



Council Packet

City of Halsey
Regular Council Meeting
Council Chambers
Remote Attendance via Zoom
100 W. Halsey Street

Tuesday April 12, 2022
7:00 PM

D. CONSENT AGENDA

Consent Agenda	
Council Action: <i>MOTION</i>	April 12, 2022

Any Councilor may request to remove an item from the consent agenda that they wish to have discussed and acted on outside the consent agenda. If there is no request made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – March 8, 2022

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

- **Council Options**

1. Remove an item for separate consideration & decision.
2. Approve as recommended.
3. Provide further direction to staff.
4. Postpone approval

REGULAR CITY COUNCIL MEETING

March 8, 2022, 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, Council President Ken Lorensen, Councilor Stacy Strauss, Councilor Michelle Isom, Councilor Randy McMillen

Absent: Councilor Christine Raven

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle

Guests: Michael Grove, Debra Gruell, Brian White, TJ Gillson, Gena Wetherett, Tia Parrish, Holly Parrish, Sergeant Beth Miller, Anne Sunday, Corey Gladwin

Remote

Participants: Public Works Andy Ridinger, Robert Winthrop (PSU), Kyle Gangle

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – February 8, 2022

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 Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for February 2022.

The February Financial Report includes approving check numbers 19563-19613 in the amount of \$68,588.67. The prior month's final check number was 19562.

Motion: I move that the Governing Body of the City of Halsey approve the February 2022 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Strauss, Seconded by Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

There were no agenda adjustments

DELEGATIONS

Linn County Sheriff's Office-Sergeant Beth Miller

Both the January and February monthly reports were reviewed, as a representative from LCSO not being able to attend the February Council Meeting. There is a seasonal deputy that has been assigned to south county, which has resulted in increased patrol in the Halsey area. Deputy Jacob Randall, Halsey's assigned deputy, has been diligent with traffic. Senate Bill 1510 has passed, which will prohibit pulling drivers over for lighting violations. Theft incidences; including burglaries, vehicle break-ins, and vehicle theft increased area wide in the month of February. A detective has been assigned to conduct a "sweep" beginning in the North part of Linn County to bring the individuals that are responsible for the theft crimes into custody.

-A question was asked about what violations can justify a traffic stop, since lighting violations no longer qualify. A driver can still be pulled over for lighting if lack thereof is causing a safety issue, such as no headlights or not using a turn signal.

CITIZEN COMMENTS

There were no citizen comments.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Sharing Hands Request

Debra Gruell, the Executive Director for Sharing Hands, has presented a written request for a Community Partners Donation from the City of Halsey. She appeared before Council to thank them for the appliance donation in 2021, and to explain the current happenings and financial situation at Sharing Hands.

Motion: I move that the Governing Body of the City of Halsey approve a donation in the amount of \$500 to Sharing Hands.

Motion by: Council President Lorensen , Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

Sweet Home Sanitation-Michael Grove

Mr. Grove presented Sweet Home Sanitation's proposed rate increase of 4.94% to Council. This increase is consistent with the annual CPI (Consumer Price Index) as established in Ordinance 2019-429.

-Mayor Lachenbruch voiced a concern regarding the quality of Sweet Home Sanitation's customer service when contacted regarding charges for extra bags on his and other Halsey Resident's bills.

-Council President Lorensen also mentioned concerns regarding extra charges that he felt were unjustified for a slightly elevated container lid, as well as a concerns about cans being compressed by the arms on the trucks when they are picked up to be dumped, resulting in a lesser maximum capacity. Mr. Grove stated that SHS is working on obtaining new cans that are more rigid to try to remedy the issue.

Motion: I move that the Governing Body of the City of Halsey approve the 2022-23 Sweet Home Sanitation rates

Motion by: Councilor Gillson, Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

Appoint Budget Committee Member

The Council was asked to consider a Budget Committee Application from Jennie Lorensen. Mrs. Lorensen was the sole applicant for the vacant position. Council President Ken Lorensen recused himself from the discussion and vote.

Motion: I move that the Governing Body of the City of Halsey appoint Jennie Lorensen to the Budget Committee

Motion by: Councilor Isom, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

Compensation Study Review

The Compensation Study from PSU (Portland State University) is complete and was submitted to the Council for review. Administrator Norton provided a summary of the study process and findings. Robert Winthrop of PSU was in remote attendance to answer questions about the report.

The Study shows two part-time positions and one full time position considerably under market value, and two full time positions above. Employees that are currently being paid above market value according to the study would be advanced to the appropriate of step on the new scale to avoid a reduction in wage, and would be capped at a lower maximum rate of pay.

-Councilor Gillson asked for clarification regarding the lowest hourly rate currently being paid, as he understood that it was under minimum wage. Administrator Norton clarified that no employee is being paid less than minimum wage, but that step one for two positions starts below minimum wage on the current wage scale.

-Council President Ken Lorensen asked Administrator Norton if City income has kept pace with the increase in the Consumer Price Index. CA Norton stated that the City's income does not fluctuate as much due to inflation like the CPI does, and that the City's finances are stable and able to accommodate the proposed increases to the two part-time positions.

-Councilor Isom asked why discussion pertaining to wages is not discussed in an executive session. Administrator Norton stated that the topic is public information and does not qualify for an executive session.

-Councilor McMillen stated that he had a potential conflict of interest before voicing his concerns regarding the proposed wage scale, specifically the two positions that are over market value according to the wage study. He suggested that those employees be "grandfathered" into their current wage scale to avoid a reduction in pay in the long run due to a reduced capped wage, and that any new hires for those two positions be hired at the proposed lower scale.

-Councilor Gillson inquired about the cost of the compensation study. Administrator Norton stated that she has not received the final invoice but estimated that the cost was around \$6,000.

2022-2023 Wage Scale

The proposed 2022-23 wage scale was presented to Council for review. Proposed amendments included adjustments to bring all positions in line with market value according to the Rate Study, as well as a 3% Cost of Living Adjustment (COLA).

-City Administrator asked if Council would like her to amend the proposed wage scale to keep the two positions that are currently above market value at their current rate and keep all other positions at the proposed rates. This would be in lieu of creating two separate wage scales to accommodate Councilor McMillen's request. There was a consensus amongst Council.

-Councilor Lorensen asked Council their opinions regarding negotiating a contract for the City Administrator. Administrator Norton provided a summary of the benefits of a contract for both the City and the Administrator. There was discussion. There was consensus amongst Council to remove the City Administrator from the wage scale and pursue negotiating a contract.

Motion: I move that the Governing Body of the City of Halsey approve the proposed 2022-2023 Wage Scale with amendments to remove the City Administrator from the scale and keep the Assistant City Recorder and Utility Worker I Positions at the rate of the current scale.

Motion by: Councilor McMillen, Seconded by Council President Lorensen

Vote:

Ayes: Councilor Isom, Council President Lorensen, Councilor Strauss,
Councilor McMillen

Nays: Councilor Gillson

Motion Carries

Declare Surplus Property

Council was asked to consider approving a list of surplus property to be sold or donated.

Motion: I move that the Governing Body of the City of Halsey declare the items in the attached list to be surplus property.

Motion by: Councilor McMillen, Seconded by Councilor Stacy Strauss

Vote:

Ayes: Unanimous

Motion Carries

REPORTS TO COUNCIL

City Administration-Administrator Hilary Norton

- Website Update- Revize was selected to design a new website for the City. This process generally takes 3-4 months.
- IT Request for Proposals (RFP)-Five proposals for IT support were received. The top proposals will be interviewed, and a decision will be made by mid-March
- REAL (MVP) Update- The Mid Valley Partnership has been renamed the Rural Economic Alliance. Marketing materials and a website are currently in development. The group has decided to apply for a RARE member to assist with various duties and projects. The City continues to partner with RAIN in a reduced capacity.
- Cascades West Regional Consortium (CWRC) Report- The Cascades West Regional Consortium received a \$130,000 grant from Business Oregon to conduct a wetlands mitigation feasibility study for our region, specifically to evaluate the feasibility of forming a publicly owned wetlands mitigation bank, which could provide mitigation credits at a reduced cost. The RFP process is complete, and the Consortium has chosen a contractor to work with.

