

## Council Packet

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

Tuesday, March 14<sup>th</sup>, 2023  
7:00 PM

**B. OATHS OF OFFICE**

<b>Oath of Office</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>March 14, 2023</b>

**Councilor Oaths**

Councilor-Elect – Ken Lorensen may be attending remotely. If he is, the oath will be administered remotely. He will be asked to raise his right hand and repeat after the City Administrator. The oath is as follows.

“I, Ken Lorensen, 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.”

## E. CONSENT AGENDA

Consent Agenda		
<b>Council Action:</b>	<b>MOTION</b>	<b>March 14, 2023</b>

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 – February 14, 2023

➤ **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

February 14, 2023, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

*\*This hybrid meeting was also conducted as a teleconference, with external participation available via phone or video link.*

### MEETING CALLED TO ORDER

Meeting called to order at 7:00 p.m.

### ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Randy McMillen, Councilor Stacy Strauss, Councilor Jeremy Romer

Absent: Council President Ken Lorensen, Councilor Michelle Isom

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Madison LaCoste

Guests: Mary Price, Mitch Little

Remote

Participants: Public Works Andy Ridinger, Librarian Sara Cooper, Sergeant Frambes, Tia Parrish

### PLEDGE OF ALLEGIANCE

### OATH OF OFFICE

Postponed due to illness.

### PUBLIC HEARING – PUBLIC CONTRACTING RULE CHANGES

Council will be considering a Resolution updating the Halsey Public Contracting Rules.

Public Hearing opened at 7:02. There were no public comments received.

Public Hearing closed at 7:03 pm

### CONSENT AGENDA

Council Meeting Minutes – January 9, 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 Strauss, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## FINANCIAL REPORTS

Approving the January Financial Report includes approving check numbers 20093-20141 in the amount of \$32,397.74 The prior month's final check number was 20092. Check 20070 from the prior month was voided and reissued as 20126.

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

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## AGENDA ADJUSTMENTS

There were no agenda adjustments.

## DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frames noted the month of January had a lower crime rate than previous months. There were 7 traffic stops and 5 citations in Halsey. The Mini Storage had a few storage units broken into. There was a car break in at City Hall.

Sergeant Frambes presented data compiled from the previous year comparing Halsey to other cities in our area in different categories. Data shows Halsey fell in comparison to similar size cities in our area.

## CITIZEN COMMENTS

There were no citizen comments.

## REPORTS TO COUNCIL

City Administrator: Hilary Norton

Administrator Norton presented feedback from previous City-Wide garage sale regarding inclement weather and the weather affecting turn out. Administrator Norton asked Council their opinions on changing the date to the first weekend in June with the spring clean up day being the following weekend. There was consensus to move it for this year and if there is negative feedback The City can schedule it back to the original date. Administrator Norton also notified Council that Sweet Home Sanitation scheduled the Household Hazardous Waste event to the first weekend in October, making the Fall Clean Up Day fall on the second weekend in October.

Administrator Norton asked Council if they would like her to apply for a second RARE Member next year if budget allows. There was consensus to do so if budget allows.

The City has the opportunity to invite Linn County in to chip seal a some roads in Halsey, Administrator Norton asked Council for their opinions on moving forward with that this summer. There was consensus to proceed.

The City will be able to get funding for the sewer project through the CWRLF, although the terms of the loan and loan forgiveness are still unknown. The City is applying for a categorical exclusion for environmental review. Administrator Norton has asked DEQ to estimate the loan terms, payments, rates, and loan forgiveness so The City can do a cost-benefit analysis.

The City did not get funding for a new well through the SDWRF, which mean no loan forgiveness. Administrator Norton has submitted requests to both Senator Hayden and Senator Cate to get funding directly from the State.

The Real Economic Alliance compiled data across our regions to draft their strategic plans. Once this plan is drafted it will be made available to City Council.

Public Works: Andy Ridinger

Public Works repaired a water leak on the 600 block of West 1<sup>st</sup> Street, leak occurred in an old service line needing repairs. Public works also raised three meter boxes, backflow boxes, and customer shut off boxes in town.

Public works graded the roads out at the lagoon. The I&I and Biosolid Recycling reports have the completed. The new auto dialer has been installed at the lagoon and Public Works is waiting on power and relays to complete installation.

The Annual ODOT Street Milage report has been completed. There was a road survey done to determine the best candidates for chip sealing in town. There are a few areas in town that water leaks have been repaired at or where the road is failing that will need to be repatched or resurfaced, Public Works has met with Blackstone to get a cost break down for asphaltting those areas.

The new door at City Hall has been built and installed. The trench and conduit has been completed for get power out to the new train structure north of City Hall.

Library: Sara Cooper

The library's daily threshold was an average of 5 patrons per day. The library sleep over was a success, with three families in attendance.

Librarian Cooper finished sorting through all the book donations. She has invited local teachers to come take remaining books from the Bookmobile. 39 books were added to the Library this month.

The Library's 5k will be set for April 22<sup>nd</sup>. All the promotional flyers have been completed and the online registration has been created and is active.

Sharing Hands: Ken Lorensen

Councilor Lorensen was not present.

Central Linn School District: Michelle Isom

There was nothing new to report.

Cascades West Area Commission on Transportation: Randy McMillen

Councilor McMillen reported that the 2023-2025 grant cycle has opened. CWAC is discussing changing their membership requirements for representatives.

**OLD BUSINESS**

Elect a Council President

Council has elected to postpone the election of a council president until all councilors were present.

**NEW BUSINESS**

TMDL Annual Update

The City has applied and been approved for the Tree City Program. There was one notice that was missed in the newsletter regarding illicit and illegal discharge. This has been noted and changes will be made moving forward to ensure this is not missed again. Halsey's code does not need to update their code regarding "escalating enforcement for repeat offenders". Administrator Norton is brainstorming ways to conduct "qualitative assessments".

**ORDINANCES & RESOLUTIONS**

RESOLUTION 2023-715 -- A Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Halsey

Council is asked to consider adopting a Resolution updating the City of Halsey's public contracting rules.

**Motion:** I move that the governing body of the City of Halsey adopt RESOLUTION 2023-715 -- A Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Halsey

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

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

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

RESOLUTION 2023-716 was postponed until the March City Council meeting due to a declaration of conflict of interest from Councilor LaCoste. Without Councilor LaCoste there was not a quorum to vote on the resolution.

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

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

RESOLUTION 2023-717 was postponed until the March City Council meeting due to a declaration of conflict of interest from Councilor LaCoste. Without Councilor LaCoste there was not a quorum to vote on the resolution.

RESOLUTION 2023-718 -- – A Resolution Authorizing the City of Halsey to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at the Halsey Memorial Park and Delegating Authority to the City Administrator to Sign the Application

Council is asked to consider adopting a Resolution giving staff permission to apply for an Oregon Parks and Recreation Department Grant for improvements to the Halsey Memorial Park.

**Motion:** I move that the governing body of the City of Halsey adopt RESOLUTION 2023-718 -- – A Resolution Authorizing the City of Halsey to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at the Halsey Memorial Park and Delegating Authority to the City Administrator to Sign the Application

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

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

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

**THIS IS A FIRST READING OF THE ORDINANCE.**

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

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

**THIS IS A FIRST READING OF THE ORDINANCE.**

**ADJOURNMENT**

Meeting adjourned at 7:42 pm

---

Municipal Clerk, Madison LaCoste

---

Mayor Jerry Lachenbruch



## F. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<b>MOTION</b>	<b>March 14, 2023</b>

**Issue Statement:** Council is asked to review and approve the Financial Reports and Journal Entries for February 2023.

**Summary:**

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

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the February 2023 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  
 FEBRUARY 28, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	13,498.91
01-0001002	MONEY MARKET	60,615.80
01-0001003	INVESTMENT POOLED	2,216,525.88
		2,290,640.59
	TOTAL COMBINED CASH	2,290,640.59
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,290,640.59)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	391,806.43
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,469.15
20	ALLOCATION TO (20) STREET FUND	149,892.19
25	ALLOCATION TO (25) STREET & PATHWAY FUND	75,274.56
40	ALLOCATION TO (40) BOND FUND	55,449.55
55	ALLOCATION TO (55) LIBRARY FUND	14,474.28
60	ALLOCATION TO (60) WATER FUND	443,130.16
61	ALLOCATION TO (61) SEWER FUND	251,584.43
62	ALLOCATION TO (62) WATER RESERVE FUND	338,192.15
63	ALLOCATION TO (63) SEWER RESERVE FUND	189,906.95
65	ALLOCATION TO STORM WATER BLUE HERON FUND	33,001.70
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	22,584.32
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	108,790.50
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,189.82
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	136,808.08
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,413.53
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,672.79
		2,290,640.59
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,290,640.59
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	( 2,290,640.59)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)  
February 28, 2023

Account: 010001001  
Bank Account Number: 25500067

Bank Statement Balance:	36,194.91	Book Balance Previous Month:	15,767.29
Outstanding Deposits:	574.16	Total Receipts:	70,643.76
Outstanding Checks:	23,270.16	Total Disbursements:	72,912.14
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	13,498.91	Book Balance:	13,498.91

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1108	574.16						
						Total:	574.16

Deposits cleared: 30 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-	18156	13.27	19423	154.84	20175	1,900.00
7	3.86-	18163	.85	19944	66.36	20177	49.38
8	15.42-	18170	.50	19982	2.94	223202	361.37
9	13.77-	18344	2,000.00	19987	29.68	223202	8,242.98
14206	27.52	18489	100.00	20022	84.63	223202	1,687.78
17523	23.44	18511	150.00	20157	19.77	223202	5,388.49
17752	316.65	18692	28.50	20166	204.38	223202	400.00
18058	53.23	19068	28.50	20168	71.00	225201	260.20-
18073	154.00	19077	68.45	20169	1,346.00		
18155	1.63	19120	120.00	20172	489.30	Total:	23,270.16

Checks cleared: 46 items    Checks Outstanding: 38 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

Money Market Account (Money Market) (2)  
February 28, 2023

Account: 010001002  
Bank Account Number: 25500059

Bank Statement Balance:	58,131.57	Book Balance Previous Month:	66,678.16
Outstanding Deposits:	2,484.23	Total Receipts:	50,036.04
Outstanding Checks:	.00	Total Disbursements:	56,098.40
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	60,615.80	Book Balance:	60,615.80

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1109	2,484.23						
						Total:	<u>2,484.23</u>

Deposits cleared: 16 items    Deposits Outstanding: 1 items

Outstanding Checks

No outstanding checks found!  
Checks cleared: 5 items    Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
03/02/2023	1	Trans MM to CK	6,000.00
03/02/2023	3	Trans MM to CK	5,000.00
03/02/2023	5	Trans MM to CK	10,000.00
03/02/2023	7	Trans MM to CK	35,000.00
03/02/2023	9	ACH bank fees	98.40
02/03/2023	20142	Albany Rental	130.34
02/03/2023	20143	Alyrica Networks	19.99
02/03/2023	20143	Alyrica Networks	20.00
02/03/2023	20144	Ferguson Waterworks # 3011	153.32
02/03/2023	20145	Linn County Planning and Building Dept	821.18
02/03/2023	20146	Linn County Sheriff's Office	17,126.50
02/03/2023	20147	Morley Thomas Law	600.00
02/03/2023	20148	Napa Auto Parts	98.93
02/03/2023	20149	Renewable Resource Group, Inc	84.00
02/03/2023	20149	Renewable Resource Group, Inc	420.00
02/03/2023	20150	Roome Telecommunications Inc.	145.80
02/03/2023	20150	Roome Telecommunications Inc.	33.40
02/03/2023	20150	Roome Telecommunications Inc.	77.19
02/03/2023	20150	Roome Telecommunications Inc.	34.40
02/03/2023	20151	Wells Fargo Financial Leasing, Inc.	121.88
02/03/2023	20151	Wells Fargo Financial Leasing, Inc.	40.63
02/03/2023	20151	Wells Fargo Financial Leasing, Inc.	121.88
02/03/2023	20151	Wells Fargo Financial Leasing, Inc.	40.61
02/08/2023	20152	Aggregate Resource Crushing, LLC	87.07
02/08/2023	20153	AT&T	32.28
02/08/2023	20153	AT&T	32.28
02/08/2023	20153	AT&T	32.27
02/08/2023	20154	BMS Technologies	183.17
02/08/2023	20154	BMS Technologies	183.16
02/08/2023	20155	Bucks Sanitary Service	120.00
02/08/2023	20156	Carlson Hardware Inc.	20.45
02/08/2023	20156	Carlson Hardware Inc.	20.45
02/08/2023	20156	Carlson Hardware Inc.	20.46
02/08/2023	20157	Lucretia Carter	19.77
02/08/2023	20158	Caselle, Inc.	686.00
02/08/2023	20158	Caselle, Inc.	40.00
02/08/2023	20158	Caselle, Inc.	40.00
02/08/2023	20159	BridgeTower OpCo, LLC	60.50
02/08/2023	20160	Executive Cleaning	624.00
02/08/2023	20161	Julia Fox	26.85
02/08/2023	20162	iSecure	40.00
02/08/2023	20163	JSG Lawn Maintenance	600.00
02/08/2023	20164	Kelley Connect Co.	257.66
02/08/2023	20164	Kelley Connect Co.	31.42
02/08/2023	20164	Kelley Connect Co.	207.38
02/08/2023	20164	Kelley Connect Co.	131.97
02/08/2023	20165	Linn County Planning and Building Dept	589.34
02/08/2023	20166	OCCMA	204.38
02/08/2023	20167	ODP Business Solutions, LLC	75.46
02/08/2023	20168	OMA	71.00
02/16/2023	20169	Local Government Law Group, PC	1,346.00
02/16/2023	20170	National Business Solutions	832.00
02/16/2023	20171	ODP Business Solutions, LLC	22.69
02/16/2023	20172	Otis Elevator Company	489.30
02/16/2023	20173	Pacific Power	1,520.60
02/16/2023	20173	Pacific Power	72.41

