



Council Packet

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

**Tuesday June 10th, 2025
7:00 PM**

D. PUBLIC HEARING

1. PUBLIC HEARING - Proposed Uses of State Shared Revenues		
Council Action:	NONE	June 10, 2025

Issue Statement: Council must hold a Public Hearing on the proposed uses of State Shared Revenues before adopting the FY 2025-2026 Budget.

Summary: The estimated revenue amount is \$11,000, proposed to be received and appropriated as follows:

Revenue (General Fund)

10-000-40-153	State Rev Sharing	\$11,000
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Expenditure (General Fund)

City Hall Improvements		\$1,000
10-110-60-6016		

Expenditure (Park Fund)

Park Materials & Supplies		\$1,000
85-510-55-5865		

Park Maintenance		\$1,200
85-510-55-5840		

Public Trees		\$1,200
85-510-55-5865		

Park Improvements		\$1,600
85-999-75-7501		

Expenditure (Library Fund)

Construction (Library Shelves & Pollinator Garden)		\$1,600
55-410-60-6002		

Library Events & Fundraising		\$1,250
55-410-55-5570		
55-410-55-5580		

Books		\$2,150
55-410-55-5800		

Public Hearing:

The Mayor will open the floor for public comment.

- **No action will be taken as part of this Public Hearing. The proposed State Shared Revenue usage may be adopted with the rest of the budget as part of Resolution 2025-748, item M-1 on the agenda.**

D. PUBLIC HEARING

2. PUBLIC HEARING - Fiscal Year 2025-2026 Budget		
Council Action:	<i>NONE</i>	June 10, 2025

Issue Statement: Council must hold a Public Hearing on the approved Fiscal Year (FY) 2025-2026 Budget prior to adoption.

Summary: The FY 2025-2026 Budget is attached. It was approved by the Budget Committee in the public meeting on May 6, 2025.

Public Hearing:

The Mayor will open the floor for public comment.

- **No action will be taken as part of this Public Hearing. The proposed FY 2025-2026 Budget may be adopted as Resolution 2025-748, item M-1 on the agenda.**

D. PUBLIC HEARING

3. PUBLIC HEARING – Proposed Utility Rate Increases

Council Action: *NONE*

June 10, 2025

Issue Statement: Council must hold a Public Hearing on any proposed utility rate increases prior to adoption.

Summary: The FY 2025-2026 Budget which was approved by the Budget Committee includes the following proposed rate increases:

- Water-
 - Tier 1 (0 – 3000 Gallons) 1.00
 - Tier 2 (3,001-6,000 Gallons) \$0.03 per 1,000 Gallons
 - Tier 3 (6,001-9,000 Gallons) \$0.05 per 1,000 Gallons
 - Tier 4 (9,001-16,000 Gallons) \$0.05 per 1,000 Gallons
 - Tier 5 (16,001 Gallons and Over) \$0.10 per 1,000 Gallons
- Sewer
 - Residential - \$1.00 increase to each use tier
 - Commercial - \$2.50 increase to base tier (1-2 fixtures)
- **Inflation and the steadily increasing costs of utility materials and contracts continue to place a burden on the Water and Sewer funds. The 2024-25 Western Region CPI shows an average increase of 2.5%. The CPI is a measure of goods and services that is a common tool for estimating the cost increase associated with operations.**
- **Based on Council Minutes from March 2023, previous discussion related to Utility Rates by council concurred that Wester Region CPI was a reasonable tool to use when reviewing Water and Sewer Rates.**
- **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 2022 RCAC Water Rate Study suggested larger rate increases over the next 5 years to grow the reserves. However, council previously decided that small increases were more feasible to account for affordability concerns.**
- **The city is planning and currently implementing a series of Wastewater & Water Infrastructure projects to address growing critical need to our utility facilities. Projects include completion of the new municipal water well, improvements to both the water treatment and waste water treatment facilities, and sewer line repair projects to address stormwater Inflow and Infiltration issues, and improve lifespan of lift station pumps.**
- **Building up water and sewer 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 Water reserve has supported project costs related to Phase 1 of well construction. The City currently has 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.**

Public Hearing:

The Mayor will open the floor for public comment.

- **No action will be taken as part of this Public Hearing. The proposed utility rate increases may be adopted by approving Resolution 2025-751, item M-4 on the agenda.**

E. COUNCIL MINUTES

Council Minutes		
Council Action:	<i>MOTION</i>	June 10, 2025

1. Council Meeting Minutes – May 13, 2025

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the May Council Meeting Minutes as submitted.

• **Council Options**

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

REGULAR CITY COUNCIL MEETING

May 13, 2025 | 7:00 p.m. | 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: Councilor Jerry Gillson, Mayor Jerry Lachenbruch, Councilor Stacy Strauss, Council President Michelle Isom, Councilor Karl Kropf

Absent: Councilor Scott LaCoste, Councilor John Miller

Staff Present: City Administrator Briana Parra, Assistant City Recorder Larissa Gangle, Librarian Kaitlyn Watts

Guests: Jaron Fagan, Kian Fagan, Aria Fagan

Remote

Participants: Michael Wells

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council was asked to review and approve the March 11, 2025 Council Minutes and the April 22, 2025 Council Special Meeting Minutes.

Council President Isom was not present for the April 22nd Special Meeting and requested an amendment to the minutes.

Motion: I move that the Governing Body of the City of Halsey approve the March 11th Regular Council Meeting Minutes as submitted and the April 22nd Special Council Meeting Minutes as amended

Motion by: Councilor Gillson, Seconded by Council President Isom

Vote: Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council was asked to review and approve the March 2025 Financial Reports.

Motion: I move that the Governing Body of the City of Halsey approve the March 2025 Financial Reports as submitted.

Motion by: Councilor Strauss, Seconded by Council President Isom

Vote: Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Deb Gruell with Sharing Hands was not able to be in attendance to present during delegations.

CITIZEN COMMENTS

Aria Fagan

Aria is a Halsey kindergartner that attended the meeting to speak to Council regarding the importance of preserving the bee population. Council was presented with an informational flyer personally prepared by Aria.

DELEGATIONS

Linn County Sheriff- Sergeant Frambes

- There were two arrests in May for domestic violence assault in Halsey. These types of arrests are mandatory if there is physical injury, regardless if intentional or not.
- A vehicle was stolen from Diamond K Sales.
- Sergeant Frambes reviewed the reports from the speed trailer that was placed on East 1st Street in response to report of speeding in the area. The reading results and data were skewed by trains passing at high speeds (80+ mph). Patrols have recently been conducted in the area, however speeding was not observed and no traffic stops were made. Administrator Parra stated that there has been positive feedback from residents in the area regarding the speed trailer and it's effectiveness in bringing awareness to drivers.
- Councilor Kropf inquired about the recent break-ins at coffee shops in Harrisburg, Brownsville, and other surrounding cities. These incidents are under investigation.

REPORTS TO COUNCIL

City Administrator-Briana Parra

- **Well Updates**
 - **Construction**-Phase I of construction is complete.
 - **Funding**- The City is waiting to hear back on various grants and other funding requests. Administrator Parra and Mayor Lachenbruch will be testifying and advocating for the well project on Friday, May 16th to the Ways and Means Committee for funding requests in State legislature capital funding.
- **SMAC**- The Small Municipal Advocacy Coalition continues to advocate in the long legislative session. There are two bills in the House with support from multiple representatives
 - **HB 3654** - Related to a sliding scale for grant matching that reduces the percentage match required for municipalities based on populations size.
 - **HB 3655** - Aims to create a test specific to lagoon systems for operator certification. Members of SMAC, Administrator Parra included, testified on behalf of the bill at the committee hearing on March 18th. This bill passed committee and is now being referred to Rules (hearing date to be determined).
- **Park Project**-The City has begun the informal bid solicitation process for the park pathway replacement project. The closing date for the bids is Friday May 30th. Additional project components include adding park benches and trashcans, resurfacing the basketball court and converting it into a multi-use court, installing new adjustable height basketball hoops, planting new trees, and removing the firepits. Project completion is anticipated by end of September 2025.
- **Sharing Hands**- The City of Halsey will host a canned food drive for Sharing Hands in the month of May. Sharing Hands is in need of food and cash donations so they may continue to provide emergency food supplies to community members in need.
- **Staff & Council Training**-
 - **Staff**- Administrator Parra reviewed currently planned and future staff training opportunities.
 - **Council** – League of Oregon Cities (LOC) is offering a Municipal Fundamentals training event. This is a half-day training from 8:30am – 12:30pm. Topics include: Oregon Public Meetings Law (required training), Home Rule 101, Lobbying 201, and Land Use 101. Additional dates/locations are available.
- **Upcoming Events**- Administrator Parra reviewed upcoming events:
 - May - Mental Health Awareness Month
 - May 10th – FAA Greenhouse sale at CLHS
 - May 15th – Nuisance enforcement begins – Noxious Weeds and Vegetation.
 - May 17th from 6:30am – 10:30am – Halsey Fire District Pancake Breakfast
 - 2pm – 6pm – Central Linn School District Spring Carnival (Volunteers Needed!)

- May 19th – 23rd – Public Works Appreciation week. Thank you local Public Works employees!!!!
- May 20th – Election Day. City Hall open 7am – 8pm
- May 26th – City Hall closed for Memorial Day. Visit our Veterans Memorial Park and enjoy the flowers planted to honor our Vets!
- June 7th – City Wide Garage Sale & Central Linn Highschool Graduation! Congratulations to the GRADS!

Public Works Report

For the month of April there were 2,584, 610 gallons of water produced and 4,473,000 gallons of wastewater collected.

April Public Works Highlights:

- Budget preparation for the 2025-2026 fiscal year
- Water use impact report completed
- Repaired a leaking water service on the 300 block of W O Street.
- Abandoned water service that previously serviced 1093 W 1st Street.
- Inspecting new construction t 1093 W 1st Street.
- Mowing & spraying
- Repairing and reinforcing book shelves at the Library
- Stage 1 completion of the new well construction
- Pressure washing around City Hall and the Park
- Discharge season at the wastewater facility has officially ended.

Library Report- Kaitlyn Watts

The average daily threshold count for patrons in the month of April was 6.1 and there were a total of 143 books in circulation.

April Library Highlights:

- The Library hosted an Arbor Day Event on March 25th and 26th that included a free tree and shrub giveaway, a raffle drawing for tree themed books, and a story time.
- Much of April was spent preparing for the 5K Fundraiser on May 3, 2025.

Upcoming:

- The Library collection is currently at max capacity. After the Summer Reading Program has concluded, a review of the entire Library collection is planned to cycle out books and make room for new additions.
- Preparation is well under way for the Library’s 2025 Summer Reading Program. The 2025 theme is “Level Up.” Supplies have come in and all the program events are booked, including:
 - July 12th- Caesar the “No Drama Llama”
 - July 19th- “Lego Day”

- July 26th- Museum of Natural and Cultural History
- August 3rd- Closing Event with games, awards, ice cream party, and more.

-Councilor Gillson inquired about the accuracy of number of patrons listed on the Library report (642). That is the total number of patrons in the system, not foot traffic counts.

COUNCIL REPORTS

Mayor Lachenbruch

- **Breaking the Cycle of Domestic Abuse**- Mayor attended a meeting with the Oregon department of Justice regarding breaking the cycle of domestic abuse, specifically in rural communities-which are some of the most under reported areas.
- **Rural Health Needs**- Mayor attended a meeting with Oregon Health Services regarding rural health needs, specifically challenges with elderly and lower income residents residing in rural communities and their accessibility to health services and underreported health issues.
- **Behavioral Health Legislation**- Mayor met the League of Oregon Cities (LOC) to discuss legislation for behavioral health issues.
- **Central Linn School Bond**- Mayor spoke with a large number of community members regarding the Central Linn School Bond to provide clarification on the misinformation that is circulating throughout the community regarding the bond.

OLD BUSINESS

Logo Project

Council reviewed and discussed the new logo options that were presented. A consensus was reached to move forward with logo options “A”, “E”, and “D” for a final review in the July meeting prior to sending them out for a public vote.

NEW BUSINESS

Sharing Hands Donation Request

Sharing Hands has requested a donation of \$500. The maximum allowed donation amount per City policy is \$500 per agency.

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

Motion by: Council President Isom, Seconded by Councilor Strauss

Vote: Ayes: Unanimous

Motion Carries

Meals on Wheels Donation Request

Council of Governments (COG) is requesting a donation of \$1000. The maximum allowed donation amount per City policy is \$500 per agency.

Motion: I move that the Governing Body of the City of Halsey approve a Community Partners donation in the amount of \$500 to Council of Governments for the Meals on Wheels Program.

Motion by: Council Michelle Isom, Seconded by Councilor Strauss

Vote: Ayes: Unanimous
Motion Carries

Councilor Gillson Resignation

Councilor Jerry Gillson has resigned his position effective at the end of the May 2025 meeting.

Motion: I move that the Governing Body of the City of Halsey declare the City Councilor position that has been held by Councilor Gillson to be vacant.

Motion by: Councilor Strauss , Seconded by Council President Isom

Vote: Ayes: Unanimous
Motion Carries

Mayor Lachenbruch thanked Councilor Gillson for his service to the City of Halsey

TMDL Updates

Council was asked to consider approving the update of the Total Maximum Daily Load Matrix for the 2025-2030 five-year update.

There was consensus to table this agenda item until the next meeting due to a printing issue of supporting documents.

ORDINANCES & RESOLUTIONS

RESOLUTION 2025-746 – A Resolution of the City of Halsey to Appropriate the Grant Funds Received from the American Library Association Libraries Transforming Communities.

Motion: I move that the Governing Body of the City of Halsey adopt Resolution 2025-746 -A resolution of the City of Halsey to appropriate the 2024 Libraries Transforming Communities Grant awarded by the American Library Association.

