



Council Packet

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

Tuesday, May 9th, 2023
7:00 PM

D. COUNCIL MINUTES

Council Minutes	
Council Action: <i>MOTION</i>	May 9, 2023

Issue Statement: Council is asked to review and approve the minutes from the Council meeting on April 11, 2023.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the April 11 Council meeting minutes 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

April 11, 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 Scott LaCoste, Councilor Randy McMillen, Councilor Stacy Strauss, Councilor Jeremy Romer, Council President Michelle Isom, Councilor Ken Lorensen

Absent:

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

Guests: Ryan Vogt, Mary Price, Meg Walker, Jessie Geyer, Sergeant Frambes

Remote

Participants: Public Works Andy Ridinger

OATH OF OFFICE

Councilor Ken Lorensen stepped forward and Administrator Norton administered his oath of office.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – March 14, 2023

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

Motion by: Councilor McMillen, Seconded by Council Strauss

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Approving the March Financial Report includes approving check numbers 20179-20219 in the amount of \$27,148.52 The prior month's final check number was 20178.

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

Motion by: Councilor Lorensen, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Administrator Norton requested to move the Central Linn Parent Teach Club and Ryan Vogt's report to delegations. There was consensus.

DELEGATIONS

Oregon Cascades West Council of Governments Annual Report: Ryan Vogt

Ryan Vogt from Oregon Cascades West Council of Governments delivered his annual report to council. The Public Health Emergency Supplemental Nutrition Assistance Program ended in March, OCWCOG has been focusing on helping those affected by the ending of these services, including families and small businesses that help support these families. OCWCOG is still in the process of hiring a Community and Economic Development Director. The Ride Line Program is a non-emergent medical transportation program that takes Medicaid eligible consumers to their appointments. There was some discussion about extra assistance to smaller local food banks after the cutting of the SNAP assistance.

Playground Equipment Funding Request: Jessie Geyer

Council is asked to consider a request for a Community Partnership Donation to the Central Linn Parent Teacher Club (PTC) for playground equipment installation at the Elementary School. Jessie Geyer presented to council a donation request for funding for new and updated playground equipment for the elementary school. There was consensus.

Motion: I move that the Governing Body of the City of Halsey approve a contribution in the amount of \$1000 to the Central Linn Elementary Parent Teacher Club for installation of playground equipment at the school.

Motion by: Councilor President Isom, Seconded by Councilor LaCoste

Vote:

Ayes: Unanimous

Motion Carries

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes noted it was a slower month as far as property crimes. There was a break-in at Halsey Mini Storage, the majority of the units broken into did not have a lock. A vehicle was broken into that was unlocked with keys left in the ignition, just the keys were stolen. Sergeant Frambes issued another warning to lock your vehicles.

CITIZEN COMMENTS

There were no citizen comments.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

Administrator Norton asked the Council for permission to add another part time municipal clerk to the office to help alleviate some gaps in coverage currently in the office. There was consensus.

There will be a tree planting day in the park on April 29th in celebration of Arbor Day. The Library and City Hall will also be giving away free trees to citizens again this year.

The Library Book-It 5k is on April 22nd at 9:00 am in the park. Administrator Norton encouraged Councilors to consider walking or running in the event.

Administrator Norton asked Councilors to sign up again for upcoming Third Thursdays. There was discussion about holding some of the events outside or at the park with better weather coming up.

The RARE application is complete and has been submitted. The proposed projects are continuing the Park Project, Comprehensive Plan Update, Regional Collaboration and Economic Development, Energy Modernization and Disaster Resilience.

Public Works: Andy Ridinger

Public works has completed the water usage report and the I&I report. Pump number 2 failed at the sewer lift station, the valve has now been adjusted and repaired. Public works has the vacor truck back and was able to utilize the truck to clean sewer pipes, drainpipes and catch basins for the upcoming spring season. New playground cover has been spread at the park to prepare for spring and summer. Public works is preparing the mowers for mowing season, the Volkswagen has been serviced and tires rotated.

Library: Abi Vinson

There was an average of 5 patrons per day, for a total of 95 patrons in the month of March. 44 new books were added to circulation, bringing the total inventory value to approximately \$81,400. The Book-It 5K is scheduled for April 22nd, and all preparations are complete. There will be trees to give away at the Library for Arbor Day on April 29th. All the Book titles for Oregon Battle of the Books have been purchased. Librarian Vinson plans to have a small display every month highlighting the National History or Heritage being observed that month. The Summer Reading Program is scheduled from July 8th-29th and preparations are underway.

Council Priorities Report: Hilary Norton

The engineering for the well will begin this month. If the City receives direct funding from the state, the engineering needs to be completed by June.

The researching asset management & maintenance tracking software has been paused while Administrator Norton works on financing for the larger utility projects. The new fuel tanks are on hold until the location of the new well is determined, and the new community center sign is on hold until the Highway 99 Project is complete.

The I&I report was completed in September of 2022 and financing has been applied for through DEQ for the whole project. The city is hoping to receive some loan forgiveness as part of the loan.

City Revenue has held steady through Covid, with small increased post Covid due to the housing market. Operation costs have certainly been affected by inflation. Utility revenue has held steady.

Julia, our RARE member, is working on finishing up her four projects and is taking on more projects. The application for another RARE member next year has been submitted.

A second emergency response draft was completed in December.

The Parks Master Plan has been completed and the ORPD Grant has been submitted. The City has applied for \$110,000 with a \$60,000 match from the Street and Pathways Fund.

Central Linn School District: Michelle Isom

The School District has purchased new curriculum for the next school year for K-5 and 6-12. The Booster Club Auction is back this year for the first time since Covid. April 20th and 21st the Little Shop of Horror is premiering at the High School

Cascades West Area Commission on Transportation: Randy McMillen

There was no meeting last month.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There is nothing to report this month due to Ryan Vogt attending the meeting and presenting his annual report.

OLD BUSINESS

Councilor Lorensen

Due to health reasons Councilor Lorensen notified council he would like to resign his seat later this year. He stated he will keep his seat through budget season and until Council can appoint a new councilor. There was consensus.

NEW BUSINESS

Parks and Library Committee

The Council is asked to consider combining the Parks Committee and the Library Advisory Committee.

Motion: I move that the Governing Body of the City of Halsey combine the Library Advisory Committee and the Parks Committee into a Parks and Library Advisory Committee.

Motion by: Councilor Lacoste, Seconded by Councilor Romer

Vote:

Ayes: Unanimous

Motion Carries

Park Committee Application: Mary Granzow

Council is asked to consider approving an application from Mary Granzow to join the Parks Committee – or the Parks and Library Committee if they are combined.