- State Surplus Haul- The office has been reorganized in order to create an additional workspace for a prospective RARE Student. State Surplus had an overstock of furniture, and the City received several pieces of furniture for free to aid in the reorganization project.
- Statements of Economic Interest (SEI)- Council will soon receive emails from the Oregon Government Ethics Commission (OGEC) about the annual SEI. The deadline to complete the SEI is April 15th.
- No Budget Orientation Since there are very few new members, there will be no Budget Committee Orientation this year.
- Municipal Clerk Resignation- Municipal Clerk Laurie Eastridge has resigned from her position, effective immediately as of March 7th. Administrator Norton asked Council permission to consider applicants from the recent Library applicant pool, rather than posting for the position. This could potentially save staff time and enable a quicker hiring process. Councilor McMillen stated that he would prefer the position be posted, as there may be a larger pool of applicants who may not have necessarily applied for the Librarian job.
 - o Guest and former Halsey Librarian TJ Gillson stated that she felt many of the skills that a Librarian possesses would easily transfer over into an office setting.

Public Works-Administrator Hilary Norton (Public Works Lead Andy Ridinger was present remotely but was experiencing technical difficulties).

- Well 69- Information was gathered from the engineering firm regarding the next steps to take in the process of repairing or replacing the well.
- Lagoon- The composite sampler located at the lagoon began to have issues this month. Oregon Association of Water Utilities (OAWU) assisted with getting it up and running again. The lagoon road was graded in preparation for fresh gravel. Councilor McMillen suggested that it is possible that a replacement battery for the composite sampler could remedy the loss of power issue. An algae bloom occurred at the lagoon this month. There was discussion about the possibility of installing an aeration system at the lagoon, but Councilor McMillen stated that he believes that adding that system would require a level two certification.
- Drainage- Ditches and culverts were cleaned in a few areas of town. An area on West 4th St. was excavated to diagnose drainage issues. A collapsed pipe and pipe elevation discrepancies were identified as the sources of the issue. Two hundred feet of new pipe will be installed in the area.
- City Hall Projects- Several wood pieces, including cabinets, shelving, and closet doors are being sanded and finished as part of the City Hall office reorganization/upgrade.
- Utility Work in Town- NW Natural is close to completing their work in town to move their lines in preparation for the upcoming Highway 99 Project.

Library-Administrator Norton

- New Librarian Hired- Sara Cunningham-Cooper has accepted the Librarian position. Her first day was March 8th.
- Library Heat Pump- The heater at the Library has failed and is not worth repairing financially. A grant has been submitted to the Siletz Tribal Charitable Contribution Fund to possibly help fund a new heating and cooling system for the building. Other funding possibilities include the Central Linn Community Foundation and the Ford Family Foundation Trust. Currently space heaters are being used to keep the space comfortable.
- Free Books- Former Municipal Clerk Laurie Eastridge attended The Corvallis “Friends of the Library” Book Sale on Sunday, February 27th. Small libraries in the surrounding areas were invited to take as many “free” books as they wanted. Forty-three books and two new audio books were added to our inventory.

Council Priorities Quarterly Report-Administrator Norton

- Water System Improvements- GSI Water Solutions has been hired to evaluate the well, equipment, and aquifer. They will provide repair or replacement options for Well 69. American Rescue Plan Act (ARPA) Funds should be able to be used for the repair/replacement.
- Building Repairs & Facility Improvements-
 - o Oregon Association of Water Utilities (OAWU) was able to provide recommendations for maintenance tracker software.
 - o The fuel tanks at the shop are on hold until there is more information on what needs to be done with Well 69.
 - o The new Community Center electronic sign location may interfere with the Highway 99 Project. The sign project is on hold until after the highway project is complete.
- Wastewater Treatment and Sewer I&I Improvements-The I&I Report will be complete by June 2022. Civil West Engineering will be conducting the camera work this spring.
- Financial Stewardship-
 - o City revenue has not been as heavily impacted by COVID as was budgeted for. Property tax and utility revenue have held steady.
 - o It is anticipated that an upgrade to the Utility Billing software will fit into the budget for the coming fiscal year.

- RARE Program Participant- The application for the RARE member has been submitted. A grant application has been submitted to the Ford Family Foundation for possible assistance with the match.
- Emergency Response Plan- This project will be assigned to the RARE Student. The RARE Program has access to materials and information that will help them with this.
- Halsey Park Improvements- The RARE Member will also be working on this project.
- Vehicle Replacements
 - o A ditch mower should fit into the budget for the next fiscal year.
 - o Nearby cities will be contacted to see if there is interest in an Intergovernmental Agreement (IGA) to share a manlift.
- Improve Street Maintenance
 - o An RFP (Request for Bids) will be put out in the next two months for the East B Street repair.
 - o Stop signs, traffic signs, and budgeting for additional street maintenance are ongoing.
- Council Leadership & Community Engagement- This was a question for Council to discuss their ideas to implement this goal. Multiple ideas were discussed, including Council involvement in the weekly coffee & donuts group, family-oriented events to bring in families with children, and partnering with the Library for events. There would be Council presence at these events to engage with the community.

Administrator Norton asked permission from Council to lift the mask mandate as of March 11th in accordance with state guidelines, as well as hold the city-wide garage sale. There was consensus amongst Council. She also stated that the Spring Clean-Up Day with Sweet Home Sanitation will return to its pre-COVID curbside format.

ADJOURNMENT

Meeting adjourned at 8:36 p.m.

Assistant City Recorder, Larissa Gangle

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	April 12, 2022

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for March 2022.

Summary:

Approving the March Financial Report includes approving check numbers 19614-19664 in the amount of \$30,945.75. The prior month's final check number was 19613.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the March 2022 Financial Reports and Journal Entries as Submitted
 - **Council Options**
 1. Approve as recommended.
 2. Approve with amendments.
 3. Split into two separate motions
 3. Provide further direction to staff.
 4. Deny or Postpone request.

CITY OF HALSEY
 COMBINED CASH INVESTMENT
 MARCH 31, 2022

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	5,343.06
01-0001002	MONEY MARKET	44,562.19
01-0001003	INVESTMENT POOLED	1,919,998.54
		1,969,903.79
	TOTAL COMBINED CASH	1,969,903.79
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,969,903.79)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	474,363.59
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,035.92
20	ALLOCATION TO (20) STREET FUND	43,417.10
25	ALLOCATION TO (25) STREET & PATHWAY FUND	71,988.15
40	ALLOCATION TO (40) BOND FUND	55,655.66
55	ALLOCATION TO (55) LIBRARY FUND	16,843.28
60	ALLOCATION TO (60) WATER FUND	244,691.34
61	ALLOCATION TO (61) SEWER FUND	258,494.43
62	ALLOCATION TO (62) WATER RESERVE FUND	308,571.94
63	ALLOCATION TO (63) SEWER RESERVE FUND	156,845.77
65	ALLOCATION TO STORM WATER BLUE HERON FUND	28,751.92
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	15,854.91
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,909.98
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,650.70
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,870.07
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	12,029.47
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,929.56
		1,969,903.79
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,969,903.79
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(1,969,903.79)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)
March 31, 2022

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	44,562.19	Book Balance Previous Month:	61,551.04
Outstanding Deposits:	.00	Total Receipts:	40,091.35
Outstanding Checks:	.00	Total Disbursements:	57,080.20
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	44,562.19	Book Balance:	44,562.19

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 19 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
March 31, 2022

Account: 010001001
Bank Account Number: 25500067

Bank Statement Balance:	26,248.90	Book Balance Previous Month:	402.74
Outstanding Deposits:	83.00	Total Receipts:	72,141.25
Outstanding Checks:	20,988.84	Total Disbursements:	67,200.93
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	5,343.06	Book Balance:	5,343.06

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1122	83.00						
						Total:	83.00