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
02/28/2023	PC	02/28/2023	2282023	Norton, Hilary	130		10-110-50-51	5,136.47-
02/28/2023	PC	02/28/2023	2282023	Andy Ridinger	210		10-110-50-51	4,065.07-
02/28/2023	PC	02/28/2023	2282023	Gangle, Larissa Michele	241		61-320-50-51	2,747.41-
02/28/2023	PC	02/28/2023	2282023	William Jones	245		10-510-50-51	2,768.53-
02/28/2023	PC	02/28/2023	2282023	Sara J Cunningham-Cooper	255		10-410-50-51	1,338.48-
02/28/2023	PC	02/28/2023	2282023	Madison LaCoste	256		20-210-50-51	1,225.16-
Grand Totals:								17,281.12-
			<u>6</u>					

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

---

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
03/02/2023	1	Trans MM to CK	01-0001001	Combined Cash - Checking	6,000.00	
03/02/2023	2	Trans MM to CK	01-0001002	Money Market	.00	6,000.00-
03/02/2023	3	Trans MM to CK	01-0001001	Combined Cash - Checking	5,000.00	
03/02/2023	4	Trans MM to CK	01-0001002	Money Market	.00	5,000.00-
03/02/2023	5	Trans MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
03/02/2023	6	Trans MM to CK	01-0001002	Money Market	.00	10,000.00-
03/02/2023	7	Trans MM to CK	01-0001001	Combined Cash - Checking	35,000.00	
03/02/2023	8	Trans MM to CK	01-0001002	Money Market	.00	35,000.00-
03/02/2023	9	ACH bank fees	10-110-55-5545	Bank Fees/Misc Expense	98.40	
03/02/2023	10	ACH bank fees	01-0001002	Money Market	.00	98.40-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>56,098.40</u>	<u>56,098.40-</u>

References: 10 Transactions: 10



Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE)</b>						
03/02/2023	1	MM Interest	01-0001002	Money Market	.49	
03/02/2023	2	MM Interest	10-000-40-650	Interest on Investments	.00	.49-
03/02/2023	3	NW Natural Gas Franchise	01-0001002	Money Market	9,461.54	
03/02/2023	4	NW Natural Gas Franchise	10-000-40-204	NW Natural Gas Franchise Fee	.00	9,461.54-
03/02/2023	5	PERS Adj	01-0001001	Combined Cash - Checking	1.76	
03/02/2023	6	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	1.76-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>9,463.79</u>	<u>9,463.79-</u>

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>JOURNAL ENTRIES (JE)</b>						
03/02/2023	1	LGIP Transaction Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
03/02/2023	2	LGIP Transaction Fee	01-0001003	Investment Pooled	.00	.05-
03/02/2023	3	LGIP Interest	01-0001003	Investment Pooled	6,356.59	
03/02/2023	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	1,087.28-
03/02/2023	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	87.33-
03/02/2023	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	415.95-
03/02/2023	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	208.89-
03/02/2023	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	153.87-
03/02/2023	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	40.17-
03/02/2023	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,229.70-
03/02/2023	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	698.15-
03/02/2023	12	LGIP Interest	62-000-40-650	Interest on Investments	.00	938.49-
03/02/2023	13	LGIP Interest	63-000-40-650	Interest on Investments	.00	527.00-
03/02/2023	14	LGIP Interest	65-000-40-650	Interest on Investments	.00	91.58-
03/02/2023	15	LGIP Interest	68-000-40-650	Interest on Investments	.00	62.67-
03/02/2023	16	LGIP Interest	72-000-40-650	Interest on Investments	.00	301.90-
03/02/2023	17	LGIP Interest	73-000-40-650	Interest on Investments	.00	86.55-
03/02/2023	18	LGIP Interest	74-000-40-650	Interest on Investments	.00	379.65-
03/02/2023	19	LGIP Interest	80-000-40-650	Interest on Investments	.00	31.67-
03/02/2023	20	LGIP Interest	85-000-40-650	Interest on Investments	.00	15.74-
Total 223:					<u>71,918.83</u>	<u>71,918.83-</u>
Total JOURNAL ENTRIES (JE):					<u>6,356.64</u>	<u>6,356.64-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>71,918.83</u>	<u>71,918.83-</u>

Date	Check Number	Payee or Description	Check Amount
02/16/2023	20173	Pacific Power	1,956.51
02/16/2023	20173	Pacific Power	884.86
02/16/2023	20173	Pacific Power	37.07
02/16/2023	20173	Pacific Power	93.67
02/16/2023	20174	Renewable Resource Group, Inc	836.00
02/16/2023	20174	Renewable Resource Group, Inc	836.00-
02/16/2023	20175	Revize Software Systems	1,900.00
02/16/2023	20176	Security Alarm Corp	122.51
02/16/2023	20177	The Times	49.38
02/16/2023	20178	Renewable Resource Group, Inc	518.00
02/28/2023	92201	DIRECT DEPOSIT TOTAL	17,281.12
02/23/2023	22320231	AFLAC	361.37
02/23/2023	22320232	EBS Trust, CIS- Benefits	8,236.54
02/23/2023	22320232	EBS Trust, CIS- Benefits	6.44
02/23/2023	22320233	IRS Tax Deposit	2,845.80
02/23/2023	22320233	IRS Tax Deposit	665.54
02/23/2023	22320233	IRS Tax Deposit	1,666.69
02/23/2023	22320234	Oregon Dept of Revenue - WC/UI	17.44
02/23/2023	22320234	Oregon Dept of Revenue - WC/UI	1,508.00
02/23/2023	22320234	Oregon Dept of Revenue - WC/UI	162.34
02/23/2023	22320235	P.E.R.S.	1,391.61
02/23/2023	22320235	P.E.R.S.	3,996.88
02/23/2023	22320236	VOYA	400.00
02/28/2023	22820231	Norton, Hilary - DIR DEP	.00
02/28/2023	22820232	Andy Ridinger - DIR DEP	.00
02/28/2023	22820233	Gangle, Larissa Michele - DIR DEP	.00
02/28/2023	22820234	William Jones - DIR DEP	.00
02/28/2023	22820235	Sara J Cunningham-Cooper - DIR DEP	.00
02/28/2023	22820236	Madison LaCoste - DIR DEP	.00
Grand Totals:			<u>129,010.54</u>

[Print Sequence Detail](#)

---

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20142	02/03/2023	575	Albany Rental	Trencher Rental for Train Station Conduit	10-110-60-6016	130.34
20143	02/03/2023	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
20144	02/03/2023	848	Ferguson Waterworks # 3011	Water Parts	60-310-55-5701	153.32
20145	02/03/2023	205	Linn County Planning and Buildin	Plan Review Fees- December 2022	10-110-55-5561	821.18
20146	02/03/2023	208	Linn County Sheriff's Office	Law Enforcement Contract- Q3	10-110-55-5645	17,126.50
20147	02/03/2023	957	Morley Thomas Law	City Municipal Judge- February 2023	10-110-55-5648	600.00
20148	02/03/2023	632	Napa Auto Parts	Battery Switch for Vactor Truck	68-330-55-5691	98.93
20149	02/03/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	504.00
20150	02/03/2023	332	Roomer Telecommunications Inc.	Library Phone Service	55-410-55-5664	290.79
20151	02/03/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	61-320-60-6001	325.00
20152	02/08/2023	711	Aggregate Resource Crushing, LL	Crushed Rock for Ferrell Sewer Project (Reimb	61-320-55-5605	87.07
20153	02/08/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	96.83
20154	02/08/2023	1129	BMS Technologies	Utility Bill Printing & Mailing Costs	61-320-55-5610	366.33
20155	02/08/2023	40	Bucks Sanitary Service	Kitchen Grease Trap Cleaning	10-110-55-5680	120.00
20156	02/08/2023	46	Carlson Hardware Inc.	Shop Supplies-January 2023	61-320-55-5606	61.36
20157	02/08/2023	1138	Lucretia Carter	Credit Balance Refund- Utility Account 1353.14	01-0001075	19.77
20158	02/08/2023	49	Caselle, Inc.	Contract Support & Maintenance- February 202	60-310-55-5611	766.00
20159	02/08/2023	1139	BridgeTower OpCo, LLC	Public Notice- Public Contracting Rules	10-110-55-5741	60.50
20160	02/08/2023	954	Executive Cleaning	Contract Janitorial Services- January 2023	10-110-55-5680	624.00
20161	02/08/2023	1140	Julia Fox	Mileage Reimbursement-1/31 Meeting in Cobur	10-110-55-5760	26.85
20162	02/08/2023	1023	iSecure	Document Shredding Service- January 2023	10-110-55-5616	40.00
20163	02/08/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services- February 2023	10-110-55-5910	600.00
20164	02/08/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	628.43
20165	02/08/2023	205	Linn County Planning and Buildin	Plan Review Fees-January 2023	10-110-55-5561	589.34
20166	02/08/2023	267	OCCMA	Membership Dues- H. Norton 2023	10-110-55-5731	204.38
20167	02/08/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	75.46
20168	02/08/2023	959	OMA	Membership Dues- J. Lachenbruch 2023	10-110-55-5541	71.00
20169	02/16/2023	1042	Local Government Law Group, P	Legal Services-January 2023	10-110-55-5721	1,346.00
20170	02/16/2023	1110	National Business Solutions	Contract IT Support- 2/15-3/14/23	10-110-55-5770	832.00
20171	02/16/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	22.69
20172	02/16/2023	292	Otis Elevator Company	Elevator Maintenance 1/1/23-6/30/23	10-110-55-5689	489.30
20173	02/16/2023	297	Pacific Power	Blue Heron	65-330-55-5672	4,565.12
20174	02/16/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	.00 V
20175	02/16/2023	1102	Revize Software Systems	Annual Website Hosting & Maintenance	10-110-55-5910	1,900.00
20176	02/16/2023	688	Security Alarm Corp	Fire & Security Monitoring- March 2023	10-110-55-5771	122.51
20177	02/16/2023	383	The Times	Legal Notice-Public Hearing for Public Contracti	10-110-55-5741	49.38
20178	02/16/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	518.00
Grand Totals:						<u>34,372.37</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

City Recorder: \_\_\_\_\_





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

This Report Encompasses: 2/ 1/23 to 2/28/23

Total Incidents This Month: **29**

Incident Information:	Description
<p>CAD# 2023020233 TIME: 2/1/2023 5:27:48PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>SUSPICIOUS PERSON Reported at Block of 200 W 2ND ST HALS</p> <hr/> <p>Area check for a person called in as suspicious. He was not located.</p>
<p>CAD# 2023021687 TIME: 2/3/2023 5:30:57PM CASE# CAD Only HALS</p>	<p>POCKET DIAL LCSO AND CRCC Reported at Block of 1200 W 4TH ST HALS</p> <hr/>
<p>CAD# 2023021805 TIME: 2/3/2023 9:30:07PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>ALARM LAW ONLY Reported at Block of 1200 W 2ND ST HALS</p> <hr/> <p>Business alarm. A deputy responded and found the business secure.</p>
<p>CAD# 2023022447 TIME: 2/4/2023 8:54:44PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>SUSPICIOUS PERSON Reported at Block of 900 W 1ST ST/W J ST HALS</p> <hr/> <p>An intoxicated and crying female was found walking on the street and when I talked to her, she mentioned a bruise injury on her head that she didn't want to press charges for that occurred the prior night by her husband. The female would not accept assistance in the form of a ride to a friend/family members house. The female also refused to talk with CARDVA.</p>
<p>CAD# 2023023698 TIME: 2/6/2023 6:31:25PM CASE# CAD Only HALS</p>	<p>POCKET DIAL LCSO AND CRCC Reported at Block of 1300 W 1ST ST/CROWELL LN HALS</p> <hr/> <p>No Public Narrative.</p>

**Incident Information:****Description**

CAD# 2023025636  
 TIME: 2/9/2023 6:58:12PM  
 CASE# CAD Only  
 HALS  
 CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 1300 W 5TH ST HALS

Caller wanted to report suspicious aircraft activity in the area. Caller was referred to the FAA.

CAD# 2023027668  
 TIME: 2/12/2023 8:43:46PM  
 CASE# CAD Only  
 HALS  
 WARNING MOVING VIOLATIC

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

Driver warned for moving violation

CAD# 2023028829  
 TIME: 2/14/2023 1:11:26PM  
 CASE# CAD Only  
 HALS  
 CAD CALL COMPLETE

TRAFFIC HAZARD Reported at Block of 300 W 1ST ST/E D ST HALS

Transient walking to Las Vegas, informed he needs to walk on the shoulder of the road.

CAD# 2023029073  
 TIME: 2/14/2023 7:09:46PM  
 CASE# CAD Only  
 HALS  
 CAD CALL COMPLETE

EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS

city council

CAD# 2023030145  
 TIME: 2/16/2023 1:49:08PM  
 CASE# CAD Only  
 HALS  
 CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 700 W 3RD ST HALS

Deputies conduct traffic enforcement in Halsey. One vehicle was stopped and issued a citation.

CAD# 2023030186  
 TIME: 2/16/2023 2:34:18PM  
 CASE# CAD Only  
 HALS  
 CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS

Kashenia Conger, 41, of Veneta was cited for driving while suspended-violation, driving uninsured, and failure to register a vehicle.



**Incident Information:****Description**

CAD# 2023030262  
TIME: 2/16/2023 4:14:06PM  
CASE# 2300658  
HALS  
REPORT TAKEN

Report Filed. UUV Reported At Block Of 600 W 1ST ST Occurred between 1500 hours on 2/14/2023 and 1600 hours on 2/16/2023 . Reported: 2/16/2023 Officer Statement:

Vehicle valued at about \$3,000 was stolen from outside a residence. Report to follow.

CAD# 2023030359  
TIME: 2/16/2023 6:53:53PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

SHOTS HEARD Reported at Block of 500 E 2ND ST HALS

Deputies searched the area after several reports of shots fired. Deputies did not find any signs of suspicious shooting.

CAD# 2023030435  
TIME: 2/16/2023 9:42:37PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 500 W 6TH ST HALS

Deputy re-issues citation with correct name and date of birth.

CAD# 2023031092  
TIME: 2/17/2023 8:20:04PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

RECOVERED STOLEN VEHICLE Reported at Block of 000 E D ST/E 2ND ST HALS

Deputies recover stolen vehicle down the road from where it was stolen.

CAD# 2023031388  
TIME: 2/18/2023 9:04:34AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 000 E D ST/E 2ND ST HALS

Deputy contacted the victim of a recovered stolen vehicle to share information about what to do with their one remaining license plate on the car.