Motion by: Councilor Strauss, Seconded by Councilor Gillson
Vote: Ayes: Unanimous
Motion Carries

RESOLUTION 2025-747 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2025 as Mental Health Awareness Month

Motion: I move that the Governing Body of the City of Halsey adopt Resolution 2025-747 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2025 as Mental Health Awareness Month

Motion by: Council President Isom, Seconded by Councilor Strauss
Vote: Ayes: Unanimous
Motion Carries

ADJOURNMENT

Meeting adjourned at 7:54pm

Assistant City Recorder, Larissa Gangle

Mayor, Jerry Lachenbruch

F. FINANCIAL REPORTS

Financial Reports & Journal Entries – April 2025		
Council Action:	<i>MOTION</i>	June 10, 2025

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for April 2025

Summary: Approving the April Financial Report includes approving check numbers 21372-21423 in the amount of \$42,557.22

- **Possible Motion: I move that the Governing Body of the City of Halsey approve the April 2025 Financial Reports and Journal Entries as submitted.**

- **Council Options**
 - 1. Approve as recommended.**
 - 2. Approve with amendments.**
 - 3. Provide further directions to staff.**
 - 4. Deny or Postpone request.**

CITY OF HALSEY
 COMBINED CASH INVESTMENT
 APRIL 30, 2025

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	93,978.15
01-0001002	MONEY MARKET	8,305.45
01-0001003	INVESTMENT POOLED	2,081,863.32
	TOTAL COMBINED CASH	2,184,146.92
01-0001100	XPRESS DEPOSIT ACCOUNT	36,904.86
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,221,051.78)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	341,002.74
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	59,818.80
20	ALLOCATION TO (20) STREET FUND	155,495.06
25	ALLOCATION TO (25) STREET & PATHWAY FUND	74,327.70
40	ALLOCATION TO (40) BOND FUND	60,477.38
55	ALLOCATION TO (55) LIBRARY FUND	8,888.79
60	ALLOCATION TO (60) WATER FUND	314,971.01
61	ALLOCATION TO (61) SEWER FUND	168,083.80
62	ALLOCATION TO (62) WATER RESERVE FUND	409,802.19
63	ALLOCATION TO (63) SEWER RESERVE FUND	239,577.48
65	ALLOCATION TO STORM WATER BLUE HERON FUND	35,420.15
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	27,838.13
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	120,293.04
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	35,114.29
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	156,047.11
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	9,612.10
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	4,282.01
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,221,051.78
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,221,051.78)
	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, 2025

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	136,955.60	Book Balance Previous Month:	82,010.84
Outstanding Deposits:	99.53	Total Receipts:	108,881.85
Outstanding Checks:	43,186.98	Total Disbursements:	96,914.54
Bank Adjustments:	110.00	Book Adjustments:	.00
Bank Balance:	93,978.15	Book Balance:	93,978.15
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1191	99.53						
Grand Totals:							99.53

Deposits cleared: 34 items Deposits Outstanding: 1 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
14206	27.52	17523	23.44	17752	316.65	18058	53.23
18073	154.00	18155	1.63	18156	13.27	18163	.85
18170	.50	18344	2,000.00	18489	100.00	18511	150.00
18692	28.50	19077	68.45	19120	120.00	19423	154.84
19982	2.94	20412	30.87	20440	7.21	20597	30.00
20773	30.00	20926	117.54	21171	28.50	21172	95.12
21203	7.40	21209	300.00	21318	3.00	21357	3.09
21378	100.00	21410	30.00	21420	342.65	21421	78.75
21422	567.92	21423	178.67	92201	236.98	331252	212.00
331256	6,093.47	225201931	260.20-	225201965	86.91	225201966	223.83
225201967	295.00	225201968	13,967.39	225201969	7,245.62	225201970	2,242.13
225201971	7,177.31	225201972	500.00				
Grand Totals:							43,186.98

Checks cleared: 57 items Checks Outstanding: 46 items

Bank Adjustments Section

Description	Amount	Description	Amount
Split Deposit from xPress 4/29/2025	110.00		
Grand Totals:			110.00

Book Adjustments Section

Money Market Account (Money Market) (2)
April 30, 2025

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	8,305.45	Book Balance Previous Month:	65,416.83
Outstanding Deposits:	.00	Total Receipts:	23,257.62
Outstanding Checks:	.00	Total Disbursements:	80,369.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	8,305.45	Book Balance:	8,305.45
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 16 items Deposits Outstanding: 0 items

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Xpress Deposit Bank () (99)
April 30, 2025

Account: 010001100
Bank Account Number: 10912

Bank Statement Balance:	36,599.03	Book Balance Previous Month:	37,774.85
Outstanding Deposits:	305.83	Total Receipts:	869.99-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	36,904.86	Book Balance:	36,904.86
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>
1192	93.00	1193	212.83				
Grand Totals:							<u>305.83</u>

Deposits cleared: 39 items Deposits Outstanding: 2 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
04/22/2025	1	ACH Banking Fees	10-110-55-5545	Bank Fees/Misc Expense	9.18	
		ACH Banking Fees	01-0001001	Combined Cash - Checking	.00	9.18-
04/22/2025	2	xPress Bill Pay Service Fees	61-320-55-5611	Autopay Billing Software	152.51	
		xPress Bill Pay Service Fees	60-310-55-5611	Autopay Billing Software	152.51	
		xPress Bill Pay Service Fees	01-0001001	Combined Cash - Checking	.00	305.02-
04/22/2025	3	Pathpoint Merchant/Card Processing Fees	10-110-55-5545	Bank Fees/Misc Expense	190.53	
		Pathpoint Merchant/Card Processing Fees	01-0001001	Combined Cash - Checking	.00	190.53-
04/17/2025	4	AFLAC Adj.	10-110-50-5300	Employee Health Insurance	37.44	
		AFLAC Adj.	01-0001001	Combined Cash - Checking	.00	37.44-
04/21/2025	5	ASI Flex Fees	10-110-55-5545	Bank Fees/Misc Expense	15.00	
		ASI Flex Fees	01-0001001	Combined Cash - Checking	.00	15.00-
Total CASH DISBURSEMENTS (CD):					<u>557.1</u>	<u>557.17-</u>

References: 5 Transactions: 11

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
04/10/2025	1	ASI Flex Adj.	10-110-50-5300	Employee Health Insurance	63.00	
		ASI Flex Adj.	01-0001002	Money Market	.00	63.00-
04/29/2025	2	Transfer MM to CK	01-0001001	Combined Cash - Checking	80,000.00	
		Transfer MM to CK	01-0001002	Money Market	.00	80,000.00-
04/22/2025	3	Banking & Remote Deposit Fees	10-110-55-5545	Bank Fees/Misc Expense	94.00	
		Banking & Remote Deposit Fees	01-0001002	Money Market	.00	94.00-
04/16/2025	4	ASI Flex Transmittal-Move from CK to MM	10-110-50-5300	Employee Health Insurance	212.00	
		ASI Flex Transmittal-Move from CK to MM	01-0001002	Money Market	.00	212.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>80,369.00</u>	<u>80,369.00-</u>

References: 4 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
04/08/2025	1	EBS Trust-CIS Benefits Adjustment	01-0001001	Combined Cash - Checking	779.75	
		EBS Trust-CIS Benefits Adjustment	10-110-50-5300	Employee Health Insurance	.00	779.75-
04/08/2025	2	Transfer-xPress Dep. Acct. to CK	01-0001001	Combined Cash - Checking	13,900.00	
		Transfer-xPress Dep. Acct. to CK	01-0001100	Xpress Deposit Account	.00	13,900.00-
04/16/2025	3	Money Market Interest Earned-April 2025	01-0001002	Money Market	.58	
		Money Market Interest Earned-April 2025	10-000-40-650	Interest on Investments	.00	.58-
02/28/2025	4	P.E.R.S Adj.	01-0001001	Combined Cash - Checking	143.45	
		P.E.R.S Adj.	10-110-50-5402	PERS Retirement-Employer	.00	143.45-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>14,823.78</u>	<u>14,823.78-</u>

References: 4 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE) (continued)						
		LGIP Interest- April 2025	65-000-40-650	Interest on Investments	.00	125.02-
		LGIP Interest- April 2025	68-000-40-650	Interest on Investments	.00	98.26-
		LGIP Interest- April 2025	72-000-40-650	Interest on Investments	.00	424.58-
		LGIP Interest- April 2025	73-000-40-650	Interest on Investments	.00	123.94-
		LGIP Interest- April 2025	74-000-40-650	Interest on Investments	.00	550.78-
		LGIP Interest- April 2025	80-000-40-650	Interest on Investments	.00	33.93-
		LGIP Interest- April 2025	85-000-40-650	Interest on Investments	.00	15.11-
Total JOURNAL ENTRIES (JE):					<u>105,370.83</u>	<u>105,370.83-</u>
References: 41 Transactions: 59						
Total 425:					<u>201,120.78</u>	<u>201,120.78-</u>
Grand Totals:					<u>201,120.78</u>	<u>201,120.78-</u>

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
04/23/2025	1	Budget Adjustments	10-999-80-8090	Transfer to Library Fund	3,000.00	
04/23/2025	2	Budget Adjustments	55-000-48-801	Transferred from General Fund	.00	3,000.00-
04/23/2025	3	Budget Adjustments	10-999-80-8015	Transfer to Park Fund	3,000.00	
04/23/2025	4	Budget Adjustments	85-000-48-801	Transfer from Gen Fnd-Park Exp	.00	3,000.00-
04/23/2025	5	Budget Adjustments	10-999-80-8080	Transfer to Stormwater Fund	2,000.00	
04/23/2025	6	Budget Adjustments	68-000-48-801	Transferred from Other Funds	.00	2,000.00-
04/23/2025	7	Budget Adjustments	60-999-80-8020	Transfer to Vehicle & Equip	10,000.00	
04/23/2025	8	Budget Adjustments	18-000-48-802	Transferred from Water Fund	.00	10,000.00-
04/23/2025	9	Budget Adjustments	60-999-80-8040	Transfer to Water Reserve Fund	30,000.00	
04/23/2025	10	Budget Adjustments	62-000-48-804	Transferred from Water Fund	.00	30,000.00-
04/23/2025	11	Budget Adjustments	61-999-80-8020	Transfer to Vehicle & Equip	10,000.00	
04/23/2025	12	Budget Adjustments	18-000-48-804	Transferred from Sewer Fund	.00	10,000.00-
04/23/2025	13	Budget Adjustments	61-999-80-8040	Transfer to Sewer Reserve Fund	30,000.00	
04/23/2025	14	Budget Adjustments	63-000-48-804	Transfer from Sewer Fund	.00	30,000.00-
04/23/2025	15	Budget Adjustments	20-999-80-8010	Transfer to Vehicle & Equip	3,000.00	
04/23/2025	16	Budget Adjustments	18-000-48-803	Transferred from Street Fund	.00	3,000.00-
04/23/2025	17	Budget Adjustments	20-999-80-8065	Transfer to Str & Pathway Fund	2,000.00	
04/23/2025	18	Budget Adjustments	25-000-48-803	Transferred from Street Fund	.00	2,000.00-
04/23/2025	19	Budget Adjustments	68-999-80-8020	Transfer to Vehicle & Equip	2,000.00	
04/23/2025	20	Budget Adjustments	18-000-48-805	Transferred from Storm	.00	2,000.00-
04/25/2025	21	Correct for negative interest Park Balance	85-000-40-650	Interest on Investments	.00	881.41-
04/25/2025	22	Correct for negative interest Park Balance	10-000-40-650	Interest on Investments	144.95	
04/25/2025	23	Correct for negative interest Park Balance	18-000-40-650	Interest on Investments	13.52	
04/25/2025	24	Correct for negative interest Park Balance	20-000-40-650	Interest on Investments	62.59	
04/25/2025	25	Correct for negative interest Park Balance	25-000-40-650	Interest on Investments	28.79	
04/25/2025	26	Correct for negative interest Park Balance	40-000-40-650	Interest on Investments	23.45	
04/25/2025	27	Correct for negative interest Park Balance	55-000-40-650	Interest on Investments	2.38	
04/25/2025	28	Correct for negative interest Park Balance	60-000-40-650	Interest on Investments	144.61	
04/25/2025	29	Correct for negative interest Park Balance	61-000-40-650	Interest on Investments	82.37	
04/25/2025	30	Correct for negative interest Park Balance	62-000-40-650	Interest on Investments	147.79	
04/25/2025	31	Correct for negative interest Park Balance	63-000-40-650	Interest on Investments	81.53	
04/25/2025	32	Correct for negative interest Park Balance	65-000-40-650	Interest on Investments	13.71	
04/25/2025	33	Correct for negative interest Park Balance	68-000-40-650	Interest on Investments	10.75	
04/25/2025	34	Correct for negative interest Park Balance	72-000-40-650	Interest on Investments	46.82	
04/25/2025	35	Correct for negative interest Park Balance	73-000-40-650	Interest on Investments	13.67	
04/25/2025	36	Correct for negative interest Park Balance	74-000-40-650	Interest on Investments	60.74	
04/25/2025	37	Correct for negative interest Park Balance	80-000-40-650	Interest on Investments	3.74	
04/25/2025	38	AP correction - tree removal for path maint	85-510-55-6915	Public Trees	.00	1,650.00-
04/25/2025	39	AP correction - tree removal for path maint	25-220-60-6001	Capitol Outlay	1,650.00	
04/01/2025	40	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
		LGIP ACH Fee	01-0001003	Investment Pooled	.00	.05-
04/30/2025	41	LGIP Interest- April 2025	01-0001003	Investment Pooled	7,839.37	
		LGIP Interest- April 2025	10-000-40-650	Interest on Investments	.00	1,203.60-
		LGIP Interest- April 2025	18-000-40-650	Interest on Investments	.00	211.13-
		LGIP Interest- April 2025	20-000-40-650	Interest on Investments	.00	548.83-
		LGIP Interest- April 2025	25-000-40-650	Interest on Investments	.00	262.34-
		LGIP Interest- April 2025	40-000-40-650	Interest on Investments	.00	213.46-
		LGIP Interest- April 2025	55-000-40-650	Interest on Investments	.00	31.37-
		LGIP Interest- April 2025	60-000-40-650	Interest on Investments	.00	1,111.72-
		LGIP Interest- April 2025	61-000-40-650	Interest on Investments	.00	593.26-
		LGIP Interest- April 2025	62-000-40-650	Interest on Investments	.00	1,446.43-
		LGIP Interest- April 2025	63-000-40-650	Interest on Investments	.00	845.61-

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
04/22/2025	1	ACH Banking Fees	9.18
04/10/2025	1	ASI Flex Adj.	63.00
04/22/2025	2	xPress Bill Pay Service Fees	152.51
04/22/2025	2	xPress Bill Pay Service Fees	152.51
04/29/2025	2	Transfer MM to CK	80,000.00
04/22/2025	3	Pathpoint Merchant/Card Processing Fees	190.53
04/22/2025	3	Banking & Remote Deposit Fees	94.00
04/17/2025	4	AFLAC Adj.	37.44
04/16/2025	4	ASI Flex Transmittal-Move from CK to MM	212.00
04/21/2025	5	ASI Flex Fees	15.00
04/04/2025	21372	Alyrica Networks	13.33
04/04/2025	21372	Alyrica Networks	13.33
04/04/2025	21372	Alyrica Networks	13.33
04/04/2025	21373	AT&T Mobility	15.99
04/04/2025	21373	AT&T Mobility	31.97
04/04/2025	21373	AT&T Mobility	31.97
04/04/2025	21374	Cintas	20.78
04/04/2025	21374	Cintas	10.39
04/04/2025	21374	Cintas	10.39
04/04/2025	21375	Jerry's Home Improvement	85.39
04/04/2025	21375	Jerry's Home Improvement	9.83
04/04/2025	21375	Jerry's Home Improvement	9.83
04/04/2025	21375	Jerry's Home Improvement	9.82
04/04/2025	21376	Kinney, David	1,450.20
04/04/2025	21377	League of Oregon Cities	249.00
04/04/2025	21378	Linn County Road Department	100.00
04/04/2025	21379	NW Natural Gas	89.29
04/04/2025	21379	NW Natural Gas	224.30
04/04/2025	21380	ODP Business Solutions, LLC	93.96
04/04/2025	21381	Pump Tech, LLC	1,563.81
04/04/2025	21382	SAIF Corporation	530.22
04/04/2025	21383	Elan Financial Services	648.14
04/04/2025	21383	Elan Financial Services	683.31
04/04/2025	21383	Elan Financial Services	391.65
04/04/2025	21383	Elan Financial Services	241.42
04/04/2025	21383	Elan Financial Services	395.56
04/04/2025	21384	Linn County Road Department	50.00
04/09/2025	21385	BMS Technologies	217.18
04/09/2025	21385	BMS Technologies	217.19
04/09/2025	21386	CECO, Inc.	50.60
04/09/2025	21386	CECO, Inc.	63.25
04/09/2025	21386	CECO, Inc.	63.25
04/09/2025	21386	CECO, Inc.	75.90
04/09/2025	21387	Caselle, Inc.	498.00
04/09/2025	21387	Caselle, Inc.	166.00
04/09/2025	21387	Caselle, Inc.	166.00
04/09/2025	21388	Cintas	20.93
04/09/2025	21388	Cintas	20.93
04/09/2025	21388	Cintas	41.86
04/09/2025	21389	Civil West Engineering Services, Inc.	93.33
04/09/2025	21390	Executive Cleaning	650.00
04/09/2025	21391	JSG Lawn Maintenance	2,000.00
04/09/2025	21392	KS Chems	61.05
04/09/2025	21392	KS Chems	142.46
04/09/2025	21393	League of Oregon Cities	149.00
04/09/2025	21394	Legacy	180.00

