



Council Packet

City of Halsey
Regular Council Meeting
City Hall – Community Center
Remote Attendance via Zoom
100 W. Halsey Street

Monday, January 9th, 2023
7:00 PM

B. OATHS OF OFFICE

Oaths of Office	
Council Action: <i>NONE</i>	January 9, 2023

Councilor Oaths

The Councilor-Elects – Ken Lorensen, Michelle Isom, and Scott LaCoste will come forward to take Oath. They will be asked to raise their right hands and repeat after the City Administrator. The oath is as follows.

“I, (state your name) , the duly elected Councilor for the CITY OF HALSEY, do hereby solemnly swear that I will support the Constitution of the United States and the State of Oregon and the Charter and Ordinances of the City of Halsey, and that I will faithfully perform my duties as Councilor for the City of Halsey to the best of my ability, so help me God.”

After making their oaths, the Councilors will take a seat behind the dais.

Mayoral Oath

The Mayor-elect will stand and make the same oath except that he will state “duly elected Mayor.” After giving his oath, the Mayor will take his seat behind the dais and the meeting will continue.

The three Councilors and the Mayor need to stay after the meeting to sign the notary book and the oath documents.

E. CONSENT AGENDA

Consent Agenda	
Council Action: <i>MOTION</i>	January 9, 2023

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 – December 13, 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. Approve with amendments
4. Provide further direction to staff
5. Deny request

REGULAR CITY COUNCIL MEETING

December 13, 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, Council President Ken Lorensen, Councilor Jerry Gillson, Councilor Randy McMillen, Councilor Stacy Strauss, Councilor Michelle Isom, Councilor Jeremy Romer

Absent:

Staff Present: City Administrator Hilary Norton, Municipal Clerk Madison LaCoste, Librarian Sara Cooper

Guests: Scott LaCoste, T.J. Gillson, Chenoweth Robertson, Anne Sunday

Remote

Participants: Public Works Andy Ridinger, Assistant City Recorder Larissa Gangle

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – November 8, 2022

Annual Urban Forestry Plan 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 Isom

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council is asked to review and approve the Financial Reports and Journal Entries for November 2022. The November Financial Report includes approving check numbers 19994-20039 in the amount of \$78,993.

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

Motion by: Councilor Isom, Seconded by Councilor President Lorensen

Vote:
Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes

November was a quiet month for Halsey. No property crimes, a handful of traffic citations, and one arrest with outstanding warrants. Sgt. Frambes reminded folks to keep their cars locked and their valuables stored inside. The LCSO is continuing to monitor and respond to Diamond K trailer and parking issues. The Oregon State Police issued a citation for improperly lighted forklifts moving trailers.

CITIZEN COMMENTS

There were no citizen comments.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

The Tree Cities Application has been submitted.

Council was asked to review the Council meeting schedule for 2023. There were no requested changes.

The DEQ Clean Water Revolving Loan fund applications were submitted for the I&I work and the Waste Water Facilities Plan.

Paid Family Leave tax starts in January and employees are eligible to take leave under the new program starting in September.

Administrator Norton met with Representative Rayfield in Corvallis to discuss wetlands law and land availability in Halsey, and creative mitigation ideas. He directed her to some other people to work with to see if something can be added to the affordable housing package that will hit the floor this session.

The Park Committee gave Julia a lot to work with – they are in recess for the holidays, and she is checking cost, insurance, maintenance, space and feasibility and starting to work on a draft plan.

Elected Essentials training is still going on. New Councilors or Councilors who haven't had it yet are encouraged to sign up – it includes a lot of basic legal information that is useful to know as a Councilor.

After exchanges with Linn County and DLCD it appears that Halsey does not have to sign the Intergovernmental Agreement for the Linn County Natural Hazard Mitigation Plan and can still be eligible for FEMA funding.

Halsey was not awarded a Small Cities Allotment Grant this year, in part because they raised the grant amount but don't have more funding, so it was a more competitive process and fewer grants were given.

The new website is live at www.halseyor.gov. It is very patchy; it was less complete than we expected and we are fixing it as quickly as we can so it is very much under construction.

Regional discussions have been happening on the best way to make rural voices heard in Salem. Another lobbyist would be just one voice in 1000. It will be more impactful if local elected officials build relationships with our Representative and Senator so they can represent our interests well. There is a lobbying 101 class offered by LOC, and Administrator Norton asked if Council would be interested in scheduling a Worksession to do that together, if some Councilors would be interested in occasional regional meetings to set regional priorities so that multiple cities can advocate for the same things, can reinforce each other's message, and if they would be interested in an annual or semi annual regional meeting with legislators and elected officials from neighboring communities all in a room together to talk and listen to each other. Consensus was in favor.

Public Works: Andy Ridinger

Public Works had an emergency repair on a water leak on the 300 block of West 5th Street. The vector truck is in the shop and Alyrica was able to help with the repair, making it much easier and faster to complete.

The annual influent/effluent meter calibration was completed, and we learned that we can do it ourselves in the future as long as we follow the manufacturer's procedures and keep a record.

Discharging started at the lagoon on December 1st. Prior to discharging, we rebuilt both Cl2 regulators, the chlorinator, the bi-sulfite pump, and we installed a new 1.5 HP supply pump

We graded the gravel roads in town and hung Christmas decorations on Hwy 99.

Two drainage improvements were completed: a 40' 12" pipe was replaced in the 400 block of West 4th St, and a 20' section on the 600 block of West 5th Street. In both cases the new line replaces lines that were broken, collapsed, or clogged.

The vector truck is in the shop with transmission issues, the transmission is still under warranty. A new one has shipped, and they hope to have the work done by next week.

Library: Sara Cooper

The daily threshold count is down a bit to 5. 81 patrons came into the library in November. The Bookmobile sale was on Saturday November 19th. Only a few people came, but we made \$50 for the library and a new volunteer named Kara helped with the sale.

The new heater was installed, and the library is warm! Sara and a volunteer named Daphene walked in the light parade for the library.

There will be a Christmas caroling and cider event at the library on Saturday December 17th at 5 pm.

The sleepover in the library will be on Friday, January 13th.

Sharing Hands: Ken Lorensen

The Friday before Thanksgiving, Sharing Hands had two turkeys and 68 requests for Thanksgiving meals. On Tuesday they received 72 turkeys, and all the side dishes and Sharing Hands was able to supply about 70 families with Thanksgiving dinners. The food came from the Oregon Food Alliance. The November food drive in Halsey yielded over 100 lbs of food. Council President Lorensen thanked those that contributed.

Georgia Pacific recently donated 4 pallets of paper products to Sharing Hands.

This Saturday, Sharing Hands will be giving out Christmas gifts to kids. Remember we have a toy drive linked to our Third Thursday event, and a local Church is helping too. Georgia Pacific also participates

Central Linn School District: Michelle Isom

Councilor Isom attended the School Board Meeting and a Spirit Week Assembly. The leadership class is collecting gifts for four families at the school, but they haven't yet had any donations.

The CL Board is putting together a policy committee to work on making policies that ensure better transparency. There is also a steering committee formed of community members and students working with the Superintendent to write a new mission statement and set goals for the school district.

The Parent Teacher Club is donating new playground equipment to the elementary school.

Oregon Cascades West Council of Governments Board: Jeremy Romer

Councilor Romer explained the COG is governments of Benton, Linn, and Lincoln Counties working together to share information and streamline service programs.

They have a new Bias Hotline to call if you think you have had a bias incident. He will get the 800 number to staff so we can put it in the newsletter.

The Council of Governments and Community Services Consortium are working to combine so people needing to use their services can do it all in one place instead of having to go back and forth between buildings, between programs and registering for each separately. It will make services easier to access. Services include Adult Protective Services, Aging Care Services, Senior Health Insurance, Financial Counseling Services, and Community Services like Meals on Wheels.

NEW BUSINESS

Central Linn Community Foundation Request

The Central Linn Community Foundation is requesting a donation. Please see the attached letter from CLCF Secretary Chenoweth Robertson. Administrator Norton acknowledged the prior grants given to the Library, and Council President Lorensen mentioned grants given to Sharing Hands. Grants have also been given to the schools, and to the Parent Teacher Club for the new playground equipment.

Motion: I move that the Governing Body of the City of Halsey approve a contribution in the amount of \$500 to the Central Linn Community Foundation.

Motion by: Councilor Isom, Second by Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

Mercury TMDL Matrix Update

Council is asked to approve the updated TMDL matrix. Administrator Norton explained the changes to the matrix that were required by DEQ.

Motion: I move that the governing body of the City of Halsey approve the updated TMDL Matrix as submitted.