CAD# 2023031522  
TIME: 2/18/2023 1:11:37PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 200 W 5TH ST HALS

Deputy spoke with caller about their cat being attacked by a dog.

**Incident Information:****Description**

CAD# 2023032442  
TIME: 2/19/2023 8:53:22PM  
CASE# CAD Only  
HALS

NON 911 ISSUE Reported at Block of 1300 W 1ST ST/CROWELL LN HALS

No Public Narrative.

CAD# 2023033516  
TIME: 2/21/2023 12:49:19PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 500 E 2ND ST HALS

Area check after a 911 hang-up call.

CAD# 2023033762  
TIME: 2/21/2023 7:27:41PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 1200 W 2ND ST HALS

Alarm, nothing suspicious seen.

CAD# 2023034581  
TIME: 2/23/2023 8:01:13AM  
CASE# 2300738  
HALS  
REPORT TAKEN

REPORT PENDING. Original Call Type: UUMV Reported At Block Of 600 W 1ST ST  
Occurred between 0801 hours on 2/23/2023 and 0801 hours on 2/23/2023 . Reported:

Deputy investigated a stolen vehicle. It was later located in Portland. Investigation ongoing.

CAD# 2023034937  
TIME: 2/23/2023 6:02:07PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

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

The caller stated a male associated with a dark colored van had knocked on her door for an extended period of time, on two different occasions tonight. Extra patrol request.

CAD# 2023036827  
TIME: 2/26/2023 2:03:26PM  
CASE# 2300782  
HALS  
REPORT TAKEN

REPORT PENDING. Original Call Type: DEATH INVESTIGATION Reported At Block Of 400  
W D ST Occurred between 1403 hours on 2/26/2023 and 1403 hours on 2/26/2023 .

Deputies investigate a death of apparent natural causes.

**Incident Information:****Description**

CAD# 2023037080 TIME: 2/26/2023 10:26:57PM CASE# CAD Only HALS CAD CALL COMPLETE	THREATS Reported at Block of 300 W 2ND ST HALS <hr/> <hr/> Report of vague statements from a spoof number that sound threatening in nature.
CAD# 2023037108 TIME: 2/27/2023 12:04:57AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 1ST ST HALS <hr/> <hr/> Complainant believes she continues to be harassed. A deputy responded and remained until family arrived to stay with the complainant. No one and no susp. vehicles were seen on the street.
CAD# 2023037764 TIME: 2/27/2023 10:22:02PM CASE# CAD Only HALS CAD CALL COMPLETE	DISTURBANCE Reported at Block of 300 W 2ND ST HALS <hr/> <hr/> Adult family members were drinking alcohol tonight and one side got mad at the other over a perceived wrong. One side began to yell and threaten death to the other, but nothing became physical between them. Both parties were told to leave the other alone and they were counseled about getting an RO if needed.
CAD# 2023038036 TIME: 2/28/2023 12:31:28PM CASE# CAD Only HALS CAD CALL COMPLETE	SEARCH WARRANT Reported at Block of 1300 W 1ST ST HALS <hr/> <hr/> James Kirk Weatherly, 63, of Salem, was arrested following an investigation into an unlawful marijuana grow he and his fiancé were operating in Halsey. James was arrested in Salem and lodged at the Linn County Jail for MCS/DCS/PCS Usable Marijuana, MCS/DCS/PCS
CAD# 2023038193 TIME: 2/28/2023 5:01:36PM CASE# CAD Only HALS	INFORMATION ONLY REPORT Reported at Block of 1300 W 1ST ST HALS <hr/> <hr/> No Public Narrative.
CAD# 2023038244 TIME: 2/28/2023 6:31:41PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS <hr/> <hr/> Edward Roles (43) of Lebanon was issued a citation for fail to renew vehicle registration at W 2nd St/American Dr.

---

---

**Incident Information:**

**Description**

---

---

## J. REPORTS TO COUNCIL

### 1. Employee Reports

#### a. City Administrator Report

Council Action: *NONE*

March 14, 2023

#### 1. Cascades West Regional Consortium

The Cascades West Regional Consortium (wetlands) met on February 24<sup>th</sup>. The first phase of the regional wetlands public mitigation bank study we commissioned is complete. It was less useful than we had hoped. We are seeking funding for phase II. We also assembled a list of bills related to wetlands to track and submit testimony for. We submitted testimony in support of HB2258 and HB2663 extending Industrial Site Readiness, submitted testimony against HB2238 which would allow DSL to raise their own fees by administrative rule instead of asking the legislature, and are tracking HB2899 which would update Buildable Land Inventory definitions to include wetlands as “constrained land,” SB1019 – which would establish a wetlands mitigation grant fund, SB2917 which would prohibit the director of DSL from compelling enhancement of wetlands to correct violation of removal fill law, and HB3465 which requires local government approval to convert agricultural land into wetlands restoration projects. These are not yet scheduled for hearings.

#### 2. Librarian Hired

We’ve hired a new Librarian. Her name is Abrial Vinson (Abi) and she is currently studying for her MLS, and also has experience volunteering and working as a volunteer coordinator and Board Member for the River Road Santa Clara volunteer library. She has experience with outreach and fundraising and working with kids. She will be able to spend some time training with Sara this month before Sara leaves. She is working out her notice with her current job. Her first Council meeting will be in April.

#### 3. Parks Committee Future

The Parks Committee was originally constituted to help with the Park Master Plan. That is essentially complete. Two members of the Parks Committee have stepped away – one has a new baby, and one has other demands on her time. One citizen member wants to stay involved to follow the project through and help with grant writing, two other members want to continue to be involved. There was a suggestion to combine the Parks Committee with the Library Advisory Committee. Both are very small and they already have one member in common. They would meet quarterly, continue to advise Council on both the Library and the Parks, and also participate in Library and Park events, and volunteer activities if and when they are able. Is this okay with Council?

#### 4. Water Resources Department (WRD) Grant

The WRD Grant that we found won’t work for the well. It requires points in three categories – Economic Benefits, Environmental Benefits, and Social and Cultural Benefits. We would be able to achieve points in the Economic and Social Cultural sections but not in the Environmental. It is focused on improving the quality of above ground water, and we just don’t have anything in this project that can check that box.

#### 5. Umpqua Bank Transition

Columbia Bank and Umpqua Bank are merging. Umpqua will become our bank, so are working on vetting our ACH files for direct pay and payroll. We will have new routing numbers to send to the other financial institutions we deal with including the state, CIS, federal government for payroll taxes, etc. We did one of these 5 years ago when Columbia bank acquired Pacific Continental. They are burdensome on staff, but should be mostly invisible to citizens if all goes well.

#### 6. Upcoming Events

March 16<sup>th</sup> at 7:00 pm in the community center - 3<sup>rd</sup> Thursday – Emergency Preparedness

April 8<sup>th</sup> at 10:00 am in the park – Easter Egg Hunt

April 22 at 9:00 am in the park – Library 5K

April 25<sup>th</sup> at 6:00 pm in the community center – Budget Committee meeting

April 29<sup>th</sup> at 10:00 am in the park – Arbor Day Tree Planting

June 3<sup>rd</sup> at 8:00 am in Halsey – City-Wide Garage Sale

**J. REPORTS TO COUNCIL**

<b>1. Employee Reports</b>	
<b>b. Public Works Department</b>	
<b>Council Action:</b> <i>NONE</i>	<b>March 14, 2023</b>

Water Distribution:

Water produced	1,759,000 gal
Daily Average	63,000 gal

Wastewater Collected:

WW Collected	3,129,000 gal
Daily Average	112,000 gal
WW Discharged	4,702,000 gal
Daily Average	168,000 gal

Water

Replaced water meter curb stop valve in the 1000 block of w 4th Street.

Sewer

A new auto dialer has been installed and wired at the lagoon, we now will be alerted if the power goes out or if the generator fails. We had to stop discharging when the power to the unit was wired, this is when the domino effect happened. The effluent equipment pulls vacuum from the chlorine tanks if this doesn't happen the chlorine vents outside the build. This happened several times attempting resolve the issue and restart the discharge system. After four days of rebuilding and replacing new fittings, we are back up and running.

I recommend researching what options are available to replace our current system with new equipment that would let us use a safer alternative than the chlorine gas.

Other work at the lagoon, we graded and graveled the roads and applied large rip rap lining cell #3 for erosion control.

Library

We pulled the old gas heater from the library and finished taping and texturing the dry wall.

Equipment

The dump truck has new front tires, and a tire on the trailer has been replaced.

## J. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b> <i>NONE</i>	<b>March 14, 2023</b>

<b>Circulation for February</b>		<b>Total Circulation since opening (Aug. 2015)</b>	11,308
Fiction	46		
Non-Fiction	12	<b>Total Number of Patrons to Date</b>	570
Total	58		
<b>Cities Represented in Circulation</b>		<b>Total Number of items in collection</b>	4481
Halsey	48		
Shedd	8	<b>Avg. Daily Threshold Count since opening</b>	6.13
Corvallis	2	<b>Average Daily Threshold Count for February</b>	4.00
Sweet Home	0		
<b>Value of Inventory Through February</b>			
Fiction	\$47,776.32		
Non-Fiction	\$32,566.31	<b>Books added to inventory in February</b>	23
Total	\$80,342.63		

### Updates

Daily threshold count was about 4.0 patrons per day. 80 patrons came into the library in February.

Lego day was enjoyed by several families. Hilary gave me legos to use and kids made lego creations with them and put them up by our featured artist's work which the kids loved.

Puzzle day is scheduled for March 23 at 3 pm.

23 books were added to inventory. Our total book inventory value is about \$80,000.

We received 40 brand new books from our senator to add to our collection! Awesome surprise.

Our third artist, Lea Jordan, will be hanging her photographs the last week of March. I have two more lined up so that will fill the spots for the remainder of the calendar year.

Planning the 5K. It will be Saturday, April 22 at 9 am. The 5K promotional poster and sponsorship request letter have been posted and sent out. The race entry profile (for online registration) has been created and we already have 2 sign ups via the website. Details for the race day are being organized and will be passed off to new librarian, Madi and Julia.

**J. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>a. Central Linn School District</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>March 14, 2023</b>

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**

<b>2. Council Reports</b>	
<b>b. Cascades West Area Commission on Transportation</b>	
<b>Council Action:</b> <i>NONE</i>	<b>March 14, 2023</b>

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

**J. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>c. Oregon Cascades West Council of Governments Board</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>March 14, 2023</b>

Councilor Romer is attending Oregon Cascades West Council of Governments Board as the representative for Halsey. He may provide an update to the Council.

## K. OLD BUSINESS

<b>1. Elect a Council President</b>		
<b>Council Action:</b>	<b>MOTION</b>	<b>March 14, 2023</b>

**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 between Council and staff.

Councilor Ken Lorensen has served as the Council President for the last four years. He needs to step away from the responsibility at this time for personal reasons.

We also need to add a Councilor as a signer on the bank accounts. Often but not always the Council President is the third signer on the accounts. Unless Council objects I would like to leave Ken Lorensen authorized as a signer for now – having four signers adds coverage for when someone is travelling or sick.

### For Council President:

- **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**

### For Signer on Accounts:

- **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Councilor     [name]     to be a signer on the city bank accounts.
  - **Council Options**
    1. **Appoint a Councilor to serve as a signer on the bank accounts**
    2. **Postpone appointment**
    3. **Provide direction to staff**

OR

- **Possible Motion:** I move that the Governing Body of the City of Halsey remove Councilor Ken Lorensen and appoint Councilor     [name]     to be a signer on the City bank accounts.
  - **Council Options**
    1. **Appoint a Councilor to serve as a signer on the bank accounts**
    2. **Postpone appointment**
    3. **Provide direction to staff**

**K. OLD BUSINESS**

**2. Highway 99 Project Update - ODOT**

**Council Action:** *NONE*

**March 14, 2023**

**Issue Statement:** ODOT will be attending to provide an update on the Highway 99 project, discuss the timeline, and answer questions about the project.

## L. NEW BUSINESS

### 1. Appoint Budget Committee Member

Council Action: **MOTION**

March 14, 2023

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

**Summary:** Marjean Cline has served on the Budget Committee for three years.

Anne Sunday has served two terms on the Budget Committee for a total of six years.

Budget Committee members must be registered to vote and have lived in the city limits of Halsey for at least one year. Both applicants meet those requirements.

There are currently four citizen positions open on the Budget Committee, and two applicants for the positions.

A budget committee term lasts for three budget cycles.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Marjean Cline to the Budget Committee

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

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Anne Sunday to the Budget Committee

- **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

### Committee Application

Committee Applying For: Budget

Name of Applicant: Marjean Cline

Address: 1110 W 3rd St, Halsey, OR 97348

Phone Number: (541) 369-2573 Email: marjean.cline@gmail.com

Have you lived within the city limits of the City of Halsey for one year? \_\_\_\_\_ Are you registered to vote? \_\_\_\_\_

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: University of Oregon, BS in Journalism

Employer: Retired

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.

I've held numerous positions in City government over 25 years.

Explain what you feel best qualifies you to fill this vacancy:

Experience with the City's budget

Any other Comments:

\_\_\_\_\_

Signed: Marjean Cline

Date: 2/5/23

*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](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](mailto:program.intake@usda.gov).*



**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

### Committee Application

The following vacancy has been declared by the Halsey City Council: Budget Committee, and is for the following term: from January 2023\_to June 2025

Name of Applicant: Anne Sunday

Address: 650-W. 3rd

Phone Number: 206-200-0890 Email: \_\_\_\_\_

Have you lived within the city limits of the City of Halsey for one year? yes Are you registered to vote? yes

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: Associate Degree - Geomatic Engineer

Employer: Tired again = Retired

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.  
Finance Committee, Infrastructure Committee, City Planning Commissioner; Election Board, various county depts. as a private citizen.

Explain what you feel best qualifies you to fill this vacancy:

I have served 2 terms so have experience

Any other Comments:

Signed: Anne Sunday

Date: 3-6-23

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](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](mailto:program.intake@usda.gov).

**L. NEW BUSINESS**

**2. Sweet Home Sanitation Update and Rates 2023-2024**

**Council Action:** *NONE*

**March 14, 2023**

**Issue Statement:** Sweet Home Sanitation will present the 2023 rates for Council review. The ordinance allows them to adjust pricing based on the CPI, but they come to Council to be available and transparent, answer questions about operations, industry, and services.