Date	Check Number	Payee or Description	Check Amount
04/09/2025	21395	OMA	110.00
04/09/2025	21396	Renewable Resource Group, Inc	518.00
04/09/2025	21396	Renewable Resource Group, Inc	97.00
04/09/2025	21397	SAIF Corporation	5.30
04/09/2025	21398	U.S. Postal Service	120.00
04/09/2025	21399	Wells Fargo Financial Leasing, Inc.	67.90
04/09/2025	21399	Wells Fargo Financial Leasing, Inc.	67.89
04/09/2025	21399	Wells Fargo Financial Leasing, Inc.	21.44
04/09/2025	21399	Wells Fargo Financial Leasing, Inc.	21.44
04/16/2025	21400	Carlson Hardware Inc.	131.56
04/16/2025	21400	Carlson Hardware Inc.	131.56
04/16/2025	21401	DLF Pickseed USA Inc	80.00
04/16/2025	21402	GSI Water Solutions, Inc.	15,634.94
04/16/2025	21403	Lonnie Horner	50.00
04/16/2025	21404	Ingram Library Services	208.18
04/16/2025	21405	Jessica K. Meyer Law LLC	300.00
04/16/2025	21406	Local Government Law Group, PC	870.00
04/16/2025	21407	Pacific Power	1,644.72
04/16/2025	21407	Pacific Power	149.09
04/16/2025	21407	Pacific Power	96.97
04/16/2025	21407	Pacific Power	1,303.01
04/16/2025	21407	Pacific Power	57.94
04/16/2025	21407	Pacific Power	3,076.18
04/16/2025	21408	Renewable Resource Group, Inc	486.00
04/16/2025	21409	Security Alarm Corp	207.98
04/16/2025	21410	Shaun, Garey-Wilder	30.00
04/16/2025	21411	Wells Fargo Financial Leasing, Inc.	123.50
04/16/2025	21411	Wells Fargo Financial Leasing, Inc.	123.50
04/16/2025	21411	Wells Fargo Financial Leasing, Inc.	39.00
04/16/2025	21411	Wells Fargo Financial Leasing, Inc.	39.00
04/24/2025	21413	Ferguson Waterworks # 3011	99.73
04/24/2025	21414	HD Fowler	782.38
04/24/2025	21414	HD Fowler	782.38
04/24/2025	21415	Illinois Library Association	330.06
04/24/2025	21416	Industrial Welding Supply, Inc.	34.00
04/24/2025	21417	National Business Solutions	1,019.08
04/24/2025	21418	NW Natural Gas	93.57
04/24/2025	21418	NW Natural Gas	173.79
04/24/2025	21419	Renewable Resource Group, Inc	398.00
04/24/2025	21420	Elan Financial Services	113.58
04/24/2025	21420	Elan Financial Services	87.42
04/24/2025	21420	Elan Financial Services	111.66
04/24/2025	21420	Elan Financial Services	29.99
04/30/2025	21421	AT&T Mobility	15.75
04/30/2025	21421	AT&T Mobility	31.50
04/30/2025	21421	AT&T Mobility	31.50
04/30/2025	21422	Ferguson Waterworks # 3011	567.92
04/30/2025	21423	Wells Fargo Financial Leasing, Inc.	53.60
04/30/2025	21423	Wells Fargo Financial Leasing, Inc.	17.87
04/30/2025	21423	Wells Fargo Financial Leasing, Inc.	53.60
04/30/2025	21423	Wells Fargo Financial Leasing, Inc.	53.60
04/30/2025	92201	DIRECT DEPOSIT TOTAL	22,061.96
04/30/2025	430251	Andy Ridinger - DIR DEP	.00
04/30/2025	430252	Gangle, Larissa - DIR DEP	.00
04/30/2025	430253	William Jones - DIR DEP	.00
04/30/2025	430254	Amber Murray - DIR DEP	.00
04/30/2025	430255	Audrey Whiddon - DIR DEP	.00
04/30/2025	430256	Briana Parra - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
04/30/2025	430257	Jennifer Riley - DIR DEP	.00
04/30/2025	430258	Kaitlyn Watts - DIR DEP	.00
04/18/2025	225201965	Oregon Dept of Revenue - OTT	86.91
04/30/2025	225201966	AFLAC	223.83
04/30/2025	225201967	ASI Flex	295.00
04/30/2025	225201968	EBS Trust, CIS- Benefits	13,957.73
04/30/2025	225201968	EBS Trust, CIS- Benefits	9.66
04/30/2025	225201969	IRS Tax Deposit	3,715.50
04/30/2025	225201969	IRS Tax Deposit	868.94
04/30/2025	225201969	IRS Tax Deposit	2,661.18
04/30/2025	225201970	Oregon Dept of Revenue - WC/UI	19.91
04/30/2025	225201970	Oregon Dept of Revenue - WC/UI	1,945.00
04/30/2025	225201970	Oregon Dept of Revenue - WC/UI	277.22
04/30/2025	225201971	P.E.R.S.	1,613.52
04/30/2025	225201971	P.E.R.S.	5,563.79
04/30/2025	225201972	VOYA	500.00
Grand Totals:			<u>177,283.54</u>

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
04/29/2025	PC	04/30/2025	430251	Andy Ridinger	210		01-0001001	4,786.00-
04/29/2025	PC	04/30/2025	430252	Gangle, Larissa	241		01-0001001	3,385.79-
04/29/2025	PC	04/30/2025	430253	William Jones	245		01-0001001	3,305.53-
04/29/2025	PC	04/30/2025	430254	Amber Murray	258		01-0001001	2,841.75-
04/29/2025	PC	04/30/2025	430255	Audrey Whiddon	260		01-0001001	2,035.01-
04/29/2025	PC	04/30/2025	430256	Briana Parra	261		01-0001001	4,301.83-
04/29/2025	PC	04/30/2025	430257	Jennifer Riley	262		01-0001001	554.98-
04/29/2025	PC	04/30/2025	430258	Kaitlyn Watts	263		01-0001001	851.07-
Grand Totals:								<u>22,061.96-</u>
			<u>8</u>					

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
21372	04/04/2025	934	Alyrica Networks	Monthly Internet	10-110-55-5770	39.99
21373	04/04/2025	24	AT&T Mobility	Public Works Tablet	60-310-55-5662	79.93
21374	04/04/2025	1163	Cintas	Shop Drinking Water Cleaning	61-320-55-5543	41.56
21375	04/04/2025	170	Jerry's Home Improvement	Concrete Moss Treatment	55-410-55-5680	114.87
21376	04/04/2025	799	Kinney, David	Pre Planning Conf. -A-Team	10-110-55-5622	1,450.20
21377	04/04/2025	192	League of Oregon Cities	Planning in Oregon Registration-Audrey	10-110-55-5750	249.00
21378	04/04/2025	205	Linn County Road Department	Road Permit Deposit for Library 5K	55-410-55-5580	100.00
21379	04/04/2025	263	NW Natural Gas	Natural Gas Service	60-310-55-5671	313.59
21380	04/04/2025	791	ODP Business Solutions, LLC	Office Supplies-Envelopes & Copy Paper	10-110-55-5616	93.96
21381	04/04/2025	1214	Pump Tech, LLC	Sewer Lift Station Pump Rebuild Kit	61-320-55-5706	1,563.81
21382	04/04/2025	1054	SAIF Corporation	Worker's Compensation Insurance	10-110-55-5590	530.22
21383	04/04/2025	665	Elan Financial Services	Elevator Maintenance- Elevator Permit	10-110-55-5689	2,360.08
21384	04/04/2025	205	Linn County Road Department	Library Book-It 5k Road Permit Fee	55-410-55-5580	50.00
21385	04/09/2025	1129	BMS Technologies	Utility Bill Printing & Mailing	60-310-55-5610	434.37
21386	04/09/2025	47	CECO, Inc.	Fuel	61-320-55-5615	253.00
21387	04/09/2025	49	Caselle, Inc.	Software Contract Support & Maintenance	60-310-55-5611	830.00
21388	04/09/2025	1163	Cintas	City Hall Drinking Water	10-110-55-5616	83.72
21389	04/09/2025	945	Civil West Engineering Services, I	General Services	60-310-60-6002	93.33
21390	04/09/2025	954	Executive Cleaning	Contract Janitorial Services-March	10-110-55-5680	650.00
21391	04/09/2025	1062	JSG Lawn Maintenance	Monthly Landscape Services-April 2025	10-110-55-5910	2,000.00
21392	04/09/2025	567	KS Chems	Toilet Tissue & Paper Towels	10-110-55-5680	203.51
21393	04/09/2025	192	League of Oregon Cities	Budget Training Registration	10-110-55-5750	149.00
21394	04/09/2025	1100	Legacy	WWTP Automated Exercise	61-320-55-5679	180.00
21395	04/09/2025	959	OMA	Membership Dues- J. Lachenbruch 2025	10-110-55-5541	110.00
21396	04/09/2025	19	Renewable Resource Group, Inc	Lab Testing-3/25/25	60-310-55-5860	615.00
21397	04/09/2025	1054	SAIF Corporation	Worker's Compensation Insurance	10-110-55-5590	5.30
21398	04/09/2025	314	U.S. Postal Service	Post Office Box Annual Fee	10-110-55-5610	120.00
21399	04/09/2025	1132	Wells Fargo Financial Leasing, Inc	Konica Copier	55-410-55-5664	178.67
21400	04/16/2025	46	Carlson Hardware Inc.	Misc Supplies for March	61-320-55-5606	263.12
21401	04/16/2025	1277	DLF Pickseed USA Inc	Overpayment-Utility Final Billed	01-0001075	80.00
21402	04/16/2025	1103	GSI Water Solutions, Inc.	Well 69 Replacement	60-310-60-6002	15,634.94
21403	04/16/2025	1276	Lonnie Horner	Overpayment - Utility Final Billed	01-0001075	50.00
21404	04/16/2025	761	Ingram Library Services	Library Books	55-410-55-5800	208.18
21405	04/16/2025	1274	Jessica K. Meyer Law LLC	Municipal Judge-April 2025	10-110-55-5648	300.00
21406	04/16/2025	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	870.00
21407	04/16/2025	297	Pacific Power	5th & L Pump	60-310-55-5672	6,327.91
21408	04/16/2025	19	Renewable Resource Group, Inc	Lab Testing-WWTP 4/1/25	61-320-55-5860	486.00
21409	04/16/2025	688	Security Alarm Corp	Fire & Security Monitoring-May2025	10-110-55-5770	207.98
21410	04/16/2025	1275	Shaun, Garey-Wilder	Deposit Reservation Refund	85-510-55-5885	30.00
21411	04/16/2025	1132	Wells Fargo Financial Leasing, Inc	Security Cameras	55-410-55-5664	325.00
21413	04/24/2025	848	Ferguson Waterworks # 3011	Sewer clean out & cover	61-320-55-5706	99.73
21414	04/24/2025	1210	HD Fowler	Ready Subscription	61-320-55-5611	1,564.76
21415	04/24/2025	1238	Illinois Library Association	Summer Reading Program Products	55-410-55-5560	330.06
21416	04/24/2025	160	Industrial Welding Supply, Inc.	Air for Spraying	20-210-55-5601	34.00
21417	04/24/2025	1110	National Business Solutions	Copier Contract Fee-April 2025	10-110-55-5702	1,019.08
21418	04/24/2025	263	NW Natural Gas	Natural Gas Service	10-110-55-5671	267.36
21419	04/24/2025	19	Renewable Resource Group, Inc	Lab Testing-WWTP 4/8/25	61-320-55-5860	398.00
21420	04/24/2025	665	Elan Financial Services	5k Advertising - transaction fee	55-410-55-5580	342.65
21421	04/30/2025	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.75
21422	04/30/2025	848	Ferguson Waterworks # 3011	Water Meter Boxes and Lids	60-310-55-5701	567.92
21423	04/30/2025	1132	Wells Fargo Financial Leasing, Inc	Konica Copier	61-320-55-5702	178.67

Grand Totals: 42,557.22

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

H. Delegations

Linn County Sheriff

Council Action: *None*

June 10, 2025



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

This Report Encompasses: 5/ 1/25 to 5/31/25

Total Incidents This Month: **39**

Incident Information:	Description
<p>CAD# 2025078042 TIME: 5/1/2025 1:00:02PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 000 W 2ND ST HALS</p> <hr/> <p>Operator issued equipment violation warning</p>
<p>CAD# 2025078064 TIME: 5/1/2025 1:27:17PM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 000 W 1ST ST HALS</p> <hr/> <p>Deputy conducts follow-up on open investigation</p>
<p>CAD# 2025078137 TIME: 5/1/2025 2:57:36PM CASE# CAD Only HALS WARNING SPEEDING VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 100 W F ST/W 2ND ST HALS</p> <hr/> <p>Operator issued speeding violation warning</p>
<p>CAD# 2025078153 TIME: 5/1/2025 3:19:14PM CASE# CAD Only HALS WARNING SPEEDING VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 100 W F ST/W 2ND ST HALS</p> <hr/> <p>Operator issued speeding violation warning</p>
<p>CAD# 2025078713 TIME: 5/2/2025 10:52:22AM CASE# CAD Only HALS CAD CALL COMPLETE</p>	<p>CRIMINAL MISCHIEF Reported at Block of 1100 W 2ND ST HALS</p> <hr/> <p>Location has individuals trespassing but not causing damage or taking items. RP wants extra attention to the location and will be working with the city to have wire inserted in the culverts. At this time, no report is necessary.</p>

Incident Information:**Description**

CAD# 2025079246
TIME: 5/2/2025 11:20:17PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 200 W 5TH ST/W C ST HALS

Deputy checks area for reported 911 hang up. No additional calls and no distress heard over call. Area was checked and all appeared well.