Motion by: Councilor McMillen, second by Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

Animal Ordinance

A request has been made for Council to consider amending Chapter 10 of the Halsey Municipal Code to allow the keeping of 4-H animals on lots smaller than the current minimum size for livestock. Council was asked to provide direction to staff. Administrator Norton suggested three options – a work session to consider amending the entire ordinance to change the standards on lot size for the whole town, and amendment allowing an exception for households participating in the 4H program that would include application, verification, conditions, and rules, and require a signed agreement, or choosing not to amend the ordinance at this time. She asked that whatever solution Council decided upon that the Ordinance contain clear objective standards, so it is easy to enforce.

There was discussion. Councilor McMillen spoke in favor of the amendment allowing an exception process and agreement for 4H families. Councilor Gillson expressed concern that the purpose of the ordinance is really to protect public health and safety. Councilor Isom expressed concern that amending the ordinance will lead to other problems and make it harder to enforce. She noted that there may be opportunities for families wishing to participate in 4H to board their animals with local farmers and that the school may have space also available for 4H. Council President Lorensen expressed concern about bacteria from animal waste and runoff, also concerns about noise. Councilor Strauss stated that she looked at other city's animal ordinances and that Halsey's is more lenient than most. She would not want to make enforcement harder and asked for better enforcement as there was an issue with sheep in her neighborhood that was not resolved after several complaints. A comment was accepted from an audience member. TJ Gillson mentioned that fowl attract rodents and there have been increased rat problems that may be related to the chickens and ducks being kept in yards.

Consensus was to not amend the animal ordinance at this time.

ORDINANCES & RESOLUTIONS

ORDINANCE 2022-442 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 7.30 Regulating Mobile Food Units

Council is asked to consider adopting an ordinance that would allow and regulate Mobile Food Units inside the City of Halsey.

Motion: I move that the Governing Body of the City of Halsey adopt ORDINANCE 2022-442 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 7.30 Regulating Mobile Food Units

Motion by: Councilor Isom, seconded by Council President Lorensen

Vote:

Ayes: Unanimous

Motion Carries

ORDINANCE 2022-441 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code, Adding Chapter 4.35 Cost Recovery

Council is asked to review and consider adopting an ordinance that would establish an application process for creating zones of benefit inside the City of Halsey. Administrator Norton explained how that might work. An updated Ordinance was available at each Councilor's seat on the dias. The attorney's review was completed after the packet went out. It was updated to change numbering in two places, and a couple of phrases were removed.

This is a first reading of the ordinance.

RESOLUTION 2022-714 – A Resolution of the City of Halsey Certifying the Election Results for the November 8, 2022 General Election

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2022-714 – A Resolution of the City of Halsey Certifying the Election Results for the November 8, 2022, General Election

Motion by: Councilor Strauss, seconded by Councilor Gillson

Vote:

Ayes: Unanimous

Motion Carries

Mayor Lachenbruch thanked Councilor Gillson for his many years of service to the City of Halsey. This was his last meeting.

ADJOURNMENT

Meeting adjourned at 7:53 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

F. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	January 9, 2023

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

Summary:

Approving the December Financial Report includes approving check numbers 20040-20092 in the amount of \$35,891.33. The prior month's final check number was 20039.

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

CITY OF HALSEY
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2022

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	13,165.28
01-0001002	MONEY MARKET	49,774.05
01-0001003	INVESTMENT POOLED	2,238,590.89
		2,301,530.22
	TOTAL COMBINED CASH	2,301,530.22
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,301,530.22)
		.00
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	431,543.65
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,293.92
20	ALLOCATION TO (20) STREET FUND	142,892.60
25	ALLOCATION TO (25) STREET & PATHWAY FUND	74,855.40
40	ALLOCATION TO (40) BOND FUND	54,475.21
55	ALLOCATION TO (55) LIBRARY FUND	20,299.13
60	ALLOCATION TO (60) WATER FUND	433,378.80
61	ALLOCATION TO (61) SEWER FUND	241,059.74
62	ALLOCATION TO (62) WATER RESERVE FUND	336,308.98
63	ALLOCATION TO (63) SEWER RESERVE FUND	188,849.48
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,293.30
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	21,851.78
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	108,184.71
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,016.15
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	136,046.28
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,349.98
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,831.11
		2,301,530.22
TOTAL ALLOCATIONS TO OTHER FUNDS		2,301,530.22
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		(2,301,530.22)
		.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)
December 31, 2022

Account: 010001002
Bank Account Number: 25500059

Bank Statement Balance:	48,999.59	Book Balance Previous Month:	57,973.48
Outstanding Deposits:	774.46	Total Receipts:	55,018.21
Outstanding Checks:	.00	Total Disbursements:	63,217.64
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	49,774.05	Book Balance:	49,774.05

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1114	774.46						
						Total:	774.46

Deposits cleared: 11 items Deposits Outstanding: 1 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)
December 31, 2022

Account: 010001001
Bank Account Number: 25500067

Bank Statement Balance:	43,869.67	Book Balance Previous Month:	7,079.75
Outstanding Deposits:	647.16	Total Receipts:	81,409.15
Outstanding Checks:	31,351.55	Total Disbursements:	75,323.62
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	13,165.28	Book Balance:	13,165.28

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
1107	132.00	1113	515.16					
							Total:	647.16

Deposits cleared: 31 items Deposits Outstanding: 2 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18170	.50	20022	84.63	20087	81.67
7	3.86-	18344	2,000.00	20052	600.00	20088	3,155.84
8	15.42-	18489	100.00	20061	75.00	20089	49.78
9	13.77-	18511	150.00	20070	6,677.45	20090	125.00
14206	27.52	18692	28.50	20071	381.97	20091	66.95
17523	23.44	19068	28.50	20072	30.00	20092	638.88
17752	316.65	19077	68.45	20073	817.00	122122	361.37
18058	53.23	19120	120.00	20080	617.00	122122	8,242.98
18073	154.00	19423	154.84	20083	128.10	122122	5,518.26
18155	1.63	19944	66.36	20084	325.00	225201	260.20-
18156	13.27	19982	2.94	20085	271.09		
18163	.85	19987	29.68	20086	78.50	Total:	31,351.55

Checks cleared: 52 items Checks Outstanding: 46 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)						
12/31/2022	1	Tax Payment SUtA	10-110-50-5100	Payroll	28.34	
12/31/2022	2	Tax Payment SUtA	01-0001001	Combined Cash - Checking	.00	28.34
Total CASH DISBURSEMENTS (CD):					<u>28.34</u>	<u>28.34</u>

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
12/31/2022	1	Returned Check Reister	01-0001075	Utility Cash Clearing Account	119.24	
12/31/2022	2	Returned Check Reister	01-0001002	Money Market	.00	119.24-
12/31/2022	3	Trans MM to CK	01-0001001	Combined Cash - Checking	55,000.00	
12/31/2022	4	Trans MM to CK	01-0001002	Money Market	.00	55,000.00-
12/31/2022	5	Trans MM to CK	01-0001001	Combined Cash - Checking	8,000.00	
12/31/2022	6	Trans MM to CK	01-0001002	Money Market	.00	8,000.00-
12/31/2022	7	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	98.40	
12/31/2022	8	ACH Bank Fees	01-0001002	Money Market	.00	98.40-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>63,217.64</u>	<u>63,217.64-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
12/31/2022	1	MM Interest	01-0001002	Money Market	.53	
12/31/2022	2	MM Interest	10-000-40-650	Interest on Investments	.00	.53-
12/31/2022	3	PERS Adj	01-0001001	Combined Cash - Checking	3.16	
12/31/2022	4	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	3.16-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>3.69</u>	<u>3.69-</u>