Sweet Home Sanitation's new Operations Manager Joshua Stanley and new District Manager Chris Kjar are planning to attend to meet the Council.



**Sweet Home Sanitation  
City of Halsey  
New Rates Effective March 1, 2023**

	CURRENT RATE	8.15% NEW RATE EFF 3-1-2023
<b>Residential Service:</b>		
Cans and Carts		
1-20 gallon weekly	\$14.51	\$15.69
1-35 gallon weekly	\$32.36	\$35.00
1-90 gallon weekly	\$40.21	\$43.49
Household Hazardous Waste Fee	\$0.63	\$0.68
<b>Other Services</b>		
Yard Debris Only	\$6.55	\$7.08
Recycling Only	\$6.55	\$7.08
Recall Fee	\$11.67	\$12.62
Access Fee	\$7.72	\$8.35
<b>Commercial Service:</b>		
90 gallon cart	\$41.01	\$44.35
35 gallon cart	\$35.14	\$38.00
<b>1 Yard Container</b>		
Rental	\$66.33	\$71.74
Once per Month	\$90.73	\$98.12
Every Other Week	\$112.10	\$121.24
Weekly	\$143.84	\$155.56
2X per Week	\$259.09	\$280.21
Extra Dump	\$41.31	\$44.68
<b>1.5 Yard Container</b>		
Rental	\$66.33	\$71.74
Once per Month	\$98.57	\$106.60
Every Other Week	\$127.42	\$137.80
Weekly	\$175.41	\$189.71
2X per Week	\$333.27	\$360.43
Extra Dump	\$47.43	\$51.30
<b>2 Yard Container</b>		
Rental	\$66.33	\$71.74
Once per Month	\$106.23	\$114.89
Every Other Week	\$143.97	\$155.70
Weekly	\$228.09	\$246.68
2X per Week	\$409.23	\$442.58
Extra Dump	\$52.99	\$57.31
<b>3 Yard Container</b>		
Rental	\$66.33	\$71.74
Once per Month	\$116.11	\$125.57
Every Other Week	\$219.13	\$236.99
Weekly	\$328.64	\$355.42
2X per Week	\$590.19	\$638.29
Extra Dump	\$58.99	\$63.80

## L. NEW BUSINESS

### 3. Multi-City Rural Coalition Proposal

**Council Action:** *MOTION*

**March 14, 2023**

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

#### **Summary:**

The attached proposal grew out of conversations with other cities about our frustration with the League of Oregon Cities (LOC) priority process and their lack of representation for small city needs in Salem. We recognize their intentions are good and their burden is great – at the same time, this last cycle our Councils had a hard time trying to find even four of the proposed priorities that would help Halsey. Several other small cities in our region felt the same and we sent a letter of concern to the LOC.

They are about to work on their next 5 year strategic plan and as part of that process, will look at how cities are recruited and chosen to serve on their policy committees. Current membership on those committees is 17% representation for cities under 5000. 58% of Oregon's 241 cities have populations under 5000. It is great that they will look at this, but it may be a few years before it yields results. Also as the LOC represents both large and small cities, it is often asked to represent multiple and sometimes opposing viewpoints.

The Multi-City Rural Coalition proposal is a regional partnership proposal and it would be working with a local lobbyist. Sean Tate is based in Lebanon. The cities currently partnering on this issue are Brownsville, Harrisburg, Scio, Halsey, and Sodaville. We anticipate that Monroe, Tangent, and possibly Adair Village may be interested.

This proposal would be to train our City Councils and staffs in effective lobbying, help us set up policy committees or a combined regional policy committee, teach us the skills and help set up structures for establishing regional alignment, and effectively pushing those regional priorities in Salem. It would need participation from our Councils, staffs, and concerned citizens.

It would be for one year. The most Halsey would pay is \$200 per month (\$2400 per year) – however, we have talked about basing contributions as per capita, which would reduce our share, and if Monroe, Tangent, or others choose to join, they also would pay a share of the cost, which would further reduce our contribution.

Is Council interested in participating in this partnership? Do you like the proposal enough to commit to a one-year contract?

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

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

## **Multi-City Rural Coalition**

### **Government Relations Scope of Work and Proposal – Phase 1**

*Phase 1 of our Government Relations Engagement Strategy creates a foundation that will allow our Cities to begin to engage their electeds in meaningful State-level policy discussions in the 2024 legislative short session.*

## **Scope of Proposed Work**

### **1. Coalition Leadership Session – 5 Cities Leadership**

*Mid-Late April*

- Why This is Important
- Policymaker Engagement
- Legislative Policy Committees
- Tools and Information
- Developing Common Ground and Strategies

### **2. Council Training & Support Sessions – Each City Leadership/Council**

*May - October*

- Importance of Policy Committees
- Seats at Tables
- Policymaker Engagement
- Tools and information

### **3. Strategic Alignment Session – All Cities/Councils**

*December*

- Discuss principles/rules to guide engagement:
  - Policy and budget priorities
  - Vision/Mission
  - When, Why, How and Who

Continued...

- **Leveraging Staff and Council**
  - Help Pay Attention
  - Existing Relationships
  - Measures for Protecting the Brand
- **Establish procedures for consensus-building/direction**

#### **4. Additional Services & Information – All Cities/Councils**

##### **Ongoing**

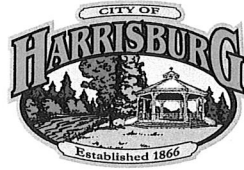
- **Registered as Clients of Tate Public Affairs\***
- **Visiting/observing Councils; availability for questions/presentations**
- **Available to 5 Cities for consultation as needed.**

**Professional Services Fees**

**\$1,000.00 / month beginning 3/1/2023\***

+ Reimbursement of reasonable and customary expenses. With 12-month agreement

\* Registration with OGEC; listed as clients on Tate Public Affairs website and with Capitol Club.



## *Sean Tate Proposal Ideas*

February 6<sup>th</sup>, 2023

### **Scope | Phase I**

#### ★ Councilor Education

- Purpose of Internal Policy Committee
- Proactive Policy Statements
- Shared Purpose
- Templates

#### ★ Leverage

- Staff & Council
- Regional Agenda Items, developing strategies
- Regional Awareness

#### ★ Recognition

- Seats at the Table
- Where is the table?
- How to effectively engage?
- Telling the cities story effectively

#### ★ Tools of the Trade

- OLIS Overview
- Succinct Narratives
- Effective Inputs
- Message Penetration

✿ Prepare two sessions with basic information tailored for the coalition leadership group.

✿ Prepare one or two sessions with each City.

✿ Prepare joint session with all cities.

**L. NEW BUSINESS**

**4. Utility Rates 2023-2024**

**Council Action:** *NONE*

**March 14, 2023**

**Issue Statement:** Council is asked to consider utility rate increases for the 2023-2024 fiscal year.

**Summary:** This is a preliminary discussion to guide the City Administrator when preparing the proposed FY 2023-24 Budget. Council cannot adopt rate increases without a public hearing. No action will be taken in this meeting.

- Inflation and the steadily increasing costs of utility materials and contracts continue to place a burden on the Water and Sewer funds. The January 2023 CPI shows an increase of 6.3% over the prior year. A 6.3% increase in each utility would be \$2.90 in Water and \$2.39 in Sewer.
- RCAC Staff and Business Oregon both state that yearly small increases are more manageable for households on limited incomes as opposed to having years with no increase followed by larger increases.
- The recent RCAC Water Rate Study suggests larger rate increases over the next 5 years to grow the reserves. However, a smaller one may be advisable as Council may want to consider increases in the Sewer utility as well.
- The city is preparing to replace Well 69. Building up the water reserve will give the city more funding options and may help protect citizens from an emergency bond or sudden emergency rate increase.
- The Sewer Reserve is still recovering from the lift station pump replacement in 2009. The City may have the option of funding through DEQ with loan forgiveness/grant funds for the I&I project and for the Wastewater Facilities Plan. The city will need to repay the debt, and the least burden on households would be to do so out of the service revenue stream.
- The Stormwater fees do not need to be increased this year.

Reserve Funds

2021-2022	Water Reserve	\$ 339,000
2021-2022	Sewer Reserve	\$ 186,600

Estimated revenue generated for Water/Sewer per \$1.00 increase:

Water	\$ 4,620
Sewer	\$ 4,680

**Suggested:** Water \$2-3; Sewer \$2-3

- **This item is for discussion. The Budget Officer is requesting Council discussion and recommendation for the purpose of preparing the proposed budget document. No final decision can be made tonight. There will be public notice and a public hearing before any rate increase can be adopted.**

## M. ORDINANCES & RESOLUTIONS

<b>1. RESOLUTION 2023-716 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook</b>
---

<b>Council Action:</b> <i>MOTION</i>
--------------------------------------

<b>March 14, 2023</b>
-----------------------

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

**Summary:** It has been two years since an update has been done on the Employee Handbook. The Halsey Employee Handbook is based on a model from CIS that incorporates best practices and any changes in State and Federal employment laws.

This update includes additions: “introductory Period of Employment” and “Leave Donation.” There are several other small changes either for best practices or for changes in HR law.

The new text in the handbook is in red in the copy in your packet, so you can find it easily. Small clerical changes that do not affect content, such as grammar, commas, word choice are not necessarily marked in red if they did not significantly alter the content or meaning of the document.

Based on requests from the February Council meeting, the introductory period of employment is set at 90 days, and the cap for Compensatory Time has been raised to 80 hours.

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

- **Council Options**

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



## RESOLUTION 2023-716

### **A RESOLUTION OF THE CITY OF HALSEY UPDATING AND ADOPTING THE EMPLOYEE HANDBOOK FOR THE CITY OF HALSEY AND REPEALING AND REPLACING ALL PRIOR VERSIONS OF THE EMPLOYEE HANDBOOK**

**WHEREAS**, the City Council of the City of Halsey, Oregon has determined that it is necessary to update policies to ensure conformance with the laws of the State of Oregon and the United States; and,

**WHEREAS**, the City of Halsey wants to ensure that all personnel matters are handled in a professional manner and are outlined for both employees and the City; and

**WHEREAS**, the City of Halsey wants to ensure its employees have guidance and clear expectations regarding their employment with the City;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Halsey, Oregon, as follows:

1. Resolution Numbers 2021-686 is hereby repealed.
2. The 2023 City of Halsey Employment Handbook is hereby adopted to be used by designees with regards to employment of City personnel.
3. A copy of the City of Halsey Employment Handbook is attached to this Resolution.

**ADOPTED** by the City Council this 14<sup>th</sup> day of February, 2023.

---

Jerry Lachenbruch, Mayor

ATTEST:

---

Hilary Norton, City Administrator



## M. ORDINANCES & RESOLUTIONS

<b>2. RESOLUTION 2023-717 – A Resolution Adopting a Paid Leave Oregon Policy for the City of Halsey</b>	
<b>Council Action:</b>	<b>March 14, 2023</b>

**Council Action:** *MOTION*

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

**Summary:** The Paid Leave Oregon program begins this year. Payroll deductions start in January of 2023, and employees will be able to participate in the program starting in September of 2023.

Participation in the program is legally mandated, but there are variables in how the City does so. The attached policy defines details like requirements for notification, the use of accrued paid leave in conjunction with the PLO program and similar. This is based on a model policy from CIS.

CIS notes that the Oregon Department of Employment is still working out details of the program and how it will interact with other legally protected leaves. This policy may need to be adjusted if the Oregon Administrative Rules change.

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

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



## RESOLUTION 2023-717

### A RESOLUTION ADOPTING A PAID LEAVE OREGON POLICY FOR THE CITY OF HALSEY

**WHEREAS**, the City Council of the City of Halsey, Oregon has determined that it is necessary to update policies to ensure conformance with the laws of the State of Oregon and the United States; and,

**WHEREAS**, the City of Halsey wants to ensure its employees have guidance and clear expectations regarding their use of the Paid Leave Oregon program and their obligations to the City relating to that use;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Halsey, Oregon, as follows:

1. The attached Paid Leave Oregon Policy is hereby adopted.
2. This Resolution shall take effect immediately upon passage and shall continue in full force until revoked or replaced.

**ADOPTED** by the City Council this 14<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Jerry Lachenbruch, Mayor

ATTEST:

\_\_\_\_\_  
Hilary Norton, City Administrator



## Halsey Paid Leave Oregon Policy

### ***Objective***

The City of Halsey recognizes the value Paid Leave Oregon (PLO) contributes to the wellbeing of employees and their families. The following policy is intended to integrate PLO requirements with other City of Halsey policies to minimize operational impact and opportunities for miscommunication.

### ***Reasons for Leave and Leave Length***

PLO is a state-run program that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- Family leave – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- Medical leave – for an employee experiencing their own serious health condition or disability due to pregnancy.
- Safe leave – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave may be allowed under the PLO program for other OFLA protected reasons.

### ***Notification Requirements***

Although the plan is administered by Paid Leave Oregon, the City of Halsey requires employees to notify the City Administrator when they have applied for PLO leave.

**Foreseeable Leave:** If the need for PLO leave is foreseeable or planned, the employee is required to provide the City of Halsey at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitting the PLO Request Notification form to the City Administrator

**Unforeseeable Leave:** If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to the City of Halsey within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted using the PLO Request Notification Form.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify the City Administrator within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City of Halsey's normal call-in procedures.

### ***Accrued Leave and Holiday Pay While on Leave***

Employees on PLO leave will not accrue sick, vacation, or other employer-provided leave, and employees will not receive holiday pay.

### ***Benefits While on Leave***

If an employee is on an approved PLO leave, the City of Halsey will continue the employee's medical, dental, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage during a period of approved PLO leave absence is responsible for paying his/her share of premiums, the same as when premiums were paid by the employee, prior to the PLO leave.

### ***Job Protection***

Employees who worked for the City of Halsey for more than 90 consecutive calendar days prior to taking PLO leave may be reinstated to their former position if the position still exists. If the position has been eliminated, the employee may be restored to a different position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of a PLO leave, reinstatement may not be available unless the law requires otherwise.