Motion: I move that the Governing Body of the City of Halsey appoint Mary Granzow to the Parks and Library Committee

Motion by: Councilor Romer, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

OLCC License Renewal Recommendations

Council must approve or deny the renewal of OLCC liquor licenses by 7 Star Convenience Store and Julie's Halsey Tavern

Motion: I move that the Governing Body of the City of Halsey approve the liquor license Renewals for 7 Star Convenience and Julie's Halsey Tavern

Motion by: Council President Isom, Seconded by Councilor LaCoste

Vote:

Ayes: Unanimous

Motion Carries

RV Camping Question

The State of Oregon Legislature pass HB 3115 which requires local governments to amend their ordinances regulating camping, sitting lying, sleeping, or keeping warm or dry outside on public property as "objectively reasonable". The City is allowed to establish reasonable "time, place and manner" restrictions. There was much discussion, and a Council work session will be scheduled to further review the options for Halsey.

City Administrator Evaluation

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

ORDINANCES & RESOLUTIONS

RESOLUTION 2023-720 – A Resolution for the City of Halsey Proclaiming April 28, 2023 as Arbor Day in the City of Halsey

Council is asked to consider adopting a Resolution declaring April 28, 2023 as Arbor Day in the City of Halsey.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-720 – A Resolution of the City of Halsey Proclaiming April 28, 2023 as Arbor Day in the City of Halsey

Motion by: Councilor McMillen, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2023-721 – A Resolution for the City of Halsey Proclaiming April 2023 as Child Abuse Prevention and Awareness Month

Council is asked to consider adopting a Resolution declaring April 2023 as Child Abuse Prevention and Awareness Month.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-721 – A Resolution of the City of Halsey Proclaiming April 2023 as Child Abuse Prevention and Awareness Month

Motion by: Randy McMillen, seconded by Councilor LaCoste

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:57 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

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

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

Summary:

Approving the April Financial Report includes approving check numbers 20220-20283 in the amount of \$55,521.08. The prior month's final check number was 20219.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the April 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
 APRIL 30, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	3,871.22
01-0001002	MONEY MARKET	61,501.31
01-0001003	INVESTMENT POOLED	2,191,197.04
		2,256,569.57
	TOTAL COMBINED CASH	2,256,569.57
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,256,569.57)
		.00
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	336,799.66
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,662.92
20	ALLOCATION TO (20) STREET FUND	154,035.34
25	ALLOCATION TO (25) STREET & PATHWAY FUND	75,738.06
40	ALLOCATION TO (40) BOND FUND	57,160.11
55	ALLOCATION TO (55) LIBRARY FUND	14,877.88
60	ALLOCATION TO (60) WATER FUND	444,998.50
61	ALLOCATION TO (61) SEWER FUND	253,582.51
62	ALLOCATION TO (62) WATER RESERVE FUND	346,341.84
63	ALLOCATION TO (63) SEWER RESERVE FUND	191,076.31
65	ALLOCATION TO STORM WATER BLUE HERON FUND	31,769.27
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	23,186.94
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	109,460.38
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,381.87
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	139,345.39
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,483.81
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	3,668.78
		2,256,569.57
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,256,569.57
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,256,569.57)
		.00
ZERO PROOF IF ALLOCATIONS BALANCE		.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)
April 30, 2023

Account: 010001001
Bank Account Number: 25500067

Bank Statement Balance:	43,093.16	Book Balance Previous Month:	16,406.71
Outstanding Deposits:	371.31	Total Receipts:	81,081.78
Outstanding Checks:	40,064.42	Total Disbursements:	94,088.44
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	3,400.05	Book Balance:	3,400.05

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	
1101	371.31							
							Total:	371.31

Deposits cleared: 28 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-	18163	.85	19982	2.94	20278	50.00	
7	3.86-	18170	.50	19987	29.68	20279	17,126.50	
8	15.42-	18344	2,000.00	20022	84.63	20280	140.00	
9	13.77-	18489	100.00	20217	100.00	20281	1,800.00	
14206	27.52	18511	150.00	20225	100.00	20282	1,050.00	
17523	23.44	18692	28.50	20239	332.00	20283	133.44	
17752	316.65	19068	28.50	20267	30.00	425231	361.37	
18058	53.23	19077	68.45	20274	78.50	425232	8,182.98	
18073	154.00	19120	120.00	20275	54.27	425235	5,369.77	
18155	1.63	19423	154.84	20276	740.00	225201	260.20-	
18156	13.27	19944	66.36	20277	1,305.88			
							Total:	40,064.42

Checks cleared: 60 items Checks Outstanding: 43 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)
April 30, 2023

Account: 010001002
Bank Account Number: 25500059

Bank Statement Balance:	61,501.31	Book Balance Previous Month:	41,944.90
Outstanding Deposits:	.00	Total Receipts:	34,726.66
Outstanding Checks:	.00	Total Disbursements:	15,170.25
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	61,501.31	Book Balance:	61,501.31

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 13 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!
Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
05/01/2023	1	Trans MM to CK	01-0001001	Combined Cash - Checking	15,000.00	
05/01/2023	2	Trans MM to CK	01-0001002	Money Market	.00	15,000.00-
05/01/2023	3	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	40.25	
05/01/2023	4	ACH Bank Fees	01-0001002	Money Market	.00	40.25-
05/01/2023	5	Returned check Reister	01-0001075	Utility Cash Clearing Account	115.00	
05/01/2023	6	Returned check Reister	01-0001002	Money Market	.00	115.00-
05/01/2023	7	Returned check Reister	10-110-55-5545	Bank Fees/Misc Expense	15.00	
05/01/2023	8	Returned check Reister	01-0001002	Money Market	.00	15.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					15,170.25	15,170.25-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
05/01/2023	1	MM Interest	01-0001002	Money Market	2.21	
05/01/2023	2	MM Interest	10-000-40-650	Interest on Investments	.00	2.21-
05/01/2023	3	LGIP Trans Checking	01-0001001	Combined Cash - Checking	50,000.00	
05/01/2023	4	LGIP Trans Checking	01-0001003	Investment Pooled	.00	50,000.00-
05/01/2023	5	PERS ADJ	01-0001001	Combined Cash - Checking	141.71	
05/01/2023	6	PERS ADJ	10-110-50-5402	PERS Retirement-Employer	.00	141.71-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>50,143.92</u>	<u>50,143.92-</u>

