of fifty-two complaints/incidents were investigated. Seventy-six total hours were spent in Halsey. *This data is from the May Sheriff's Report. Sergeant Frambes was unable to attend the meeting.*

CITIZEN COMMENTS

No citizen comments.

REPORTS TO COUNCIL

City Administrator-Briana Parra

- Library 5K – The event was a success. Administrator Parra expressed thanks to all who helped with the event. A total of \$1,800 in net profit was raised to help fund the Summer Reading Program.
- Arbor Day
The City held Arbor Day activities at the Library, including a tree giveaway and crafts and activities for youth and families
- Lagoon Testing
A contractor through OAWU has been hired to conduct sludge depth testing at the Lagoon. The cost for testing and analysis is quoted at \$4000-\$4500 range and will be taking place in late May.
- City Clean-Up Day
Administrator Parra met with Sweet Home Sanitation to discuss the upcoming June clean-up day and to clarify the list of allowable items. There was discussion about how the City can support resident compliance with the rules for city clean-up days, such as following up post event when non-approved items are left in the City right-of-way. There are several areas in town in which residents have placed items in the right-of-way for the event that do not fall within the

parameters of accepted items. Staff are being proactive when possible by verbally notifying and providing residents with the event flyer that lists accepted/non-accepted items.

- Permits

The City has seen a considerable increase in permit and land use questions and applications in recent months. Staff have dedicated significant time to these requests and are partnering with Linn County Planning on projects happening in town.

- Park Use during City-Wide Garage Sale

A Halsey resident has reached out to City Hall to ask permission to place a table at the park to sell baked goods during the City-Wide Garage Sale. Administrator Parra asked the Council for their permission to allow this request. *There was consensus amongst Council to allow use of the park by a resident during the sale.*

-Councilor Gillson suggested that a booth event including food vendors could be held in conjunction with the city-wide garage sale. Council President Isom suggested that there may not be adequate time for staff to plan a such an event by this year's sale on June 1st. In addition, Briana stated that high traffic at the park could be problematic during this year's event due to the Highway 99E construction at the south end of town.

-Councilor Romer suggested establishing designated parking spots for potential food trucks. Guidelines may be necessary if several food trucks show interest.

- City Administrator Evaluations

Administrator evaluation packets are now available. Council was asked to return evaluation scoring sheets to the Mayor by Monday June 3rd.

- Upcoming Events

- The Month of May is Mental Health Awareness Month
- June 1st, City-Wide Garage Sale
- June 8th, Spring Clean-up Day
- June 13th, OSU Extension Service Jams and Jellies Class at the Halsey Community Center
- June 22nd-Summer Reading Program Kick-Off Event/BBQ

- Public Works- Andy Ridinger

- Sanitary Survey

The bi-annual sanitary survey from the OHA Drinking Water Program was conducted at the Water Treatment Plant. No deficiencies were found, and an outstanding performance stands.

- Lagoon Discharge

Discharging from the Lagoon ended for the season on April 30th. A total of 49,398,000 gallons have been released and the pond depth is down to 3'6" from 8'7".

- Sludge Testing at the Lagoons

Twenty-four samples will be taken from the primary 9-acre pond, and a total of 32 will be taken from the two secondary ponds. Some of the testing will be done using a probiotic, which will indicate if it will be useful in reducing sludge in lieu of dredging. This data will provide insight for future planning, as well as critical information for the wastewater master plan being conducted by Civil West Engineering.

Library Report-Abi Vinson

- Monthly Stats

There were a total of 176 visitors, including 62 runners in the 5K, for an average of 8.38 patrons per day. One hundred and eleven books were checked out throughout the month and 2 new Library cards were issued. Seventy-four books were added to the catalog.

- 5K Fundraiser

This year's 5K Fundraiser was a success with a total of 62 runners participating.

- Summer Reading Program

The Summer Reading Program is beginning to be promoted and a few participants have already registered. Abi spoke about the various events that are scheduled throughout the program.