Employees who work for other employers while taking PLO leave may be subject to discipline up to and including termination. Additionally, an employee who uses PLO leave for reasons other than the reason for which leave has been granted may be subject to discipline up to and including termination.

### ***Use of Accrued Leave to Supplement PLO Benefit***

PLO benefits will not provide most employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to supplement their PLO benefits with other available paid leave such as accrued paid leave (sick, vacation, paid time off, and/or comp time), up to 100% of the employee's regular gross wage. When PLO Benefits and supplemental employer compensation are added together, the amount paid cannot exceed the employee's regular gross monthly wage.

To request use of employer compensation, employees are required to complete, sign, and then submit, a Supplemental Compensation Request Form, along with their PLO Benefit Determination Letter, no later than the last date and time the City of Halsey requires employees' regular payroll submissions to be submitted. The City Administrator will then determine the amount of accrued leave and/or other eligible compensation needed, to equal 100% of the employee's regular gross wages. Failure to complete, sign, and return the Supplemental Leave Authorization Form to the City Administrator in a timely manner may result in the employee not being allowed to use employer compensation to supplement PLO benefits.

### ***Who to contact for more information***

For more information about the City of Halsey's Paid Leave Oregon policy, contact the City Administrator.

For more information about the state's Paid Leave Oregon program, employees need to contact Paid Leave Oregon directly. Paid Leave Oregon contact information is available at the following website:

[Paid Leave Oregon: Employees: Employees: State of Oregon](#)

*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](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](mailto:program.intake@usda.gov).*

## M. ORDINANCES & RESOLUTIONS

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

Council Action: **MOTION**

March 14, 2023

**Issue Statement:** Council is asked to review the draft Park Master Plan for the City of Halsey.

**Summary:** The Park Master Plan was created with input from the Parks Advisory Committee, a parks survey sent out and gathered by Julia Fox, community feedback collected over the last several years, input from the Urban Forestry Program at the state, and from City County Insurance.

The plan is broken into phases and meant to be completed over time. If the City is able to get OPRD grants, phases of the project will move forward more quickly, but foundations such as the Ford Family Foundation, Meyer Memorial Trust, the Oregon Community Foundation and the Siletz Tribal Charitable Contribution Fund all have grants that can be applied for to move the project forward a piece at a time.

Council is asked to review the plan, request any edits or changes from staff, and may choose to approve the plan, approve it with amendments, or request it to be edited and returned for consideration in the next meeting.

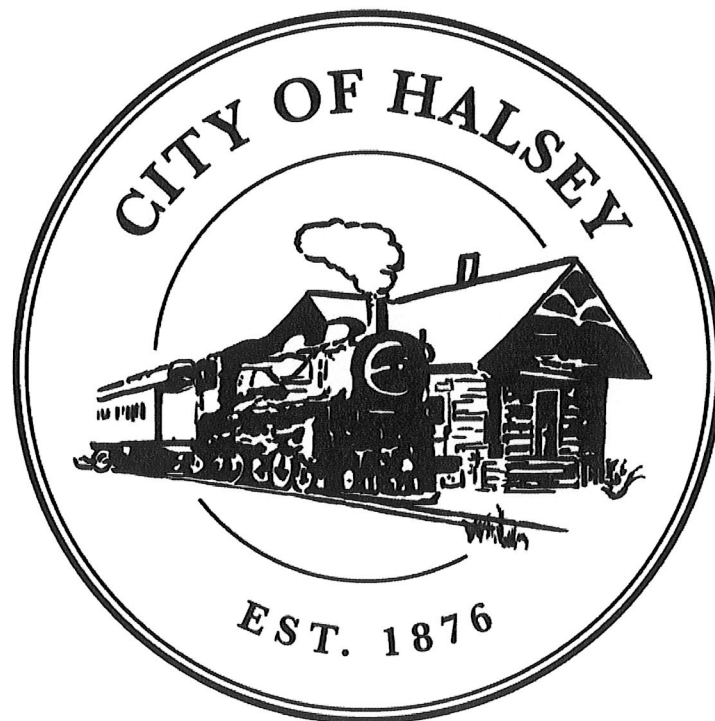
➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-719 -- A Resolution Adopting a Parks Master Plan for the City of Halsey

- **Council Options**

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

# Halsey Parks Master Plan

January 2023



# Halsey Parks Master Plan

A special acknowledgement to the following individuals who made this plan possible

## **CITY OF HALSEY**

---

Hilary Norton	City Administrator
Jerry Lachenbruch	Mayor
Stacy Strauss	City Counselor
Madison Lacoste	Municipal Clerk
Andy Ridinger	Public Works Lead
Julia Fox	RARE Community Planning Consultant

## **HALSEY PARKS COMMITTEE**

---

Blake Nightingale  
Daphene Sampson  
Gabriel Flores



# Table of Contents

1. Introduction.....	4
2. Conceptual Plan for Memorial Park.....	6
3. Conceptual Plan for North End Park....	10
4. Cost Estimate.....	13
5. Preliminary Implementation Plan.....	15
6. Appendix: Parks Survey Results.....	18

# Introduction

This section explains the purpose of the Halsey Parks Master Plan and summarizes both the public involvement and planning process that led to this recommended plan. This master plan will guide decision making for future park improvements and provide a framework for implementing individual projects identified during the planning process. The plan includes guiding principles, a conceptual design, project list, rough cost estimates, and recommendations for phasing, funding opportunities, and stewardship.

## Statement of Purpose

The City of Halsey is looking to renovate and develop its park system to improve outdoor recreation for residents and visitors. Under the direction of the Halsey City Council, city staff, and with the guidance of a community survey and Citizen Parks Committee, this Parks Master Plan aims to enhance and expand Halsey's parks to better serve the community.

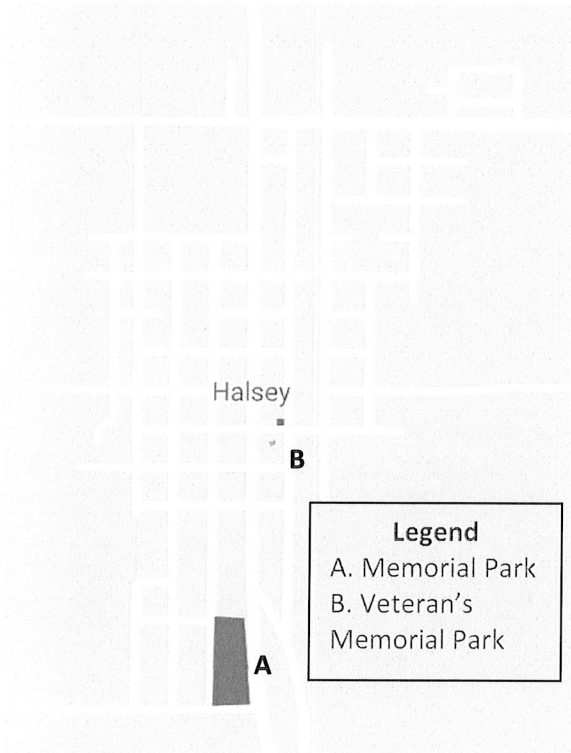
## Guiding Principles

**ADA Accessibility:** All restrooms, pavilions, and paved paths at our parks should meet ADA requirements. But meeting the requirements should not be the stopping point. The Halsey Parks Master Plan should strive to go beyond the minimum requirements to make these parks welcoming and enjoyable to all.

**Universal Design:** This concept includes design considerations for accessibility, and ties in a multigenerational approach to design. Every park should have something for small children, older children, young adults, adults, senior citizens, families, and community groups to enjoy. Universal Design in a city park should look like visually appealing spaces and room and amenities for socialization, exercise and play for people of all ages, backgrounds and abilities.

**Support Active, Healthy Lifestyles:** People of all ages benefit both physically and mentally from outdoor physical activity, and Halsey's parks should be a welcoming space to support this. This will include pedestrian-friendly spaces, making the parks accessible by bike or on foot, and providing amenities for exercise and play for all ages. This parks plan will also include design choices to provide spaces and activities so that people can visit and enjoy these parks year-round, through every season.

## Background



In 2021, the Halsey City Council identified park improvements as one of the top priorities for the city to work on in the coming years. As a result, the city council and staff have begun the work to prepare a well-thought and informed design plan for the city's parks.

Halsey currently has two parks: Memorial Park and the Veteran's Memorial Park. The Veteran's Memorial Park is a new addition, being established in 2016. Since it is new and extremely small, it was not addressed in this Master Plan. This Master Plan will cover the enhancement and rehabilitation of Memorial Park, and the installation of a third city park, all to address the needs, ideas and concerns of Halsey's residents.

## Plan Process

The process of designing this plan involved the work of city staff, city council, and public participation. To ensure the final plan reflected the needs of the community, the city provided several opportunities to discuss ideas and explore options in a public forum. To accomplish these objectives, city staff and council used the following strategies:

1. A public survey promoted in the city newsletter, website and social media page to collect input from Halsey residents. The survey was left open for the duration of time it took to design this Master Plan.
2. A public announcement for the opportunity to serve on the Parks Committee and a request for applications. This announcement was placed in the city newsletter, website, and social media page.
3. Parks Committee applicants approved and appointed by City Council to advise the design plan of Halsey's parks. The committee was tasked with representing the various interests within the community and advising project areas.
4. Input from the Parks Committee and survey results was gathered to begin feasibility and cost research.
5. With considerations from public input, and feasibility and cost adequately researched, the city drafted the Master Plan.

# Halsey Memorial Park

## Conceptual Plan

Established in 1899, Memorial Park is the oldest park in the City of Halsey, and it has since been well-loved by the community. Over the years, constant use, weather, and tree roots have left the park in need of some major renovations. Increasing summer temperatures and a large resident population of senior citizens and young families has also shifted the needs of this park. Below is listed all the renovations and upgrades the city plans to implement at Memorial Park.

1. Sidewalk
  - a. Regular wear and tear, combined with disruptive roots from poplar trees growing along the sidewalk's Eastern side have torn up the asphalt and left the sidewalk uneven and noncompliant with ADA standards. The city will remove the asphalt sidewalk and replace it with concrete. Care will be taken to ensure the sidewalk is compliant with ADA regulations and is built to prevent flooding or pooling in the rainy season.
2. Park Amenity Removals
  - a. **Benches:** The park's benches are not currently well-spaced or uniform throughout the park, and some are not ADA compliant. The older benches will be removed and new benches will be uniform and better spaced along the walking path.
  - b. **Horseshoe/Fire Pits:** Due to low use, the horseshoe pits and fire pits will be removed.
  - c. **Wooden Bollards:** The northern end of the park is partially lined with wooden bollards that are currently rotting. These bollards will be removed.
3. Landscaping
  - a. The poplar trees will be removed to prevent future wear and tear on the park's sidewalk.
  - b. New trees with less disruptive root systems will be planted around the park to add shade and visual appeal.
4. Children's Play Area
  - a. **Playground:** When asked what needs improvement at Memorial Park, the Playground was the most mentioned amenity by Halsey survey participants. The current playground structure is old and very small. It doesn't offer enough features to be usable for children from 2-12 years old, and doesn't offer any ground-level features for children with limited mobility. Other current freestanding playground equipment is worn, aged, or too small to meet current visitor needs. The current playground equipment will be removed and replaced with new playground structures that offer activities for children of all ages, sizes, and abilities. New playground surfacing will be added to increase safety.
  - b. **Splash Pad:** When polled, almost a third of survey respondents suggested adding a splash pad for children at Memorial Park. Local families with children currently have to commute to other cities to access public pools and other water features, many of which charge an entrance or membership fee. Considering this problem, added with rising summer temperatures, the city has identified a need to adapt

the city park to address this issue. The city will install a small splash pad at the Memorial Park playground to offer kids a place to be active and stay cool in the summer heat. The splash pad will have an aesthetic design to ensure visual appeal even when it is turned off.

- c. **Safety Fence:** Residents with small children have expressed concern about the busy roads intersecting around the park, particularly West 3<sup>rd</sup> Street and O Street. The city will start by moving the playground toward the center of the park to increase its distance from any streets, and will install a road sign signaling to drivers that there are children at play. If this change does not reasonably decrease safety concerns, a short fence will be installed around the perimeter of the playground to ensure small children cannot run into the street. The fence will be built to ensure maintenance workers and law enforcement officers on patrol can still see into the playground from the street.

#### 5. Multi-Use Court

- a. Many adults in Halsey are picking up Pickleball as a recreational sport, and there is currently one public space in town big enough to play on. In response to this growing trend, the current basketball court will be renovated to become a multi-sport court. The court will be resurfaced with non-slip paint and will have basketball and pickleball court lines. The current basketball hoops are old and difficult for children to use, and will be replaced with adjustable basketball hoops. Ground-sleeves for a pickleball net will be installed in the ground for people to bring their own nets to set up with. Strategic landscaping will be installed to prevent balls from rolling onto the street. Trees will be planted around the court to decrease surface temperatures and offer shade.

#### 6. Outdoor Gym

- a. Exercise and staying active is beneficial to people of all ages, and residents in Halsey have to drive upwards of 20 minutes out of town to access a gym. To address this concern, the city will install an outdoor exercise station with equipment to build muscle strength, increase cardio health, and stretch and protect joints. The project will ensure that at least some of the equipment can be accessed by those with mobility challenges and individuals who use wheelchairs.

#### 7. Lighting

- a. The park is currently lit with Victorian-style street lamps along most of the park's perimeter. The Parks Committee expressed concern that the current lamps do not prevent light pollution. Acknowledging that the current street lamps are in good working condition and a wholesale replacement of these lamps at this time would be ecologically wasteful and costly, the city will replace the current bulbs with warm-toned LED bulbs, and as the fixtures break or stop working, they will be replaced with fixtures with overhead shielding to mitigate light pollution.
- b. Lighting shall be installed under the pavilion to provide more safety.

#### 8. Site Amenities

- a. **Benches:** New benches will be installed to replace the dilapidated benches, and will be made out of recycled plastic and styled to match the current benches to give the park a more uniform look.
- b. **Trashcans:** The park currently does not have enough trash cans placed in strategic areas to meet the needs of park visitors, and littering is a repetitive issue at the park. More trash cans will be installed to address this problem.