CAD# 2025080632
TIME: 5/5/2025 7:54:57AM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 31800 HWY 228/W 1ST ST HALS

Operator issued speeding violation warning

CAD# 2025080692
TIME: 5/5/2025 9:10:41AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 000 W 2ND ST HALS

Deputy issues parking violation warning to local business.

CAD# 2025080775
TIME: 5/5/2025 11:23:50AM
CASE# CAD Only
HALS
CITE DWS NO ODL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

33 year old L. Collins of Corvallis was issued a citation for Driving While Suspended

CAD# 2025080948
TIME: 5/5/2025 3:07:48PM
CASE# CAD Only
HALS
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 400 W 2ND ST/W E ST HALS

29 year old J. Owens of Sweet Home was issued a citation for Fail to Renew Vehicle Registration and a warning for speeding violation.

CAD# 2025080967
TIME: 5/5/2025 3:35:40PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 600 W C ST HALS

Citizen concerned uninvited guests would show up to a party, wanted LCSO notified.

Incident Information:**Description**

CAD# 2025081601
TIME: 5/6/2025 2:53:51PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLATION

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

Operator issued speeding violation warning

CAD# 2025081605
TIME: 5/6/2025 3:02:55PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

Operator issued speeding violation warning

CAD# 2025081835
TIME: 5/6/2025 9:07:14PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 000 E C ST HALS

DHS fax reviewed, duplicate of report already reviewed.

CAD# 2025082964
TIME: 5/8/2025 1:58:30PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 200 W 2ND ST HALS

Child misbehaving and running from the school. School policy is to call for LE assistance in the event they no longer can control the situation. Child is safe and with their parents.

CAD# 2025084476
TIME: 5/10/2025 7:05:02PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 400 W H ST HALS

No Public Narrative.

CAD# 2025085462
TIME: 5/12/2025 3:14:00PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 500 W 4TH ST HALS

Deputy checked area for suspicious person

Incident Information:**Description**

CAD# 2025085593
TIME: 5/12/2025 6:33:52PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 200 W I ST HALS

suspicious vehicle call. Vehicle left before contact was made.

CAD# 2025085807
TIME: 5/13/2025 5:06:03AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 000 E B ST HALS

Deputy checked on a suspicious vehicle.

CAD# 2025086552
TIME: 5/14/2025 9:35:47AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 600 AMERICAN DR HALS

Operator issued warning for equipment violation

CAD# 2025087513
TIME: 5/15/2025 3:12:53PM
CASE# CAD Only
HALS

911 HANG UP CALL Reported at Block of 200 AMERICAN DR HALS

No Public Narrative.

CAD# 2025088254
TIME: 5/16/2025 4:54:24PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 400 W G ST HALS

Non-Criminal Report. NFA

CAD# 2025088812
TIME: 5/17/2025 1:29:47PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EVENT DETAIL Reported at Block of 200 W 2ND ST HALS

Event at Central Linn Elementary School in Halsey.

Incident Information:**Description**

CAD# 2025090977
TIME: 5/20/2025 7:44:18PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EVENT DETAIL Reported at Block of 100 W HALSEY ST HALS

CAD# 2025092890
TIME: 5/23/2025 2:50:27PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 500 W 5TH ST HALS

Deputy warned owner for livestock at large and for her dogs running at large .

CAD# 2025093710
TIME: 5/24/2025 4:00:10PM
CASE# CAD Only
HALS

911 HANG UP CALL Reported at Block of 700 PUFFIN ST HALS

Accidental dial

CAD# 2025094911
TIME: 5/26/2025 1:50:33PM
CASE# CAD Only
HALS
HALSEY

TRESPASS Reported at Block of 500 W 4TH ST HALS

Deputies responded to report of solicitors trespassing in Halsey. Deputies located the solicitors who were told not to solicit in Halsey without a proper permit.

CAD# 2025095352
TIME: 5/27/2025 7:50:55AM
CASE# CAD Only
HALS
TEST CALL CLEARED

FOLLOW UP Reported at Block of 100 W HALSEY ST HALS

No Public Narrative.

CAD# 2025095695
TIME: 5/27/2025 3:23:36PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 500 W 4TH ST HALS

Deputy conducted a welfare check on a dog on 4th Street in Halsey. No crimes.

Incident Information:**Description**

CAD# 2025095704
TIME: 5/27/2025 3:38:37PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 000 AMERICAN DR/HWY 228 HALS

driving complaint.

CAD# 2025096092
TIME: 5/28/2025 7:42:24AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 100 W D ST HALS

extra patrol of school zone. One citation for speed issued.

CAD# 2025096093
TIME: 5/28/2025 7:44:27AM
CASE# CAD Only
HALS
CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

School zone citation. Operator cited for 36 mph in the 20 mph zone.

CAD# 2025096307
TIME: 5/28/2025 12:01:34PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 200 W C ST HALS

Operator issued equipment violation warning

CAD# 2025096708
TIME: 5/28/2025 7:56:54PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 300 E 1ST ST HALS

Vehicle left before deputy arrival.

CAD# 2025096954
TIME: 5/29/2025 8:19:15AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 100 W HALSEY ST HALS

Operator issued parking violation warning, operator immediately moved vehicle upon request

Incident Information:**Description**

CAD# 2025097075
TIME: 5/29/2025 11:42:39AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 200 W 2ND ST HALS

No Public Narrative.

CAD# 2025097795
TIME: 5/30/2025 12:30:49PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 000 E 1ST ST HALS

DHS Cross Report. Non-criminal.

CAD# 2025098588
TIME: 5/31/2025 1:39:59PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 800 W 5TH ST HALS

Civil dispute. Caller wanted it documented his brother is mean.

CAD# 2025098801
TIME: 5/31/2025 7:52:51PM
CASE# CAD Only
HALS
CALL TRANSFERRED TO OTHER AGY

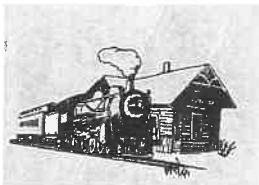
TRANSFER 911 INFO - LAW CALL Reported at Block of 000 NW 2ND ST/HWY 228 HALS

No Public Narrative.

H. Delegations

Council Applicant Interview		
Council Action:	<i>None</i>	June 10, 2025

Council may invite the candidate to speak and may ask them questions about their background or qualifications or reasons for wanting to serve. After interviews, council may choose to move to the position (item K-1, New Business), or council may choose to postpone their decision.



City of Halsey

PO Box 10
100 Halsey Street
Halsey, OR 97348

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

Application for City Council

The following vacancy has been declared by the Halsey City Council: _____

HALSEY CITY COUNCIL, and is for the following term: from: _____ to _____

Name of Applicant: Derek Voyez

Address: 415 W 1 Street

Phone Number: 541-401-7714

Have you been a resident of the City of Halsey for one year? yes

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

Education: College of emergency medicine Degree, Licensed EMT

Employer: Voyez Racing & Fab

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

Volunteer fire departments, Sweet Home, Brownsville, and now Halsey.

Why do you wish to serve on City Council?

I want to be more involved in our city and put myself in a better position to be able to actually help businesses succeed here. In addition to being an EMT with Halsey fire, I would like help protect ~~and~~ the city and make sure that we prosper.

Thank you for considering me as a candidate.

Signed: Derek Voyez

Date: 5/21/25

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

J. REPORTS TO COUNCIL

1. Employee Reports	
a. City Administrator Report	
Council Action:	NONE
June 10, 2025	

1. Park Project

The city has selected a contractor for the path replacement project. The work has a projected timeline of 4 weeks, and is tentatively scheduled to begin the first week of September. The decision to wait until the end of summer to begin this project is to reduce impacts on park usage during the busiest usage season, as well as minimize damage to the ground resulting from heavy equipment traffic. Completion of the park path project is a catalyst for completion of several other pending projects. Once the path is complete, we can then install the new benches and trashcans, plant replacement trees in the spot left by the poplar removal and install the new outdoor exercise equipment. Projects that can be completed prior to the pathway project include installing remaining playground equipment, resurfacing the basketball court and converting it to a multi-use court, and installing new basketball hoops. We anticipate the full scope of this project to be completed by early October this year.

2. I&I Project

I contacted our engineer of record, Devco, to determine their availability to take on our I&I project. They unfortunately do not currently have the capacity to take on the project. I am following up with them on their capacity for project management components, as they mentioned they may have the ability to support that work. After further review of the work tasks, we may be able to design a scope of work that does not require additional engineering as the work is all based on patching, lining, and repairing lines that are in place currently. No removal of and replacement of existing pipe is needed. If we determine that engineering is required, we will move forward with a bid for project engineering so we can get this project moving forward.

3. Georgia Pacific Donation

The Georgia Pacific Mill is donating \$500 to the Halsey City Library. GP has consistently and generously donated to help support the library ever since it was opened in 2015.

4. City Wide Garage Sale

The city-wide garage sale took place on June 7th – Update will be provided at council meeting.

5. Party in the Park

We hosted a summer reading program information and sign up event in the Park on Saturday June 7th. Update will be provided at council meeting.

6. Summer Reading Program

If you have kids, or know families that do, please remember to sign up for the Summer Reading Program at the library. It is a really fun line-up of events this year, including Ceasar the No Drama Lama, Lego derby car races, games, presenters, and a magician. Summer Reading program is completely free! It kicks off Saturday July 12th. We hope to see lots of our community kids there. Flyers with event information and registration forms are available at the library, at city hall, and on our website.

7. City Ordinance Efforts

Ordinance enforcement season is here. Between May 14th and September 30th the city enforces noxious weeds and vegetation per Halsey municipal code. To coordinate our efforts, we also use this timeframe to focus on other nuisance enforcement such as storage of items in the right of way. This includes inoperable vehicles, boats, and RVs parked for extended periods, as well as other objects left in the city right of way. This year we have divided the work between two members of our city hall staff, with one focusing on noxious weeds, and the other focusing on storage in the right of way or other more complex code enforcement. We've been investing in targeted efforts to address compliance to ensure reduced fire risk, and safe and clear avenues of traffic on city streets. Many of you may have noticed some properties that may appear to be in violation of one or more of these city nuisance codes. It is a slow process working towards compliance. This year, we implemented courtesy calls two weeks prior to May 14th, attempting to contact people early to make them aware of the upcoming compliance deadline. Next, we send

letters, and sometimes we must follow up with a property 2-3 times before we see improvement. We make great efforts to work with property owners to avoid escalating to municipal fines. All these steps are time intensive.

8. Upcoming Events

- **All of JUNE – food drive for Sharing Hands. Bring your canned and boxed food to City Hall!**
- **June 15th – Father’s Day! Thank the Dads in your life**
- **June 19th – Library Committee Meeting**
- **July 4th – City Hall CLOSED for 4th of July**

J. REPORTS TO COUNCIL

1. Employee Reports	
b. Public Works Department	
Council Action:	NONE June 10, 2025

Halsey Public Works Report May 2025

Water Distribution:

Water Produced	3,437,815 Gallons
Daily Average	1110,897 Gallons
<u>Wastewater:</u>	
WW Collected	2,061,000 Gallons
Daily Average	66,000 Gallons

Here are some highlights for the month of May.

We continue our routine mowing regiment for this time of the year. We repaired the blade /bearing assembly for the hopper mower.

Second round of ROW spraying will be on the list in June.

We worked in the park replacing 6 broken sprinkler heads, added new playground chips, replaced the infant swing seats and weeded and added bark dust around the rock bubbler.

At the lagoon we had the rotten siding replaced on the south side of the WW building. We had sure flow come and clean some sewer lines in town. A sewer manhole on W. 3rd had debris piled with the potential of creating a plug.

On W. Ast we installed a new traffic-rated sewer clean out with formed concrete.

J. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	June 10, 2025

Circulation for May		Total Circulation since opening (Aug. 2015)	13,556
Fiction	66		
Non-Fiction	14		
Total	80		
Cities Represented in Circulation		Total Number of items in collection	4,772
Halsey	80		
Shedd	0		
Harrisburg	0		
Sweet Home	0		
Value of Inventory Through May			
Fiction	\$87,871.72		
Non-Fiction	\$49,301.67		
Total	\$137,173.39		

Updates:

The month of May was a bit slower than last month; I am assuming it's because of the nicer weather we have been having. We had 80 books checked out and added 27 books to our inventory. We have really been gearing up for our Summer Reading Program and our Party in the Park event on Saturday June 7th to hopefully get some early signups and excitement amongst the community for the fun things we have planned. Speaking of the Summer Reading Program, I luckily got in contact with a magician that has worked with us in years prior that will be performing his “Magic of Reading” presentation on August 9th. Which means we will be adding an extra Saturday of fun to our Summer Reading Program, making it 5 weeks long! The other dates and events will remain the same.

K. NEW BUSINESS

1. Appoint a City Councilor		
Council Action:	MOTION	June 10, 2025

Issue Statement: The Departure of Councilor Gillson created a vacancy on Council. The Council may appoint a Councilor to fill the seat.

Summary: We have one application for the position: Derek Voyez

The appointed Councilor will serve the remainder of the current term, which ends on December 31, 2026.

To be eligible, a candidate must be registered to vote and have lived in the city limits of the City of Halsey for at least twelve months prior to election or appointment. The candidate meets this requirement.

Council may invite the candidate to speak and may ask them questions about their background or qualifications or reasons for wanting to serve.

Council may also postpone filling the position.

Ø **Possible Motion:** I move that the governing body of the City of Halsey appoint ____ [name] ____ to the position of City Councilor to serve the remainder of the current term.

• **Council Options**

1. **Appoint on candidate**
2. **Postpone appointment**
3. **Provide further direction to staff**

After the appointment, the City Administrator will administer the oath of office and the Councilor may take his or her seat.

K. NEW BUSINESS

2. 2025-2026 Wage Scale		
Council Action:	MOTION	June 10, 2025

Issue Statement: The Council is asked to approve the 2025-2026 Wage Scale.

Summary: The wage scale includes a 2.5% COLA increase and has been included in the FY 2025-2026 Budget. The proposed 2025-26 Wage Scale is attached.

- The Current 2024-25 average CPI-W (Consumer Price Index- Western Region) is 2.5%. The national CPI projections for 2025 are trending with estimates between 2.3% and 2.8%. The Social Security Administration adopted a COLA of 2.5% for. The CPI and Social Security Administration are considered when setting the wage scale for the upcoming year.
- 2025 COLA The proposed 2.5% increase is included in the proposed FY 2025-2026 Budget.
- COLAs allow the city to remain competitive with other, similar positions as minimum wage and cost of living increase. This promotes longevity of skilled staff, limits errors, reduces turnover, and limits transition costs.
- The wage scale includes a Utility Worker II position to allow for continued wage growth for employees with advanced education, credentials, or years of experience.
- Temp Wage Scales remain so we have the ability to fill them if a need arises.
- The wage scale also shows the City Administrator at rates identified in the 2022 wage study. This data is included so Council can see where the Market is for the position.