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
04/18/2023	1	Water Equip Correcting Adjustment	60-310-60-6001	Equipment	6,048.82	
04/18/2023	2	Water Equip Correcting Adjustment	62-310-60-6001	Water System Equipment	.00	6,048.82-
04/18/2023	3	Web Hosting cost adj	10-110-55-5726	Website Hosting & Support	1,900.00	
04/18/2023	4	Web Hosting cost adj	10-110-55-5770	Computer Software/Support	.00	1,900.00-
04/18/2023	5	Adj Misc Rev Storm	65-000-40-350	Miscellaneous Income	1,780.87	
04/18/2023	6	Adj Misc Rev Storm	68-000-40-350	Miscellaneous Income	.00	1,780.87-
05/02/2023	7	LGIP Interest	01-0001003	Investment Pooled	6,857.30	
05/02/2023	8	LGIP Interest	10-000-40-650	Interest on Investments	.00	1,023.46-
05/02/2023	9	LGIP Interest	18-000-40-650	Interest on Investments	.00	96.22-
05/02/2023	10	LGIP Interest	20-000-40-650	Interest on Investments	.00	468.09-
05/02/2023	11	LGIP Interest	25-000-40-650	Interest on Investments	.00	230.15-
05/02/2023	12	LGIP Interest	40-000-40-650	Interest on Investments	.00	173.70-
05/02/2023	13	LGIP Interest	55-000-40-650	Interest on Investments	.00	45.21-
05/02/2023	14	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,352.27-
05/02/2023	15	LGIP Interest	61-000-40-650	Interest on Investments	.00	770.59-
05/02/2023	16	LGIP Interest	62-000-40-650	Interest on Investments	.00	1,052.47-
05/02/2023	17	LGIP Interest	63-000-40-650	Interest on Investments	.00	580.65-
05/02/2023	18	LGIP Interest	65-000-40-650	Interest on Investments	.00	96.54-
05/02/2023	19	LGIP Interest	68-000-40-650	Interest on Investments	.00	70.46-
05/02/2023	20	LGIP Interest	72-000-40-650	Interest on Investments	.00	332.63-
05/02/2023	21	LGIP Interest	73-000-40-650	Interest on Investments	.00	95.36-
05/02/2023	22	LGIP Interest	74-000-40-650	Interest on Investments	.00	423.45-
05/02/2023	23	LGIP Interest	80-000-40-650	Interest on Investments	.00	34.90-
05/02/2023	24	LGIP Interest	85-000-40-650	Interest on Investments	.00	11.15-
Total 423:					81,901.16	81,901.16-
Total JOURNAL ENTRIES (JE):					16,586.99	16,586.99-
References: 24 Transactions: 24						
Grand Totals:					81,901.16	81,901.16-

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
04/28/2023	PC	04/03/2023	4032023	Sara J Cunningham-Cooper	255		10-0002090	175.10-
04/28/2023	PC	04/03/2023	4032023	Abrial Vinson	257		10-0002090	62.50-
04/28/2023	PC	04/28/2023	4252023	Norton, Hilary	130		10-0002090	5,136.16-
04/28/2023	PC	04/28/2023	4252023	Andy Ridinger	210		10-0002090	4,172.88-
04/28/2023	PC	04/28/2023	4252023	Gangle, Larissa Michele	241		10-0002090	2,442.16-
04/28/2023	PC	04/28/2023	4252023	William Jones	245		10-0002090	2,636.92-
04/28/2023	PC	04/28/2023	4252023	Madison LaCoste	256		10-0002090	1,281.79-
04/28/2023	PC	04/28/2023	4252023	Abrial Vinson	257		10-0002090	1,342.41-
Grand Totals:								17,249.92-
								<u>8</u>

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
05/01/2023	1	Trans MM to CK	15,000.00
05/01/2023	3	ACH Bank Fees	40.25
05/01/2023	5	Returned check Reister	115.00
05/01/2023	7	Returned check Reister	15.00
04/06/2023	20220	Aggregate Resource Crushing, LLC	86.34
04/06/2023	20220	Aggregate Resource Crushing, LLC	86.32
04/06/2023	20220	Aggregate Resource Crushing, LLC	373.73
04/06/2023	20221	Alyrica Networks	39.99
04/06/2023	20222	AT&T Mobility	26.16
04/06/2023	20222	AT&T Mobility	26.16
04/06/2023	20222	AT&T Mobility	26.18
04/06/2023	20223	AT&T	37.45
04/06/2023	20223	AT&T	37.45
04/06/2023	20223	AT&T	37.57
04/06/2023	20224	Blue Heron Farm	455.70
04/06/2023	20225	Brownsville Chamber of Commerce	100.00
04/06/2023	20226	Carlson Hardware Inc.	17.65
04/06/2023	20226	Carlson Hardware Inc.	17.65
04/06/2023	20226	Carlson Hardware Inc.	17.65
04/06/2023	20227	CECO, Inc.	155.36
04/06/2023	20227	CECO, Inc.	77.68
04/06/2023	20227	CECO, Inc.	244.99
04/06/2023	20227	CECO, Inc.	119.50
04/06/2023	20228	Caselle, Inc.	686.00
04/06/2023	20228	Caselle, Inc.	40.00
04/06/2023	20228	Caselle, Inc.	40.00
04/06/2023	20229	Cardmember Service	751.86
04/06/2023	20229	Cardmember Service	504.50
04/06/2023	20229	Cardmember Service	13.10
04/06/2023	20229	Cardmember Service	706.54
04/06/2023	20229	Cardmember Service	863.55
04/06/2023	20229	Cardmember Service	1,240.61
04/06/2023	20229	Cardmember Service	486.00
04/06/2023	20230	Executive Cleaning	624.00
04/06/2023	20231	Julia Fox	445.00
04/06/2023	20232	Kristen Guse	30.00
04/06/2023	20233	William Jones	121.08
04/06/2023	20233	William Jones	75.00
04/06/2023	20234	Kamstrup Water Metering LLC	1,255.04
04/06/2023	20235	David Kinney	318.75
04/06/2023	20236	KS Chems	71.58
04/06/2023	20236	KS Chems	71.58
04/06/2023	20237	Linn County Planning and Building Dept	982.09
04/06/2023	20238	Napa Auto Parts	21.19
04/06/2023	20238	Napa Auto Parts	21.19
04/06/2023	20238	Napa Auto Parts	21.19
04/06/2023	20238	Napa Auto Parts	21.22
04/06/2023	20239	Native Grounds Nursery	332.00
04/06/2023	20240	NW Natural Gas	103.87
04/06/2023	20240	NW Natural Gas	298.71
04/06/2023	20241	Pape Machinery	15.42
04/06/2023	20241	Pape Machinery	15.42
04/06/2023	20241	Pape Machinery	15.42
04/06/2023	20241	Pape Machinery	15.45
04/06/2023	20242	Renewable Resource Group, Inc	84.00
04/06/2023	20242	Renewable Resource Group, Inc	420.00