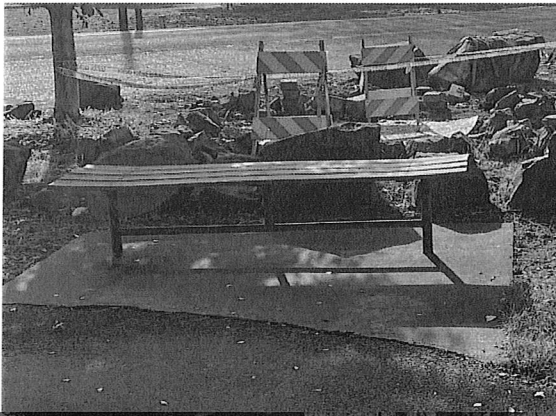
- c. **Recycle Can:** The park currently does not have a receptacle to collect people's recyclable waste. One will be installed to collect aluminum cans.
  - d. **Rock Bollards:** Around most of the park, there are currently large rock bollards to keep traffic off the park grounds. More rock bollards of this style shall be installed as needed to give the park a more uniform look.
  - e. **Connections for Food Truck hookups:** For events held at the park, a few places for food truck hookups will be installed.
  - f. **Bike Facilities:** To encourage residents to use their bikes to access the park, a public bicycle pump and bike racks will be installed.
  - g. **Disk Golf Basket:** Under the recommendation of the Parks Committee, a disk golf basket will be installed at the park.
9. Skate Park
- a. The skate park currently offers a space for older kids and young adults in the community to enjoy. Under the recommendation of the Parks Committee, it will be kept and maintained.

### **Unincorporated Suggestions and Ideas**

The following suggestions were brought up by both survey participants and the Parks Committee, and after a review of feasibility and cost, were ultimately left out of the Master Plan. This is not intended to prohibit any future development of these projects at Halsey's park spaces, but at this time, these projects will not be taken on or funded by the city.

1. **Dog Park:** Many survey participants wrote that they would like a dog park at one of Halsey's parks, and the city has received feedback from residents about wanting this amenity for several years. It was included for review by the Parks Committee, which ultimately recommended against putting in a dog park. Reasons for this action included maintenance and liability concerns. The city took the Parks Committee's recommendation into consideration, and after another review, recognized there are some additional logistical problems to putting in a dog park at any park in Halsey. Space is the biggest issue with this project, followed by safety costs and the unique maintenance requirements of keeping a dog park. Therefore, it will not be included in this Master Plan.
2. **Community Garden:** A community garden was mentioned by some survey participants and was included for review by the Parks Committee, which approved of the project idea. After a feasibility review, the city identified several areas of concern with this project. City staff currently do not have the capacity to facilitate a community garden for residents, which would include utility tracking, collecting rent for plots, and added security and maintenance to ensure safety. Added to this, the city would be liable for any public space residents have to pay to access. Therefore, this recommendation was not included in this Master Plan.

*Uneven bench*



*Old horseshoe pits.*



*Small jungle gym. No accessible features for children with disabilities.*



*Old climbing structure.*



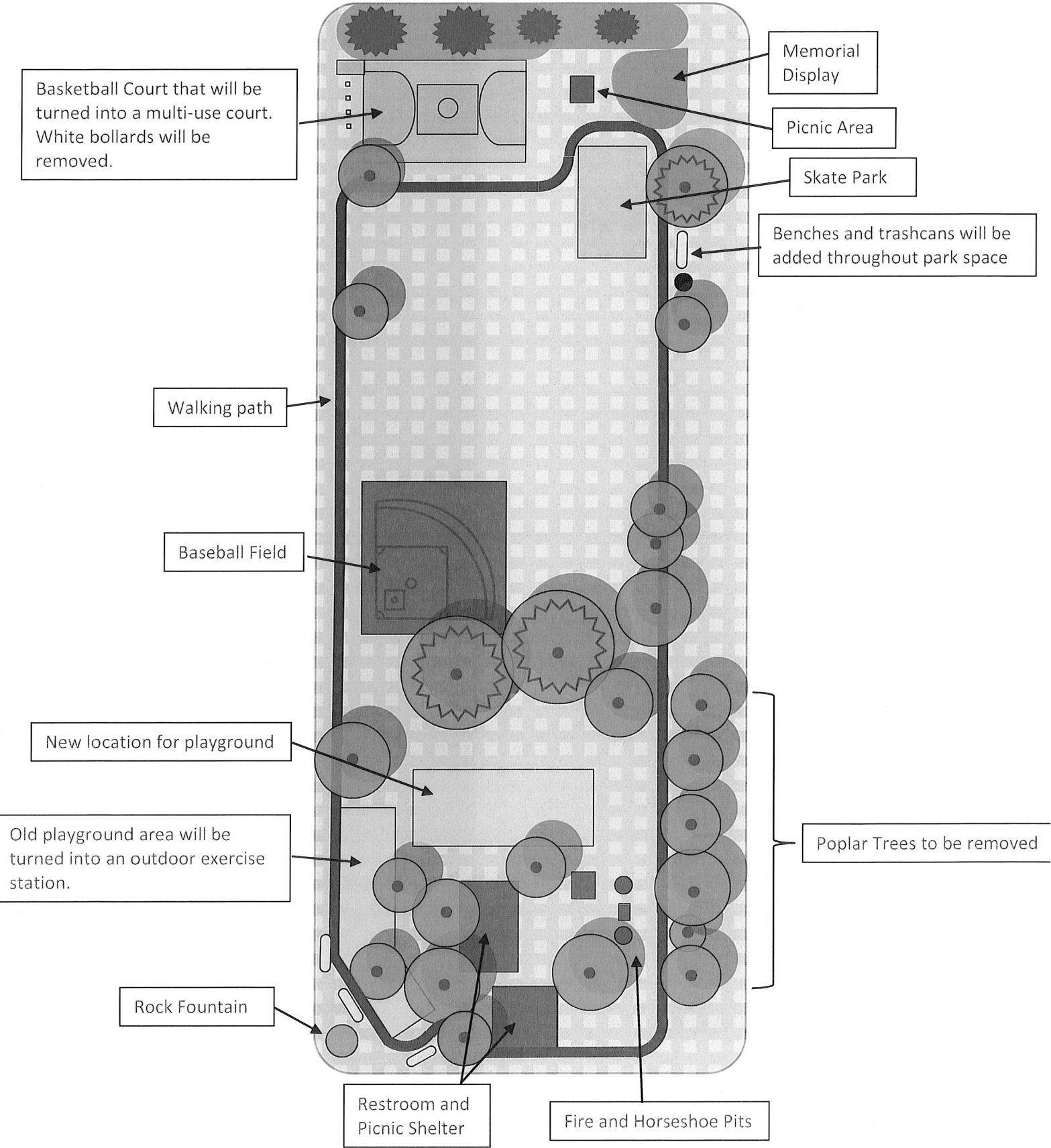
*Concrete court with faded lines and non-adjustable hoops.*



*Uneven asphalt pavement.*

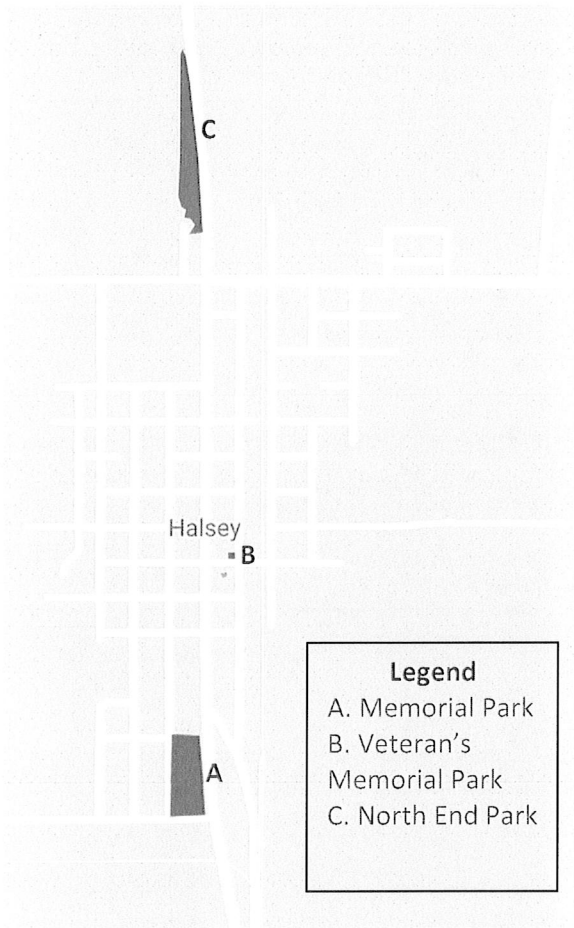


# Memorial Park Project Overview





# North End Park Conceptual Plan



When asked if they wanted a new city park in Halsey, almost 90% of survey participants answered yes. Halsey residents who live on the northern end of town do not have easy walking access to a park, as both of the city's current parks are located at the southern end of town. The city has received requests for many years from residents at the north end of town to build a park closer to them. Halsey's North End Park will reside just north of City Hall and will become Halsey's second largest community park. Under the recommendation of the Parks Committee, the city will design this park to offer something unique for residents that they cannot experience at our other park locations, all while still adhering to our broader goals of universal design and accessibility. The majority of the property will be preserved as a natural area with native plants and a self-directed interpretive walking trail.

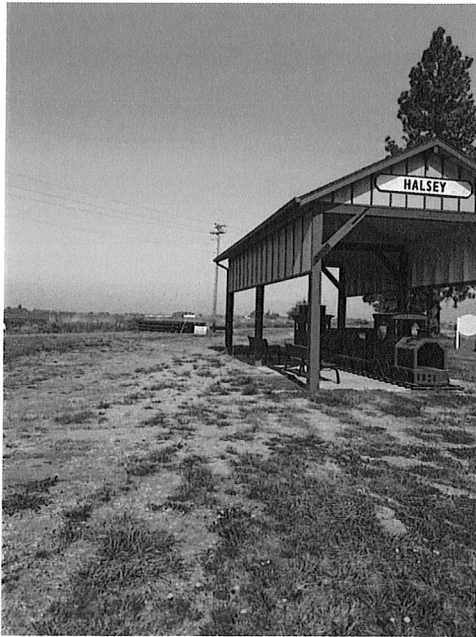
1. Irrigation
  - a) The majority of this park space is currently undeveloped, and in order to have grass, landscaping and trees, the park needs an irrigation system.
2. Playground
  - a) The city has received requests from families living on the north-end of town to put in a playground in this area for over a decade. Those living on this end of town do not have easy walking access to a public playground. The closest playground to these residents is on the Central Linn Elementary School's property, which is not intended to be a public playground and therefore does not offer the amenities that a public space would provide, most importantly being a public restroom.
  - b) Keeping with the broadly stated goals of accessibility, equity and universal design, this park is in need of a playground for children of all ages and abilities to enjoy. There is currently a playground structure suited for small children, but does not offer anything for older children or children with disabilities. To fit the space, the playground will be small, but will have amenities for older children and ground-level features for children with mobility challenges to enjoy. ADA-accessible playground surfacing will be added for better safety.

3. Landscaping
  - a) Landscaping at this park will largely consist of plants that are native to the Willamette Valley. Trees will be planted throughout the park to add shade and wind protection, and special care will be taken to create a hedge of trees and shrubs along the highway to cut down on noise pollution.
  - b) **Native pasture:** Part of this park used to be the old 99 Highway, and therefore the ground in some places is very hard and may be too difficult to plant trees in. To address this, part of the park will have an open pasture with native wildflowers and grasses. To establish this pasture, the current plant life growing there will need to be removed.
  - c) Turf grass will be planted at the front of the park to offer groundcover.
4. Fence
  - a) The park runs right along Highway 99, and there is currently nothing between the park and road. Residents with small children and dogs have expressed concerns over this.
  - b) A fence will be built along the highway to protect small children and dogs.
5. Picnic Shelter
  - a) To create a usable space for people to stay at for long periods of time, and to offer a space for social events, a small picnic shelter will be installed at the front-end of the park.
  - b) **Restroom:** restroom facilities allow visitors to stay and enjoy the park as long as they would like to. An ADA-accessible restroom will be added and attached to the picnic shelter to conserve space.
6. Pathways
  - a) **Paved Pathways:** ADA-accessible cement pathways will be installed to connect the City Hall's parking space to the park entrance, playground, and pavilion.
  - b) **Interpretive Trail:** The city will install a soft-surface trail throughout the perimeter of the park for visitors to enjoy the natural space and view the native landscaping. Interpretive plaques will be placed along the trail to educate visitors on the natural and cultural history of Halsey.
7. Amenities
  - a) Bike racks will be placed at the park entrance to encourage bike use.
  - b) An ADA-accessible drinking fountain will be installed at the park.
  - c) Basic amenities like grills, wastebins for trash, recycling and dog waste will be installed.
8. Viewing Platform
  - a) To keep with the park's overall natural theme, the city will install a viewing platform along the interpretive trail to overlook the grass fields and Coast Range Mountains to the west of the park.
9. Lighting
  - a) Lighting will be installed at the park for added safety. Lights will be energy-efficient and downward-facing to prevent light pollution, and to the extent possible to ensure safety and cost-efficiency, will be chosen to be consistent with the rustic atmosphere of the park.