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
12/31/2022	1	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
12/31/2022	2	LGIP ACH Fee	01-0001003	Investment Pooled	.00	.05-
12/31/2022	3	LGIP Interest	01-0001003	Investment Pooled	5,734.38	
12/31/2022	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	1,075.20-
12/31/2022	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	77.97-
12/31/2022	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	356.02-
12/31/2022	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	186.51-
12/31/2022	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	135.73-
12/31/2022	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	50.58-
12/31/2022	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,079.79-
12/31/2022	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	600.61-
12/31/2022	12	LGIP Interest	62-000-40-650	Interest on Investments	.00	837.93-
12/31/2022	13	LGIP Interest	63-000-40-650	Interest on Investments	.00	470.53-
12/31/2022	14	LGIP Interest	65-000-40-650	Interest on Investments	.00	80.46-
12/31/2022	15	LGIP Interest	68-000-40-650	Interest on Investments	.00	54.44-
12/31/2022	16	LGIP Interest	72-000-40-650	Interest on Investments	.00	269.55-
12/31/2022	17	LGIP Interest	73-000-40-650	Interest on Investments	.00	77.28-
12/31/2022	18	LGIP Interest	74-000-40-650	Interest on Investments	.00	338.97-
12/31/2022	19	LGIP Interest	80-000-40-350	Miscellaneous Income	.00	28.28-
12/31/2022	20	LGIP Interest	85-000-40-650	Interest on Investments	.00	14.53-
Total 01/02/2022:					<u>68,984.10</u>	<u>68,984.10-</u>
Total JOURNAL ENTRIES (JE):					<u>5,734.43</u>	<u>5,734.43-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>68,984.10</u>	<u>68,984.10-</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
12/30/2022	PC	12/30/2022	1230221	Norton, Hilary	130		01-0001001	5,149.26-
12/30/2022	PC	12/30/2022	1230222	Andy Ridinger	210		01-0001001	3,661.70-
12/30/2022	PC	12/30/2022	1230223	Gangle, Larissa Michele	241		01-0001001	2,867.89-
12/30/2022	PC	12/30/2022	1230224	William Jones	245		01-0001001	2,806.61-
12/30/2022	PC	12/30/2022	1230225	Sara Cunningham Cooper	255		01-0001001	1,406.76-
12/30/2022	PC	12/30/2022	1230226	Madison LaCoste	256		01-0001001	1,564.06-
Grand Totals:			<u>6</u>					<u>17,456.28-</u>

Date	Check Number	Payee or Description	Check Amount
12/31/2022	1	Tax Payment SUTA	28.34
12/31/2022	1	Returned Check Reister	119.24
12/31/2022	3	Trans MM to CK	55,000.00
12/31/2022	5	Trans MM to CK	8,000.00
12/31/2022	7	ACH Bank Fees	98.40
12/07/2022	20040	Aggregate Resource Crushing, LLC	288.99
12/07/2022	20041	Alyrica Networks	39.99
12/07/2022	20042	AT&T Mobility	78.50
12/07/2022	20043	AT&T	86.87
12/07/2022	20044	Carlson Hardware Inc.	73.89
12/07/2022	20045	CECO, Inc.	557.07
12/07/2022	20046	Cardmember Service	4,818.44
12/07/2022	20047	Aleman General Contractor LLC	650.00
12/07/2022	20048	Executive Cleaning	545.38
12/07/2022	20049	Furrow Pump	266.69
12/07/2022	20050	Jerry Gillson	300.00
12/07/2022	20051	Michelle Isom	300.00
12/07/2022	20052	JSG Lawn Maintenance	600.00
12/07/2022	20053	Jerry Lachenbruch	300.00
12/07/2022	20054	Linn County Planning and Building Dept	332.27
12/07/2022	20055	Ken Lorensen	300.00
12/07/2022	20056	Randy McMillen	300.00
12/07/2022	20057	Morley Thomas Law	300.00
12/07/2022	20058	One Call Concepts Inc.	13.50
12/07/2022	20059	Christine Raven	175.00
12/07/2022	20060	Renewable Resource Group, Inc	185.00
12/07/2022	20061	Jeremy Romer	75.00
12/07/2022	20062	Roome Telecommunications Inc.	290.63
12/07/2022	20063	Stacy Strauss	300.00
12/07/2022	20064	Sweet Home Sanitation	5.01
12/07/2022	20065	TMG Services	610.31
12/07/2022	20066	Wells Fargo Financial Leasing, Inc.	400.00
12/21/2022	20067	Airgas USA, LLC	2,585.50
12/21/2022	20068	Cafe' Coffee	108.00
12/21/2022	20069	Caselle, Inc.	766.00
12/21/2022	20070	Easdale Backflow & Irrigation	6,677.45
12/21/2022	20071	Kelley Connect Co.	381.97
12/21/2022	20072	KS Chems	30.00
12/21/2022	20073	Local Government Law Group, PC	817.00
12/21/2022	20074	National Business Solutions	1,388.00
12/21/2022	20075	NW Natural Gas	416.87
12/21/2022	20076	ODP Business Solutions, LLC	183.60
12/21/2022	20077	OHA Cashier	75.00
12/21/2022	20078	Pacific Power	4,036.20
12/21/2022	20079	Petty Cash	270.88
12/21/2022	20080	Rainbow Carpet Cleaning	617.00
12/21/2022	20081	Renewable Resource Group, Inc	302.00
12/21/2022	20082	Security Alarm Corp	122.51
12/21/2022	20083	U.S. Postal Service	128.10
12/21/2022	20084	Wells Fargo Financial Leasing, Inc.	325.00
12/30/2022	20085	Aggregate Resource Crushing, LLC	271.09
12/30/2022	20086	AT&T Mobility	78.50
12/30/2022	20087	Summary Transactions from AP System	81.67
12/30/2022	20088	Cardmember Service	3,155.84
12/30/2022	20089	Ferguson Waterworks # 3011	49.78
12/30/2022	20090	Linn-Benton Utilities	125.00
12/30/2022	20091	ODP Business Solutions, LLC	66.95