Date	Check Number	Payee or Description	Check Amount
04/06/2023	20243	Roome Telecommunications Inc.	145.46
04/06/2023	20243	Roome Telecommunications Inc.	33.40
04/06/2023	20243	Roome Telecommunications Inc.	77.19
04/06/2023	20243	Roome Telecommunications Inc.	34.40
04/06/2023	20244	U.S. Postal Service	114.00
04/06/2023	20245	Valley Fire Control, Inc.	143.38
04/06/2023	20245	Valley Fire Control, Inc.	143.38
04/06/2023	20245	Valley Fire Control, Inc.	143.38
04/06/2023	20245	Valley Fire Control, Inc.	143.36
04/06/2023	20246	WECI	1,590.00
04/13/2023	20247	Aggregate Resource Crushing, LLC	82.75
04/13/2023	20248	Airgas USA, LLC	1,072.00
04/13/2023	20249	BMS Technologies	195.84
04/13/2023	20249	BMS Technologies	195.84
04/13/2023	20250	CECO, Inc.	205.96
04/13/2023	20250	CECO, Inc.	102.98
04/13/2023	20250	CECO, Inc.	324.76
04/13/2023	20250	CECO, Inc.	158.42
04/13/2023	20251	Central Linn Community Foundation	500.00
04/13/2023	20252	Central Linn Elementary School	1,000.00
04/13/2023	20253	Void Check	.00
04/13/2023	20254	Ingram Library Services	66.52
04/13/2023	20255	JSG Lawn Maintenance	1,800.00
04/13/2023	20256	Kelley Connect Co.	165.61
04/13/2023	20256	Kelley Connect Co.	20.20
04/13/2023	20256	Kelley Connect Co.	134.51
04/13/2023	20256	Kelley Connect Co.	83.61
04/13/2023	20257	Local Government Law Group, PC	129.00
04/13/2023	20258	Ken Lorensen	39.20
04/13/2023	20259	Morley Thomas Law	300.00
04/13/2023	20260	National Business Solutions	832.00
04/13/2023	20261	Norm's Electric Inc.	3,341.80
04/13/2023	20262	ODP Business Solutions, LLC	113.13
04/13/2023	20263	Oregon Cascades West	500.00
04/13/2023	20264	Pape Machinery	11.77
04/13/2023	20264	Pape Machinery	11.77
04/13/2023	20264	Pape Machinery	11.77
04/13/2023	20264	Pape Machinery	11.78
04/13/2023	20265	Wilbur-Ellis Company LLC	157.64
04/13/2023	20265	Wilbur-Ellis Company LLC	157.64
04/13/2023	20265	Wilbur-Ellis Company LLC	157.64
04/13/2023	20265	Wilbur-Ellis Company LLC	157.65
04/13/2023	20267	Cone, Jeffery	30.00
04/13/2023	20267	Void Check	.00
04/19/2023	20268	Aggregate Resource Crushing, LLC	283.18
04/19/2023	20269	Chown Hardware	65.34
04/19/2023	20269	559 Chown Hardware	.66
04/19/2023	20269	Summary Transactions from AP System	.66
04/19/2023	20270	NW Natural Gas	86.14
04/19/2023	20270	NW Natural Gas	242.65
04/19/2023	20271	ODP Business Solutions, LLC	160.91
04/19/2023	20272	Pacific Power	1,508.09
04/19/2023	20272	Pacific Power	64.16
04/19/2023	20272	Pacific Power	2,051.07
04/19/2023	20272	Pacific Power	993.58
04/19/2023	20272	Pacific Power	41.30
04/19/2023	20272	Pacific Power	85.20
04/19/2023	20273	Security Alarm Corp	126.25

Date	Check Number	Payee or Description	Check Amount
04/28/2023	20274	AT&T Mobility	26.17
04/28/2023	20274	AT&T Mobility	26.17
04/28/2023	20274	AT&T Mobility	26.16
04/28/2023	20275	Elizabeth Caron	54.27
04/28/2023	20276	Caselle, Inc.	740.00
04/28/2023	20277	Cardmember Service	481.20
04/28/2023	20277	Cardmember Service	8.09
04/28/2023	20277	Cardmember Service	224.72
04/28/2023	20277	Cardmember Service	68.74
04/28/2023	20277	Cardmember Service	8.09
04/28/2023	20277	Cardmember Service	23.89
04/28/2023	20277	Cardmember Service	538.93
04/28/2023	20278	JSG Lawn Maintenance	50.00
04/28/2023	20279	Linn County Sheriff's Office	17,126.50
04/28/2023	20280	OAWU	140.00
04/28/2023	20281	Peterson Trucking	72.09
04/28/2023	20281	Peterson Trucking	432.51
04/28/2023	20281	Peterson Trucking	432.51
04/28/2023	20281	Peterson Trucking	432.51
04/28/2023	20281	Peterson Trucking	72.09
04/28/2023	20281	Peterson Trucking	358.29
04/28/2023	20282	Renewable Resource Group, Inc	84.00
04/28/2023	20282	Renewable Resource Group, Inc	966.00
04/28/2023	20283	The Times	133.44
04/03/2023	92201	DIRECT DEPOSIT TOTAL	237.60
04/28/2023	92202	DIRECT DEPOSIT TOTAL	17,012.32
04/25/2023	425231	AFLAC	361.37
04/25/2023	425232	EBS Trust, CIS- Benefits	8,176.54
04/25/2023	425232	EBS Trust, CIS- Benefits	6.44
04/25/2023	425233	IRS Tax Deposit	2,857.46
04/25/2023	425233	IRS Tax Deposit	668.28
04/25/2023	425233	IRS Tax Deposit	1,763.97
04/25/2023	425234	Oregon Dept of Revenue - WC/UI	17.60
04/25/2023	425234	Oregon Dept of Revenue - WC/UI	1,533.00
04/25/2023	425234	Oregon Dept of Revenue - WC/UI	163.00
04/25/2023	425235	P. E. R. S.	1,385.73
04/25/2023	425235	P. E. R. S.	3,984.04
04/25/2023	425236	VOYA	400.00
04/03/2023	40320231	Sara J Cunningham-Cooper - DIR DEP	.00
04/03/2023	40320232	Abrial Vinson - DIR DEP	.00
04/28/2023	42520231	Norton, Hilary - DIR DEP	.00
04/28/2023	42520232	Andy Ridinger - DIR DEP	.00
04/28/2023	42520233	Gangle, Larissa Michele - DIR DEP	.00
04/28/2023	42520234	William Jones - DIR DEP	.00
04/28/2023	42520235	Madison LaCoste - DIR DEP	.00
04/28/2023	42520236	Abrial Vinson - DIR DEP	.00
Grand Totals:			109,258.69