Also included in this scale is the proposed increase for City Administrator. The proposed increase is the minimum step increase agreed to in the City Administrator contract and a reduced COLA of 1.25%. Council can choose to remove the City Administrator from the scale in favor of the proposed salary or negotiate another salary Council chooses to propose. In this case, the Council could approve the 2025-2026 wage scale, amending it to eliminate the scale for the City Administrator/Recorder position.

- *The City Administrator recommends removal from the scale as the base pay provided in the scale is higher than the current wages, and exceeds the amount allocated for executive pay in the proposed 2025-2026 budget.*

Ø **Possible Motion:** I recommend that the Governing Body of the City of Halsey approve the 2025-2026 Wage Scale as amended.

3. Council Options

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

CITY OF HAISEY 2025-2026 WAGE SCALE W/ 2.5% COLA

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10	LGVTY
CITY ADMINISTRATOR (2022 study)	42.30	42.74	43.16	43.59	44.02	44.47	44.91	45.37	45.82	46.27	0.00
(40 HOURS/WK)	7332.68	7407.71	7480.90	7555.93	7630.96	7707.82	7784.68	7863.37	7942.06	8020.74	0.00
	87992.12	88892.46	89770.84	90671.19	91571.53	92493.84	93416.14	94360.40	95304.66	96248.93	0.00
<i>CITY ADMINISTRATOR (Proposed Salary)</i>	<i>Current</i>	<i>2025-26 salary</i>									
	6500.00	6833.33									
	78000.00	82000.00									
ASST. CITY RECORDER	22.31	22.77	23.45	24.15	24.87	25.62	26.39	27.19	28.00	28.87	0.00
(40 HOURS/WK)	3867.46	3946.27	4065.45	4186.55	4311.49	4440.28	4574.83	4713.23	4853.55	5003.48	0.00
	46409.52	47355.24	48785.36	50238.54	51737.85	53283.30	54897.95	56558.72	58242.57	60041.75	0.00
PART TIME MUNICIPAL CLERK	17.83	18.19	18.55	18.92	19.31	19.88	20.28	20.69	20.89	21.31	0.00
(40 HOURS/WK)	3090.89	3152.40	3215.84	3279.27	3346.54	3446.02	3515.91	3585.80	3621.42	3694.46	0.00
	37090.71	37828.84	38590.03	39351.22	40158.54	41352.22	40.00	43029.61	43457.03	44333.55	0.00
LIBRARIAN	17.83	18.19	18.55	18.92	19.31	19.88	20.28	20.69	20.89	21.31	0.00
(40 HOURS/WK)	3090.89	3152.40	3215.84	3279.27	3346.54	3446.02	3515.91	3585.80	3621.42	3694.46	0.00
	37090.71	37828.84	38590.03	39351.22	40158.54	41352.22	42190.92	43029.61	43457.03	44333.55	0.00
Admin Assistant	22.31	22.77	23.45	24.15	24.87	25.62	26.39	27.19	28.00	28.87	0.00
40 HOURS/wk	3867.46	3946.27	4065.45	4186.55	4311.49	4440.28	4574.83	4713.23	4853.55	5003.48	0.00
	46409.52	47355.24	48785.36	50238.54	51737.85	53283.30	54897.95	56558.72	58242.57	60041.75	0.00
TEMP Clerical	17.83	18.19	18.55	18.92	19.31	19.88	20.28	20.69	20.89	21.31	0.00
(40 HOURS/WK)	3090.89	3152.40	3215.84	3279.27	3346.54	3446.02	3515.91	3585.80	3621.42	3694.46	0.00
	37090.71	37828.84	38590.03	39351.22	40158.54	41352.22	42190.92	43029.61	43457.03	44333.55	0.00
LEAD UTILITY PLANT OPERATOR	29.54	30.13	30.74	31.35	31.98	32.61	33.27	33.93	34.61	35.31	38.20
	5120.73	5222.61	5328.33	5434.05	5543.62	5653.18	5766.59	5881.92	5999.18	6120.28	6621.64
	61448.79	62671.31	63939.96	65208.61	66523.39	67838.18	69199.09	70583.07	71990.12	73443.30	79459.64
UTILITY WORKER II	23.56	24.27	24.99	25.75	26.53	27.32	28.16	29.00	29.87	30.77	0.00
	4084.43	4206.33	4331.98	4463.25	4598.27	4735.17	4881.44	5027.50	5177.47	5332.79	0.00
	49013.21	50475.96	51983.71	53558.97	55179.24	56822.02	58577.31	60329.98	62129.60	63993.49	0.00
UTILITY WORKER I	20.19	20.80	21.41	22.05	22.70	23.39	24.09	24.82	25.55	26.32	0.00
	3498.99	3604.67	3710.35	3821.79	3935.16	4054.29	4175.34	4302.16	4428.98	4561.56	0.00
	41987.85	43256.02	44524.19	45861.53	47221.92	48651.49	50104.12	51625.92	53147.72	54738.69	0.00
TEMP PUBLIC WORKS	17.83	18.19	18.55	18.92	19.31	19.88	20.28	20.69	20.89	21.31	0.00
	3090.89	3152.40	3215.84	3279.27	3346.54	3446.02	3515.91	3585.80	3621.42	3694.46	0.00
	37090.71	37828.84	38590.03	39351.22	40158.54	41352.22	42190.92	43029.61	43457.03	44333.55	0.00

Longevity Pay: After serving eight (8) consecutive years at the City and at least two (2) years on Step 10, the employee will be awarded a 1.0% longevity pay increase starting the following fiscal year. After serving for (5) additional years, the employee will be awarded a 1.25% longevity pay

Mayor

Date

**Wage scale based on Compensation Study conducted by PSU in March of 2022

K. NEW BUSINESS

3. Utility Rates for 2025-2026		
Council Action:	Consensus	June 10, 2025

Issue Statement: Council is asked to consider utility rate increases for the 2025-2026 fiscal year.

Summary: This is a preliminary discussion. If council reaches consensus, we will adopt the rates via resolution later in the agenda.

- Water-
 - Tier 1 (0 – 3000 Gallons) 1.00
 - Tier 2 (3,001-6,000 Gallons) \$0.03 per 1,000 Gallons
 - Tier 3 (6,001-9,000 Gallons) \$0.05 per 1,000 Gallons
 - Tier 4 (9,001-16,000 Gallons) \$0.05 per 1,000 Gallons
 - Tier 5 (16,001 Gallons and Over) \$0.10 per 1,000 Gallons

- Sewer
 - Residential - \$1.00 increase to each use tier
 - Commercial - \$2.50 increase to base tier (1-2 fixtures)

- **Inflation and the steadily increasing costs of utility materials and contracts continue to place a burden on the Water and Sewer funds. The 2024-25 Western Region CPI shows an average increase of 2.5%. The CPI is a measure of goods and services that is a common tool for estimating the cost increase associated with operations.**

- **Based on Council Minutes from March 2023, previous discussion related to Utility Rates by council concurred that Wester Region CPI was a reasonable tool to use when reviewing Water and Sewer Rates.**

- **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 2022 RCAC Water Rate Study suggested larger rate increases over the next 5 years to grow the reserves. However, council previously decided that small increases were more feasible to account for affordability concerns.**

- **The city is planning and currently implementing a series of Wastewater & Water Infrastructure projects to address growing critical need to our utility facilities. Projects include completion of the new municipal water well, improvements to both the water treatment and waste water treatment facilities, and sewer line repair projects to address stormwater Inflow and Infiltration issues, and improve lifespan of lift station pumps.**

- **Building up water and sewer 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 Water reserve has supported project costs related to Phase 1 of well construction. The City currently has 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.**

Reserve Funds

2024-2025	Water Reserve	\$407,000
2024-2025	Sewer Reserve	\$238,700

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

Water	\$ 4,620	Sewer	\$4,680
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Included in this rate review are:

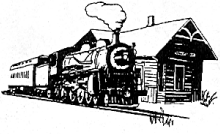
- 1 City of Halsey current Utility Rates
- 1 A rate comparison Table of similar communities
- 1 Graphs depicting
 - a. average total bill
 - b. average water bill
 - c. average sewer bill
 - d. average fees
- 1 City of Halsey Water Rate Study from 2022
- 1 Proposed Rates

Ø **Possible Options:** Council can discuss and reach a consensus, providing instructions to City Administrator on next steps.

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

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2. Rate comparison Table	PG 73
3. Graphs	PG 75-76
5. Proposed Rates	PG 77
4. Water Rate Study from 2022	PG 79-83



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

MEMO

DATE: July 2024
TO: All Citizens
FROM: Briana Parra, City Administrator
RE: UTILITY RATES – Effective July 1, 2024

WATER

Residential Use:

0 - 3000 gallons	\$48.50
3001 - 6000 gallons	\$1.25/1000 gallons
6001- 9000 gallons	\$1.90/1000 gallons
9001 – 15000 gallons	\$2.10/1000 gallons
15000+ gallons	\$2.50/1000 gallons

Commercial Use:

Up to 3000 (base) gallons	\$48.50
3001+ gallons	\$2.00/1000 gallons

Stormwater Drainage \$ 3.00

Stormwater Pump Chg – Blue Heron \$ 7.00

BACKFLOW DEVICE CHARGE \$25.00

(Automatic charge to all accounts in October)

SEWER

Residential Use

Sewer Only	\$46.00
0 - 3000 gallons	\$41.50
3001 - 7000 gallons	\$46.00
7001 – 15000 gallons	\$51.00
15001+ gallons	\$56.00

Commercial Use:

1-2 Fixtures	\$40.00	9 Fixtures	\$62.00
3 Fixtures	\$44.00	10 Fixtures	\$64.00
4 Fixtures	\$48.00	11 Fixtures	\$66.00
5 Fixtures	\$52.00	12 Fixtures	\$68.00
6 Fixtures	\$56.00	13 Fixtures	\$70.00
7 Fixtures	\$58.00	14 Fixtures	\$72.00
8 Fixtures	\$60.00	15 Fixtures	\$74.00
		39 Fixtures	\$122.00

- **BILLS WILL BE MAILED ON THE LAST DAY OF THE MONTH**
- **PAYMENT IS DUE ON THE 25TH OF THE FOLLOWING MONTH**

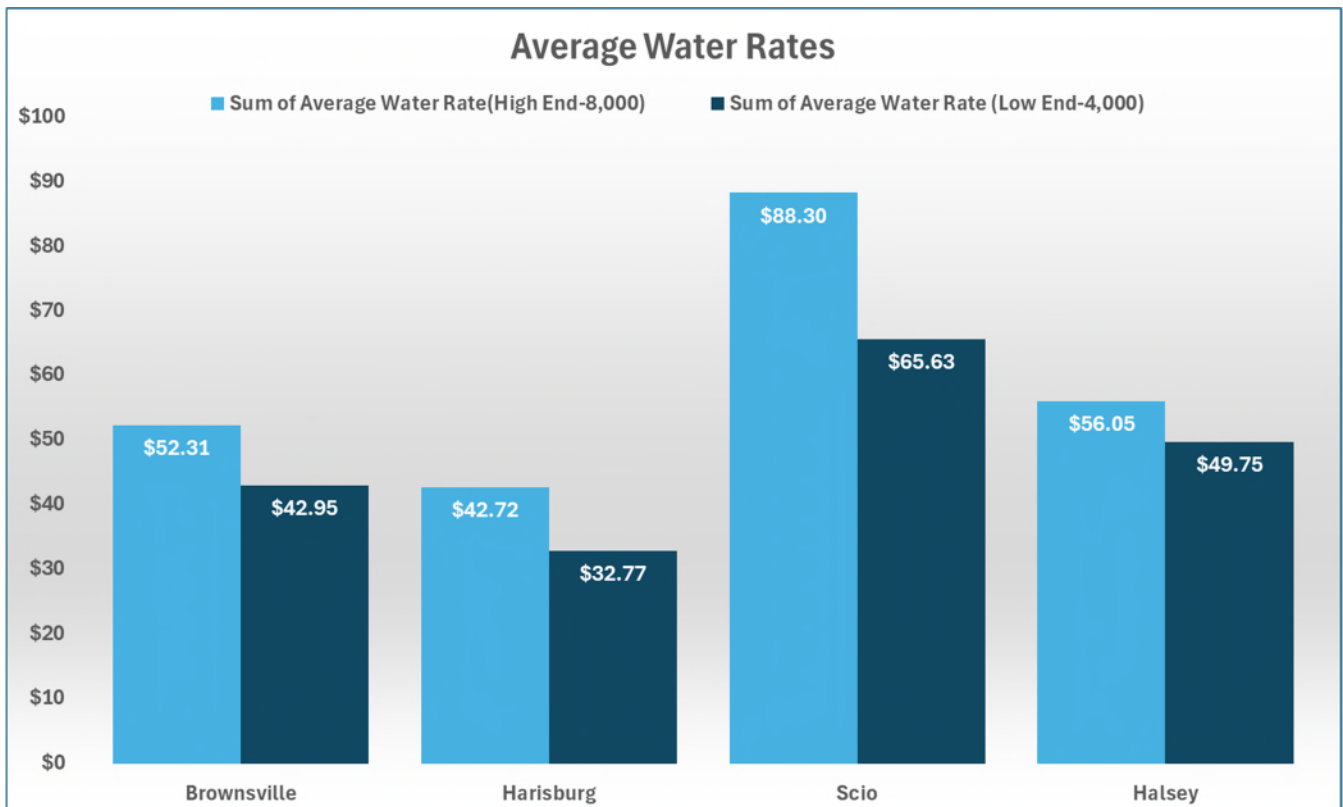
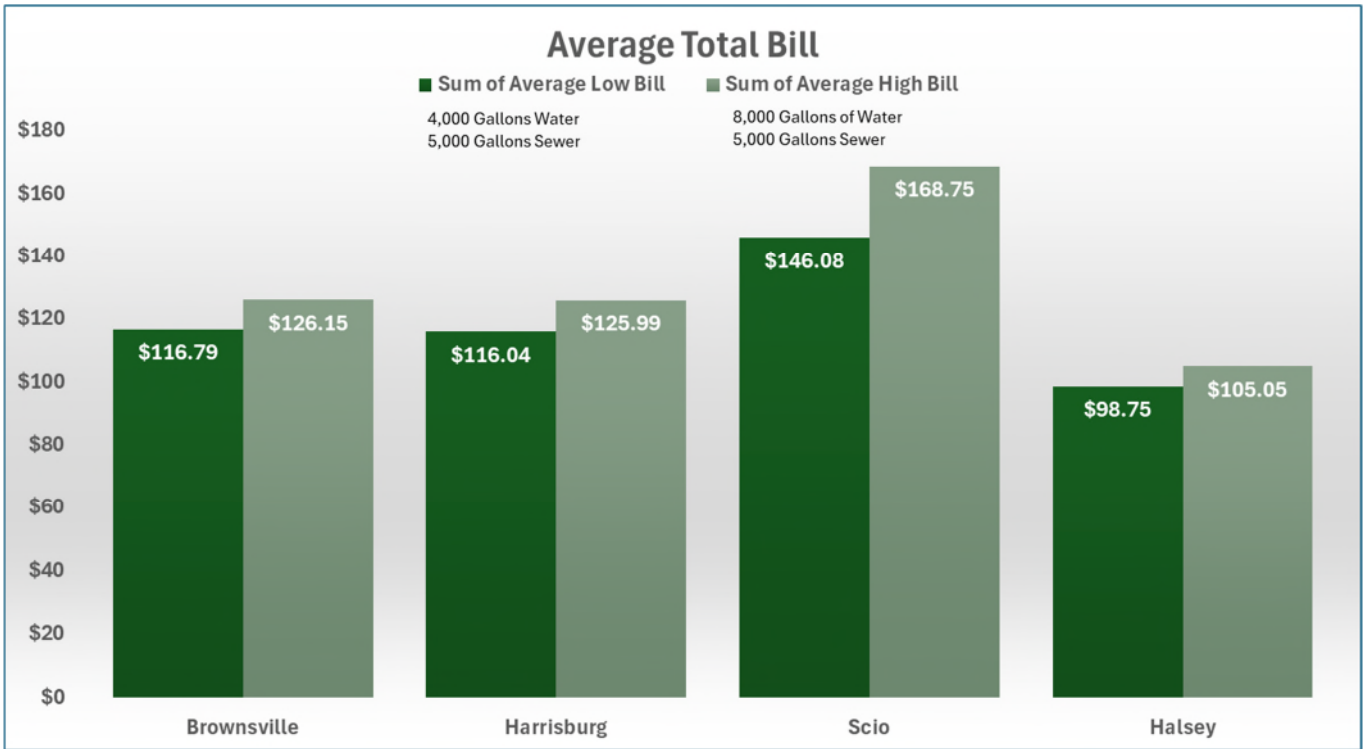
DELINQUENT ACCOUNTS: Apply to both Water & Sewer