Date	Check Number	Payee or Description	Check Amount
12/30/2022	20092	Pump Tech, Inc.	638.88
12/30/2022	92201	DIRECT DEPOSIT TOTAL	17,456.28
12/21/2022	1221221	AFLAC	361.37
12/21/2022	1221222	EBS Trust, CIS- Benefits	8,242.98
12/21/2022	1221223	IRS Tax Deposit	5,265.83
12/21/2022	1221224	Oregon Dept of Revenue - WC/UI	1,589.87
12/21/2022	1221225	P.E.R.S.	5,518.26
12/21/2022	1221226	VOYA	900.00
12/30/2022	1230221	Norton, Hilary - DIR DEP	.00
12/30/2022	1230222	Andy Ridinger - DIR DEP	.00
12/30/2022	1230223	Gangle, Larissa Michele - DIR DEP	.00
12/30/2022	1230224	William Jones - DIR DEP	.00
12/30/2022	1230225	Sara Cunningham Cooper - DIR DEP	.00
12/30/2022	1230226	Madison LaCoste - DIR DEP	.00
12/21/2022	225201947	Oregon Dept of Revenue - OTT	69.36
Grand Totals:			<u>138,541.26</u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20040	12/07/2022	711	Aggregate Resource Crushing, LL	Crushed Rock-Shop Stock	20-210-55-5605	288.99
20041	12/07/2022	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
20042	12/07/2022	24	AT&T Mobility	Public Works Tablet	60-310-55-5662	78.50
20043	12/07/2022	24	AT&T	LONG DISTANCE	61-320-55-5662	86.87
20044	12/07/2022	46	Carlson Hardware Inc.	Shop Supplies- November 2022	61-320-55-5606	73.89
20045	12/07/2022	47	CECO, Inc.	Fuel	61-320-55-5615	557.07
20046	12/07/2022	665	Cardmember Service	iPower- Website Hosting for 11/2023-11/2026 (10-110-55-5770	4,818.44
20047	12/07/2022	1128	Aleman General Contractor LLC	City Hall-Repair Flashings & Replace Missing S	10-110-55-5680	650.00
20048	12/07/2022	954	Executive Cleaning	Contract Janitorial Services- November 2022	10-110-55-5680	545.38
20049	12/07/2022	121	Furrow Pump	Lagoon- Pressure Valve Repair Kit Effluent	61-320-55-5679	266.69
20050	12/07/2022	787	Jerry Gillson	Annual Council Expense Allotment	10-110-55-5890	300.00
20051	12/07/2022	1092	Michelle Isom	Annual Council Expense Allotment	10-110-55-5890	300.00
20052	12/07/2022	1062	JSG Lawn Maintenance	Monthly Landscape Services- December 2022	10-110-55-5910	600.00
20053	12/07/2022	969	Jerry Lachenbruch	Annual Council Expense Allotment	10-110-55-5890	300.00
20054	12/07/2022	205	Linn County Planning and Buildin	Plan Review Fees	10-110-55-5561	332.27
20055	12/07/2022	578	Ken Lorensen	Annual Council Expense Allotment	10-110-55-5890	300.00
20056	12/07/2022	676	Randy McMillen	Annual Council Expense Allotment	10-110-55-5890	300.00
20057	12/07/2022	957	Morley Thomas Law	City Municipal Judge- December 2022	10-110-55-5648	300.00
20058	12/07/2022	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	13.50
20059	12/07/2022	1094	Christine Raven	Annual Council Expense Allotment (7 months)	10-110-55-5890	175.00
20060	12/07/2022	19	Renewable Resource Group, Inc	Lab Testing- Water Treatment Plant	60-310-55-5860	185.00
20061	12/07/2022	1131	Jeremy Romer	Annual Council Expense Allotment (3 Months)	10-110-55-5890	75.00
20062	12/07/2022	332	Roome Telecommunications Inc.	LIBRARY	55-410-55-5664	290.63
20063	12/07/2022	1093	Stacy Strauss	Annual Council Expense Allotment	10-110-55-5890	300.00
20064	12/07/2022	1130	Sweet Home Sanitation	Fee for Contaminated Recycling at the Library	55-410-55-5550	5.01
20065	12/07/2022	1043	TMG Services	Rebuild Kits for Effluent Equipment	61-320-55-5679	610.31
20066	12/07/2022	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment 11/1-11/30/2022	55-410-60-6001	400.00
20067	12/21/2022	12	Airgas USA, LLC	Lagoon Chlorine	61-320-55-5675	2,585.50
20068	12/21/2022	660	Cafe' Coffee	Water for City Hall & Shop	60-310-55-5606	108.00
20069	12/21/2022	49	Caselle, Inc.	Contract Support & Maintenance- January 2022	10-110-55-5770	766.00
20070	12/21/2022	100	Easdale Backflow & Irrigation	Annual Backflow Testing	60-310-55-5890	6,677.45
20071	12/21/2022	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	381.97
20072	12/21/2022	567	KS Chems	Deposit Refund- 12/16/2022 CC & Kitchen Res	10-110-55-5885	30.00
20073	12/21/2022	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	817.00
20074	12/21/2022	1110	National Business Solutions	Contract IT Support- 12/15/22-1/14/23	10-110-55-5770	1,388.00
20075	12/21/2022	263	NW Natural Gas	Natural Gas Service-Shop	60-310-55-5671	416.87
20076	12/21/2022	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	183.60
20077	12/21/2022	550	OHA Cashier	2023 Cross Connection Annual Fee	60-310-55-5730	75.00
20078	12/21/2022	297	Pacific Power	5th & L Pump Station	60-310-55-5672	4,036.20
20079	12/21/2022	308	Petty Cash	Jano's Trophies- Council Name Plaque/ Gift for	10-110-55-5609	270.88
20080	12/21/2022	837	Rainbow Carpet Cleaning	Annual Carpet Cleaning City Hall	10-110-55-5680	617.00
20081	12/21/2022	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	302.00
20082	12/21/2022	688	Security Alarm Corp	Fire & Security Monitoring-1/1-1/31/23	10-110-55-5771	122.51
20083	12/21/2022	314	U.S. Postal Service	Newsletter Postage- January 2023	10-110-55-5610	128.10
20084	12/21/2022	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment 12/01-12/31/22	61-320-60-6001	325.00
20085	12/30/2022	711	Aggregate Resource Crushing, LL	Johnson Drainage Project	68-330-55-5587	271.09
20086	12/30/2022	24	AT&T Mobility	Public Works Tablet	60-310-55-5662	78.50
20087	12/30/2022	559	Chown Hardware	BRIVO Access Service- August-December 2022	10-110-55-5771	81.67
20088	12/30/2022	665	Cardmember Service	Walmart--Decor/Supplies Council & Staff Holida	10-110-55-5541	3,155.84
20089	12/30/2022	848	Ferguson Waterworks # 3011	Utility Box	60-310-55-5606	49.78
20090	12/30/2022	635	Linn-Benton Utilities	LBUCC Annual Dues 2023	61-320-55-5543	125.00
20091	12/30/2022	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	66.95
20092	12/30/2022	815	Pump Tech, Inc.	Rebuild Kit for Lagoon Bi-Sulfite Pump	61-320-55-5679	638.88

Grand Totals:

35,891.33

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



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

This Report Encompasses: 12/ 1/22 to 12/31/22

Total Incidents This Month: 37

Incident Information:	Description
CAD# 2022213858 TIME 12/1/2022 3:33:47PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 200 W 2ND ST HALS Concerned school employee witnessed traffic violation. Deputy contacted the violator and counseled them.
CAD# 2022214381 TIME 12/2/2022 12:46:29PM CASE# CAD Only HALS	NON 911 ISSUE Reported at Block of 300 W 2ND ST HALS
CAD# 2022214332 TIME 12/2/2022 12:49:32PM CASE# 2204778 HALS REPORT TAKEN	Report Filed THEFT 1 - OTHER Reported At Block Of 300 W 2ND ST Occurred between 2115 hours on 12/1/2022 and 1249 hours on 12/2/2022 Reported 12/2/2022 Officer Arturo Hernandez age 25 of Halsey was arrested for Theft I. He was an employee of the Select Market and stole product and money from the till.
CAD# 2022214396 TIME 12/3/2022 9:24:40AM CASE# 2204789 HALS REPORT TAKEN	Report Filed THEFT 3 - FROM BUILDING Reported At Block Of 500 W 6TH ST Occurred between 2115 hours on 12/1/2022 and 1249 hours on 12/2/2022 Reported 12/2/2022 Ailee Doede age 20 of Halsey was cited in lieu of custody for Theft III. Ailee was accepting stolen product from Arturo Hernandez from the Select Market.
CAD# 2022216138 TIME 12/5/2022 2:16:19PM CASE# CAD Only HALS CAD CALL COMPLETE	VIOLATION OF ORDER Reported at Block of 800 W 4TH ST HALS Caller believed the ex had violated the Restraining Order, but that did not occur. Info was also passed to the ex's Linn Co PO.

Incident Information:**Description**

CAD# 2022217282
TIME 12/7/2022 9:34:41AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FRAUD Reported at Block of 400 W D ST HALS

Caller reporting \$672 was drawn from her account without her permission. On-going investigation.

CAD# 2022217582
TIME 12/7/2022 5:22:52PM
CASE# CAD Only
HALS

911 HANG UP CALL Reported at Block of 000 W 1ST ST HALS

Accidental call

CAD# 2022217845
TIME 12/8/2022 8:50:14AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUICIDAL SUBJECT Reported at Block of 400 W M ST HALS

Related to train death investigation.

CAD# 2022219191
TIME 12/10/2022 10:41:22AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

HARASSMENT Reported at Block of 500 W 4TH ST HALS

Call had questions about ongoing custody battle.

CAD# 2022219216
TIME 12/10/2022 11:57:25AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

WELFARE CHECK Reported at Block of 500 W 4TH ST HALS

Caller requested a welfare check.

CAD# 2022219541
TIME 12/10/2022 10:11:26PM
CASE# 2204904
HALS
REPORT TAKEN

Report Filed THEFT BY EXTORTION Reported At Block Of 00 W 5TH ST Occurred between 2210 hours on 12/10/2022 and 2211 hours on 12/10/2022. Reported: 12/10/2022 Officer

Deputies investigate extortion. Victim provided nude photographs and receiver of the pictures wants money in exchange for not posting them to social media. Investigation ongoing.

Incident Information:

Description

CAD# 2022219657
 TIME 12/11/2022 5:04:43AM
 CASE# CAD Only
 HALS
 HALSEY

DISTURBANCE Reported at Block of 000 E F ST HALS

Verbal disturbance between highly intoxicated friends. Non-criminal.

CAD# 2022219959
 TIME 12/11/2022 7:38:22PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 1100 GROWELL LN/W 2ND ST HALS

suspicious vehicle at storage facility after hours. vehicle missed business hours

CAD# 2022221567
 TIME 12/14/2022 11:43:53AM
 CASE# 2204943
 HALS
 REPORT TAKEN

REPORT PENDING: Original Call Type: THREATS Reported At Block Of 300 W 2ND ST
 Occurred between 1143 hours on 12/14/2022 and 1143 hours on 12/14/2022. Reported

The caller is concerned about a letter sent to his business that made threats against his employees, his personal family, and his Temple's leadership, as his father is the President of the Board for the Temple. The FBI will be consulted.

CAD# 2022221985
 TIME 12/15/2022 1:46:57AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

PROWLER Reported at Block of 300 W 1ST ST HALS

Citizen called about hearing someone trespassing on her porch. deputies arrived and were unable to locate anyone.