Deposits cleared: 34 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18155	1.63	19077	68.45	19660	290.23
7	3.86-	18156	13.27	19120	120.00	19661	1,750.00
8	15.42-	18163	.85	19370	112.03	19662	127.44
9	13.77-	18170	.50	19370	112.03-	19663	312.00
14206	27.52	18344	2,000.00	19423	154.84	19664	355.50
17523	23.44	18489	100.00	19630	100.00	325202	211.35
17752	316.65	18511	150.00	19649	115.08	325202	8,173.06
18058	53.23	18692	28.50	19656	1,381.59	325202	4,781.89
18073	154.00	19068	28.50	19659	464.60	225201	260.20-
						Total:	20,988.84

Checks cleared: 73 items Checks Outstanding: 36 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
03/31/2022	1	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.01	
03/31/2022	2	PERS Adj	01-0001001	Combined Cash - Checking	.00	.01-
03/31/2022	3	Fed Income tax adj	10-110-50-5100	Payroll	64.40	
03/31/2022	4	Fed Income tax adj	01-0001001	Combined Cash - Checking	.00	64.40-
Total CASH DISBURSEMENTS (CD):					<u>64.41</u>	<u>64.41-</u>

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
03/31/2022	1	Trans MM to CK	01-0001001	Combined Cash - Checking	8,000.00	
03/31/2022	2	Trans MM to CK	01-0001002	Money Market	.00	8,000.00-
03/31/2022	3	Trans MM to CK	01-0001001	Combined Cash - Checking	12,000.00	
03/31/2022	4	Trans MM to CK	01-0001002	Money Market	.00	12,000.00-
03/31/2022	5	Trans MM to CK	01-0001001	Combined Cash - Checking	37,000.00	
03/31/2022	6	Trans MM to CK	01-0001002	Money Market	.00	37,000.00-
03/31/2022	7	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	80.20	
03/31/2022	8	ACH Bank Fees	01-0001002	Money Market	.00	80.20-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>57,080.20</u>	<u>57,080.20-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
03/31/2022	1	MM Interest	01-0001002	Money Market	.51	
03/31/2022	2	MM Interest	10-000-40-650	Interest on Investments	.00	.51-
03/31/2022	3	Bus OR Loan Payment	01-0001002	Money Market	1,250.00	
03/31/2022	4	Bus OR Loan Payment	60-000-40-780	Grants & Loans	.00	1,250.00-
03/31/2022	5	Tax adj	01-0001001	Combined Cash - Checking	.30	
03/31/2022	6	Tax adj	10-110-55-5545	Bank Fees/Misc Expense	.00	.30-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>1,250.81</u>	<u>1,250.81-</u>

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
03/31/2022	1	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
03/31/2022	2	LGIP ACH Fee	01-0001003	Investment Pooled	.00	.05-
03/31/2022	3	LGIP Interest	01-0001003	Investment Pooled	817.05	
03/31/2022	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	196.75-
03/31/2022	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	6.65-
03/31/2022	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	18.01-
03/31/2022	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	29.86-
03/31/2022	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	23.08-
03/31/2022	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	6.99-
03/31/2022	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	101.49-
03/31/2022	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	107.21-
03/31/2022	12	LGIP Interest	62-000-40-650	Interest on Investments	.00	127.99-
03/31/2022	13	LGIP Interest	63-000-40-650	Interest on Investments	.00	65.05-
03/31/2022	14	LGIP Interest	65-000-40-650	Interest on Investments	.00	11.93-
03/31/2022	15	LGIP Interest	68-000-40-650	Interest on Investments	.00	6.58-
03/31/2022	16	LGIP Interest	72-000-40-650	Interest on Investments	.00	44.34-
03/31/2022	17	LGIP Interest	73-000-40-650	Interest on Investments	.00	12.71-
03/31/2022	18	LGIP Interest	74-000-40-650	Interest on Investments	.00	50.96-
03/31/2022	19	LGIP Interest	80-000-40-650	Interest on Investments	.00	4.99-
03/31/2022	20	LGIP Interest	85-000-40-650	Interest on Investments	.00	2.46-
Total 322:					<u>59,212.52</u>	<u>59,212.52-</u>
Total JOURNAL ENTRIES (JE):					<u>817.10</u>	<u>817.10-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>59,212.52</u>	<u>59,212.52-</u>

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
03/31/2022	PC	03/10/2022	19644	Laurie Eastridge	254		01-0001001	369.31-
03/31/2022	PC	03/16/2022	19645	Laurie Eastridge	254		01-0001001	144.09-
03/31/2022	PC	03/31/2022	3312022	Norton, Hilary	130		01-0001001	4,372.51-
03/31/2022	PC	03/31/2022	3312022	Andy Ridinger	210		01-0001001	4,307.40-
03/31/2022	PC	03/31/2022	3312022	Gangle, Larissa Michele	241		01-0001001	3,225.20-
03/31/2022	PC	03/31/2022	3312022	William Jones	245		01-0001001	2,555.75-
03/31/2022	PC	03/31/2022	3312022	Sara Cunningham Cooper	255		01-0001001	968.55-
Grand Totals:			<u>7</u>					<u>15,942.81-</u>

Date	Check Number	Payee or Description	Check Amount
03/31/2022	1	PERS Adj	.01
03/31/2022	1	Trans MM to CK	8,000.00
03/31/2022	3	Fed Income tax adj	64.40
03/31/2022	3	Trans MM to CK	12,000.00
03/31/2022	5	Trans MM to CK	37,000.00
03/31/2022	7	ACH Bank Fees	80.20
03/03/2022	19614	Buckmaster Plumbing	149.00
03/03/2022	19615	Carlson Hardware Inc.	195.78
03/03/2022	19616	Caselle, Inc.	743.00
03/03/2022	19617	Code Publishing, Co.	350.00
03/03/2022	19618	David Kinney	468.75
03/03/2022	19619	Laurie Eastridge	25.74
03/03/2022	19620	Larissa Gangle	57.92
03/03/2022	19621	Morley Thomas Law	600.00
03/03/2022	19622	Napa Auto Parts	123.94
03/03/2022	19623	NW Natural Gas	44.21
03/03/2022	19624	OCWCOG Community Services Program	500.00
03/03/2022	19625	Petty Cash	173.37
03/03/2022	19626	Renewable Resource Group, Inc	312.00
03/03/2022	19627	Rice Heating & Air Conditioning	798.80
03/03/2022	19628	Roome Telecommunications Inc.	360.33
03/10/2022	19629	AT&T	100.98
03/10/2022	19630	Brownsville Chamber of Commerce	100.00
03/10/2022	19631	CECO, Inc.	584.24
03/10/2022	19632	Executive Cleaning	572.00
03/10/2022	19633	GSI Water Solutions, Inc.	615.00
03/10/2022	19634	iSecure	40.00
03/10/2022	19635	JSG Lawn Maintenance	600.00
03/10/2022	19636	Kelley Connect Co.	381.97
03/10/2022	19637	Linn County Planning and Building Dept	113.10
03/10/2022	19638	Local Government Law Group, PC	260.00
03/10/2022	19639	Norm's Electric Inc.	558.12
03/10/2022	19640	Office Depot, Inc,	65.76
03/10/2022	19641	SAIF Corporation	726.61
03/10/2022	19642	Sierra Springs	82.18
03/10/2022	19643	Willamette Valley Refrigeration	295.00
03/17/2022	19644	Larissa Gangle	30.98
03/10/2022	19644	Laurie Eastridge	369.31
03/17/2022	19645	Pacific Power	4,071.24
03/16/2022	19645	Laurie Eastridge	144.09
03/17/2022	19646	Portland State University	6,534.00
03/17/2022	19647	Renewable Resource Group, Inc	94.00
03/17/2022	19648	Security Alarm Corp	91.96
03/17/2022	19649	U.S. Postal Service	115.08
03/17/2022	19650	Vantaggio	2,588.84
03/23/2022	19653	Aggregate Resource Crushing	380.97
03/23/2022	19654	Alyrica Networks	39.99
03/23/2022	19655	Chown Hardware	1,575.11
03/23/2022	19656	Columbia Bank	1,381.59
03/23/2022	19657	NW Natural Gas	287.42
03/23/2022	19658	Renewable Resource Group, Inc	457.00
03/30/2022	19659	Cascade Columbia Distribution	464.60
03/30/2022	19660	Mallory Safety & Supply LLC	290.23
03/30/2022	19661	Otis Elevator Company	1,750.00
03/30/2022	19662	Pape Machinery	127.44
03/30/2022	19663	Renewable Resource Group, Inc	312.00
03/30/2022	19664	Valley Fire Control, Inc.	355.50