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20220	04/06/2023	711	Aggregate Resource Crushing, LL	Crushed Rock-Shop Stock	20-210-55-5605	546.39
20221	04/06/2023	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
20222	04/06/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20223	04/06/2023	24	AT&T	Long Distance-March 2023	61-320-55-5662	112.47
20224	04/06/2023	1149	Blue Heron Farm	Trees for Arbor Day Celebration Giveaway	85-510-55-6915	455.70
20225	04/06/2023	738	Brownsville Chamber of Commerc	Annual Membership Dues	10-110-55-5731	100.00
20226	04/06/2023	46	Carlson Hardware Inc.	Shop Supplies- March 2023	61-320-55-5606	52.95
20227	04/06/2023	47	CECO, Inc.	Fuel	61-320-55-5615	597.53
20228	04/06/2023	49	Caselle, Inc.	Contract Support & Maintenance-05/01-05/31/2	60-310-55-5611	766.00
20229	04/06/2023	665	Cardmember Service	Jumping Jack Compactor Parts	60-310-55-5691	4,566.16
20230	04/06/2023	954	Executive Cleaning	Contract Janitorial Services- March 2023	10-110-55-5680	624.00
20231	04/06/2023	1140	Julia Fox	Oregon Heritage Summit Registration Fee Rei	10-110-55-5750	445.00
20232	04/06/2023	1135	Kristen Guse	Deposit Refund- 3/24/2023	10-110-55-5885	30.00
20233	04/06/2023	1148	William Jones	Mileage Reimbursement	60-310-55-5760	196.08
20234	04/06/2023	1105	Kamstrup Water Metering LLC	READY Software Licence 4/2/23-04/01/24	60-310-55-5701	1,255.04
20235	04/06/2023	799	David Kinney	Planning Services-2022-03 Belcastro Partition	10-110-55-5622	318.75
20236	04/06/2023	567	KS Chems	Paper Products	85-510-55-5865	143.16
20237	04/06/2023	205	Linn County Planning and Buildin	Plan Review Fees- March 2023	10-110-55-5561	982.09
20238	04/06/2023	632	Napa Auto Parts	Parts	61-320-55-5690	84.79
20239	04/06/2023	1107	Native Grounds Nursery	Trees for Arbor Day Celebration Giveaway	85-510-55-6915	332.00
20240	04/06/2023	263	NW Natural Gas	Natural Gas-City Shop	60-310-55-5671	402.58
20241	04/06/2023	666	Pape Machinery	John Deere Mower Tune Up Kit	61-320-55-5690	61.71
20242	04/06/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	504.00
20243	04/06/2023	332	Roome Telecommunications Inc.	Telephone Service-Lagoon	61-320-55-5662	290.45
20244	04/06/2023	314	U.S. Postal Service	Post Office Box Annual Fee	10-110-55-5610	114.00
20245	04/06/2023	403	Valley Fire Control, Inc.	Annual Fire Extinguisher Inspection	61-320-55-5700	573.50
20246	04/06/2023	421	WECl	Equipment Calibration	61-320-55-5679	1,590.00
20247	04/13/2023	711	Aggregate Resource Crushing, LL	Lagoon Rock	61-320-55-5679	82.75
20248	04/13/2023	12	Airgas USA, LLC	Chlorine for lagoon	61-320-55-5675	1,072.00
20249	04/13/2023	1129	BMS Technologies	Utility Bill Printing & Mailing	61-320-55-5610	391.68
20250	04/13/2023	47	CECO, Inc.	Fuel	61-320-55-5615	792.12
20251	04/13/2023	845	Central Linn Community Foundati	Donation	10-110-55-5893	500.00
20252	04/13/2023	458	Central Linn Elementary School	Donation for Elementary Playground Equipment	10-110-55-5893	1,000.00
20254	04/13/2023	761	Ingram Library Services	Library Books	55-410-55-5800	66.52
20255	04/13/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services- April 2023	10-110-55-5910	1,800.00
20256	04/13/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	403.93
20257	04/13/2023	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	129.00
20258	04/13/2023	578	Ken Lorensen	Reimbursement for Gravel Job Over Payment	65-000-40-350	39.20
20259	04/13/2023	957	Morley Thomas Law	City Municipal Judge- April 2023	10-110-55-5648	300.00
20260	04/13/2023	1110	National Business Solutions	Contract IT Support- 4/15-5/14/23	10-110-55-5770	832.00
20261	04/13/2023	258	Norm's Electric Inc.	Train Station Power for Lights and Receptacles	10-110-60-6016	3,341.80
20262	04/13/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	113.13
20263	04/13/2023	274	Oregon Cascades West	Annual Meals on Wheels Donation	10-110-55-5641	500.00
20264	04/13/2023	666	Pape Machinery	Belt	61-320-55-5690	47.09
20265	04/13/2023	422	Wilbur-Ellis Company LLC	Weed Killer	68-330-55-5601	630.57
20267	04/13/2023	1150	Cone, Jeffery	Deposit Refund- 4/9/23 CC Reservation Erin Co	10-110-55-5885	30.00
20268	04/19/2023	711	Aggregate Resource Crushing, LL	Crushed Rock-Davidson Drainage Project- 108	68-330-55-5587	283.18
20269	04/19/2023	559	Chown Hardware	BRIVO Subscription	10-110-55-5771	65.34
20270	04/19/2023	263	NW Natural Gas	Natural Gas Service- Shop	60-310-55-5671	328.79
20271	04/19/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	160.91
20272	04/19/2023	297	Pacific Power	Blue Heron	65-330-55-5672	4,743.40
20273	04/19/2023	688	Security Alarm Corp	Fire & Security Monitoring- May 2023	10-110-55-5771	126.25
20274	04/28/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20275	04/28/2023	1157	Elizabeth Caron	Utility Account 1377.03 Refund	01-0001075	54.27
20276	04/28/2023	49	Caselle, Inc.	Set up for Bend Mailing Services Utility Bill Print	10-110-55-5770	740.00
20277	04/28/2023	665	Cardmember Service	Home Plate for Ball Diamond	85-510-55-5840	1,305.87
20278	04/28/2023	1062	JSG Lawn Maintenance	Veterans Memorial Park Service- Week of 4/24/	10-110-55-5910	50.00

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20279	04/28/2023	208	Linn County Sheriff's Office	Law Enforcement Contract- Q4 2022/23	10-110-55-5645	17,126.50
20280	04/28/2023	276	OAWU	Leak Detection Classes- Billie Jones & Andy Ri	60-310-55-5750	140.00
20281	04/28/2023	1083	Peterson Trucking	Vactor Truck Repair	68-330-55-5691	1,800.00
20282	04/28/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	1,050.00
20283	04/28/2023	383	The Times	Legal Notice-Budget Committee Meeting	10-110-55-5741	133.44
Grand Totals:						<u>55,521.08</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

I. REPORTS TO COUNCIL

1. Employee Reports	
a. City Administrator Report	
Council Action: <i>NONE</i>	May 9, 2023

1. Library 5K

The Library 5K went great! Thank you to those of you who came to help and to cheer. We had 21 runners, which is pretty good since we haven't done the event in a few years and we're trying to get it going again. They seemed to have fun. One man came down from Battleground, WA because he saw the event listed online and saw it was a fundraiser for our Library. Abi and I have already talked about what we can improve for next year.