CAD# 2022222259
 TIME 12/15/2022 11:43:26PM
 CASE# CAD Only
 HALS
 WARNING ISSUED

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Distracted driving. Warning issued

CAD# 2022222273
 TIME 12/15/2022 2:00:35PM
 CASE# CAD Only
 HALS
 WARNING ISSUED

TRAFFIC STOP Reported at Block of 600 W 2ND ST/W G ST HALS

Distracted driving. Warning issued

Incident Information:

Description

CAD# 202222317
 TIME 12/15/2022 3:04:05PM
 CASE# CAD Only
 HALS
 WARNING ISSUED

TRAFFIC STOP Reported at Block of 900 W 2ND ST/W J ST HALS

Distracted driving. Warning issued

CAD# 2022223305
 TIME 12/17/2022 7:57:20AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 400 W 2ND ST HALS

No Public Narrative

CAD# 2022224684
 TIME 12/19/2022 4:28:55PM
 CASE# CAD Only
 HALS
 CALL HANDLED BY DISPATCH

TRANSFER 911 INFO - LAW CALL Reported at Block of 800 CENTENNIAL CT HALS

No Public Narrative

CAD# 2022224687
 TIME 12/19/2022 4:30:31PM
 CASE# 2205016
 HALS
 REPORT TAKEN

Report Filed DOG BITE Reported At Block Of 800 CENTENNIAL CT Occurred between 1629 hours on 12/19/2022 and 1630 hours on 12/19/2022. Reported 12/19/2022 Officer

Deputy issued 10 day quarantine for a dog which bite an adult male in the leg. Animal control to follow up.

CAD# 2022225651
 TIME 12/21/2022 5:11:51AM
 CASE# CAD Only
 HALS
 HALSEY

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS

Male with known mental health issues who resides in Halsey requested law enforcement at the Halsey Market. Deputy arrived and learned he needed a trip to Albany. non-criminal.

CAD# 2022225675
 TIME 12/21/2022 7:06:18AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 000 E D ST HALS

Caller reports suspicious activity at his neighbors house. Deputy checks residence per property owners request. No criminal activity found.

Incident Information:

Description

CAD# 2022225881
 TIME 12/21/2022 1:09:35PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 500 E 1ST ST HALS

 Caller reports suspicious person in neighborhood.

CAD# 2022225885
 TIME 12/21/2022 1:16:10PM
 CASE# CAD Only
 HALS

NON 911 ISSUE Reported at Block of 600 E 2ND ST HALS

CAD# 2022226446
 TIME 12/22/2022 10:47:08AM
 CASE# 2205056
 HALS
 REPORT TAKEN

REPORT PENDING Original Call Type: UEMV Reported At Block Of 700 PUFFIN ST
 Occurred between 1047 hours on 12/22/2022 and 1047 hours on 12/22/2022 Reported.

 Caller reports vehicle was broken into and two firearms valued at \$ 1190.00 and a box of ammunition valued at \$50.00 were stolen.

CAD# 2022226635
 TIME 12/22/2022 3:27:20PM
 CASE# CAD Only
 HALS
 WARNING SEATBELT VIOLAT

TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS

 Operator warned for seat belt violation.

CAD# 2022226643
 TIME 12/22/2022 3:46:40PM
 CASE# CAD Only
 HALS
 WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 800 W 5TH ST/W I ST HALS

 Operator warned for equipment violation.

CAD# 2022227835
 TIME 12/24/2022 10:20:02AM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

UEMV Reported at Block of 700 PUFFIN ST HALS

 3 vehicles were entered overnight with nothing taken from inside the vehicles. One vehicle had hubcaps covers taken. The caller just wanted this complaint documented.

Incident Information:

Description

CAD# 2022230035
 TIME 12/28/2022 5:22:59AM
 CASE# CAD Only
 HALS
 UTL GOA

PROWLER Reported at Block of 400 E 2ND ST HALS

Caller reporting somebody on their back porch. The person was not located.

CAD# 2022230297
 TIME 12/28/2022 2:02:45PM
 CASE# CAD Only
 HALS
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS

Operator cited for expired tags (11/22) and for Fail to carry insurance card

CAD# 2022230329
 TIME 12/28/2022 2:36:31PM
 CASE# CAD Only
 HALS
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 300 W 1ST ST HALS

Operator cited for expired tags (08/22)

CAD# 2022230341
 TIME 12/28/2022 2:59:20PM
 CASE# CAD Only
 HALS
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS

Operator cited for expired tags (10/22)

CAD# 2022230432
 TIME 12/28/2022 5:31:19PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 1ST ST HALS

Deputies take report of suspicious circumstance at a residence.

CAD# 2022230508
 TIME 12/28/2022 8:19:58PM
 CASE# CAD Only
 HALS
 CAD CALL COMPLETE

PROWLER Reported at Block of 400 E 2ND ST HALS

Deputy responded to suspicious circumstance. Nothing found.

Incident Information:

Description

CAD# 2022231157
TIME 12/29/2022 9:30:39PM
CASE# 2205151
HALS
REPORT TAKEN

Daniel Duane Sanner, 48, of Eugene was stopped for a traffic offense. Deputies investigated a significant odor of marijuana coming from his vehicle. Sanner was arrested on a probation violation and taken to Lane County Jail. Deputies obtained a telephonic search warrant and seized approximately 28lbs of marijuana and one ounce of methamphetamine and user

CAD# 2022232373
TIME 12/31/2022 7:58:08PM
CASE# CAD Only
HALS

CIVIL DISPUTE REPORT Reported at Block of 400 W G ST HALS
Caller reported his son was at his home when he left and when he returned he was gone and had gone to his moms house. This is not a law enforcement issue.

J. REPORTS TO COUNCIL

1. Employee Reports

a. City Administrator Report

Council Action: *NONE*

January 9, 2023

1. Oregon Community Foundation Bicycle Facilities Grant

The City received a grant of almost \$5000 from the Oregon Community Foundation to improve bicycle facilities at city hall and the park.

2. Budget Committee Members

There are four citizen seats open on the Budget Committee this year. We have started recruiting to fill them, and we hope that those who have served in the past may choose to reapply. If you know anyone who is interested in being involved in the City or who wants to participate in the budget process, please let them know that applications are available at city hall and are due by March 6th. The Budget Committee usually only meets once or twice a year in the spring.

3. Full Page Billing

Our first full page bills went out at the beginning of January for the month of December. There were some kinks to work out – so please be patient with us as we further refine the bills. We plan to make the transition to include the newsletter with the bills on the next cycle.

4. Third Thursday

Third Thursday in December was well attended! We also collected several bags of toys for Toys for Tots. If you are signed up for the January Third Thursday, please check in with Madi so we can advertise it and stock up what supplies or snacks you need.

If you have not yet signed up to host a Third Thursday please get in touch with Madi – she can get you set up.

5. East B Street

The East B Street project is scheduled for this summer. The RFP will go out by the end of the month.

6. City Day

City Day is January 25th, 2023. It is a full day in Salem. Part is listening to legislators speak, and part is meeting one on one with our legislators to lobby for what Halsey needs. I will go – but it is more effective if there is also an elected official (or more!) there. Is there anyone who wants to come with me?

7. Infrastructure Funding Update – Safe Drinking Water Revolving Loan Fund

Halsey's project is ranked low on the SDWRLF priority list as established by OHA. They use the same MHI as USDA. There is a period of public commentary before they make a final decision. I will find out how we can submit on behalf of Halsey. Will you give permission in advance for the Mayor and Council president to sign something on behalf of the city on this issue?

Ride.



December 10, 2022

Hillary Norton
City of Halsey
100 Halsey Street PO Box 10
Halsey, OR 97348

Dear Hillary,

Thank you for applying to the Cycle Oregon Fund. We were pleased to review your proposal for a City of Halsey bike and pedestrian project.

This year we received proposals totaling more than \$799,640 in requests. This made the work of the review committee very challenging. Cycle Oregon has had the pleasure of visiting nearly every corner of the state, so we know the combined benefit of all the projects.

We are delighted to support your work with a \$4,950 grant.

The details:

- You will receive (or may have already received) a check directly from the Oregon Community Foundation.
- We encourage you to promote this grant from Cycle Oregon, using social media or other channels.
- We would appreciate you sharing pictures of progress and/or completion.
- We would be happy to coordinate a post about the project, why it matters, and any good stories related to the project.

While we are a group that promotes bicycle riding and tourism, what really matters to us is that communities around the state continue to thrive. Your work helps make that happen, so thank you for what you do to make Oregon a great place to live, work and play.

Our best to you,

A handwritten signature in black ink, appearing to read "Steve Schulz".