Date	Check Number	Payee or Description	Check Amount
03/31/2022	92201	DIRECT DEPOSIT TOTAL	15,429.41
03/25/2022	32520221	AFLAC	211.35
03/25/2022	32520222	EBS Trust, CIS- Benefits	8,173.06
03/25/2022	32520223	IRS Tax Deposit	4,925.92
03/25/2022	32520224	Oregon Dept of Revenue - WC/UI	1,793.47
03/25/2022	32520225	P.E.R.S.	4,781.89
03/25/2022	32520226	VOYA	300.00
03/25/2022	32620221	Oregon Dept of Revenue - OTT	62.27
03/31/2022	33120221	Norton, Hilary - DIR DEP	.00
03/31/2022	33120222	Andy Ridinger - DIR DEP	.00
03/31/2022	33120223	Gangle, Larissa Michele - DIR DEP	.00
03/31/2022	33120224	William Jones - DIR DEP	.00
03/31/2022	33120225	Sara Cunningham Cooper - DIR DEP	.00
Grand Totals:			<u>124,281.13</u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19614	03/03/2022	39	Buckmaster Plumbing	Unclog Park Bathroom	85-510-55-5680	149.00
19615	03/03/2022	46	Carlson Hardware Inc.	Shop Supplies- February 2022	61-320-55-5606	195.78
19616	03/03/2022	49	Caselle, Inc.	Monthly Software Support	10-110-55-5770	743.00
19617	03/03/2022	736	Code Publishing, Co.	Annual Web Fees	10-110-55-5725	350.00
19618	03/03/2022	799	David Kinney	Planning Services for 1/16-2/28/22	10-110-55-5623	468.75
19619	03/03/2022	1081	Laurie Eastridge	Mileage to Book Sale- 44 Miles	10-110-55-5760	25.74
19620	03/03/2022	854	Larissa Gangle	Mileage-Surplus Trip 2/28/22	10-110-55-5760	57.92
19621	03/03/2022	957	Morley Thomas Law	Municipal Judge-Monthly Fee	10-110-55-5648	600.00
19622	03/03/2022	632	Napa Auto Parts	Trailer Parts	61-320-55-5690	123.94
19623	03/03/2022	263	NW Natural Gas	LIBRARY (ACCT# 247211-6)	55-410-55-5671	44.21
19624	03/03/2022	838	OCWCOG Community Services P	Meals on Wheels Donation	10-110-55-5641	500.00
19625	03/03/2022	308	Petty Cash	Greeting Card Stock for CH	10-110-55-5542	173.37
19626	03/03/2022	19	Renewable Resource Group, Inc	Biochem Oxygen Demand, Suspended Solids.	61-320-55-5860	312.00
19627	03/03/2022	980	Rice Heating & Air Conditioning	Community Center Furnace Diagnostic Fee & R	10-110-55-5680	798.80
19628	03/03/2022	332	Roome Telecommunications Inc.	Library	55-410-55-5664	360.33
19629	03/10/2022	24	AT&T	LONG DISTANCE-ACCOUNT # 020787	61-320-55-5662	100.98
19630	03/10/2022	738	Brownsville Chamber of Commerc	2022 Membership Dues	10-110-55-5731	100.00
19631	03/10/2022	47	CECO, Inc.	Fuel	61-320-55-5615	584.24
19632	03/10/2022	954	Executive Cleaning	February Contract Janitorial Services	10-110-55-5680	572.00
19633	03/10/2022	1103	GSI Water Solutions, Inc.	Well 69 Assessment	60-310-55-5910	615.00
19634	03/10/2022	1023	iSecure	Document Shredding Service-March 2022	10-110-55-5616	40.00
19635	03/10/2022	1062	JSG Lawn Maintenance	Monthly Landscape Services-March 2022	10-110-55-5910	600.00
19636	03/10/2022	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	381.97
19637	03/10/2022	926	Linn County Planning and Buildin	February 2022 COH-22-01 & COH-22-02	10-110-55-5561	113.10
19638	03/10/2022	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	260.00
19639	03/10/2022	258	Norm's Electric Inc.	Install Phone & Data Jack, Outlet	10-110-60-6016	558.12
19640	03/10/2022	791	Office Depot, Inc.	Office Supplies	10-110-55-5616	65.76
19641	03/10/2022	1054	SAIF Corporation	Worker's Compensation Insurance	10-110-55-5590	726.61
19642	03/10/2022	875	Sierra Springs	Water for CH & Shop	10-110-55-5616	82.18
19643	03/10/2022	902	Willamette Valley Refrigeration	Refrigerator Repair	10-110-55-5619	295.00
19644	03/17/2022	854	Larissa Gangle	Office Supplies	10-110-55-5616	30.98
19645	03/17/2022	297	Pacific Power	LIFT STATION	60-310-55-5672	4,071.24
19646	03/17/2022	1104	Portland State University	Compensation Study	10-110-55-5920	6,534.00
19647	03/17/2022	19	Renewable Resource Group, Inc	Lab Testing-Coliform	61-320-55-5860	94.00
19648	03/17/2022	688	Security Alarm Corp	Monthly Security Monitoring	10-110-55-5771	91.96
19649	03/17/2022	314	U.S. Postal Service	Newsletter Postage-April 2022	10-110-55-5610	115.08
19650	03/17/2022	1029	Vantaggio	IT Services-March 2022	10-110-55-5770	2,588.84
19653	03/23/2022	711	Aggregate Resource Crushing	Lagoon Rock	61-320-55-5679	380.97
19654	03/23/2022	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
19655	03/23/2022	559	Chown Hardware	Final Payment Upstairs Door Repair	10-110-55-5680	1,575.11
19656	03/23/2022	665	Columbia Bank	Public Works Supplies-Hose Adapters	10-110-55-5606	1,381.59
19657	03/23/2022	263	NW Natural Gas	Shop (Acct# 247581-2)	60-310-55-5671	287.42
19658	03/23/2022	19	Renewable Resource Group, Inc	Biochem Oxygen Demand, Total Suspended Sol	61-320-55-5860	457.00
19659	03/30/2022	48	Cascade Columbia Distribution	Sodium Bisulfite	61-320-55-5675	464.60
19660	03/30/2022	891	Mallory Safety & Supply LLC	Fall Protection	61-320-55-5755	290.23
19661	03/30/2022	292	Otis Elevator Company	50% Deposit for Elevastor Five Year Rupture Va	10-110-55-5689	1,750.00
19662	03/30/2022	666	Pape Machinery	John Deere Mower Tune Up Kit	61-320-55-5691	127.44
19663	03/30/2022	19	Renewable Resource Group, Inc	Biochemical Oxygen Demand, Suspended Solid	61-320-55-5860	312.00
19664	03/30/2022	403	Valley Fire Control, Inc.	Annual Fire Extinguisher Inspection	61-320-55-5700	355.50

Grand Totals:

30,945.75

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2022

MONTHLY REPORT TO THE CITY OF Halsey FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: March

TRAFFIC CITATIONS: -----	8
TRAFFIC WARNINGS: -----	9
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	0
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	40

TOTAL HOURS SPENT: Halsey 83.25

CONTRACT HOURS= 72 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sergeant Steven Frambes