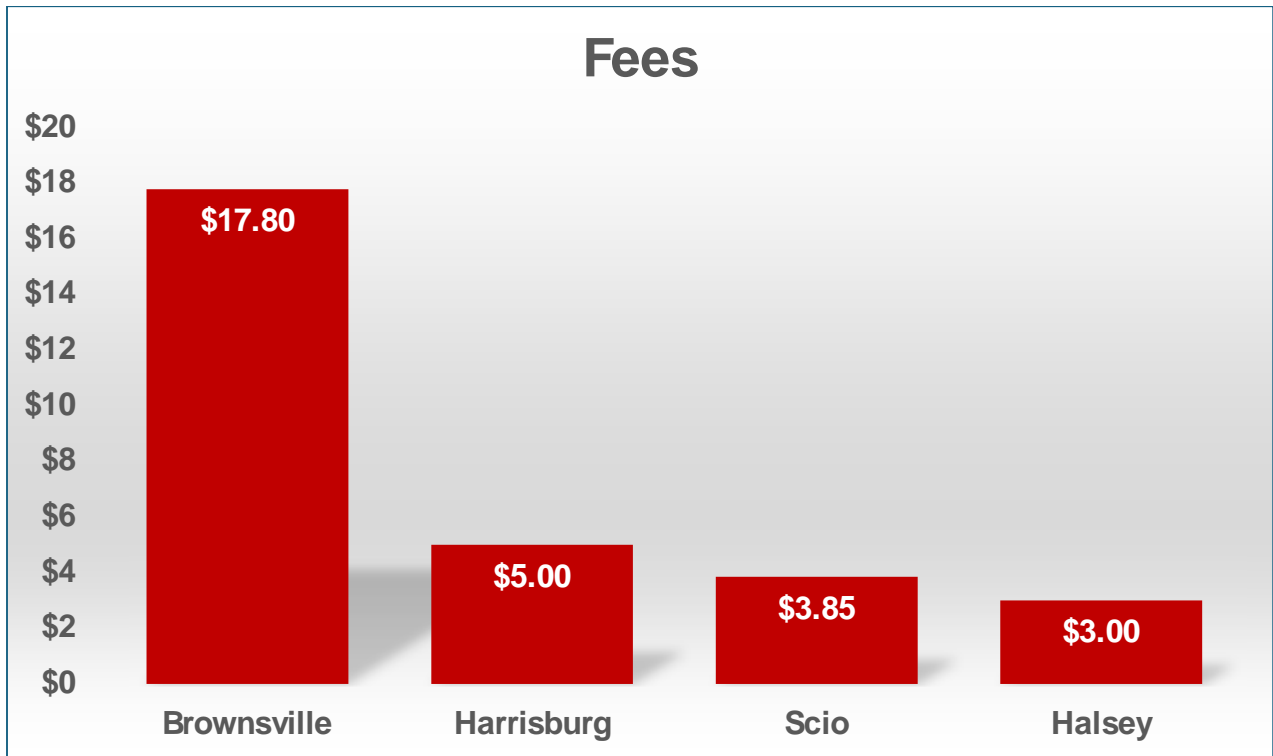
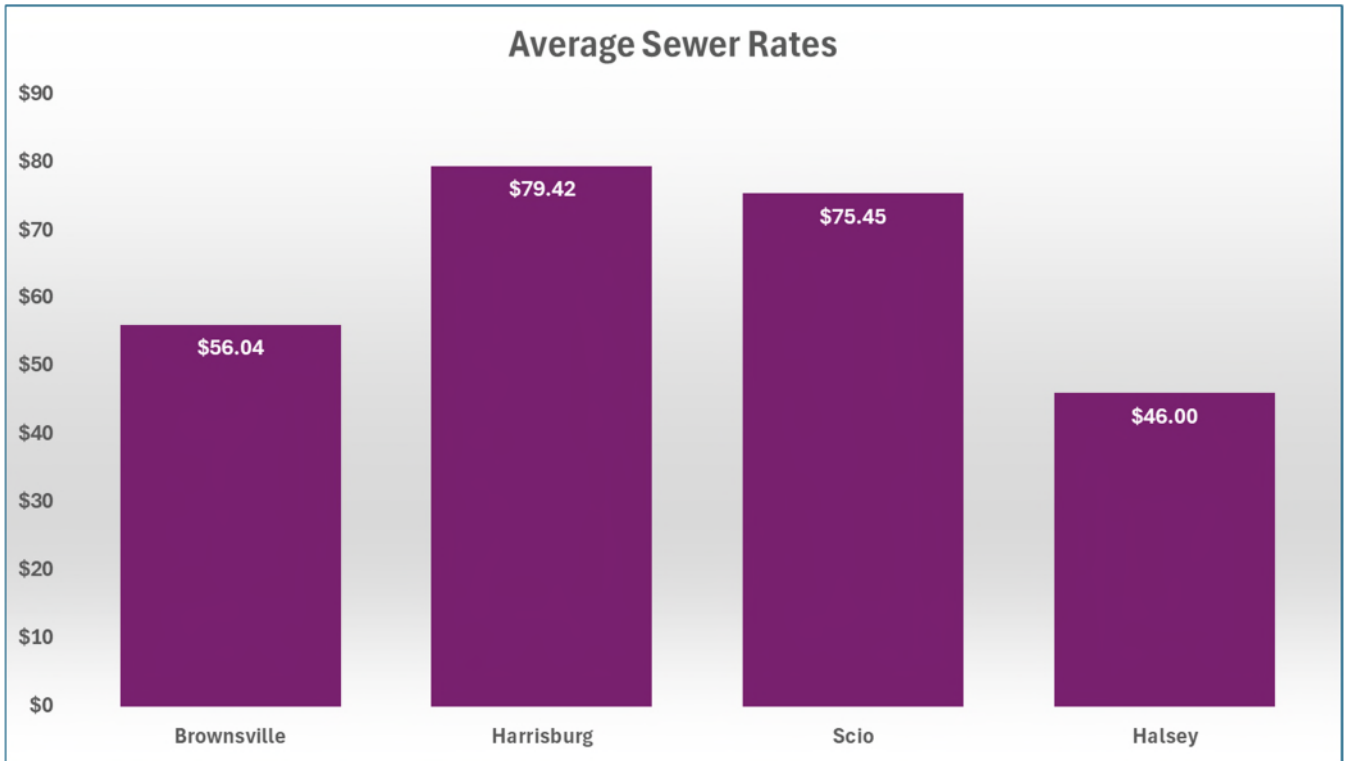
- (1) Penalty Charge assessed if payment is not received on or before 5PM on the 5th of the month following the due date.....\$ 5.00 (per service)
- (2) Charge for 24-hour notice (15th of the month).....\$ 15.00
- (3) Turn Off/Turn On Fee (16th of the month).....\$ 25.00

******The City finds it necessary to enforce a strict payment policy on all delinquent accounts******

Meters are read on the 26th of each month. Bills will be mailed on the last day of the month for the PRIOR month's usage. Payment is due on the 25th of the next month.

CITY	Tier category	SEWER	WATER	OTHER	AVERAGE MONTHLY BILL TOTAL
Brownsville Pop. 1842	BASE	0 - 300 cu.ft. (2250 gals) \$44.25	BASE= 0 - 300 cu. Ft. (2250 gals) \$32.45 per c.f.	Sewer Debt fee \$15	Water = \$42.95 - \$52.31
	Tier 2	400 - 500 cu ft (3740) \$52.04	301 - 600 cu ft (4488) \$2.10 per 100 c.f.	Water Capital Improvement Fee \$2.50	Sewer = \$56.04
	Tier 3	600 - 800 cu ft (5984) \$56.23	601 - 1000 cu ft (7481) \$2.34 per 100 c.f.		Fees = \$17.80
	Tier 4	900+ cu ft (over 6732 gals) \$62.10	1001-1500 cu ft (11221) \$2.41 per 100 c.f.		TOTAL avgrange = \$116.79-126.15
	Tier 5	Sewer only \$56.23	1500 + (over 11221 gals) \$2.62 per 100 c.f.		Total Avg Bill = \$121.47
Harrisburg Pop. 3683 * Sewer tiers calculated based on averages	BASE	Base \$22.91	Base \$22.82	Stormwater fee \$3.85	Water = \$32.77 - \$42.72
	Tier 2	\$8.31 per Unit (748 gal)	\$1.86 per Unit (748 gal)	sewer based on winter average water use	Sewer = \$79.42
	Tier 3				Fees = \$3.85
	Tier 4	Sewer only base charge + 5 units			TOTAL avgrange = \$116.04- \$125.99
	Commercial Base	based on water usage	Base \$28.00 + \$2.25 per unit		Total Avg Bill = \$121.02
Scio Pop. 951	BASE	0-2500 gal \$47.50	0-2500 gal \$57.68	Monthly Stormwater Fee = \$5.00	Water = \$65.63 - \$88.30
	Tier 2	Over 2500 gal \$11.18 per 1000 gal	2500-5000 gal \$5.30 per 1000 gal		Sewer = \$75.45
	Tier 3		5000 - 8000 gal \$5.79 per 1000 gal		Stormwater Fee = 5.00
	Tier 4		over 8000 gal \$6.25 per 1000 gal	sewer based on winter average water use	TOTAL avgrange = \$146.08 - \$168.75
	Commercial Base	\$48.12 - \$90.88	\$57.72 - \$63.42		Total Avg Bill = \$157.42
Halsey Pop. 949	BASE	0 - 3000 gal \$41.50	0-3000 gal Add \$48.50	Annual \$25 backflow charge	Water = \$49.75 - \$56.05
	Tier 2	3000-7000 gal \$46.00	3000-6000 \$1.25 per 1000 gal	Stormwater Fee = \$3.00	Sewer = \$46.00
	Tier 3	7000 - 15000 gal \$51.00	6000-9000 \$1.90 per 1000 gal		Fees = \$3.00
	Tier 4	over 15000 gal \$56.00	9000-15000 \$2.10 per 1000 gal		TOTAL avgrange = \$98.75-105.05
	Tier 5	Sewer only \$46.00	over 15000 gal \$2.50 per 1000 gal		
	Commercial Base	\$40.00	\$48.50		TOTAL avg bill = \$101.90





* Brownsville Fees include Debt payment for Sewer, and a Capital Improvement fee for Water

Estimated Rates For Proposed Rates/Tiers			
Tiers	SEWER	Increase By Avg CPI for 2024	Increase (Rounded to nearest Half Dollar)
BASE	0 - 3000 gal \$41.50	\$42.54	\$42.50
Tier 2	3000-7000 gal \$44.00	\$47.15	\$47.00
Tier 3	7000 - 15000 gal \$51.00	\$52.28	\$52.00
Tier 4	over 15000 gal \$56.00	\$57.40	\$57.00
Tier 5	Sewer only \$46.00	\$47.15	\$47.00

Estimated Rates For Proposed Rates/Tiers				
Tiers	WATER	Increase by CPI	Average increase in monthly bill	For Proposed sample Usage
BASE	0-3000 gal \$48.50	\$49.50	\$1.00	3000 Gallons \$49.50
Tier 2	3000-6000 \$1.25 per 1000 gal	\$1.28	\$1.03 - \$1.09	6000 Gallons \$53.84
Tier 3	6000-9000 \$1.90 per 1000 gal	\$2.00	\$1.14 - \$1.24	8000 Gallons \$57.84
Tier 4	9000 - 16000 \$2.25 per 1000 Gal	\$2.30	\$1.29 - \$1.49	12000 Gallons \$64.74
Tier 5	over 16000 gal \$2.75 per 1000 gal	\$2.60	\$1.59+	18000 Gallons \$86.54



City of Halsey, OR Drinking Water Rate Study

**Rural Community
Assistance Corporation**



Completed with funding from
a USDA Technitrain Grant

by
Jeremy Peirsol

10/2022

Preliminary results letter to community

August 17, 2021

Halsey, OR Proposed Drinking Water Rate Alternatives

Introduction

The city of Halsey, Oregon is conducting a review of its drinking water rates after receiving a loan from the State Revolving Fund (SRF). With its new annual payment now due, this rate study analyzed the necessary revenue needed for Halsey to both meet its needs and also adequately contribute to reserves for asset replacement. The following document looks at two scenarios with different approaches to gathering sufficient revenue. The first approach generates more revenue through usage rate increases to minimize base increases. The second approach does increase usage rates; however, more emphasis is placed on increases to the base rates.