- Arbor Day

The Library gave away free trees to celebrate Arbor Day.

- Door Replacement

The door replacement project at the Library has been initiated. Work is expected to be completed by June.

- Oregon Humanities Connectivity Grant

The Library has been awarded the Oregon Humanities Connectivity Grant in the amount of \$5,700, which is approximately \$1,700 more than was requested. Three laptops, eight to ten tablets with educational content, headsets, and a charging station/locker to house the new equipment will be purchased with the funds.

-Councilor Gillson stated that he is bothered by spending this amount of money on technology for a Library. He feels that it threatens the Library in general and asked if there was any consideration as to what else the money could've been spent on. Abi stated that access to technology is a vital service provided by Libraries and that the grant is specifically for that purpose. Councilor Romer stated that modern day Libraries offer a wide array of services beyond books and complimented Abi on her improvements and vision for the Library.

-Councilor Gillson also asked if there has been an assessment at the Library regarding ADA access since the new shelving has been added. Abi stated that there was an assessment done during the process of replacing the door, and that she had not rearranged any shelving during her tenure as Librarian. She added that the shelves that were added were placed where the

previous heating system was, prior to the ductless heat pump being installed. Said shelves are also located near the entrance to the office, which is not accessible to the public.

- Lending Library

OSU extension services will be providing the Library with a few pieces of equipment to establish a lending library. Examples of potential available items to check out include a canner, food dehydrators, or gardening equipment. Another possibility is a seed library. This program is expected to begin by the end of summer.

-Councilor Gillson asked if the City will be liable if someone injures themselves or breaks the equipment. Renters will be required to sign a waiver prior to checking out the equipment and the OSU Extension Service will be servicing the equipment.

- BBQ Event

Varcomm Telecommunications will be sponsoring a barbecue event at the Veterans Memorial Park adjacent to the Library on Saturday, June 22nd to showcase recent improvements at the Library, celebrate the end of the school year, and promote the Summer Reading Program.

REPORTS TO COUNCIL

Mayor Lachenbruch

Mayor and Briana met with Representative Chavez-Deremer's staff member regarding wetlands, land use, funding for small communities, and mandates that are hurting small communities.

Mayor Lachenbruch also attended a meeting with the Oregon Emergency Management Division regarding response times for emergencies. Halsey is surrounded by bridges and there are concerns regarding a potential Cascadia earthquake and how small communities can prepare for a potential landlocked situation.

Mayor attended the monthly Central Linn School Bond Meeting. The process of bonding was discussed, including different types and lengths and how they affect the community. The bond request is being conducted differently this time with more community involvement and input being requested.

Central Linn School District- Council President Isom

The new school year calendar has been adopted. Next year's school schedule will be four and a half days per week. Prom is this weekend and graduation is on June 8th. A new vice principal has been hired at the High School. Councilor Isom encouraged everyone to visit the Central Linn School District website to submit input regarding the bond. Stem walls for the CTE building are up and the project is moving forward.

-Councilor Gillson stated that it may be helpful to the school district if the board were more transparent regarding the bond process. Mayor Lachenbruch stated that the process has been much more transparent this time around and that the board has asked for input via a survey, but has experienced a

very low response rate thus far. Councilor Gillson stated that the lack of response to the survey from the community should be a message to the schools that many in the community are unhappy regarding the issue. Administrator Briana stated that the school could potentially consider offering an incentive of some sort for completing the survey. Councilor Romer stated that the mailing that he received was not clear and that he did not realize it was requesting input for the bond process. He asked that in the future if it would be allowable for the school to include outreach info to the community in the Halsey Happenings Newsletter, which it would be.

OLD BUSINESS

1. Livestock Ordinance Work Session

City Council will be conducting a work session to review and discuss the Halsey Livestock Ordinance. Council was presented with several dates and times for the session. *There was consensus to hold the work session on Tuesday, May 28th.*

NEW BUSINESS

1. Natural Hazard Mitigation Plan- Agreement

Council was asked to consider approving the Natural Hazard Mitigation Plan Agreement.