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 3/ 1/22 to 3/31/22

Total Incidents This Month: 40

Incident Information:	Description
<p>CAD# 2022036666 TIME: 3/1/2022 7:44:36AM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>SUSPICIOUS PERSON Reported at Block of 200 W O ST HALS</p> <hr/> <p>caller reported suspicious circumstance.</p>
<p>CAD# 2022037428 TIME: 3/2/2022 10:57:57AM CASE# CAD Only HALS CITE DWS NO ODL</p>	<p>TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS</p> <hr/> <p>Traffic stop, driver cited for Driving while suspended Violation.</p>
<p>CAD# 2022037451 TIME: 3/2/2022 11:28:45AM CASE# CAD Only HALS CITE NO INSURANCE</p>	<p>TRAFFIC STOP Reported at Block of 400 W 2ND ST HALS</p> <hr/> <p>Traffic stop, driver cited for driving while suspended violation and driving uninsured.</p>
<p>CAD# 2022037480 TIME: 3/2/2022 12:13:23PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 900 W O ST HALS</p> <hr/> <p>Traffic stop, driver warned for equipment violation</p>
<p>CAD# 2022037484 TIME: 3/2/2022 12:18:18PM CASE# CAD Only HALS CITE CELLPHONE VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS</p> <hr/> <p>Traffic stop, driver cited for operating a cellphone and driving uninsured. Driver was warned for moving violations.</p>

Incident Information:

Description

CAD# 202200041
 TIME 3/4/2022 11:38:37AM
 CASE# CAD Only
 HALS
 CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 1700 W 2ND ST HALS
 Ryan Lohr, 73, of Albany was cited for speed 79 mph in a 55 mph

CAD# 202200040
 TIME 3/2/2022 1:00:00PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

THREATS Reported at Block of 300 W 11TH ST HALS
 Police went to address and the situation between involved person and the person calling them
 ended. A party contacted from police involved and defendant of no charges had been
 committed.

CAD# 202200039
 TIME 3/6/2022 2:17:00PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

MAIL THEFT Reported at Block of 400 GURMONT AVE HALS
 Caller reported finding a note going through mail boxes. Investigation ongoing.

CAD# 202200037
 TIME 3/7/2022 6:53:00AM
 CASE# CAD Only
 HALS
 COUNTY INEWS

EXTRA DUTY Reported at Block of 200 W O ST HALS
 park patrol, rolling suspicious sign

CAD# 202200040
 TIME 3/7/2022 1:45:20PM
 CASE# 2200074
 HALS
 REPORT TAKEN

Report Filed MAIL THEFT - OTHER Reported At Block Of 600 EGGY AVE Occurred
 between 1344 hours on 3/7/2022 and 1345 hours on 3/7/2022 Reported 3/7/2022 Officer
 Mail theft. Caller reported mail stolen from right before. investigation is ongoing.

CAD# 202200050
 TIME 3/7/2022 3:24:41PM
 CASE# 2200075
 HALS
 REPORT TAKEN

REPORT PENDING - Original Call Type. UDMV Reported At Block Of 900 CENTENNIAL CT
 Occurred between 1524 hours on 3/7/2022 and 1524 hours on 3/7/2022 Reported
 Trailer stolen out of callers driveway. investigation is ongoing.

Incident Information:

Description

CAD# 2022040857
 TIME 3/6/2022 7:31:00AM
 CASE# CAD Only
 HALS
 QUANTITY/PLANS

EXTRA PATROL Reported at Block of 1200 W 2ND ST HALS
 park patrol, nothing suspicious seen

CAD# 2022040866
 TIME 3/6/2022 7:38:14PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 400 W 2ND ST HALS
 Traffic stop, driver stopped for equipment violation

CAD# 2022041111
 TIME 3/6/2022 3:57:12PM
 CASE# 220006
 HALS
 REPORT TAKEN

Report Filed ELUDE VEHICLE Reported At Block Of 700 W 2ND ST Occurred between 1556 hours on 3/6/2022 and 1557 hours on 3/6/2022 Reported 3/6/2022 Officer
 Elude, vehicle failed to yield and continued at a high rate of speed, investigation is ongoing

CAD# 2022041416
 TIME 3/6/2022 9:05:14AM
 CASE# CAD Only
 HALS
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 31800 HWY 228 W 2ND ST HALS
 Operator cited for expired tags 02/2021

CAD# 2022041669
 TIME 3/9/2022 3:30:38PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

VIOLATION OF ORDER Reported at Block of 100 E H ST HALS
 Caller was concerned about a visitor to her house that she thinks was sent by her ex-spouse to check up on her

CAD# 2022042520
 TIME 3/11/2022 6:09:16AM
 CASE# CAD Only
 HALS

911 HANG UP CALL Reported at Block of 200 E A ST HALS
 No Public Narrative

Incident Information:

Description

CAD# 2022042618
 TIME 3/11/2022 10:35:40AM
 CASE# CAD Only
 HALS
 CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 700 W 2ND ST HALS
 Traffic stop, driver cited for violation of basic rule 11-20

CAD# 2022042639
 TIME 3/11/2022 11:42:37AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS
 Traffic stop, warning issued for equipment violation

CAD# 2022042641
 TIME 3/11/2022 11:17:24AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 120 W 2ND ST HALS
 Traffic stop, warned for equipment violation

CAD# 2022042601
 TIME 3/11/2022 12:24:58PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1400 W 2ND ST AND ST HALS
 Traffic stop, driver warned for equipment violation

CAD# 2022043217
 TIME 3/12/2022 6:41:32PM
 CASE# CAD Only
 HALS
 CITE MOVING VIOLATION

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS
 Traffic stop, driver cited for Violation of the basic rule 21-30 and driving uninsured

CAD# 2022043216
 TIME 3/12/2022 7:30:22AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS
 traffic stop, warned for equipment violation

Incident Information:

Description

CAD# 2022043222
TIME 3/12/2022 7:37:23AM
CASE# CAD Only
HALS
COUNTY PARKS

EXTRA PATROL Reported at Block of 200 W O ST HALS
park patrol, nothing suspicious seen.

CAD# 2022043333
TIME 3/12/2022 11:54:07AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS
Traffic stop, warned for equipment violation.

CAD# 2022043720
TIME 3/13/2022 7:53:59AM
CASE# CAD Only
HALS
CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS
Traffic stop, driver cited for Driving while suspended Violation and driving uninsured.

CAD# 2022043743
TIME 3/13/2022 9:37:48AM
CASE# CAD Only
HALS
COUNTY PARKS

EXTRA PATROL Reported at Block of 1400 W 2ND ST HALS
park patrol, nothing suspicious seen.

CAD# 2022043747
TIME 3/13/2022 9:41:57AM
CASE# CAD Only
HALS
FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 800 CENTENNIAL CT HALS
No Public Narrative.

CAD# 2022043769
TIME 3/13/2022 10:13:55AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 31800 HWY 228 HALS
Traffic stop, warned for equipment violation.

Incident Information:

Description

CAD# 2022043791
 TIME: 3/13/2022 10:49:42AM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1200 W 2ND ST HALS
 Traffic stop, warned for equipment violation

CAD# 2022043823
 TIME: 3/13/2022 2:20:50PM
 CASE# CAD Only
 HALS
 CALL TRANSFERRED TO 911

TRANSFER 911 INFO - LAW CALL Reported at Block of 1400 W 4TH ST HALS

CAD# 2022043918
 TIME: 3/13/2022 3:13:58PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS
 traffic stop, driver warned for speed and equipment violation

CAD# 2022044115
 TIME: 3/13/2022 9:43:20PM
 CASE# CAD Only
 HALS
 CALL TRANSFERRED TO 911

TRANSFER 911 INFO - LAW CALL Reported at Block of 500 ROYAL TERN AVE HALS
 No Public Narrative

CAD# 2022044245
 TIME: 3/14/2022 6:44:54AM
 CASE# CAD Only
 HALS
 HALSEY

MVC NON INJURY Reported at Block of 600 W 1ST ST HWY 228 HALS
 Operator drove his vehicle into the canal. Non-reportable crash

CAD# 2022046344
 TIME: 3/17/2022 1:09:36PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

COUNTER TRAFFIC Reported at Block of 100 E H ST HALS
 Request for information about seeking a Stalking Protective Order.

Incident Information:

Description

CAD# 2022046427
 TIME 3/17/2022 3:15:30PM
 CASE# 2201030
 HALS
 REPORT TAKEN

Report Filed THEFT 1 - DECEPTION Reported At Block Of 600 AMERICAN DR Occured between 1515 hours on 3/17/2022 and 1515 hours on 3/17/2022 Reported 3/17/2022

An associate of the Central Valley Church was harassed online while trying to seek donations for a church-owned piano. The church was funded of \$3,100 by an out-of-state donor. The associate was going to send another \$3,100, but was stopped by an Alaska Education U.S. employee.