2. Arbor Day

The Arbor Day tree planting went really well. We have four new trees planted at the park and one north of city hall -a second star magnolia to honor Rella. The whole Lions Club came and helped! Many thanks to those of you who also came and helped, and for sharing your pictures.

3. Well Engineering Kick-off Meeting

Andy and I met with GSI and Civil West. We discussed possible well locations, logistics of amending the permit and maintaining the water rights, telemetry equipment for the new well, logistics of connecting to the existing water plant. We sent them the documents and maps they needed to get started. They will be out to walk the site after some more research.

4. Third Thursday Signups

It is time for Third Thursday sign ups again. We have members of Council signed up through May. Madi will bring a clipboard with a sign-up sheet to the meeting and have it at the dais. Please bring calendars or dates that you know you can do. If you haven't done one, please sign up.

5. Small Municipalities Advocacy Coalition

The Small Municipalities Advocacy Coalition now has a website at www.s-mac.org. The city managers are meeting on the 10th to work on the IGA and plan our next steps.

6. Streets

Blackstone will be doing some street patching around town in June. The East B Street project will be later in the summer.

7. Siletz Grant

Julia has worked with Gabriel from the Library and Parks Committee to write a Siletz grant for a climbing structure for the park.

8. Council Applications

There was not space in the May Newsletter, but the posting for an upcoming opening on Council and requesting applications will appear in the June Newsletter.

9. Regional League of Oregon Cities meeting

The Regional LOC meeting is for both small and large cities of our region. It is on Friday May 12th from 11 to 1 in Cottage Grove. If you are interested in attending, please let me know ASAP so I can get you signed up. I should be able to attend this one.

I. REPORTS TO COUNCIL

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

Water Distribution:

Water Produced 2,243,000 gallons
Daily Average 75,000 gallons

Wastewater Collected:

Influent Collected 6,252,000 gallons
Daily Average 208,000 gallons
Effluent Discharged 12,042,000 gallons
Daily Average 401,000 gallons

Water

Annual water usage report and the I&I report
Water treatment plant cl2 tank repair
Helped gather information for engineers for the new well

Sewer:

Our wastewater discharge season is over, ending with the pond level at 3'5" and discharging 49,221,000 gallons.

Streets:

We had 2 drainage improvements, 50' of 12" pipe on the 1000 of w. 4th and 40' of 12" on E. B and 3rd.
We formed up a couple of sections of sidewalks in town preparing for concrete pours.
We mowed right of ways around town

City hall:

The train cover has new light fixtures installed.
We have been preparing 2 areas in front of city hall for a new bike rack and fountain.

Park:

We finished spreading the playground cover in the park.
We were involved preparing for the 5K running event and with the tree planting event.
We mowed the Veterans Memorial Park
We replaced fixtures in the Women's restroom at the park, cleaned and repaired some vandalism

Miscellaneous

The mowers got tune-ups.

I. REPORTS TO COUNCIL

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

Circulation for April		Total Circulation since opening (Aug. 2015)	11,468
Fiction	36		
Non-Fiction	29	Total Number of Patrons to Date	575
Total	65		
Cities Represented in Circulation		Total Number of items in collection	4573
Halsey	53		
Shedd	17	Avg. Daily Threshold Count since opening	6.11
Springfield	2	Average Daily Threshold Count for April	5.29
Value of Inventory Through April			
Fiction	\$48,903.50		
Non-Fiction	\$33,312.46	Books added to inventory in April	48
Total	\$82,215.96		

Updates

The daily threshold count was about 5.29 patrons per day. 111 patrons came into the library in April.

We purchased all the OBOB books as well as some books from the Eugene Library book sale, which are now in circulation. 48 books total were added to the inventory. Our total book inventory value is about \$82,215.96.

The Book-It 5K was on April 22nd. Big thank you to Public Works and everyone who volunteered and ran in the 5K, including Jerry, Stacy, Michelle, Hilary, and Julia. We had 21 runners, equaling about \$650 before we split the proceeds with the girls' softball team from the middle school.

Arbor Day was on April 28th. We gave away free trees at the library. Thank you to Andy and Billy for their help!

I am planning the next display for Asian American and Pacific Islander (AAPI) and Jewish American Heritage month in May.

I am also starting to prepare for the Summer Reading Program, which will take place on Saturday 8th-29th in July. I have already found presenters/entertainers for all four days and placed an order with the iRead program using our gift card. We did not pay anything out of pocket. I am currently starting to shop for prizes and snacks for the SRP events. So far, I am still under budget. I just need to finish up all the documents needed for the events.

I. REPORTS TO COUNCIL

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

Councilor Lorensen also serves on the board of Sharing Hands. He may provide an update to the Council.

I. REPORTS TO COUNCIL

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

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

I. REPORTS TO COUNCIL

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

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

I. REPORTS TO COUNCIL

2. Council Reports	
d. Oregon Cascades West Council of Governments Board	
Council Action:	<i>NONE</i> May 9, 2023

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. NEW BUSINESS

1. Central Linn School District – Strategic Plan		
Council Action:	<i>NONE</i>	May 9, 2023

Issue Statement: Superintendent Pelt will present the new Central Linn School District Strategic Plan to Council

K. NEW BUSINESS

2. Sharing Hands Request

Council Action: *MOTION*

May 9, 2023

Issue Statement: Sharing Hands is requesting a donation of \$500 for their emergency fund.

Summary: Sharing Hands uses its emergency fund to help with non-food emergent needs, including gas money to get to doctor appointments, the food bank, filing prescriptions, propane for heat, utilities, and similar.

There is \$500 remaining in the Community Partners line this year.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve a Community Partners donation in the amount of _____ to Sharing Hands.

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

April 27, 2023

City of Halsey
P.O. Box 10, 100 West Halsey Street
Halsey, OR 97348

Attention: Halsey City Council

Request for Emergency Funds: \$500

Dear Halsey City Council: Mayor

Sharing Hands Food Bank needs emergency funds to help individuals with non-food needs. These include gas money to get to: doctor appointments, food bank, filling prescriptions, propane for heat, etc.