Current Rate Structure

Base Rate

Service Connection Size	Residential	Commercial
All Sizes	\$44.00	\$44.00

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$1.25		4,001-7,000	\$2.00
7,001-15,000	\$1.75		7,001-15,000	\$2.00
15,001+	\$2.25		15,001+	\$2.00

Alternative 1: Changes to Base and Tier Rates

In Alternative 1, Halsey would increase both the base and usage rates each year. The changes to the base rates are increased annually with a smaller rate of increase each year until revenue targets are met. After that, Halsey would need to continue to adjust rates to account for inflation each year.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5
	Base	8.00%	6.00%	4.00%	2.00%
	Usage	8.00%	6.00%	4.00%	2.00%

Base Rate

Draft Base Rates

Classes: Residential, Commercial

Meter Size	Year 1	Year 2	Year 3	Year 4	Year 5
All Sizes	50.00	54.00	57.24	59.53	60.72

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$2.00		4,001-7,000	\$3.00
7,001-15,000	\$2.50		7,001-15,000	\$3.00
15,001+	\$3.00		15,001+	\$3.00

The tables above show the planned rate increases for Alternative 1. In year 1 after increases, the base rate increases from \$44.00/month to \$50.00/month before ultimately reaching over \$60/month in year 5. The tier breaks remain the same as current levels; however, the usage rate increases for both residential and commercial customers.

Five-year Budget Projection for Alternative 1

Results of the new rates	2022	2023	2024	2025	2026	5 Years
TOTAL EXPENSES	\$296,303	\$300,710	\$305,214	\$309,817	\$309,658	\$1,521,700
TOTAL REVENUE	\$257,970	\$278,373	\$294,707	\$306,316	\$313,178	\$1,450,544
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$38,333	-\$22,336	-\$10,507	-\$3,500	\$3,520	-\$71,157
NET CASH FLOW (Contribution to Reserves)	\$123	\$16,119	\$27,949	\$34,956	\$37,113	\$116,260
Affordability assuming MHI of \$50238 for residential meters.	1.42%	1.53%	1.62%	1.69%	1.73%	

The increases will balance the budget in year 1 with increasing contributions to reserves each year until reserve target contributions have been met. This is a phased-in rate increase over several years, so revenue margins will be close when balancing budgets in year 1. Some past projects in the DW system, such as meter replacement, are set to be completed and thus require less funds than previous years. This is expected to provide more of a buffer in budget projections.

Alternative 2: Changes to Base Rate, Small Tier increase

In Alternative 2, the city would raise rates to \$52/month instead of the \$50/month in Alternative 1. The effect of this increase is to generate more year 1 revenue from base rates. Revenue projections are similar to Alternative 1 because usage rates are not increased as much in this scenario.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5
	Base	10.00%	5.00%	2.00%	2.00%
	Usage	10.00%	5.00%	2.00%	2.00%

The table above marks the growth in base and usage rates after the initial increase is implemented. The tables below show the actual planned monthly base rate by class and diameter size over the five-year period.

Base Rate

Draft Base Rates

Classes: Residential, Commercial

Meter Size	Year 1	Year 2	Year 3	Year 4	Year 5
All Sizes	52.00	57.20	60.06	61.26	62.49

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$1.50		4,001-7,000	\$2.50
7,001-15,000	\$2.00		7,001-15,000	\$2.50
15,001+	\$2.50		15,001+	\$2.50

As mentioned above, this alternative implements larger base increases up front, resulting in a base rate of \$62.49 in year 5. Tier breaks remain the same as those that are currently in place. Usage rates see a \$0.25/1,000 gallon increase across the board, which keeps them closer to current usage rates.

Five-year Budget Projection for Alternative 2

Results of the new rates	2022	2023	2024	2025	2026	5 Years
TOTAL EXPENSES	\$296,303	\$300,710	\$305,214	\$309,817	\$309,658	\$1,521,700
TOTAL REVENUE	\$258,195	\$283,533	\$297,437	\$303,406	\$310,063	\$1,452,634
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$38,108	-\$17,177	-\$7,776	-\$6,411	\$405	-\$69,067
NET CASH FLOW (Contribution to Reserves)	\$348	\$21,279	\$30,680	\$32,045	\$33,998	\$118,350
Affordability assuming MHI of \$50238 for residential meters.	1.42%	1.56%	1.64%	1.67%	1.71%	

Like Alternative 1, budget margins are projected to be slim; however, reductions in expenses due to capital projects finishing should add more of a buffer in year 1. In each subsequent year, contributions to reserves increase until meeting the target reserve contribution rate in 2026.

Conclusion

The above analysis offers two different approaches to addressing Halsey's revenue needs. Alternative 1 provides an approach that is more focused on usage rate increases than Alternative 2. Both approaches raise base rates with phased increases over a five-year period that result in balanced budgets and fully funded reserves. Alternative 1 projects a fifth year base rate of \$60.72/month vs \$62.79/month in Alternative 2, which results in a better base rate affordability for customers. Each approach will achieve the same goal for Halsey, it just depends on what alternative approach will be best suited for the system.

L. OLD BUSINESS

1. Total Maximum Daily Load Matrix - Updates		
Council Action:	MOTION	June 10, 2025

Issue Statement: Council is asked to consider approving the update of the Total Maximum Daily Load Matrix for the 2025-2030 five-year update.

Summary:

Each year, as part of our Total Maximum Daily Load (TMDL) Implementation Plan, the TMDL Update is presented to Council for their review. This TMDL Update Matrix has been submitted to Priscilla Woolverton at DEQ, and she has reviewed it and approved it.

Every five years, the Total Maximum Daily Load (TMDL) Implementation Plan must be updated. This program is administered by DEQ.

Halsey’s five-year plan has been drafted and submitted to DEQ for review, and Priscilla Woolverton from DEQ has approved it.

The attached draft matrix is similar to the current one. We have added some education and outreach tasks including creation of a stormwater runoff construction requirement flyer, and a plan to invest in equipment to monitor I&I reduction activities.

Ø **Recommended Motion:** I move that the Governing Body of the City of Halsey approve the updated TMDL Matrix as submitted

• **Council Options**

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

City of Halsey TMDL Implementation Plan Tracking Matrix - Draft 2025-2030

Receiving waters are Muddy Creek and the two un-named storm water ditches that run through town.

POLLUTANT	SOURCE	STRATEGY	HOW	FISCAL ANALYSIS	MEASURE	TIMELINE	MILESTONE
	Wastewater Treatment Plant	Maintain effluent low temperatures	Meet the requirements of the DEQ Discharge Permit	Funded	Monitor effluent as required with the renewal of the NPDES DEQ Permit	Progress will be made on timeline determined with the renewal of the NPDES DEQ Permit	Ensure that compliance is met so that the effluent does not impair the creek
	Tree City USA	Meet the requirements and maintain registration as Tree City	Develop a Public Trees Plan, plan an Arbor Day proclamation and observance. Utilize the Newsletter and website to develop awareness around the importance and care of urban trees.	Funded	Document steps taken to maintain Tree City USA membership. Document community outreach efforts. City staff evaluate the condition of trees in the City right of ways and parks. Parks Committee - Research and Develop a City Tree Plan.	Ongoing; Annual	Year 1: Research and draft a tree maintenance plan. Identify potential funding sources for larger irrigation projects. Arbor Day proclamation and observance. Year 2: public tree plan. Year 3: Host tree & shrub care education events for
	Pet and Animal Waste	Inform residents about potential bacterial water contamination from animal waste	Continuing education via newsletter and website	Funded	Newsletter distributed, resident feedback	Ongoing; Annual	Annual article in newsletter, Website page
		Maintain pet waste station and sign in the Halsey Memorial Park	Public works staff clean the park restrooms and restock the pet waste station as needed every week	Funded	Track pet waste bag reorders	Ongoing; Annual	Ongoing; Annual Review
	I & I of City's Wastewater System	To reduce inflow and infiltration	Create Waste Water Facilities Plan, Invest in equipment for monitoring I&I, Conduct I&I infrastructure repairs	Partially funded some funding still to be identified	Reduce I&I - measure to track reduction	2025-2026 Prioritized repairs begin 2026-2027 Monitor for I&I reduction	Year 1: Finalize Waste Water Facilities Plan & Procure Contractor for I&I Repairs, Begin repairs Year 2: Finish prioritized repairs, Invest I&I Monitoring Equipment Year 3, 4, 5 - ongoing monitoring of

	Public Education and Public Involvement	Educate residents on the dangers of stormwater runoff	Website and annual Newsletter articles containing information on how stormwater runoff can affect water quality and safety. Invest in signage at public facilities that promote importance of storm water runoff. Public comment and feedback are accepted through reporting to staff in the City Hall offices, or through public comment, which is on the agenda for every regular monthly City Council meeting.	Partially funded, some future funding still to be identified	Collect reports, complaints and feedback. Submit report to Council annually	Ongoing; Annual Review	Continued increase in participation by citizens
	Erosion and Sediment Control -- Construction Stormwater Runoff	Erosion control on new developments	Provide 1200-C Stormwater Permit information packet to all developers. Developments in excess of 1/2 acre will be required to submit an erosion control plan.	Funded	City Engineer and City Planner will work with City to monitor developer's compliance	Ongoing; Annual Review	Include 1200-C Permit packet on website and with building permit application packets
		Erosion control on public facilities	No city facilities require a 1200-C permit. The city will apply for a 1200-C permit for any future qualifying city developments	Funding source needs to be identified	City Engineer and City Planner will work with City to monitor developer's compliance	Ongoing, Annual Review	Ongoing

	Post Construction Stormwater Runoff	Limit post construction storm runoff in future development	Review all applications for new development for compliance with the standards of stormwater retention as established in Halsey Development Code 3.5.140. All new and redevelopment projects in excess of 1/4 acre will be required to infiltrate stormwater on site	Funded	City Engineer and City Planner will work with City to monitor developer's compliance	Ongoing, Annual Review	Ongoing
		Outreach and education about erosion and sediment control requirements	Create a stormwater runoff construction requirement one-page flyer or brochure with reference to required permits, and city development code. Post on the website, and hand out to potential developers	Funded	Complete brochure - review annually and update as needed.	Ongoing, Annual Review	Year 1: Complete flyer or brochure Year 2 - 5: Review annually
	Illegal dumping and illicit discharge	Public Education	Information distributed through the Newsletter and Website. Annually the city will conduct one qualitative assessment of the effectiveness of that year's	Funded	Feedback from public, Council, staff	Ongoing; Annual Review	Newsletter reminder annually. Review webpage and update annually as needed
		IDDE reporting, tracking and enforcement	Illegal and illicit discharge is prohibited under HMC Chapter 4.30. Information about Illegal dumping and illicit discharge is available on the website and in the newsletter and includes contact information for reporting. The City will track complaints and respond to violations.	Funded	Track complaints received and staff investigation and responses to complaints, ordinance enforcement	Ongoing; Annual Review	Ongoing

			Identify conditionally allowed discharges	Funded	Adopt code language or other regulator mechanism that identifies conditionally allowed discharge	Code language or other regulatory mechanism will be approved or adopted by 3/3/2027	Code language or other regulatory mechanism with conditionally allowed discharges adopted
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	Chemicals/Fuel/ Hazardous Materials	Education for disposal/use/stora ge	Newsletter, Website, Social Media containing information on how to properly dispose of products during annual Hazardous Waste Day. Information on proscription drug take-back events.	Funded	Feedback from Community, Public Works on information provided	Ongoing; Annual Review	Notice in Newsletter at least annually, Annual Report on HHW participation to Council. Post to Social Media, Newsletter and website at least annually for Drug Take-back events.
	Pollutants carried to waterways in stormwater	Municipal pollution prevention	Street sweeping twice per year or as needed	Funded			
Cleaning of culverts and catch basins			Funded	Culverts and catch basins cleaned as needed, public works documenting areas cleaned on map	Ongoing: Annual Review	Continue culvert and catch basin cleaning and maintenance	
City will obtain DEQ 1200-Z permit coverage if a city facility requires coverage under this permit			Funded	Obtain permit coverage if needed in future	Obtain permit coverage if needed in future	Obtain permit coverage if needed in future	
Outreach & education			Newsletter, Website & Social Media; Promote. TMDL Plan on City Website	Funded	Community feedback: annual survey through newsletter, website. Feedback tracker.	Ongoing:Annual	Annual article in Newsletter, permanent page on website- review webpage annually - update if needed

		Public participation	Monthly City Council Meetings always include opportunity for public comment on any subject. New Ordinances are read at two meetings prior to adoption, so there are two opportunities for public comment. Any changes to the Halsey Development Code include public hearings before the Planning Commission and the Council.	Funded	Public comments are documented in the minutes of each meeting	Ongoing, Annual Review	Ongoing, Annual Review
		Council engagement	Annual TMDL Report presented to Council, Annual Household Hazardous Waste report presented to Council	Funded	Feedback from Council	Ongoing; Annually	TMDL update presented in early spring, HHW event reporting in November after the event

J. OLD BUSINESS

2. Third Read of Ordinance 2025-448 – Camping and RV Residency

Council Action: *Consensus*

June 10, 2025

Issue Statement: The Council is asked to review and provide feedback on the draft updates to Ordinance 2025-448 – Camping and RV Residency

Summary: A work session to discuss changes to Halsey Municipal Code (HMC) chapter 5.60 – Camping and RV Residency on Private Property. During the work session the council proposed amendments to the current HMC. The council reviewed the draft HMC amendments at the February 2025 council meeting and recommended amendments to set-backs, and additional language to address RV residency of property owners in the process of building a permanent dwelling. The draft ordinance went to the City’s legal counsel for review and feedback. The council is asked to review the draft Ordinance updates and provide instructions to the City Administrator on how to proceed or move to vote on ordinance adoption at item M-5 in the agenda.

Ø **Possible Options:** Council can discuss and reach a consensus, providing instructions to City Administrator on next steps for Halsey municipal code.

- 1. Approve as recommended – move to resolution**
- 2. Request amendments**
- 3. Provide further direction to staff**
- 4. Deny request**

Halsey RVCamping Ordinance – 3rd Reading

PUBLIC CAMPING – Halsey Municipal Code, Chapter 5.60

5.60.010 Definitions.

“Camp” or “camping” means to pitch, erect, create, use, or occupy camp facilities for the purpose of habitation, as evidenced by the use of camp paraphernalia.

“Camp paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or outdoor cooking devices or utensils and similar equipment.

“City administrator” means the Halsey city administrator, or the city administrator’s designee.

“Dwelling” means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

“Evidence of Residency” includes, but is not limited to, connections to water, power, sewer, or other utilities; RV slides, stairs, or awnings left extended out; signs of heating or cooling of RV.

“Motor vehicle” means a vehicle that is self-propelled or designed for self-propulsion.

“Parking lot” means a developed location that is designated for parking vehicles, whether developed with asphalt, concrete, gravel, or other material.

“Personal property” means items that can reasonably be identified as belonging to an individual and that have apparent value or utility.

“Public property” means any real property or structures owned, leased, or managed by the city, including public rights-of-way.

“Public rights-of-way” means all property dedicated to the public for transportation purposes and administered by the city, including streets, roads, bridges, alleys, sidewalks, trails, paths, and all other public ways and areas managed by the city. “Right-of-way” also includes public utility easements to the extent that the easement allows use by the permittee planning to use or using the public utility easement. “Right-of-way” includes the subsurface under and airspace over these areas. “Right-of-way” does not include the airwaves for purposes of CMRS, broadcast television, DBS and other wireless providers, or easements or other property interests owned by a single utility or entity.