CAD# 2022046702
 TIME 3/16/2022 3:31:27AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

TRESPASS Reported at Block of 400 W1ST HALS

Adult male trespasser at his mother's house. She did not want to press charges, but wanted him to leave. A deputy gave him a courtesy ride to a shelter.

CAD# 2022047343
 TIME 3/16/2022 9:22:28PM
 CASE# 2201047
 HALS
 REPORT TAKEN

Report Filed CRIMINAL MISCHIEF 2 - RESULT CRIMINAL ACT Reported At Block Of 1400 W5TH ST Occured between 1945 hours on 3/16/2022 and 2115 hours on 3/16/2022

Caller reported a window and headlight broken out of their vehicle as it was parked in their driveway for an estimated \$500.00 worth of damage. Investigation ongoing.

CAD# 2022055187
 TIME 3/31/2022 2:56:56PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 100 E 1ST ST HALS

Caller reporting suspicious juveniles walking in the neighbor hood.

CAD# 2022055399
 TIME 3/31/2022 8:58:40PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 600 W 3RD ST HALS

deputy drove the and was out of a vehicle matching the description.

Incident Information:

Description

I. REPORTS TO COUNCIL

1. Employee Reports	
a. City Administrator Report	
Council Action:	NONE
April 12, 2022	

1. New IT Contractor

National Business Solutions has been retained as the new IT contractor for the City of Halsey. They are a third-generation small regional business. Their proposal was very responsive to the services and information requested in the RFP, and their staff have several decades of experience to draw from. It will also save the City some money compared to our prior contract. The transition will take place over the next month, hopefully with minimal disruption. Our current contractor has expressed willingness to help make the transition as smooth as possible. Our transition date for this is April 15.

2. Arbor Day

As a part of our Tree Cities USA application, we need to have an Arbor Day Celebration. This year we will have a special event at the library, with an Arbor Day story time (Saturday April 30th), and we will also be giving away free trees to plant. The trees come from the Native Grounds Nursery near Brownsville.

3. Upgrading Meeting Technology

While Covid restrictions are past, having the capacity for remote meeting attendance, both for citizens who may be homebound or away from home and for Council or staff that may be out of town who could then attend remotely to make a quorum, would still be helpful. The conference phone we are using now does not have great sound quality and there is no visual component, either for Council to view remote attendees or for remote attendees to view Council. This isn't a Council goal, but I think I have found a relatively inexpensive solution that might be possible this coming fiscal year. Would this be okay for me to pursue if we can afford it?

4. Municipal Clerk Posting

The Municipal Clerk position has been posted. It closes on April 21st. We hope to have someone starting in May.

5. City Wide Garage Sale

The City-Wide Garage Sale will be on Saturday, May 7th.

6. City Wide Clean-up

The City Wide Clean up day is scheduled for Saturday May 14th. They will be going back to doing it curbside. The lists of what they can and cannot take are in the April Newsletter. As before, everything needs to be at the curb before 7 am or it may be missed.

7. Vacation

I will be taking a few days of vacation this month to celebrate our 20th wedding anniversary with my husband. I'll be gone the 13th through the 20th, but staff will know how to reach me.

I. REPORTS TO COUNCIL

1. Employee Reports	
	b. Public Works Department
Council Action: <i>NONE</i>	April 12, 2022

Water Distribution

Water Produced	1,923,000 Gallons
Daily Average	62,000 Gallons

Wastewater Collection

Wastewater collected for March 2022	5,694,000 Gallons
Average collected per day:	184,000 Gallons
Effluent Total	8,606,000 Gallons
Daily Average	297,000 Gallons

Water System

Installed new hydrant
Well 69 testing
Cl2 tank cleaning

Sewer

New modem/antenna lift station
Lagoon rock
V-notch cleaning

Streets

Spraying/mowing
Shop rock stock

Drainage

2 drainage projects
Pipe, catch basin cleaning

City Hall

Misc maintenance

Misc.

John Deere mower tune-up
Trailer lights

Notes:

I did two annual reports, the fire Marshalls chemical inventory and cross connection reports.

We installed a new hydrant at W. H and 1st St.

We helped GSI water solution consulting Hydrogeologist run test on well 69, we are waiting for the test report. We cleaned and filled the chlorine tank at the water treatment plant.

We installed a new modem and antenna for the auto dialer at the sewer lift station and spread some rock at the lagoon where it was needed. We also used the vac truck and clean the influent v-notch weir and staff gages.

We started on this season's mowing and spraying regiment.

We had 2 drainage projects, we laid 160' of 12" pipe on the 500 block of w. 4th St. and one 20' section at 190 E. A st.

At city hall we did some work finalizing the new cabinets, installing cork boards, and a closet door. We also helped install new cameras in the front and rear of city hall.

Last Billie did a tune-up on the John Deere mower and did some wiring to get lights to work on one of our trailers.

I. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	April 12, 2022

Circulation for January		Total Circulation since opening (Aug. 2015)	10,319
Fiction	104		
Non-Fiction	23	Total Number of Patrons to Date	523
Total	127		
Cities Represented in Circulation		Total Number of items in collection	4501
Halsey	106		
Shedd	15	Avg. Daily Threshold Count since opening	6.16
Sweet Home	4	ADTC for December	4.55
Corvallis	2		
Value of Inventory Through January			
Fiction	\$46,740.86		
Non-Fiction	\$33,307.94	Books added to inventory in January	34
Total	\$80,048.80		

Upcoming Events

On April 30th at 11 am there will be a special Storytime about trees to celebrate Arbor Day. Starting on April 29th we will start giving away free trees!

On May 7th, from 10:30 -1:30 there will be a book sale from the Bookmobile in the City Hall parking lot to coincide with the City Wide Garage Sale.

The Summer Reading Program theme is "Read Beyond the Beaten Path. The kickoff will be on Saturday, June 25th. We have lots of exciting events lining up for the Saturdays in July, including another visit from Caesar, the no-drama lama!

J. NEW BUSINESS

1. CASA Oregon

Council Action: *NONE*

April 12, 2022

Issue Statement: Paul Britton and Brenda Wampler from CASA Oregon have asked to speak to Council on behalf of their organization.

J. NEW BUSINESS

2. City Administrator Evaluation

Council Action: *NONE*

April 12, 2022

Issue Statement: Council is asked to complete the attached City Administrator Evaluation and return it to the Mayor or in a sealed envelope to the city on or before the May City Council Meeting

Summary: Please complete the evaluation and bring it to the May City Council meeting. If you will not be at the May City Council meeting, please turn it in to the Mayor before the meeting. You can also seal it in an envelope and return it to the City – it will be placed in the Mayor’s box, and he will be notified.

In the May meeting, Council will enter executive session to discuss and come to consensus on overall areas of accomplishment and areas to improve.

The Mayor will combine the numerical scores after the meeting.

In the June meeting, Council will enter a second executive session with the City Administrator to deliver the evaluation as a group.

Please remember you are creating a personnel document which will need to be retained in the performance file. The Administrator will see the evaluation, as it is part of her record of employment.

If you have questions or concerns, please contact the Mayor.

J. NEW BUSINESS

3. Declare a Planning Commission Vacancy

Council Action: *MOTION*

April 12, 2022

Issue Statement: Council is asked to declare a vacancy on the Planning Commission.

Summary: Carl Frank has resigned from the Planning Commission after 9 years of service. His experience and kindness will be missed.

Council is asked to declare a vacancy on the Planning Commission. It will be listed in the next Newsletter and on the website.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey declare a vacancy on the Halsey Planning Commission.

- **Council Options**
 1. **Approve as recommended**
 2. **Approve with amendments**
 3. **Provide additional direction to staff**
 4. **Deny request**

J. NEW BUSINESS

4. Declare Surplus Property

Council Action: *MOTION*

April 12, 2022

Issue Statement: The Council is asked to consider approving a list of surplus property to be sold or donated.

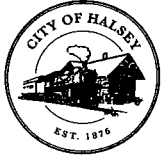
Summary: It has been several years since our last surplus sale, and in the intervening time we have accumulated other furniture and items of old equipment at the shop that the city does not need, and selling, donating or scrapping them would give staff more space to better store and organize tools and equipment.