Steve Schulz
Executive Director
Cycle Oregon

J. REPORTS TO COUNCIL

1. Employee Reports	
b. Public Works Department	
Council Action:	NONE
January 9, 2023	

Water Distribution:

Water Produced	2,156,000 Gallons
Monthly Average	70,000 Gallons

Wastewater Collected:

Inf WW Collected	4,293,000 Gallons
Monthly Average	138,000 Gallons
Eff WW discharged	10,055,000 Gallons
Monthly Average	354,000 Gallons

Water:

We did our annual Nitrate, VOC, SOC and well 98 raw water samples. The annual water CCR (Consumer confident report) report was completed.

Sewer:

Discharging at the lagoon is off and running. This year DEQ has us doing extra monitoring and sampling in the receiving stream (muddy creek). We are sampling for Ammonia, Alkalinity PH and Temperature. They are documented and added to our monthly DMR report.

Streets:

We hung the Christmas lights on Hwy 99, city hall, library and decorated the backhoe for the parade.

Drainage:

We laid 60' of 12" drainage pipe on the 500 block of W.6th st and cleaned the ditches in the surrounding the area.

City Hall:

I'm in process of getting quotes to replace the roof at city hall. This will more than likely need to be added for next budget cycle. Looking closer at the building, we see some of the facia wood and the wood trim around the windows are failing. This will need to be addressed as well.

We have been working on a custom door to cover the cubby closet on the bottom floor of city hall. Designated parking signs and posts were installed in the North parking lot.

Park:

We hauled 4 loads of leaves from the park.

Miscellaneous:

The vactor truck is almost ready to be picked up, a new transmission gauge was overlooked and is on the list to be installed.

J. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	January 9, 2023

Circulation for December		Total Circulation since opening (Aug. 2015)	11,174
Fiction	45		
Non-Fiction	17	Total Number of Patrons to Date	563
Total	62		
Cities Represented in Circulation		Total Number of items in collection	4496
Halsey	62		
Shedd	0	Avg. Daily Threshold Count since opening	6.16
Corvallis	0	Average Daily Threshold Count for December	5.60
Sweet Home	0		
Value of Inventory Through December			
Fiction	\$47,234.73		
Non-Fiction	\$33,067.70	Books added to inventory in December	39
Total	\$80,302.43		

Updates

Daily threshold count was about 5.6 patrons per day. 104 patrons came into the library in December.

We had our caroling and cider event on Saturday, Dec 17. About 25 people came. Loved it. Plan on doing it next year.

The sleepover at the Library will be on Friday, January 13. Interested folks need to call me to sign up and I will give them all the details.

Finished going through all our book donations. Would like to invite teachers to Bookmobile to take whatever they'd like.

Have weeded books from children's fiction and non-fiction and adult fiction. Still going through adult nonfiction and juniors and young adult books. Then plan to buy new books for the whole library and I am giving it a bit of a facelift in terms of organization and appearance.

Would love to have old heater removed and add a new bookshelf for adult nonfiction!! Billie's idea!

And our next artist is Alice Tetamore (water color) and her paintings will be up through the end of March.

J. REPORTS TO COUNCIL

2. Council Reports		
		a. Sharing Hands
Council Action:	<i>NONE</i>	January 9, 2023

Councilor Lorensen is currently serving on the board of Sharing Hands. He may provide an update to the Council.

J. REPORTS TO COUNCIL

2. Council Reports	
b. Central Linn School District	
Council Action: <i>NONE</i>	January 9, 2023

Councilor Isom is attending Central Linn School Board meetings as a liaison for the city. She may provide an update to the Council.

J. REPORTS TO COUNCIL

2. Council Reports	
c. Cascades West Area Commission on Transportation	
Council Action: <i>NONE</i>	January 9, 2023

Councilor McMillen is attending Cascades West Area Commission on Transportation as the representative for Halsey. He may provide an update to the Council.

K. NEW BUSINESS

1. Elect a Council President

Council Action: *MOTION*

January 9, 2023

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

Summary: The Council President runs the Council Meeting if the Mayor is unavailable to do so. They do not lose their ability to vote if they are running a meeting. The Council President may serve as an additional or backup liaison to Council for city staff. Councilor Ken Lorensen has served as the Council President for the last four years.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Councilor _____ [name] _____ to serve as City Council President for the 2023-2024 biennium.

- **Council Options**

- 1. Appoint Councilor to serve as Council President**
- 2. Postpone appointment**

K. NEW BUSINESS

2. Appoint Budget Officer – FY 2023-2024		
Council Action:	MOTION	January 9, 2023

Issue Statement: The City Council needs to appoint a Budget Officer for the FY 2023-2024 Budget cycle.

Summary:

ORS 294.331 states “The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”

The Budget Officer prepares the Budget Proposal to be submitted to the Budget Committee for consideration. Generally, in the City of Halsey, the City Administrator fills this role.

This is not a provision of the Halsey City Charter.

- **Possible Motion:** I move that the governing body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2023-2024
 - **Council Options**
 - 1. Appoint as recommended**
 - 2. Provide further direction to staff**
 - 3. Deny request**

K. NEW BUSINESS

3. Approval of Budget Calendar – FY 2023-2024		
Council Action:	<i>MOTION</i>	January 9, 2023

Issue Statement: The Council is asked to approve the FY 2023-2024 Budget Calendar.

Summary:

Approval of the budget calendar is not required by law but is recommended. A proposed Budget Calendar FY 2023-2024 is enclosed for your review.

- **Possible Motion:** I move that the governing body of the City of Halsey approve the 2023-2024 Budget Calendar as submitted.
 - **Council Options**
 1. Approve as recommended
 2. Approve with modifications
 3. Provide further direction to staff
 4. Deny request

CITY OF HALSEY
100 W. Halsey St.
Halsey, OR 97348

BUDGET CALENDAR FOR FISCAL YEAR 2023-2024

- 3/28/2023**
6:30 PM Budget Committee Training & Orientation for new members
- 4/12/2023 Publish 1st Notice of Budget Committee Meeting (*Newspaper*)
(5-30 Days Prior - Two Notices Required If Published in Newspaper only)
Publish 1st Notice of Possible Uses of State Shared Revenue (*Newspaper*)
(5-30 Days Prior - One Notice Required)
- 4/12/2023 Publish 2nd Notice of Budget Committee Meeting (*City Website*)
(10- Days Prior - On City Website) Publish in April Halsey Happenings (3rd)
- 4/25/2023**
6:00 PM **1st Budget Committee Meeting/ Possible Uses State Shared Revenue Hearing**
1. Elect Budget Committee Chair
2. Receive Budget and Hear Budget Message
3. Possible Uses of State Shared Revenue
4. Discussion of Budget FY 2023-2024
5. Public Hearings
6. Approve Budget, Tax Rate and Proposed Tax Levy
- 5/9/2023**
6:00 PM **2nd Budget Committee Meeting (if needed)**
1. Discussion of Budget FY 2023-2024
2. Approve Budget, Tax Rate and Proposed Tax Levy
- 5/31/2023 1. Publish Notice of Proposed State Shared Revenue Hearing (*Newspaper*)
2. Publish Budget Notice (*Newspaper*)
(5-30 Days Required if Published in Newspaper)
- 6/13/2023**
7:00 PM **City Council Public Hearing on State Shared Revenue/Budget Hearing/
City Council Adopt Budget**
1. Proposed Uses of State Shared Revenue Funds
2. Adopt Resolution Electing to Receive State Shared Revenue Funds
3. Adopt Resolution Certifying the Eligibility for State Shared Revenues
4. Budget Hearing (*Input from Citizens*)
5. Resolution to Adopt Budget, Make Appropriations, Levy Tax & Categorize
- 6/30/2023 Deadline to Adopt Budget and Make Appropriations
(*Must Be Adopted By This Date*)
- 6/30/2023 Deadline to Certify State Shared Revenue Hearings and Send a Copy of
Resolution to the Department of Administrative Services, Operations Division
(*Must Be Received by This Date*)
- 7/15/2023 Submit Levy & Appropriation Resolution and Deadline for Filing Budget
with County Assessor and County Clerk
(*Must Be Received by This Date*)

L. ORDINANCES & RESOLUTIONS

1. ORDINANCE 2022-441 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code, Adding Chapter 4.35 Cost Recovery

Council Action: MOTION

January 9, 2023

Issue Statement: Council is asked to review and consider adopting an ordinance that would establish an application process for creating zones of benefit inside the City of Halsey.

Summary: There is a shortage of buildable land in Halsey, and we do want what there is to be used. A zone of benefit ordinance would help facilitate that.

As part of the cost of developing or building, developers are required to pay the cost of connecting to or extending public facilities such as water, sewer, wastewater, and streets.