In March 2023 we helped over 225 families and 750 individuals at the food bank. The needs of our community are always growing, and these funds will only go towards those people who need the emergency funds.

Sharing Hands thanks, you for your continued support.

Warmest regards,

Debra Gruell, Executive Director
sharinghands@peak.org
541-466-3003

K. NEW BUSINESS

3. Rural Economic Alliance (REAL) Strategic Plan		
Council Action:	<i>NONE</i>	May 9, 2023

Issue Statement: The Rural Economic Alliance (REAL) Strategic Plan is presented to Council.

Summary: This is a 5-year plan, shared with the other cities of the alliance. They are Halsey, Harrisburg, Brownsville, Sweet Home, Lebanon, Tangent, Philomath, Adair Village, and Monroe.

We have limited resources, but the steps identified in this plan should be possible with work and investment. REAL has applied for a RARE member for 2023-2024. If we are successful, that RARE member will begin working on the steps identified in the plan.

2023-2027

STRATEGIC PLAN | RURAL ECONOMIC ALLIANCE

Our mission: building a thriving business economy throughout our rural communities.

Five years into its journey, the Rural Economic Alliance (REAL) has taken shape as a resource and advocate for economic development in the rural communities of Linn and Benton counties. Looking ahead to the next five years, our ambition is to establish REAL more firmly, and to expand its impact.

This strategic focus will allow REAL, with its limited resources, to identify key areas in which we can achieve the greatest economic benefit for its member communities and the region.

The six areas outlined here are interconnected and overlap significantly. For example, land use is an important topic in both recruiting and retention, and marketing is essential to effective advocacy work.

In our region, economic development and community development are strongly intertwined. A thriving community is what attracts and retains the people who make businesses successful: employees, customers, and stakeholders. In turn, businesses provide the infrastructure and services that contribute to a community's vibrancy.

In addition to these specific areas of focus, we will continue to engage in ongoing efforts that strengthen the collaboration between our communities, such as resource sharing and knowledge exchange.

Planning in alignment with our core values.

Our core values as an alliance are **collaboration**, **resourcefulness**, **community**, **approachability**, and **initiative**. These values are reflected throughout this strategic plan.

Areas of Focus

1. Retention & Expansion

Ambitions:

Create conditions that make it possible for businesses to stay and expand in the REAL region.

Actions:

- Create a work plan for business outreach (focused by location or sector) to understand unmet workforce needs
- Develop strategies to address workforce development needs based on findings from business outreach
- Connect businesses to the local workforce development boards as well as the small business development center through LBCC
- Support existing businesses by sharing technical resources and providing available staff support to projects initiated by the business community
- Maintain and expand the REAL website as a hub of relevant business resources
- Facilitate connection between businesses for mutual support
- Work with the local chamber of commerce and other interested parties on identifying potential actions to proactively support growth in regional tourism-focused businesses, opportunities to attract visitors (such as community events), and other opportunities to bolster tourism
- Explore the possibility of creating a funding pool and microgrant program for small businesses

Success Indicators:

- Collection of stories of longevity and expansion
- Positive feedback from local business owners regarding REAL's assistance
- # of businesses in our communities staying steady or increasing year over year
- # of businesses engaged in conversations about workforce needs
- # of advising hours / clients seen by the SBDC

2. Recruitment

Ambitions:

Diversify the region's economic base by supporting attraction and recruitment of businesses to rural Linn and Benton counties.

Actions:

- Develop a recruitment strategy based on findings from business outreach
- Identify the types of business most needed in our communities so we can focus our recruitment efforts for each city as well as the REAL region
- Work with the Oregon Cascades West Council of Governments and other partners to coordinate regional recruitment efforts and strategies surrounding economic incentives
- Create a plan to implement economic incentives strategies and share it with traded-sector businesses looking to locate in rural Linn and Benton counties
- Work with Business Oregon's regional development officer to identify available resources and assets that may help attract traded sector businesses
- Share Business Oregon recruitment advertisements among REAL cities
- Ensure businesses are aware of incentives available to them locally

Success Indicators

- Positive feedback from the business community
- # of meetings held with the Oregon Cascades West Council of Governments
- Stories of individual businesses successfully relocating
- Increase in REAL responses to Business Oregon recruitment advertisements
- Marketing materials created and distributed



3. Land Use

Ambitions:

Remove barriers to productive use of land and maximize the limited supply of buildable land.

Actions:

- Create a region-wide inventory of available commercial and industrial buildings as well as buildable land to ensure the region has enough land zoned to provide industrial and commercial opportunities
- Periodically monitor land development and update the land use map to ensure sufficient land in each designation to accommodate expected growth and expansion
- For industrial land less impacted by wetlands where development is more feasible, work with land owners to get this type of land identified as shovel ready by Business Oregon and market these sites through Oregon Prospector
- Coordinate on wetland planning, mitigation, and development with regional, state, and federal agencies such as the Oregon Department of Environmental Quality, Oregon Department of State Lands, Army Corps of Engineers, and Oregon Cascades West Regional Consortium, with the purpose of developing industrial land where possible

Success Indicators:

- Creation of region-wide inventory of commercial, industrial, and buildable land
- Designation of shovel ready sites, or redevelopment of commercial sites for infill
- # of sites listed and maintained on Oregon Prospector
- Increase of site inquiries from Oregon Prospector
- Volume of buildable land and available properties in our communities
- # of businesses expanding through construction or move into available properties
- Stories of individual businesses moving into available properties

4. Entrepreneurship

Ambitions:

Support the founding of new businesses the REAL region.

Actions:

- Continue to collaborate with downtown associations, chamber of commerce, and regional partners to provide support to entrepreneurship, retention, and expansion efforts by serving as a clearinghouse for regional data and resources
- Partner with the SBDC through LBCC to facilitate training for entrepreneurs and small businesses
- Develop materials informing entrepreneurs about ways REAL can support their endeavors
- Identify affordable funding mechanisms to support entrepreneurs

Success Indicators:

- # of training participants
- Stories of individual entrepreneurs supported
- Informational materials published

5. Advocacy

Ambitions:

Move political action and funding toward the key priorities of rural businesses.

Actions:

- Create an advocacy plan to further the goals outlined in this strategic plan on behalf of our regional business community
- Advocate local and state governments for improvements to transportation, public schools, infrastructure, land use opportunities, among other existing and emerging needs of local businesses.



Success Indicators:

- REAL contribution to key conversations about legislative action that impacts regional businesses
- Funding acquired from government sources
- Stories of political decisions made that support local businesses

6. Marketing & Stakeholder Engagement

Ambitions:

Create brand recognition for REAL as well as for our rural communities as great places to live, to visit, or to start or expand a business.