---

*Space for a pavilion that's relatively close to the play area.*

---



---

*Grass, landscaping and irrigation for better visual appeal. More play equipment for children.*

---

---

*Native plant and interpretive area in the northern part of the park*

---

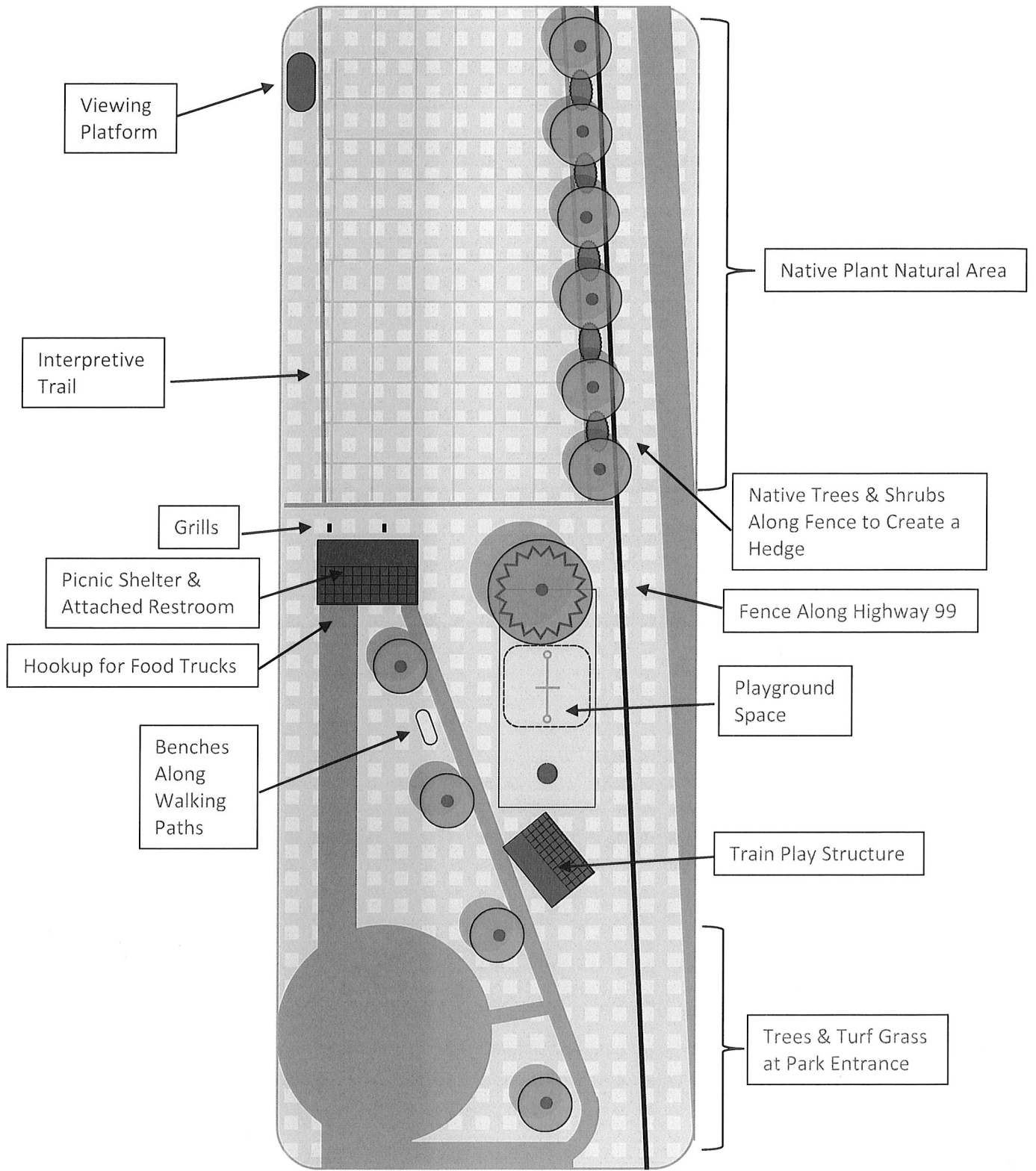


---

*Fencing along highway road for safety.*

---

# North End Park Project Overview



# Implementation

## Summary of Memorial Park Projects

### Things to Keep, Repair, Enhance

- Keep the skate park
- Repair the walking path to make it ADA compliant

### Things to Remove

- Remove horse shoe pits
- Remove fire pits
- Remove poplar trees
- Remove old playground structures

### Things to Add

- Add new playground equipment
- Add an outdoor exercise area
- Add more trees around the park
- Add bike pump and bike rack
- Add new LED bulbs to the lamps
- Add a splash pad

- Enhance the basketball court, resurface it, and turn it into a multi-sport court

- Remove wooden bollards
- Remove old benches
- Remove old basketball hoops

- Add trash cans and a recycle can
- Add lights under the pavilion
- Add new benches
- Add new adjustable basketball hoops

## Summary of North End Park Projects

### Things to Remove

- Current plant life inhabiting the space for the native plant pasture

### Things to Add

- Pavilion with attached restroom
- Fence
- Irrigation System
- Water and electric lines
- Lighting
- Playground
- Landscaping
- Native wildflowers, grasses, shrubs, and trees

- Sidewalk
- Dirt Walking Trail
- Interpretive Signs
- Trashcans, Recycle Can, and Dog Waste Receptacle
- Bike Rack
- Drinking Fountain
- Grills
- Viewing Platform

## Phasing and Rough Cost Estimates

Given the level of expenses and extent of work that needs to be done, splitting the park projects into phases was decided to be the best strategy to move forward with. Each park has been given its own individual set of phases, and each phase will be prioritized based on level of need and available funding. The following phases are a provisional recommendation for the city to proceed with. However, if needed, each project can be addressed individually. A preliminary cost estimate for each phase is included as a guide for future funding efforts. There will be a further process for design development and preparation of construction documents when funds for projects have been identified.

### Memorial Park Project

#### **Phase One: \$178,645**

- Sidewalk: \$130,000
  - Remove poplar trees
  - Install cement sidewalk
- Multi-Use Court: \$9,500
  - Remove wooden bollards
  - Resurface court
  - Add new hoops and pickleball net sleeves
  - Add landscaping
- Playground: \$29,500
  - Replace old playground equipment with new equipment
  - Install rubber mulch
- Outdoor exercise area: \$3,500
- Bike Facilities: \$1,400
- New benches: \$2,500
- Trash and recycle cans: \$2,900

#### **Phase Two: \$69,525**

- Splash pad: \$68,500
- Lights under the pavilion: \$500
- Disk golf basket: \$400
- Remove horseshoe and fire pits: \$125

### North End Park Project

#### **Phase One: \$179,560**

- Install 1<sup>st</sup> half of fence: \$15,250
- Playground: \$4,500
- Irrigation system: \$33,750
- Turf grass at the front-end of the park: \$160
- Pavilion with attached restroom: \$90,000
- Sidewalk: \$29,000
- Grills, tables, bike rack, and drinking fountain: \$5,250
- Trash cans, recycle can, and dog waste receptacle: \$1,650

#### **Phase Two: \$48,125**

- Install 2<sup>nd</sup> half of fence: \$15,250
- Soft-surface walking trail: \$18,600
- Remove non-native plant life inhabiting pasture space: \$600
- Native plant life: \$8,500
- Interpretive signs along walking trail: \$1,000
- Viewing platform: \$4,175

## Funding

The City of Halsey currently has funds set aside to renovate the sidewalk at Memorial Park. Other funding is mainly expected to come from the city applying for grants, receiving donations, and from volunteers.

## Operations and Maintenance

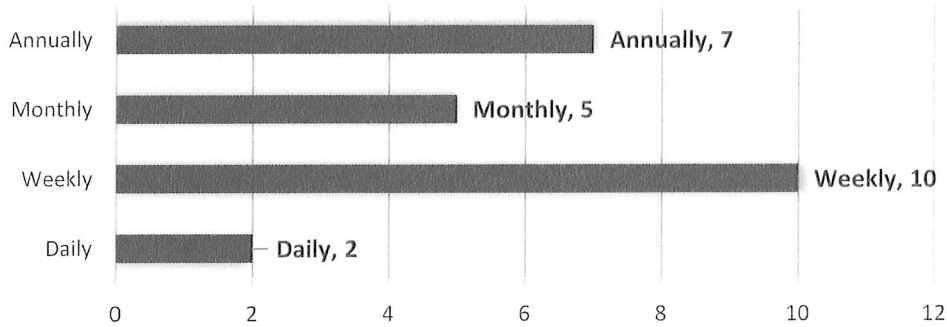
The city is committed to the care and maintenance of its park spaces. The new structures and equipment that will be introduced to Halsey's parks will be maintained and operated by the City of Halsey. The Parks Committee has elected to remain in operation and assist with grant writing, community outreach, and volunteer recruitment for the projects laid out in this Master Plan.

# Halsey 2022-2023 Parks Survey

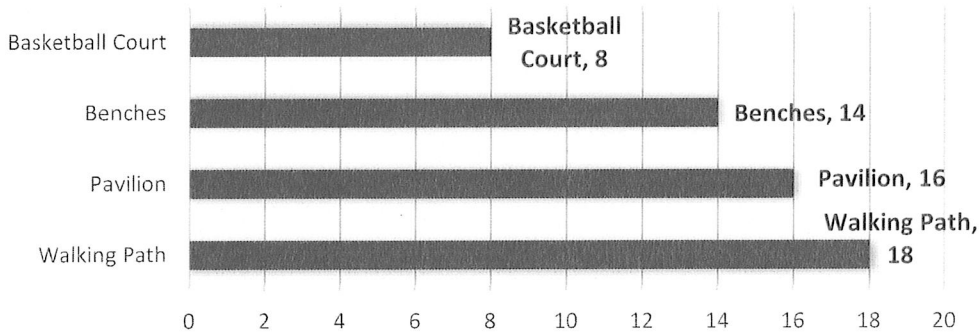
(Based Off the 24 Responses Received)

## Multiple Choice Results

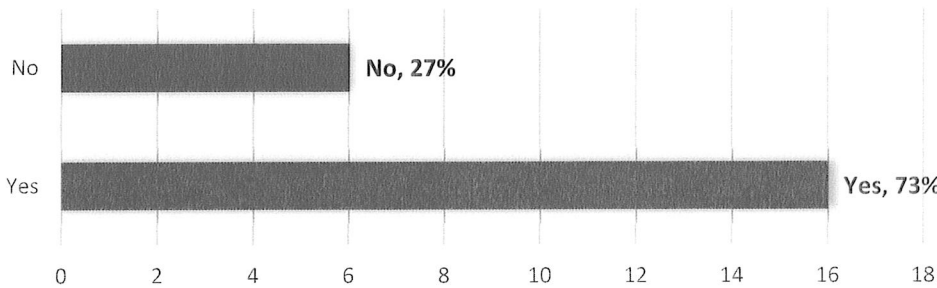
### 1. How Often People Reported Visiting Halsey's Parks



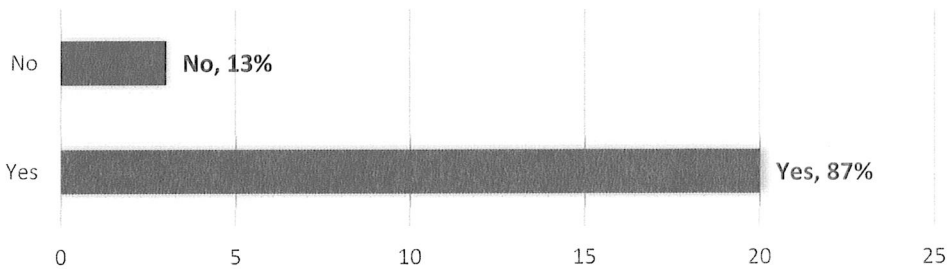
### 2. Most Used Facilities at Halsey's Parks



### 3. Approval of Adding More Bike Facilities at Halsey's Parks



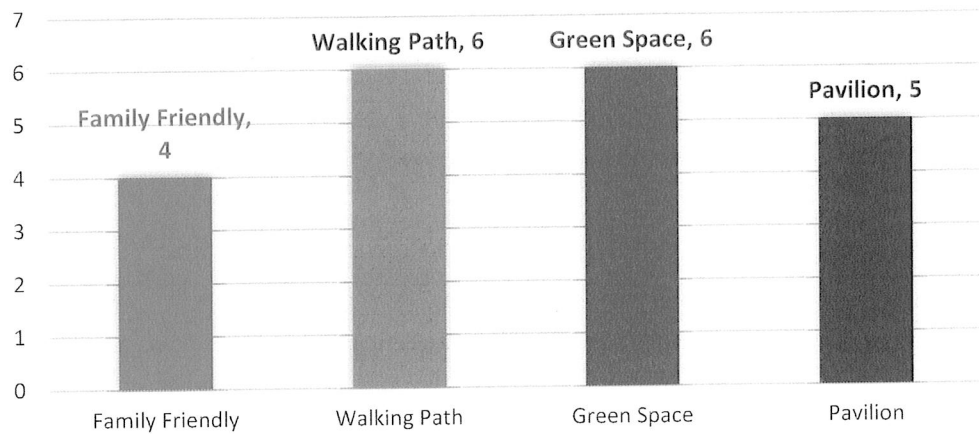
### 4. Approval of Creating a New Park by City Hall



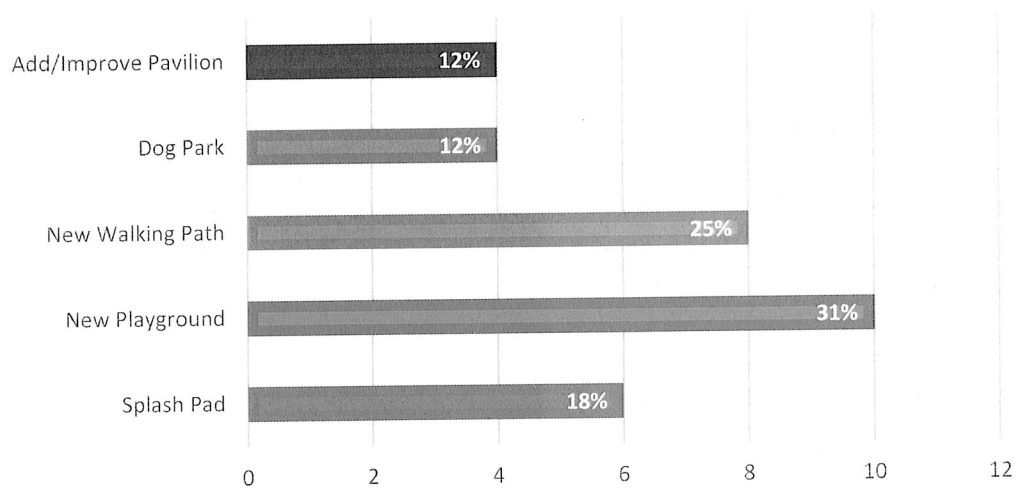


## Write-In Results

### 1. What People Like Most About Halsey's Parks



### 2. Most Suggested Improvements to Halsey's Parks





## M. ORDINANCES & RESOLUTIONS

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

Council Action: **MOTION**

March 14, 2023

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

**Summary:** This Chapter was updated about a year ago. Recently, a question came up about a background check that had to be referred to the City Attorney. He recommended some changes to the Chapter to make it easier to enforce in the future. This retains much of the content from the prior ordinance, however it has some important changes.