A developer building on several adjacent lots can spread that cost between the lots and recoup the investment more readily than a property owner building a single home. A zone of benefit would spread a portion of those costs to other undeveloped lots that connect to that facility in the future, directly benefiting from their neighbor's investment.

If someone develops a lot where a condition of development is to extend public facilities, and if there are undeveloped lots adjacent to those improvements that are materially benefited by them, the developer could apply to the city to create a zone of benefit. This would allow the cost of that improvement to be divided by the lots that benefit from it as they would no longer need to install that improvement to be developed.

The fee would only be payable when that vacant property is developed, when it actually connects to that utility, and the zone of benefit would expire after ten years.

The potential benefit to the undeveloped properties is that the cost of installing those improvements would be frozen at today's cost. If they did the work themselves five years later, it would most likely cost more, due to materials cost and inflation.

- **Possible Motion:** I move that the governing body of the City of Halsey adopt ORDINANCE 2022-441 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code, Adding Chapter 4.35 Cost Recovery.

- **Council Options**
 5. **Approve as recommended**
 6. **Approve with modifications**
 7. **Provide further direction to staff**
 8. **Deny request**



ORDINANCE 2022-441

AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE, ADDING CHAPTER 4.35 COST RECOVERY.

WHEREAS The City of Halsey recognizes that a shortage of buildable land has limited the availability of housing; and

WHEREAS The City of Halsey requires developers to construct and install all water, sanitary sewer, storm drainage and street improvements necessary to serve the proposed development; and

WHEREAS The City of Halsey recognizes that the cost of extending public utilities significantly impacts the cost of developing land; and

WHEREAS The City of Halsey recognizes the importance of allocating those costs fairly between those parcels that may benefit from those facilities in the future;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Section 1. A new Chapter is added to the City of Halsey Municipal Code as follows:

Chapter 4.35 – COST RECOVERY

4.35.010 - Purpose.

This chapter provides a method to reimburse a person or the city for financing the construction of sewer, water, surface water management, or street improvement facilities in whole or in a disproportionately large part. It is intended to be used to mitigate the cost of financing such public improvements by distributing those costs to other benefited property owners at the time those benefited property owners connect to or make use of the improvement.

4.35.020 - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Person. An individual or any legal entity, including the city.

Develop. Making a material change in the use or appearance of a structure or land, dividing land into two or more parcels, creating or terminating a right of access or connection to a street or other utility. Any development proposal (such as a minor land partition, a subdivision, a planned

development, construction of a new building, or similar) that is reviewed by the City and required as a condition of approval, per the Halsey Development Code, to install or connect to a street or utility improvement

Extension of Services. Improvement of a public facility to extend it to serve a property or properties to allow for their development. Extension of services is most often required as a condition of approval of a land use decision, or as a requirement for issuance of a building permit.

Parcel of land or parcel. A platted lot or any other tract of land which is occupied or may be occupied by a structure or structures or other use, including the yard and other open spaces required under the Halsey Development Code, or reasonably attributable to an existing or proposed use.

Public facility. means any public improvement or utility, including, but not limited to, streets, sanitary sewer, water, storm drainage, or similar.

Zone connection charge. The charge imposed pursuant to this article, designed to reimburse a person for the costs of financing sewer, street surface water management, or water improvement facilities. The zone connection charge is not intended to limit or replace, and is in addition to, any other existing fees or charges collected by the city.

Zone of benefit. The area benefited by the construction of sewer, water, surface water management or street public improvement facilities financed in whole or in part by a person without the formation of a local improvement district.

4.35.030 – Application for establishment of a zone of benefit

- 1) Any person who is required by the City to finance construction of street, sewer, water, or storm drain improvements or some combination thereof that will provide special benefit to parcels other than those for which the person has obtained development approval may request that the City establish a zone of benefit recovery charge. The City may also be the applicant.
- 2) A written request to establish a zone of benefit recovery charge shall be submitted to the City Administrator within three months of the City's acceptance of the improvement or installation of the public facility. The City Administrator may extend the deadline if the applicant demonstrates that the delay was not caused by the applicant and was created by unanticipated or unforeseen circumstances. The request shall consist of the following information:
 - a) A description of the location, type, size, and cost of the public improvement

- b) A narrative explaining why the applicant believes all or part of the cost of improvement is eligible for reimbursement pursuant to this article
- c) A map showing the properties to be included in the proposed district, including the city's zoning designation; the location, square footage and street frontage of the property or properties to be included in the zone; and identification of the properties owned by the applicant, if any.
- d) The cost of the improvements to be reimbursed. If the application is filed after construction, the application shall include the actual cost of construction as evidenced by a contract, receipts, invoices or other similar documents. If the application is filed prior to construction, the application shall include the estimated cost of the improvements as evidenced by bids, projections of the cost of labor and materials, or other similar evidence satisfactory to the City Administrator.
- e) A proposed methodology for spreading the cost among the properties within the zone of benefit and, where appropriate, defining a "unit" for applying the zone connection charge to property that may, subject to City approval, be partitioned, adjusted or subdivided at a future date. The methodology should consider the factors set forth in section 4.35.040 (1) of this article pertaining to the City Engineer's report.
- f) The date that the city accepted the public improvements or the date that the improvements are estimated to be completed.
- g) The City Administrator or City Engineer may request the submittal of any additional information deemed relevant.
- h) An application shall be accompanied by a deposit as established by City Council Resolution. The purpose of the deposit is intended to cover the City's costs in providing notification to affected property owners and the City Engineer's examination, review, and administration of approved agreements. If actual costs of processing the application exceed the deposit, the remainder of the expense must be paid by the applicant before the zone of benefit will be recorded. The costs of processing the application may not be included in the computation of the recovery charge.

4.35.040– Application review

Upon receipt of a complete zone of benefit application, as determined by the City Engineer, the City Engineer shall review the request for the establishment of a zone of benefit. The City Engineer and City Administrator will prepare a staff report to be submitted to the Council. The report shall include the following information:

An explanation as to why the applicant is or is not qualified for reimbursement pursuant to this article;

- 1) A description of the proposed area for the zone of benefit;
- 2) An estimate of the actual total costs of the public improvement and the portion of the cost for which the applicant should be reimbursed according to this chapter;
- 3) The area or parcels which are specially benefitted by the improvement, and whether or not such parcels would, as a condition of future development be required to construct all or any portion of the same improvement for which a recovery charge is sought;
- 4) That portion of the cost of the improvement within the area of the proposed zone of benefit which is appropriate for reimbursement by the owners of property identified inside the proposed zone of benefit;
- 5) An evaluation of the method used to calculate the proposed fee, and an alternative recommendation if appropriate;
- 6) A methodology for spreading the cost among the properties within the zone of benefit and, where appropriate, defining a "unit" for applying the reimbursement charge to property that may, subject to city approval, be partitioned, adjusted or subdivided at a future date. The methodology should consider the cost of the improvements, prior contributions of property owners (only if for the same type of improvement at the same location), the value of the unused capacity, rate making principles employed to finance public improvements, and other relevant factors;
- 7) A proposed reimbursement charge for the zone; and
- 8) The ten-year time frame in which to administer the cost recovery request.

4.35.050 – Limitations on Zone of Benefit Recovery Charge

- 1) The cost to be reimbursed to the applicant, if other than the city, shall be limited to the actual cost of construction, engineering, acquiring off-site rights-of-way, and proportionate share of the value of property dedicated to the city. Engineering may include surveying and inspection, but shall not exceed 15 percent of eligible construction costs. If the applicant is the city, the costs to be reimbursed shall also include an administration cost and all costs associated with the acquisition of easements and rights-of-way. If the applicant is other than the city, the costs to be reimbursed for rights-of-way shall be limited to the reasonable market value of land or easement purchased from a third party to complete off-site improvements. Actual costs shall not be deemed reasonable if the city determines that such costs significantly exceed prevailing market rates for similar projects or discreet portions thereof. In such a case, the city may reduce

the reimbursable cost to the prevailing market rate for similar projects, or discreet portions thereof. In addition, the following costs shall not be subject to reimbursement:

- a) Costs for that portion of the improvement that benefits the applicant's own property.
 - b) Costs for improvements that are not dedicated to and accepted by the city as a public improvement.
 - c) Financing costs; permits or fees required for construction permits; land or easements dedicated by the applicant; costs that are eligible for system development charge credits; or any costs that cannot be clearly documented.
 - d) Costs for relocation of electrical, telephone, cable television or natural gas utility relocation benefiting an applicant's property.
 - e) Costs for extra work or materials required to correct deficiencies in construction to bring the improvement to city standards.
 - f) cost or value of real property which the applicant was required to dedicate or reserve for public use as a condition of development.
 - g) Except as otherwise specifically provided by the City Council, the obligation to pay a recovery charge shall not apply to that portion of a parcel which is developed by the City for public purposes, such as parks, fire stations, or similar community service facilities. If a zone of benefit charge exists for such a parcel and that parcel is subsequently sold, then the purchaser of the property shall assume the charge.
 - h) Zones of benefit established for public improvements completed by the City shall remain in effect until such time as the reimbursement fee has been collected from all properties within the zone of benefit.
 - i) The zone of benefit will expire 10 years after it is adopted by Council.
- 2) Reimbursement for street improvements shall be recoverable only from those properties which lie adjacent or contiguous to a street improvement and which, but for such improvement, would otherwise be required upon development to construct all or a portion of such improvement.

