**REGULAR CITY COUNCIL MEETING**

March 14, 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: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Randy McMillen, Councilor Stacy Strauss, Councilor Jeremy Romer, Councilor Michelle Isom

Absent: Council President Ken Lorensen

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Madison LaCoste, Librarian Sara Cooper, RARE Member Julia Fox

Guests: Andrea Mather, Holly Wilder, Philip Wilder, Ian Roholt, Steven Shultz, Anne Sunday, Josh Stanley, Sherri Brubaker, Ken Brubaker, Shane Brubaker

Remote

Participants: Public Works Andy Ridinger,

**PLEDGE OF ALLEGIANCE**

**OATH OF OFFICE**

Councilor Ken Lorensen was absent and will take his oath in the next meeting.

**CONSENT AGENDA**

Council Meeting Minutes – February 14, 2023

**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 McMillen, Seconded by Councilor Strauss

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

**FINANCIAL REPORTS**

Approving the February Financial Report includes approving check numbers 20142-20178 in the amount of $34372.37. The prior month’s final check number was 20141.

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

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

**AGENDA ADJUSTMENTS**

Administrator Norton requested to move the Highway 99 report from ODOT and appointing budget committee members under delegations.

**DELEGATIONS**

If I Were a Mayor Contest Winner

Elizabeth Brubaker presented her winning poster for the If I Were a Mayor Contest. Her poster has been submitted to the Statewide contest. She will also have lunch with the Mayor.

Linn County Sheriff’s Office: Sergeant Frambes

Sergeant Frambes reported that property crimes have risen in the last month, with two stolen vehicles in town. Both vehicles were stolen while the owner was warming them up outside. Sergeant Frambes issued a reminder to keep your doors locked on your vehicles. Sergeant Frambes answered questions on the drug operation that was raided during February. Deputy Newman, who investigated the case was present to answer questions and tell his account from the operation.

Sweet Home Sanitation Update and Rates 2023-2024

Josh Stanley from Sweet Home Sanitation presented to council and community members some facts and information about Sweet Home Sanitation as a company. He discussed the importance of safety in their company. Rate increases were discussed. The new rate increase will be a CPI of 8.1.

ODOT

Andrea Mather gave an update on the Highway 99 project. Since last August 95% of the stormwater pipes are in the ground, both of the swales have been installed and planted. The new concrete walls have been poured and stamped and will be stained soon. Curbs will be poured in the next couple weeks weather permitting. Andrea explained this spring and summer we should expect to see the curbs and sidewalk get finished and the bottom layers of the street get paved. There will be a period of time where there will be a tuck detour navigating the large trucks to take I5 or HWY 99 West. There was some discussion about the updates.

Appoint Budget Committee Members

The Council is asked to consider Budget Committee Applications from Marjean Cline and Anne Sunday.

**Motion**: I move that the Governing Body of the City of Halsey appoint Marjean Cline and Anne Sunday to the Budget Committee

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

**CITIZEN COMMENTS**

There were no citizen comments*.*

**REPORTS TO COUNCIL**

*City Administrator: Hilary Norton*

Cascades West Regional Consortium met they are still looking for funding for the second half of the proposed pilot for a public mitigation bank. Administrator Norton provided a list of House Bills that pertain to wetlands that she is tracking.

A new Librarian has been hired. Abi Vinson will be training under current Librarian Sara Cooper for two weeks before Sara leaves. She has experience working in a small library similar to Halsey’s.

Administrator Norton asked council for permission to combine the Parks Committee and Library Advisory Committee. They will meet quarterly. There was consensus.

The city does not qualify for the Water Resources Grant. However, staff is still exploring other options for funding.

Administrator Norton provided a list of upcoming events to council.

Administrator Norton updated council that Willamette Valley Refrigeration is donating a new commercial fridge to the Community Center.

*Public Works: Andy Ridinger*

Public works replaced a curbstop in the 1000 block of W 4th Street in order to finish backflow testing for the season. A new auto dialer has been installed at the lagoon. Public Works will now be notified if the power goes out or if the generator fails. Public Works is researching new ways to upgrade the effluent equipment.

*Library: Sara Cooper*

Daily threshold count was 4 patrons per day. Librarian Sara held a Lego Day at the library that was well attended. There will be a Puzzle Day on March 23rd. 23 books were added to inventory which bring the book inventory value to approximately $80,000. 40 brand new books were donated from our Senator to add to the collection. The 5k planning is still underway. The date has been set to April 22nd at 9:00 am. The online race entry has been created.