The biggest change is that it does not empower or commit the city to conduct background checks on itinerant and temporary vendors. In recent years, background checks have become complicated and expensive. They also require more time and expertise than we can meet with our existing staff capacity. They can trigger legal issues both in the process of performing them and in the effect of how the results are used. Finally, having the city in a position of “vetting” or “approving” itinerant merchants creates liability if one does something wrong.

The attorney’s recommendation is to remove this requirement from the code, and to instead use the code to set reasonable “time, place, and manner” restrictions on itinerant merchants.

They will still need to get a license prior to conducting any business activities. As part of the process, they will need to show ID, and they will sign an agreement to follow the rules in the Municipal Code. If they break them, they can receive a citation and the penalties in the code. They also wouldn’t be able to get another license for two years.

It also establishes regulations for temporary vendors, such as produce stands, street vendors, and similar.

It does allow the city to charge a fee. Itinerant merchants and temporary vendors use and benefit from infrastructure paid for and maintained by the city. If they do not have a physical address inside the city, they are not contributing taxes toward those expenses, as local businesses in permanent locations do.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt ORDINANCE 2023-443 -- Amending City of Halsey Municipal Code Chapter 7.05 Relating to Itinerant Merchants and Temporary Businesses

- **Council Options**

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



## **ORDINANCE 2023-443**

### **AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE CHAPTER 7.05 RELATING TO ITINERENT MERCHANTS AND TEMPORARY BUSINESSES.**

**WHEREAS** Unregulated itinerant and temporary merchants, such as peddling and door to door sales can become a nuisance to residents by interfering with peace or privacy; and

**WHEREAS** Itinerant or temporary merchants that obstruct sidewalks, streets or driveway accesses can create a safety hazard; and

**WHEREAS** Itinerant and temporary merchants benefit from city infrastructure and services, including streets, sidewalks, streetlights, police, and fire protection; and

**WHEREAS** Itinerant and temporary merchants without a physical address do not pay taxes to help fund those infrastructure and services; and

**WHEREAS** The Halsey City Council wishes to ensure regulation of itinerant and temporary merchants in the City of Halsey;

### **NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:**

**Section 1: The Halsey Municipal Code Chapter 7.05 is amended, in total, to read as follows:**

#### **Chapter 7.05 – ITINERENT MERCHANTS AND TEMPORARY BUSINESSES**

##### **7.05.005 - Purpose.**

The purpose of this chapter is to provide a safe, profitable, and peaceful method for itinerant and temporary businesses to operate within city limits. It is necessary for businesses regulated by this chapter to contribute to the costs of city infrastructure and services that they use and benefit from. It is also necessary for the city to regulate itinerant and temporary merchants to protect the safety and peace of the public.

##### **7.05.010 - Definitions.**

"Itinerant Merchant" 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.

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

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

"Temporary Business" 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, tent, canopy, table, or other temporary structure offering or exposing goods, wares, merchandise or services for sale, but not possessing a physical street address inside the city limits.

#### **7.05.020 - License—Required.**

It is unlawful for any itinerant merchant or temporary business entity, as defined in this chapter, to operate or to engage in business activities within the city limits of Halsey without first obtaining a temporary sales license as provided in this chapter, except those businesses exempted under HMC 7.05.030.

#### **7.05.030 – License - Exemptions.**

- (1) Regular Business Calls. "Itinerant Merchant" 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.
- (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) Youth Businesses. Any unincorporated business activity carried on by individuals under the age of 18.

- (6) Public Events. Persons selling goods or services exclusively during a permitted public event activity where the sponsor of the event has obtained a public event permit as long as they comply with the rules of the event.
- (7) Garage, moving, or similar sales provided no more than four such sales are conducted annually, and each sale lasts no longer than three days.
- (8) Nothing in this Chapter shall be construed to apply to any person transacting and carrying on business within the City which is exempt from a license fee of the City by virtue of the Constitution of the United States, the Constitution of the State of Oregon, or applicable federal or state law.
- (9) Any person paying a City of Halsey franchise tax or fee is exempt from the requirements of this Chapter.

**7.05.040 - License—Application.**

- (1) Every person that engages or seeks to engage in itinerant merchant or temporary business activities inside the city limits of Halsey must first submit an application for a temporary sales license to staff at City Hall during regular business hours. The application shall be on a form prepared by the City and shall contain, at least, the following information:
  - a. Address, both permanent and local, if any;
  - b. 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;
  - c. If the applicant is employed, the name and address of the employer, together with credentials establishing an exact relationship;
  - d. The period of time during which the solicitation is to be carried on including hours and days of the week;
  - e. Proposed business location(s), if any, and written approval from the respective property owner(s);
  - f. A copy of vehicle registration information of any vehicle to be driven inside the city limits during the itinerant business activity; and
  - g. A copy of a valid government issued identification.
- (2) No itinerant merchant or temporary sales activities may begin until the license has been issued by the City.

#### **7.05.050 - License—Groups.**

Persons employing several individuals as itinerant merchants may apply for a single license and shall provide such information as required in HMC 7.05.040 for each individual conducting business activities in Halsey on their behalf.

#### **7.05.060 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 city council resolution.
- (2) No license fee shall be required on a vender selling products of the farm or orchard produced by the seller or a nonprofit or educational organization soliciting donations for a charitable cause.

#### **7.05.070 License – Term**

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

#### **7.05.080 License – Non-transferable**

Temporary sales licenses are non-transferable. No license shall be used at any time by any person other than the one to whom it is issued.

#### **7.05.090 Exhibition of license**

Itinerant merchants and temporary businesses are required to exhibit their license while conducting business activities in the City of Halsey.

#### **7.05.100 Denial or Revocation**

A license may be denied or revoked by the City Administrator if:

- (1) False or misleading information is submitted on the application.
- (2) The applicant's proposed business violates other local, state, or federal laws, as determined by the appropriate governmental authority.
- (3) The applicant has been convicted of a violation of this chapter within the two years prior.
- (4) The applicant engages in business activities that are not described in the application.

#### **7.05.110 Notice**

A notice of denial or revocation of a temporary sales license shall be given in writing setting forth the grounds of denial or revocation. Such notice shall be mailed to the licensee at the last known address. The notice shall contain a statement that the licensee has the right to appeal the revocation.

#### **7.05.120 Appeal**

Any applicant or license holder aggrieved by the action of the City Administrator in the denial or revocation of a temporary sales license shall have the right to appeal to the Halsey City Council. Such appeal shall be taken by filing with the city, within 10 days after notice 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 denial or revocation. The appellant will have the opportunity to offer oral or written testimony. The decision of the Council on such appeal shall be final.

#### **7.05.130 No solicitation sign.**

- (1) If a residence or business has a posted sign advising that solicitation and or solicitors are not welcome, or unwanted, then persons shall not solicit or call upon such locations.
- (2) Signs posted pursuant to this section shall be posted on or near the boundaries of the property at the normal point of entry; and
  - a. Must be reasonably visible; and
  - b. Must contain the words "NO SOLICITATION."

#### **7.05.140 Prohibited activities.**

- (1) Door to door solicitation is prohibited between the hours of 7:00 pm and 9:00 am. There shall be no door-to-door solicitation on Sundays.
- (2) Except as part of a city event, setting up a temporary business or displaying goods for sale on the public streets and sidewalks in the City of Halsey is 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.
- (3) No temporary business shall operate on or from privately owned property without permission from the property owner. The property owner may rescind permission at any time.
- (4) No itinerant merchant or temporary business shall obstruct access or usage of sidewalks, streets, public signage, clear vision areas, driveways or accesses, or otherwise impair or impede the safe use of public or private property.



- (5) No itinerant merchant or operator of a temporary business shall enter into a street to accept payment, deliver merchandise, or otherwise conduct business with an occupant of or driver of a motor vehicle.

**7.05.150 Penalty for violation**

Any person violating any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$200.00 per violation. A separate penalty shall be assessed for each day such person is found guilty of violating the provisions of this chapter.

**Section 2 – Severability**

If any provision, section, sentence, or phrase of this chapter shall for any reason be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment or decision shall not affect the validity of the remaining portions of this chapter.

**Section 3 - Effective Date**

This ordinance will go into full force and effect on the 30th day after City Council enactment as provided in the Halsey Charter.

**PASSED AND ADOPTED** by the City Council this \_\_\_\_\_ day of \_\_\_\_\_.

READ before the Council this 14<sup>th</sup> day of February 2023

READ before Council this \_\_\_ day of \_\_\_\_\_ 2023

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Effective this \_\_\_\_\_ day of \_\_\_\_\_ 2023

APPROVED:

\_\_\_\_\_  
Jerry Lachenbruch, Mayor

ATTEST:

\_\_\_\_\_  
Hilary Norton, City Administrator/Recorder

## M. ORDINANCES & RESOLUTIONS

<b>5. ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration</b>	
<b>Council Action:</b> <b>MOTION</b>	<b>March 14, 2023</b>

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

**Summary:** The existing Chapter 7.10 is an Ordinance from 2014. It establishes a Business License Fee. Many years ago Council decided not to charge the fee to remove a barrier for small businesses. Currently the city has a Business License Application form that is free to submit and often is not completed.

There is no need to charge a Business License Fee, as it would not be a significant source of revenue for the city. However, having an accurate listing of businesses operating in the city and contact information for those businesses would be very useful. It would help us with economic development activities, allow us to notify local businesses when there is state or federal grants or other resources available to them, assist in ordinance enforcement and code compliance, and an accurate list of contact information may also be helpful in an emergency.

The new chapter would not require a license or a fee but does require businesses to register with the City and update their contact information annually. City staff would send out a form and a request for this annually.

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

- **Council Options**

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



## **ORDINANCE 2023-444**

### **AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE CHAPTER 7.10 RELATING TO BUSINESS REGISTRATION.**

**WHEREAS** the Halsey City Council has identified a need to maintain a list of businesses operating inside the City of Halsey; and

**WHEREAS** it is needful to ensure businesses operate in compliance with the provisions of the Halsey Municipal Code, the Halsey Development Code, and zoning map of the city; and

**WHEREAS** a business registration process will ensure the city has contact information for local businesses in event of an emergency and to provide services and resources efficiently; and

**WHEREAS** a Business Registry will yield useful economic development information;

### **NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:**

**Section 1: The Halsey Municipal Code Chapter 7.10 is amended, in total, to read as follows:**

#### **Chapter 7.10 – BUSINESS REGISTRATION**

##### **7.10.005 - Purpose.**

The purpose of this chapter is to maintain information about local businesses, to be able to deliver services more efficiently, to share economic development or support services when available, to be able to contact businesses in an emergency, and to ensure the businesses operating in the City of Halsey are doing so in compliance with the Halsey Municipal Code and the Halsey Development Code.

##### **7.10.010 - Definitions.**

"Business" means profession, trade, occupation, and every other kind of calling carried on for profit or livelihood which is operated, in whole or in part, in or on any structure, building, lot, or other premises, located within the City limits.

"Home Occupation" A small commercial venture operated in conjunction with a residential use by a conducted by a resident occupying the dwelling on the subject property. Home occupations are incidental and accessory to the residential use and may be operated within the residence without disruption to surrounding residences.

"Itinerant Merchant" 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.

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

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

"Temporary Business" 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, tent, canopy, table, or other temporary structure offering or exposing goods, wares, merchandise or services for sale, but not possessing a physical street address inside the city limits.

#### **7.10.020 – Business Registration Required**

Except as exempted under HMC 7.10.030, persons engaging in business activity in the City of Halsey must be registered with the city.

#### **7.10.030 – Business Registration Exemptions**

The following are exempt from registering:

- (1) Itinerant Businesses and Temporary Businesses do not need to register, but must comply with the standards in HMC chapter 7.05.
- (2) Home Occupations do not need to register, but must comply with the standards in the Halsey Development Code 4.9.110.
- (3) Mobile Food Units do not need to register, but must comply with the standards in HMC chapter 7.30.
- (4) Nonprofit, charitable, religious, or educational organizations which have received a tax exempt certificate from the Internal Revenue Service.
- (5) Any unincorporated business activity carried on by individuals under the age of 18.

#### **7.10.040 – Business Registration – Submission Requirements**

Each person wishing to engage in business shall submit a business registration form to the City. Unless otherwise given permission in writing, the City shall treat information other than the name, type and location of the business as confidential to the extent permitted by State public records law but may use the information in connection with the provision of City services and code enforcement. The registration shall be on a form prepared by the City and shall contain, at least, the following information:

- (1) A description of the nature of the business.
- (2) The date that business operations commenced or will commence.
- (3) The name, address and contact information of the business.
- (4) All addresses in the City where the business will be located.
- (5) Anticipated days and hours of operation.
- (6) Emergency contact information.
- (7) Any other information relevant to the type and location of the business the City determines that the application should contain.
- (8) The signature of an authorized representative.

#### **7.10.050 – False Information**

Knowingly submitting false information on a business registration form is prohibited.

#### **7.10.060 Conditions of business registration.**

- (1) Business registrations are non-transferrable.
- (2) If ownership, address, mailing address, or other contact information changes, the owner is responsible for updating that information with the City.

#### **7.10.070 Registration Renewal**

To remain valid, business registrations must be renewed by businesses each January, on forms provided by the City.

#### **7.10.080 Penalty**

Any person violating any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$100.00 per violation. A separate penalty shall be assessed for each day such person is found guilty of violating the provisions of this chapter.

**Section 2 – Severability**

If any provision, section, sentence or phrase of this chapter shall for any reason be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment or decision shall not affect the validity of the remaining portions of this chapter.

**Section 3 - Effective Date**

This ordinance will go into full force and effect on the 30th day after City Council enactment as provided in the Halsey Charter.

PASSED AND ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_.

READ before the Council this 14<sup>th</sup> day of February 2023

READ before Council this \_\_\_\_ day of \_\_\_\_\_ 2023

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Effective this \_\_\_\_\_ day of \_\_\_\_\_ 2023

APPROVED:

\_\_\_\_\_  
Jerry Lachenbruch, Mayor

ATTEST:

\_\_\_\_\_  
Hilary Norton, City Administrator/Recorder