4.35.060 – Council review of application

- 1) Upon receipt of a complete zone of benefit application, the City Administrator will submit it to the City Engineer for review. Once the City Engineer's review and the staff report are completed, the City Administrator will set a hearing before the City Council to consider the request.

- 2) Notice. Not less than ten days before the hearing, notice of the hearing shall be: (1) published in a paper of general circulation, and (2) mailed by regular mail to the applicant and to all property owners within the proposed zone of benefit as shown on the most recent assessment role in the county assessor's office. Notice shall be deemed effective on the date of mailing. Failure to receive notice by the applicant or affected property owners shall not invalidate or otherwise affect formation of the zone of benefit.

The notice shall:

- a) State a zone of benefit has been proposed that includes the property of the person receiving notice;
 - b) Briefly describe the zone of benefit, the park, street, water, sewer, or surface water management improvement facilities to be reimbursed; the amount (or estimated amount) of the zone connection charge; and the circumstances under which the charge must be paid;
 - c) Set the time, date, and location of the hearing;
 - d) Include a statement that the failure of the owner of property subject to such proposed recovery charge to object in writing will be treated and relied upon as a waiver of objection to the establishment of the proposed zone of benefit recovery charge; and
 - e) If the application is made prior to construction of the proposed public facility, the notice will include a statement that the proposed fee is an estimation and that the actual fee will be based on actual costs after the work is complete and approved by the City.
- 3) Hearing. At the hearing, the City Council should consider:
 - a) The proper boundaries to the zone of benefit, taking consideration of all properties contiguous to or otherwise located so as to directly benefit from the improvement; and
 - b) The reasonable actual or estimate of costs for which applicant may be reimbursed pursuant to section 4.35.050 of this chapter. The applicant shall not be entitled to reimbursement for any costs in excess of reasonable actual costs. If the zone of benefit is formed before actual costs are known, the zone connection charge may be based on estimated costs. If estimated costs are used, the methodology or the certificate of payment or both shall provide for a recalculation of the cost not later than three months after completion and acceptance of the improvement by the city.

4.35.070 – Resolution

- 1) If the Council determines that formation of a zone of benefit is appropriate, the Council shall establish that zone by resolution. The resolution shall:
 - a) Establish the area of the zone of benefit, the zone formation date, and the date when the right of reimbursement ends.
 - b) Set forth the actual or estimated cost of the park, street, water, surface water management, or sewer improvement facilities, and the portion of the costs for which the applicant should be reimbursed.
 - c) Establish the zone connection charge methodology.
 - d) Establish the zone connection charge for the zone.
 - e) Direct that a certificate of payment and right of reimbursement be issued to the zone applicant.
- 2) Upon the resolution's adoption, it shall be sent to the applicant and all affected property owners and recorded in the office of the county recorder to provide notice to potential purchasers of property within the zone. The recording shall not create a lien. Failure to make such a recording shall not affect the legality of the formation or the obligation to pay the zone connection charge.

04.35.080 – Challenge to formation

No legal action intended to challenge or contest the formation of the zone of benefit, the methodology, or the amount of the zone connection charge shall be filed after 60 days following formation of the zone of benefit. Challenge shall be exclusively by writ of review, and not otherwise.

04.35.090 – Agreement and right to reimbursement

The right to reimbursement is a contractual right between the city and the applicant. When the applicant is other than the city, the resolution shall instruct the city to enter into an agreement with the applicant pertaining to the zone of benefit improvements. If the agreement is entered into prior to construction, the agreement shall be contingent upon the improvements being accepted by the city. The agreement shall contain at least the following provisions:

- 1) Identification of the person receiving the right of reimbursement.
- 2) The improvement(s) shall meet all applicable city standards.

- 3) That the total amount of potential reimbursement shall not exceed the actual cost of the public improvement(s).
- 4) The reimbursable amount.
- 5) The zone connection charge.
- 6) The area of the zone of benefit.
- 7) The date of zone formation.
- 8) The date upon which the right to reimbursement ends.
- 9) Applicant shall guarantee the improvement(s) for a period of no less than 12 months from the date of installation.
- 10) Applicant shall defend, indemnify, and hold the city harmless from any and all losses, claims, damage, judgments or other costs or expenses arising as a result of or related to the city establishment of the zone of benefit, including the city's costs or expenses related to collection of the reimbursement charges pursuant to the resolution.
- 11) Applicant may not assign or otherwise transfer its right to reimbursement without city's prior written consent, which will not unreasonably be withheld.
- 12) The city shall make reasonable efforts to properly account for and collect the zone connection charge from an affected property. If an outside collection agency is used, their fee may be deducted from the amount paid to the applicant.
- 13) Any other provisions the Council deems necessary and proper to carry out the provisions of the zone of benefit ordinance, resolution and agreement.

04.35.100 -- Payment

An owner of property within any zone of benefit shall pay the city, in addition to any other applicable fees and charges, the zone connection charge established by city resolution when any of the following events occur:

- 1) The property owner receives final approval for a development permit to develop, subdivide, or partition property located within the zone.
- 2) A use of property is expanded to create additional "units," as that term is defined in the resolution for the particular zone or changed to increase usage. The term "unit" is not limited to residential uses.

- 3) A property owner connects to the sewer line or water line or makes use of the surface water management or street improvement. As used in this subsection, "makes use of the surface water management improvement" means installation of an improvement that substantially increases impervious surface on the property at the time of or following construction of the surface water management improvement for which the zone of benefit has been formed. As used in this subsection, "makes use of the street improvement" means installation of an improvement or changing the use of the property at the time of or following construction of the street improvement that increases traffic or congestion on the road improvement for which the zone of benefit was formed.
- 4) The zone connection charge is due and payable as a precondition of receiving the first city permit applicable to the development activity undertaken, or, in the case of a connection to a line, as a precondition of receiving the connection permit.
- 5) A person who becomes obligated for payment of the zone connection charge as a result of connection to a line constructed through the local improvement district process and who owns property within the district upon which an assessment is levied may be assessed for the zone connection charge in addition to the assessment levied through the local improvement district.
- 6) Zone connection charges shall be collected by city and paid to the zone applicant until the earlier of ten years from the zone formation date or the reimbursement amount specified in the appropriate zone of benefit resolution is recouped. If the city paid the initial cost of construction or a portion thereof, the city will deposit that amount in the fund corresponding to the improvement made. The city may apply collected zone connection charges to any outstanding assessments owed to the city by the applicant.
- 7) Failure on the part of the City to collect the zone of benefit recovery charge at the time the property owner applies for permits or applications for development will not relieve the property owner of the obligation. Should an error or omission be discovered, payment of the zone of benefit charges will be due upon notification by the City.
- 8) Except as otherwise expressly provided, neither the City nor any officer or employee of the City, acting in an official capacity, shall be liable for payment of any recovery charge. Only those payments which the City has received on behalf of properties within the particular zone of benefit shall be payable to the applicant for the zone of benefit. The City's general fund or other revenue sources shall not be liable for outstanding and unpaid recovery charges imposed on private property.

4.35.110 – Prohibited conduct

- 1) No person may cause, maintain, or use a connection to a utility improvement for which a zone of benefit recovery charge has been established and which is due and payable, unless such recovery charge has first been paid.

- 2) The remedies provided under this section are cumulative to any other remedies provided by law.

4.35.120 – Severability

The invalidity of any section, subsection, paragraph, sentence, or phrase of this Chapter shall not affect the validity of the remaining portions thereof.

4.35.130 – Penalty for violation

A violation of a provision of this Chapter is a civil infraction, punishable by a fine not to exceed \$500. Each day that a prohibited connection or use exists constitutes a separate violation.

Section 2. This ordinance shall take effect on the 30th day after approval, in accordance with the Halsey City Charter.

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

READ before the Council this 13th day of December, 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