This list includes additional items from the list approved last month, generated by additional cleaning and reorganization.

We anticipate holding a surplus sale on the Friday afternoon before the City-Wide Garage Sale in the Community Center.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey declare the items in the attached list to be surplus property.

- **Council Options**
 - 1. Approve as recommended**
 - 2. Approve with amendments**
 - 3. Provide additional direction to staff**
 - 4. Deny request**



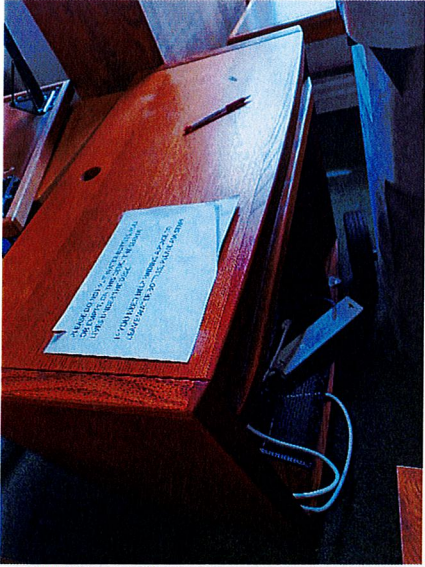
CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

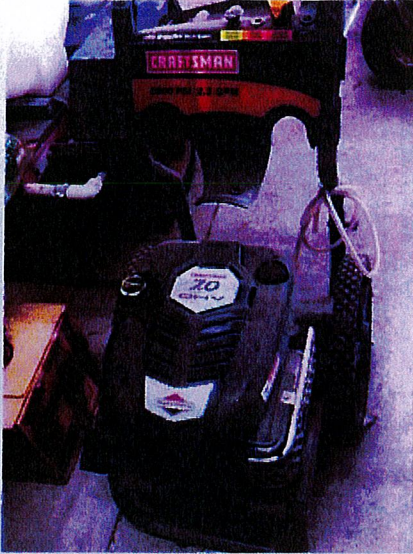
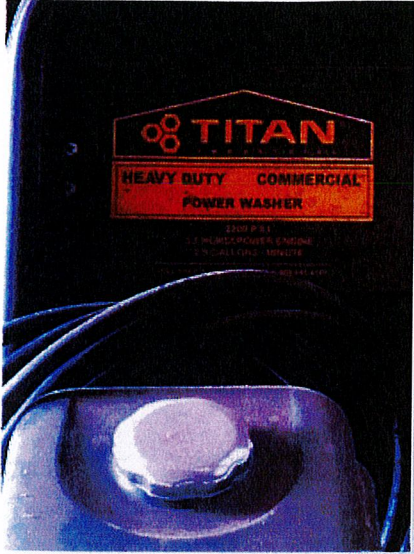
PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Surplus Property List
4/12/2022

Commercial Coffee Pot
Heating cooling rack
Small oak desk
Old oak chair
Titan pressure washer
Craftsman Pressure washer
Titan generator
Titan air compressor
Train Jungle gym
Hydrant

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.





K. ORDINANCES & RESOLUTIONS

1. ORDINANCE 2022-440 – An Ordinance Amending City of Halsey Municipal Code, Reversing and Repealing Chapter 7.05 Relating to Peddlers, and Replacing it with the Following Chapter 7.05		
Council Action:	NONE	April 12, 2022

Issue Statement: Council is asked to consider adopting a new Chapter 7.05 of the Municipal Code, relating to peddlers and solicitation

Summary: Chapter 7.05 Peddler’s Licenses included the fee for the license. We have removed specific fees from other ordinances so that they may adopted all at once in the Fee Resolution each year, and so that all fees the city charges can be found in one place.

Looking at other cities’ Peddlers or Solicitation Chapters, there was also language that could be updated or could be made more specific.

This updated language includes making it a violation to approach a building with “No Solicitation” clearly posted on the property or on the building. It permits certain activities and denies others that weren’t previously as clearly defined. The new Chapter borrows language from Harrisburg, Brownsville, and Lebanon Chapters on this topic, and so is consistent with neighboring cities.

Consistency with other nearby city codes, when appropriate, makes it easier for the Linn County Sheriff to enforce.

This is the first reading of the Ordinance.



ORDINANCE 2022-440

AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE, REVERSING AND REPEALING CHAPTER 7.05 RELATING TO PEDDLERS, AND REPLACING IT WITH THE FOLLOWING CHAPTER 7.05.

WHEREAS Halsey residents should be safe in their homes and on their own property; and

WHEREAS The Halsey City Council wishes to ensure regulation of peddlers and street vendors in the City of Halsey;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Chapter 7.05 - PEDDLERS AND STREET VENDORS

7.05.005 - Purpose.

The purpose of this chapter is to regulate the use of public streets, roadways, sidewalks, and open spaces by peddlers and street vendors, as well as protect public health and safety by regulating those who provide or offer goods or services to the public not from an established or fixed location.

7.05.010 - Definitions.

"Nonprofit organization" means any corporation, association, society or other organization which is organized or associated together on a nonprofit basis and the purpose of such organization or association, in its operations, is conducted without the intent to produce profit in money.

"Peddler" includes any person traveling by any means from place to place, house to house or street to street, offering or exposing goods, wares, merchandise or services for sale, or making sales and delivering articles to purchasers or taking or attempting to take orders for sale of goods or services for future delivery or seeking money or contributions for charitable causes.

"Person" includes the singular and plural, and any firm, corporation, association, partnership, society or other organization.

"Street vendor" includes any person traveling by any means from place to place, business to business, street to street, or located in any open space outside an enclosed building, and utilizing or employing any cart, trailer, vehicle or other mobile device offering or exposing goods, wares,

merchandise or services for sale, or making sales and delivering articles to purchasers, but not going door to door to individual residences.

7.05.020 - License—Required.

It is unlawful for any person to engage in business as a peddler or street vendor, as defined in this chapter, within the corporate limits of the city without first obtaining a license as provided in this chapter.

7.05.030 - Exemptions—Regular business calls.

- (1) "Peddler" or "street vendor" shall not be interpreted to include those persons calling upon business firms, either in delivery of goods or soliciting orders for merchandise, goods or services which are regularly handled or used by the business firms in their regular course of business. This exemption shall not apply to those peddlers or street vendors who call on a series of business firms to offer goods or services not directly related to the principle business activity of the business firm being solicited.
- (2) Certain Deliveries. This chapter shall not be interpreted to apply to milk, grocery or other merchandise deliveries, or services ordered by a resident or sold by an area merchant and delivered to the purchaser as a service.
- (3) Subscriptions and Application. No license shall be required of a newspaper carrier soliciting subscriptions or a nonprofit organization making applications on behalf of its members recognized under provisions of the Internal Revenue Code Section 501c.
- (4) Direct Contact. These provisions shall not apply to any individual, or group, desiring to contact persons on a door-to-door basis for personal, political, charitable, religious or philanthropic purposes provided that there is no selling of merchandise or services, or solicitation of contributions.
- (5) Blanket Application. Established educational, religious, charitable or nonprofit organizations may apply for a blanket annual license, at no charge, provided the general dates and nature of all peddlers or street vendors activities are described in the blanket application.

7.05.040 - License—Application—Contents.

A licensee under this chapter must file with the Halsey Administrator/Recorder or designee a sworn application, in writing, on a form to be furnished by the city recorder, which shall give the following information:

- (1) The full legal name, including all former names and aliases, and description of the applicant;

- (2) Address, both permanent and local, if any;
- (3) A brief description of the nature of business and the goods or services to be sold. In the case of products of farms or orchards, a statement whether the produce to be sold is grown by the applicant;
- (4) If the applicant is employed, the name and address of the employer, together with credentials establishing an exact relationship;
- (5) The period of time during which the solicitation is to be carried on including hours and days of the week;
- (6) Proposed business location(s), if any, and written approval from the respective property owner(s);
- (7) Other information required to complete the application.