Actions:

- Develop a marketing and communications program to engage the business community
- Identify marketing channels
- Develop brand talking points
- Develop marketing materials to advertise the REAL region with emphasis on items of industry interest
- Promote regional businesses and the many factors that contribute to quality of life in our region (e.g. amenities, natural beauty)
- Establish a streamlined process for sharing successes across our communities
- Tell our stories across different formats, e.g. video testimonials
- Develop regular reports on the service REAL provides, economic development successes, and regional indicators of economic growth to be shared with councils or in public relations efforts

Success Indicators

- Level of brand recognition for REAL, measured in survey in 2027
- Engagement with our stories and materials
- Level of engagement with our stories and materials, indicated by metrics including website visits and responses to social media posts.

K. NEW BUSINESS

4. Small Municipalities Advocacy Coalition Intergovernmental Agreement		
Council Action:	NONE	May 9, 2023

Issue Statement: Council is asked to consider signing an Intergovernmental Agreement for the rural cities advocacy proposal that was presented and approved in the March City Council meeting.

Summary: This is a one-year agreement, working with the cities of Brownsville, Harrisburg, Monroe, Scio, and Sodaville.

Its primary purpose is to train ourselves and our Councils to be more effective advocates for our communities; to help us learn how to build consensus and support each other around common issues; and to coordinate our actions as a group.

We also intend to approach and invite other small rural cities from across Oregon to join, ultimately creating a focused, grass roots advocacy tool that can amplify rural voices, concerns, and challenges in the Oregon Legislature.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the Small Municipalities Advocacy Coalition Intergovernmental Agreement as submitted.

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



Small Municipalities Advocacy Coalition

★★★ SMAC ★★★

INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

PARTIES TO THE AGREEMENT

This agreement made and entered into this ____ day of April 2023, by and between the following municipalities:

Brownsville	Monroe
Halsey	Scio
Harrisburg	Sodaville

All listed cities are municipal corporations of the State of Oregon, hereinafter called MUNICIPALITY, outside of this agreement, and collectively as CITIES, and hereby partner for the formation of the Small Municipalities Advocacy Coalition hereinafter called SMAC, for the purpose of developing relationships with State & Federal elected officials, developing advocacy capacity and creating future legislation for the region and State. Municipal partners who have joined SMAC will actively seek other municipalities to join SMAC. This will be accomplished by hiring an advocacy expert(s), hereinafter called AGENT, and creating a joint advocacy organization as identified in Exhibit A.

PURPOSE

The CITIES are desirous of enhancing advocacy activities that better serve rural Oregon and the citizens each Municipality represents. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:

- 1. Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each governing body through each Municipalities manager, administrator or authorized designated agent. Responsibility to



meet financial obligations shall be the sole responsibility of every Municipality who is a party to this agreement.

2. **Services Performed by Third-Party AGENT.** CITIES shall ensure performance of any services rendered on behalf of CITIES meets the goals and objectives of the agreement with AGENT.
3. **Term.** This agreement shall be from May 1st, 2023 through and including June 30, 2024. However, the CITIES shall continue until all AGENT and third-party obligations are met once officially authorized by this agreement. CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each Municipality participating in this Agreement shall indemnify, defend, save, and hold harmless the other CITIES and its elected officials, employees, volunteers and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:

The obligations or rights under this section may not be delegated or assigned without the express consent of the other CITIES.

The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all CITIES is each Municipalities final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the CITIES, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be mediated through a third-party acceptable to that Municipality, and through the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

IN WITNESS WHEREOF, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually
to the agreement upon execution.]**



EXHIBIT 'A'

Deliverables

(Projected over the life of the agreement)

Marketing

- ★ Branding: Creating a professional logo, letterhead and items as needed.
- ★ Website: Creation of a professional website, which shall be accessible by each Municipality.

General Scope | Phase I

- ★ Councilor Development
 - ▶ Internal Policy Committee Option
 - ▶ Proactive Policy Statement(s)
 - ▶ Shared Vision & Purpose
 - ▶ Position Paper(s) & Templates
- ★ Leverage
 - ▶ Staff & Council Relationship Training
 - ▶ Regional Agenda Items & Emphasis Areas
 - ▶ Strategy & Tactical Development
 - ▶ Regional and/or Statewide Awareness & Sharing
- ★ Recognition
 - ▶ Garnering Seats at the Table [Legislative Processes]
 - ▶ Effect & Efficient Engagement Techniques
 - ▶ Developing City Storyboards & Impacts
- ★ Tools of the Trade
 - ▶ OLIS Overview
 - ▶ Writing Succinct Narratives
 - ▶ Punctuating Effective Inputs
 - ▶ Message Penetration Techniques



TATE
public affairs

Contract Management [Scope of Work]

1. Coalition Leadership Session | 6 Cities Leadership

Late April – Early May

- 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
- 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.

L. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2023-722 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2023 as Mental Health Awareness Month
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Council Action: <i>MOTION</i>
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May 9, 2023

Issue Statement: Council is asked to consider adopting a Resolution declaring May 2023 as Mental Health Awareness Month in the City of Halsey

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-722 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2023 as Mental Health Awareness Month

- **Council Options**

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



RESOLUTION 2023-722

A RESOLUTION BY THE MAYOR FOR THE CITY OF HALSEY PROCLAIMING MAY 2023 AS MENTAL HEALTH AWARENESS MONTH

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our Nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the Linn County Mental Health Advisory Board is emphasizing that there is not health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

NOW THEREFORE, I, Jerry Lachenbruch, Mayor of the City of Halsey, hereby proclaim **May, 2023** as

MENTAL HEALTH AWARENESS MONTH

As Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses, and schools in Halsey to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Jerry Lachenbruch, Mayor of Halsey

Dated: May 9, 2023

M. EXECUTIVE SESSION

1. City Administrator Evaluation		
Council Action:	NONE	May 9, 2023

Issue Statement: The Halsey City Council will go into Executive Session pursuant to ORS 192.660(i) to discuss the annual evaluation of the City Administrator. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660 but must not disclose any information discussed.

Summary: City Administrator Evaluations were handed out to Councilors with the April Council Packet. If you have not already turned it in, please bring it completed to the May Council meeting. Council will go into executive session to discuss feedback, both positive and constructive for the City Administrator annual review.

If you will be unable to attend, please turn in your evaluation to the Mayor **before** May 9th. If you turn it in late, it will be included in the City Administrator's personnel file, but your numbers will not be included in the averages for each category.

The Mayor will compile averages of the evaluation scores and will prepare an evaluation that includes the Council's combined feedback. Council will hold an executive session in June's meeting to deliver the evaluation to the City Administrator.

- This item is for discussion and consensus. No final decisions can be made in the executive session.