The proposed agreement is between the City of Halsey and the Department of Land Conservation and Development (DLCD). Cities are expected to contribute financially, but this year the State is covering those costs. Some staff time will be needed, but at this point how much is unknown. Participating in this program will open the City for access to more streamlined FEMA funding. There is a termination clause that allows the City to opt out with thirty days' notice. The City has been involved with this agreement previously and this is a renewal.

-Councilor Romer asked if this program is separate from the Emergency Response Plan, which it is. Mayor Lachenbruch has nearly completed the Halsey Emergency Response Plan, which will work in conjunction with this agreement.

-Councilor Romer asked if there will be a need to appoint a representative. Administrator Parra will be the primary contact, but a secondary contact will be needed and can be a Council or staff member.

-Councilor Romer asked about the timeline and termination date of September 26, 2024 listed in the agreement. That is the date by which Council must determine if they wish to participate in the agreement.

Motion: I move that the Governing Body of the City of Halsey approve and sign DLDC Intergovernmental Agreement #21067-2-001

Motion by: Councilor LaCoste, Seconded by Councilor Gillson

Vote: Ayes: Unanimous

Motion Carries

2. Employee Handbook Updates- First Reading

Council was asked to review proposed changes to the Employee Handbook. Possible amendments include changes to the expense reimbursement policy, testing reimbursement, and updates to the weekend duty policy for Public Works. This was the first reading and all updates must be approved by Council via a resolution in a future meeting.

-Councilor Romer suggested that a provision be added to the handbook that prohibits employees from choosing to work on the weekend in lieu of a week day and simultaneously taking advantage of the weekend on-call pay policy.

-Councilor Gillson asked Administrator Parra what the timeline is for these changes and asked if she was attempting to move this update through as soon as possible. Briana reiterated that this was a first reading, and that any changes must be adopted via resolution in a future Council Meeting.

-Councilor Gillson asked how many hours per week Public Works Staff currently work. Forty hours per week.

Council reached a consensus to move on to a resolution to consider approving the proposed changes to the handbook at the next meeting.

3. OLCC License Renewals

Council was asked to consider the liquor license renewals for 7 Star Convenience Store and The Honey Hole Bar & Grill and recommend approval or denial.

Motion: I move that the Governing Body of the City of Halsey approve the liquor license Renewals for 7 Star Convenience and The Honey Hole Bar & Grill

Motion by: Council President Isom, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

4. 2024-2025 Wage Scale

Council was asked to review and consider approval for the 2024-2025 Employee Wage Scale. The scale includes a 3% cost of living increase (COLA)

-Council Flores asked if removing the City Administrator from the scale will also remove them from COLA increases. Administrator wages would be discussed annually during their review.

-Councilor Romer asked how Council will be aware of budget parameters when discussing Administrator pay increases. Administrator Parra will provide Council with budget information prior to the discussion. The Administrator contract allows for increases to be negotiated without redrafting a new contract.

Motion: I recommend that the Governing Body of the City of Halsey approve the 2024-2025 Wage Scale as submitted with the amendment to remove the City Administrator from the scale.

Motion by: Councilor Romer, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-734 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Connectivity Grant from the State Library of Oregon

The grant is in the amount of \$5,565 and will be used to purchase technology equipment for use by Library patrons.

Motion: I move that the Governing Body of the City of Halsey adopt 2024-734 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Connectivity Grant from the State Library of Oregon

Motion by: Councilor Romer, Seconded by Councilor Flores

Vote:

Ayes: Unanimous

Motion Carries

2. RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month

Council was asked to consider adopting a resolution to declare May 2024 as Mental Health Awareness Month in the City of Halsey.

-Councilor Gillson asked if making this declaration would cost the City any money. It will not.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month

Motion by: Councilor Gillson, Seconded by Council President Isom

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT :

Meeting adjourned at 8:43 pm

Assistant City Recorder, Larissa Gangle

Mayor, Jerry Lachenbruch