*Sharing Hands: Ken Lorensen*

Councilor Lorensen was not present.

*Central Linn School District: Michelle Isom*

Councilor Isom reported on March 16th there will be a career day at the high school. Different businesses will have booths for the students to explore different career opportunities.

The Central Linn drama class is putting on the play Little Shop of Horror in April. The district has decided to not put cap put on transfers into the district from outside districts to welcome more students to the school.

The Ag building will be getting demolished and rebuilt. The new building will have three new bays that will offer a construction bay, culinary bay, and a mechanics bay to offer a wider range of classes for the students.

*Cascades West Area Commission on Transportation: Randy McMillen*

There is nothing new to report this month.

*Oregon Cascades West Council of Governments Board: Jeremy Romer*

SNAP households have been receiving emergency allotments since COVID, as of March 1st, the emergency allotments will be going away. Information was shared for assistance for families that will be affect by this change.

**OLD BUSINESS**

*Elect a Council President*

Every odd year, in the January Council meeting, the position of Council President is elected from among the Councilors.

**Motion**: I move that the Governing Body of the City of Halsey appoint Councilor Michelle Isom to serve as City Council President for the 2023-2024 biennium.

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

Councilor Isom was also added as a signer on the bank accounts.

**Motion**: I move that the Governing Body of the City of Halsey appoint Councilor Michelle Isom to be a signer on the city bank accounts.

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

**NEW BUSINESS**

*Multi-City Rural Coalition Proposal*

Council is asked if they want Halsey to participate in a Regional Advocacy effort with several other small cities.

Administrator Norton presented a Power Point to show council the benefits of the program. The program would start with five local cities, but the goal would be to add thirty more across the state by the end of the year. This would help amplify the voice of rural cities by working with a local lobbyist. The commitment would be a one-year contract. There was some discussion.

**Motion**: I move that the Governing Body of the City of Halsey approve Halsey’s participation in the Multi City Rural Coalition.

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

*Utility Rates 2023-2024*

Administrator Norton presented proposed utility rate increases for the 2023-2024 budget. Inflation has continued, the index The City is using is at 6%. The suggested increase is water: $2-3, sewer: $2-3. The stormwater fees to not need to be increased this year. There was some discussion.

This item was for discussion only as rate increases cannot be adopted without a public hearing. The City Administrator was asking for Council guidance for preparing the proposed budget document. Consensus was to us the Western CPI as a guide.

**ORDINANCES & RESOLUTIONS**

*RESOLUTION 2023-716 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook*

Council is asked to consider adopting a Resolution updating the Employee Handbook for the City of Halsey.

**Motion**: I move that the governing body of the City of Halsey adopt RESOLUTION 2023-716 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook

**Motion by**: Councilor McMillen, Seconded by Councilor Isom

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

*RESOLUTION 2023-717 – A Resolution Adopting a Paid Leave Oregon Policy for the City of Halsey*

Council is asked to consider adopting a Paid Leave Oregon policy for the City of Halsey

**Motion**: I move that the governing body of the City of Halsey adopt RESOLUTION 2023-717 – A Resolution Adopting a Paid Leave Oregon Policy for the City of Halsey

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

*RESOLUTION 2023-719 – A Resolution Adopting a Parks Master Plan for the City of Halsey*

Council is asked to consider adopting a Paid Leave Oregon policy for the City of Halsey

**Motion**: I move that the governing body of the City of Halsey adopt RESOLUTION 2023-719 – A Resolution Adopting a Parks Master Plan for the City of Halsey

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

*ORDINANCE 2023-443 – Amending City of Halsey Municipal Code Chapter 7.05 Relating to Itinerant Merchants and Temporary Businesses*

Council is asked to review and consider adopting an Ordinance amending Halsey Municipal Code Chapter 7.05.

**Motion**: I move that the governing body of the City of Halsey adopt ORDINANCE 2023-443 – Amending City of Halsey Municipal Code Chapter 7.05 Relating to Itinerant Merchants and Temporary Businesses

**Motion by**: Councilor Isom, Seconded by Councilor McMillen

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

*ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration*

Council is asked to review and consider adopting an ordinance amending Halsey Municipal Code Chapter 7.10 to require Business Registration

**Motion**: I move that the governing body of the City of Halsey adopt ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration

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

 **Vote**:

 **Ayes**: Unanimous

 **Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 8:36 pm

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**Municipal Clerk, Madison LaCoste Mayor Jerry Lachenbruch**