7.05.050 - License—Application—Investigation – Notification

Upon receipt of an application, the City Administrator shall cause investigation of the applicant's business and moral character to be made as shall be deemed necessary for the protection of the public interest.

- (1) The City Administrator, within 15 days from the date of the application, shall endorse the application as “satisfactory” or “unsatisfactory” and, if the same shall be endorsed “unsatisfactory,” the reason for such endorsement shall be set forth thereon. If the application is not acted upon within 15 days, it shall be presumed that the endorsement shall be satisfactory.
- (2) Where the application is endorsed “satisfactory” the City Administrator shall then issue a license card addressed to the applicant for the carrying on of the business applied for. Such license shall contain the signature and seal of the issuing officer and shall show the name and address of the licensee, if such licensee shall not be a nonprofit organization, and the kind of goods to be sold thereunder, the date of issuance and the expiration date of the license. The City Administrator shall keep a permanent record of all licenses for a period of two years from the date of issuance.
- (3) If the application is endorsed “unsatisfactory,” the City Administrator shall notify the applicant that his application has been disapproved and the reasons therefor.

7.05.060 - License—Firms.

Persons, firms and organizations who employ several individuals as peddlers or solicitors shall apply for a license in the name of the firm and each individual representing the firm within the city limits and shall provide such information as required in Section 7.05.040 of this chapter.

7.05.070 License – Fee

- (1) Except as herein specifically exempted for payment of fees, all persons applying for a license shall pay a fee as established by the city council resolution.
- (2) No application or license fee shall be required on one selling products of the farm or orchard actually produced by the seller; a newspaper carrier soliciting subscriptions; and a nonprofit organization making application on behalf of its members.

7.05.080 License – Term

The License expires one year and a day after the date of issue. It may be renewed for up to 3 years by paying a fee as established in the council resolution.

7.05.090 License – Non-transferable

No license shall be used at any time by any person other than the one to whom it is issued.

7.05.100 Exhibition of license

Peddlers and solicitors are required to exhibit their license card at the request of any citizen.

7.05.110 Revocation of license

Licenses may be revoked by the City Administrator, after notice of hearing for any of the following causes:

- (1) Fraud and misrepresentation or false statement contained in an application for license.
- (2) Fraud and misrepresentation or false statement made in the course of carrying on the business as a peddler or solicitor.
- (3) Any violation of this chapter.
- (4) Conviction of any crime or misdemeanor involving moral turpitude.
- (5) Conducting the business of peddling or soliciting in an unlawful manner or in such a manner to constitute a breach of peace or constitute a menace to the health, safety or general welfare of the public.

7.05.120 Notice

Notice of hearing for revocation of a license shall be given in writing setting forth the grounds of the complaint and time and place for hearing. Such notice shall be mailed, postage prepaid, to the licensee at his last known address at least five days prior to the date set for hearing.

7.05.130 Appeal

Any person aggrieved by the action by the City Administrator in denial or revocation of his license shall have the right to appeal to the Halsey City Council. Such appeal shall be taken by filing with Council, within 14 days after notice of the action complained of has been mailed to such person’s last known address, a written statement setting forth fully the grounds for the appeal. The Council shall set a time and place for the hearing of such appeal and notice of such hearing shall be given to the appellant in the same manner as notice of revocation. The decision and order of the Council on such appeal shall be final.

7.05.140 Prohibited activities.

- (1) If a residence or business has a posted sign advising that solicitation and or solicitors are not welcome, or unwanted, then peddlers or street vendors may not solicit or call upon such locations.
- (2) Door to door solicitation shall only occur between the hours of ten a.m. and seven p.m. There shall be no door to door solicitation on Sundays.
- (3) Except as part of a city event, hawking or otherwise display goods on the public streets in the City of Halsey by public outcry is hereby specifically prohibited. If a city event allows street sales, participants will not need a solicitation license, but they must follow the rules established for the event.
- (4) No street vendor shall sell, or offer for sale, goods or services from any cart, trailer, vehicle facility, or other equipment that is not maintained in a clean, sanitary, and neat condition and which shall conform to all standards prescribed by city, county and state law.
- (5) No street vendor shall block or interfere with parking, public safety access, public signage, clear vision areas or in anyway impair or impede the safe use of public or private property.

7.05.150 Penalty for violation

Any person violating any of the provisions of this chapter shall, upon conviction thereof in the court, be punished by a fine not to exceed \$100.00 per violation. Each day that a violation is permitted to exist shall constitute a separate offense.

PASSED AND ADOPTED by the City Council this _____ day of _____.

READ before the Council this 12th day of April 2022

READ before Council this ___ day of _____ 2022

Adopted this _____ day of _____ 2022

Effective this _____ day of _____ 2022

APPROVED:

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator/Recorder

K. ORDINANCES & RESOLUTIONS

2. RESOLUTION 2022-705 – A Resolution of the City Of Halsey Proclaiming April 2022 as Child Abuse Prevention and Awareness Month

Council Action: <i>MOTION</i>
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April 12, 2022

Issue Statement: Council is asked to consider adopting a Resolution declaring April 2022 as Child Abuse Prevention and Awareness Month.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2022-705 – A Resolution of the City of Halsey Proclaiming April 2022 as Child Abuse Prevention and Awareness Month

- **Council Options**

1. Approve as recommended
2. Approve with amendments
3. Provide further direction to staff
4. Deny request



RESOLUTION 2022-705

A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 2022 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH

WHEREAS, children are vital to our state's future success, prosperity, and quality of life as well as being our most vulnerable assets;

WHEREAS, all children deserve to have safe, stable, nurturing, and healthy homes and communities that foster their well-being;

WHEREAS, preventing child abuse and neglect is a community value that depends on involvement from the whole community, support for families and access to the resources needed for healthy living;

WHEREAS, abuse and neglect affect children from every social economic group and children of all races and ethnicities are victims of child abuse.

WHEREAS, in In 2019, 16.4% Linn County children 0-17 were living in poverty, 18.6% (2018) were food insecure and 4.7% (2019-20) students lacked stable housing; and

WHEREAS, There were 535 substantiated cases of child abuse and neglect in Linn County during 2020, 48.5% of those children were six or younger with nearly 11% less than one year old

WHEREAS, During 2020, there were 16 Oregon children who died from causes related to familial/caregiver abuse and/or neglect; 13 of those who died were five years old or younger with 9 of these being less than one year old; and

WHEREAS, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

NOW THEREFORE, the City of Halsey proclaims **April, 2022** to be **CHILD ABUSE PREVENTION MONTH** and calls upon all citizens, community agencies, public and private institutions, schools, elected leaders and businesses of Halsey to increase participation in efforts to support children and their families in living safe and healthy lives.

Jerry Lachenbruch, Mayor of Halsey

Dated: 04/12/2022

K. ORDINANCES & RESOLUTIONS

3. RESOLUTION 2022-706 – A Resolution of the City Of Halsey Proclaiming April 29, 2022 as Arbor Day in the City of Halsey
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Council Action: MOTION

April 12, 2022

Issue Statement: Council is asked to consider adopting a Resolution declaring April 29, 2022 as Arbor Day in the City of Halsey

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2022-706 – A Resolution of the City Of Halsey Proclaiming April 29, 2022 as Arbor Day in the City of Halsey

- **Council Options**

1. Approve as recommended
2. Approve with amendments
3. Provide further direction to staff
4. Deny request



RESOLUTION 2022-706

A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 29, 2022 AS ARBOR DAY IN THE CITY OF HALSEY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and;

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

WHEREAS, Arbor Day is now observed throughout the Nation and the World, and;

WHEREAS, trees can reduce the erosion of precious topsoil by wind and water, lower heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide more habitat for wildlife, and;

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood-based products, and;

WHEREAS, trees in our community increase property values, enhance the economic vitality of business areas and beautify our community, and;

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW THEREFORE I, Mayor Jerry Lachenbruch, Mayor of the City of Halsey, do hereby proclaim April 29, 2022, as Arbor Day in the City of Halsey and I urge citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

Dated this 12th day of APRIL, 2022.

ATTEST:

APPROVED:

Hilary Norton
City Administrator

Jerry Lachenbruch
Mayor