“Recreational vehicle” or “RV” means a vehicle with or without motive power that is designed for use as temporary living quarters and as further defined by the Oregon Department of Transportation in Chapter [735 OAR](#), Division [022](#). Examples include motor homes, camping trailers, tent trailers, truck campers, toy haulers with a residential cabin, and camper vans.

“Solid waste” means any garbage, trash, debris, yard waste, food waste, or other discarded materials.

“Store” or “storage” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

“Temporary” means not affixed to land permanently and not utilized as a permanent residence.

“Vehicle,” within this chapter, means a motor vehicle or recreational vehicle.

“Vehicle camping” means camping inside a motor vehicle or recreational vehicle. [Ord. 445 § 1, 2023.]

5.60.050 Camping on commercial or industrial property, or property owned or controlled by a nonprofit or religious institution.

- (1) The owner of a commercial or industrial property, a nonprofit, or a religious institution/place of worship may allow vehicle or tent camping to persons, provided:
 - (a) The property owner first notifies the city of their intent to allow camping, and of their ability to comply with the other requirements in this section. An inspection must be performed by the city to confirm that sanitary facilities are in place, required setbacks are met, and any storage areas are screened, before vehicle or tent camping commences;
 - (b) Such accommodations are made free of charge; and
 - (c) Occupancy is limited to three or fewer vehicles or tents at the same time, in any combination; and
 - (d) Vehicles or tents are located within an on-premises parking lot, are spaced at least 10 feet apart, and are set back at least 10 feet from property lines; and
 - (e) All items and materials are stored in vehicles or tents or in a separate storage area that is screened from view from adjacent properties and public rights-of-way; and
 - (f) Campers are provided access to sanitary facilities, including a toilet, handwashing and trash disposal facilities, with such facilities being at least 20 feet from the property line of a residential use property if not fully contained within a building.
- (2) A property owner who allows camping pursuant to subsection (1) of this section may revoke that permission at any time and for any reason.
- (3) Notwithstanding the provisions of this section, the city administrator may:
 - (a) Revoke the right of a property owner to allow camping on property described in subsection (1) of this section upon finding that the property owner or a camper has violated any applicable law, ordinance, regulation or agreement, or that any activity occurring on that property by a camper is incompatible with the use of the property.
 - (b) A permission revoked by the city administrator under this subsection is subject to notice. Notice will be provided in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council in the next available council meeting, but no sooner than seven days after the written appeal was received by the city.
- (4) Any person whose permission to camp on property has been revoked pursuant to subsection (2) or (3) of this section must vacate and remove all belongings from the property within four hours of receiving such notice.
- (5) All persons participating in a camping program described in subsection (1) of this section do so at their own risk, and nothing in this section or chapter creates or establishes any duty or liability for the city or its officers, employees, or agents, with respect to any loss related to bodily injury (including death) or property damage. [Ord. 445 § 1, 2023.]

5.60.060 Recreational vehicle residency on residential property.

- (1) Recreational vehicle camping or temporary RV residency is permitted on privately owned residential property subject to the following restrictions:
 - (a) If evidence of residency are present, the city will require individuals residing or camping to comply with all provisions of this section.
 - (b) Individuals intending to camp or temporarily reside on private residential property in a recreational vehicle must file a Temporary RV registration with the city before camping may commence. A filing fee shall accompany a temporary RV residency registration. The filing fee shall be in accordance with a fee schedule adopted by the resolution of the city council.
 - (c) Residential camping requires written permission from the property owner prior to issuance of a temporary RV residency permit. The property owner can rescind permission at any time.
 - (d) The permitted RV may remain at the host site for an initial term of up to 180 days unless the authorization is revoked by the property owner. One 90-day extension may be approved under the following conditions:
 - (i) The applicant acquires written permission from the property owner and adjacent property owners; and
 - (ii) Application for 90-day extension is filed with the city administrator at least 10 business days prior to the expiration of the initial temporary RV residency registration.
 - (e) The permitted RV may not remain at the host site for more than 270 days out of a 365-day period, unless approved by the city. The city administrator may issue approval for extensions not exceeding 10 days. All extension requests greater than 10 days must be approved by the City Council.
 - (f) The host property owner must:
 - (i) Provide garbage disposal services and ensure that there is no accumulation of solid waste on the property; and
 - (ii) Not require or accept payment of any monetary charge in exchange for providing the authorization to camp on the property.
 - (g) Recreational vehicles used for camping on residential property may **only** be placed in the side or rear yard or in a paved or graveled driveway.
 - (h) A recreation vehicle which is used as a temporary residence in accordance with this section shall have current insurance and registration.
 - (i) The body of the RV, including any slid-outs, must be placed no closer than 10 feet away from property lines unless the camper first submits a request to the city for an exception, and if that exception is approved. Approval of set-back extensions require permission from

adjacent property owner and will be approved by administrative review.

- (j) Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
 - (k) No personal property may be stored outside the RV unless it is contained in another structure such as a shed.
 - (l) No more than one recreational vehicle used for temporary residency shall be allowed on any residential property.
 - (m) Use of generators is prohibited between the hours of 10:00 p.m. and 6:00 a.m.
- (2) The city administrator may revoke a temporary RV residency registration upon finding that the property owner or a camper has violated any applicable law, ordinance, or regulation or that any activity occurring on that property by a camper is incompatible with the use of the property. The city administrator shall provide notice of the registration revocation in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner or registration holder wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council at the next available council meeting, but no sooner than seven days after the written appeal was received by the city.
- (3) A property owner that uses a recreation vehicle as a dwelling while a permanent residence is being constructed on the same lot is subject to provisions of this section.
- (4) The city shall notify adjacent property owners upon issuance of the initial temporary RV residency registration.

5.60.070 Scheduling and notice of campsite cleanup.

- (1) Cleanup of illegal campsites will be scheduled by the city administrator in coordination with the Linn County sheriff's office.
- (2) Notification of cleanup for illegal campsites will be posted 72 hours prior to a cleanup event. Signs will be posted on adjacent buildings if feasible, or on stakes in the ground stating the time and date of the cleanup and the time and date of the notice posting. Campers will have 72 hours from that time to remove camping materials and personal belongings, or they become subject to removal, confiscation, or destruction as established in [HMC 5.60.080](#).
- (3) Notwithstanding subsections (1) and (2) of this section, cleanup of campsites may occur immediately and without notice if the Linn County sheriff's office determines that either of the following conditions exists:
 - (a) An emergency such as possible site contamination by hazardous materials or where there is an immediate danger to human life or safety;

(b) Illegal activity other than camping.

(4) At the cleanup event, written notice will be posted and distributed with information on how to retrieve property that was retained during the event.

(5) Written notices will be in both English and Spanish.

(6) Copies of all notices will be provided to the Oregon Department of Human Services and/or the Linn County Human Services Department. [Ord. 445 § 1, 2023.]

5.60.080 Removal, storage, and retrieval of personal property.

(1) Personal property will be separated from solid waste during cleanups. Solid waste will be immediately discarded. Items of personal property will be turned over to law enforcement or public works and stored. The personal property shall be stored for no less than 30 days, during which time it will be reasonably available to persons claiming ownership of the personal property.

(2) When conducting a campsite removal, the city shall arrange in advance for a location for personal property to be stored.

(3) Any personal property that remains unclaimed for 30 days after the cleanup may be disposed of, sold, donated, used, or transferred as abandoned personal property, but no waiting period beyond the 30 days is required prior to the disposal, sale, donation, use, or transfer.

(4) Weapons, drug paraphernalia, and items which reasonably appear to be either stolen or evidence of a crime may be retained or disposed of by law enforcement in accordance with applicable policies and procedures. [Ord. 445 § 1, 2023.]

5.60.090 Violation – Penalty.

A violation of a provision of this chapter, or an order issued under authority of this chapter, is punishable by a fine not to exceed \$500.00. [Ord. 445 § 1, 2023.]

5.60.100 Separate violations.

Each day's violation of a provision of this chapter or an order issued under authority of this chapter constitutes a separate offense. [Ord. 445 § 1, 2023.]

M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2025-748 – A Resolution of the City of Halsey Adopting the Budget for the 2025-2026 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$53,045 for Bonded Debt

Council Action: MOTION

June 10, 2025

Issue Statement: Council must adopt a Resolution for appropriations of funds and imposing the tax for the 2025-2026 Fiscal Year.

Summary: The approved FY 2025-2026 Budget is submitted to the Council for consideration and adoption.

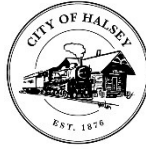
The proposed FY 2025-2026 Budget was approved by the Budget Committee in the public meeting held on May 6, 2025.

The budget must be adopted on or before June 30, 2025. Council can modify the approved budget up to 10% in any one fund, but any change larger than that must be referred back to the Budget Committee. If Council does not adopt the Budget in this meeting, Council should schedule a special meeting to reconvene to adopt the Budget prior to June 30th.

- Ø **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2025-748 – A Resolution Adopting the Budget for the 2025-2026 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$ 53,045 for Bonded Debt

Council Options:

- 1. Approve as recommended**
- 2. Approve with amendments**
- 3. Provide further direction to staff**
- 4. Schedule a 2nd June Meeting**



RESOLUTION 2025-748

A RESOLUTION OF THE CITY OF HALSEY ADOPTING THE BUDGET FOR THE 2025-2026 FISCAL YEAR AND IMPOSING THE TAX RATE OF 5.6014 PER \$1000 AND \$53,045 FOR BONDED DEBT

BE IT RESOLVED that the City Council for the City of Halsey, Linn County, Oregon hereby adopts the Budget for the 2025-2026 Fiscal Year in the amount of \$4,290,943 now on file at the City Hall, and:

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 2025 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND		WATER FUND	
Administration	\$595,115	Water	\$830,300
Library	\$59,370	<u>Not Allocated:</u>	
Parks	\$17,570	Operating Contingency	\$30,000
<u>Not Allocated:</u>		Transfer to Other Funds	\$34,000
Operating Contingency	\$20,000		
Transfer to Other Funds	\$12,000		
FUND TOTAL	\$704,055	FUND TOTAL	\$894,300
STREET FUND		SEWER FUND	
Streets Department	\$392,650	Sewer Department	\$691,500
<u>Not Allocated:</u>		<u>Not Allocated:</u>	
Operating Contingency	\$27,200	Operating Contingency	\$30,000
Transfer to Other Funds	\$5,000	Transfer to Other Funds	\$33,000
FUND TOTAL	\$424,850	FUND TOTAL	\$754,500
STREET & PATHWAY FUND		STORM WATER DRAINAGE FUND	
Streets	\$30,000	Storm Water	\$33,800
FUND TOTAL	\$30,000	FUND TOTAL	\$33,800

LIBRARY FUND		HAISEY CITY PARK FUND	
Library	\$13,000	Parks	\$94,600
<u>Not Allocated:</u>		<u>Not Allocated:</u>	
Operating Contingency	\$1,000	Operating Contingency	\$1,600
FUND TOTAL	\$14,000	FUND TOTAL	\$96,200
BOND FUND		VETERANS MEMORIAL PARK FUND	
Water/Debt Service	\$54,544	Parks	\$4,000
FUND TOTAL	\$54,544	FUND TOTAL	\$4,000
STORM WATER BLUE HERON FUND		WATER RESERVE FUND	
Storm Water	\$12,500	Water	\$236,000
<u>Not Allocated:</u>		FUND TOTAL	\$236,000
Operating Contingency	\$5,000		
FUND TOTAL	\$17,500		
SEWER SDC FUND		SEWER RESERVE FUND	
Sewer	\$30,000	Sewer	\$194,000
FUND TOTAL	\$30,000	FUND TOTAL	\$194,000
TOTAL APPROPRIATIONS		\$3,487,749	
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS		\$803,194	

BE IT FURTHER RESOLVED that the City Council for the City of Halsey, Linn County, Oregon, hereby imposes the taxes provided for in the adopted budget in the aggregate rate of 5.6014 per \$1000, and in the amount of \$53,045 for bonds; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the city.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
PERMANENT RATE	\$5.6014/\$1000	-0-
GENERAL OBLIGATION BOND	-0-	\$ 53,045
		EXCLUDED FROM MEASURE 5 LIMITATION

DATED this 10TH day of June, 2025.

Jerry Lachenbruch, Mayor

Michelle Isom, Council President

M. ORDINANCES & RESOLUTIONS

2. RESOLUTION 2025-749 – A Resolution Certifying the Eligibility of the City of Halsey to Receive State Shared Revenues
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Council Action: <i>MOTION</i>
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June 10, 2025

Issue Statement: Council must adopt this Resolution for the City of Halsey to be eligible to receive State Shared Revenue Funds

- Ø **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2025-749 – A Resolution Certifying the Eligibility of the City of Halsey to Receive State Shared Revenues

Council Options:

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



RESOLUTION 2025-749

A RESOLUTION OF THE CITY OF HALSEY CERTIFYING THE ELIGIBILITY OF THE CITY OF HALSEY TO RECEIVE STATE SHARED REVENUES

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

And;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED, that the City of Halsey hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

- Police Protection
- Fire Protection
- Street construction, maintenance, & lighting
- Sanitary Sewer
- Storm Sewers
- Planning, zoning, and subdivision control
- One or more Utility Services

Approved by the City of Halsey this 10th day of June 2025

Attest:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

M. ORDINANCES & RESOLUTIONS

3. RESOLUTION 2025-750 – A Resolution of the City of Halsey Declaring the City’s Election to Receive State Revenues		
Council Action:	MOTION	June 10, 2025

Issue Statement: Council must adopt this Resolution for the City of Halsey to receive State Shared Revenue Funds

Summary: This Resolution is done annually and must be done to receive State Shared Revenue. State Shared Revenues are estimated at \$11,000 and are budgeted in the General Fund for a replacement repair to stairs, the Park fund for park improvements and general materials, services, and operating supplies, and the Library Fund for bookshelves, books, community events, and fundraising.

- Ø **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2025-750 – A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues

Council Options:

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



RESOLUTION 2025-750

A RESOLUTION OF THE CITY OF HALSEY DECLARING THE CITY OF HALSEY'S ELECTION TO RECEIVE STATE REVENUES

BE IT RESOLVED by the City Council of the City of Halsey, Linn County, Oregon, ordains as follows:

Section 1:

Pursuant to ORS 221.770, the City of Halsey hereby elects to receive State Revenues for fiscal year 2025-2026

Section 2:

It is hereby certified that a public hearing before the Budget Committee was held on May 6, 2025 and a public hearing before the City Council was held on June 10, 2025 giving citizens an opportunity to comment on use of State Revenue Sharing.

Passed by the City Council this 10th day of June, 2025.

Approved by the Mayor this 10th day of June, 2025.

Attest:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor of Halsey

M. ORDINANCES & RESOLUTIONS

4. RESOLUTION 2025-751 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Planning Requests, Water Services, Sewer Services, Facilities Reservation Rates, and Repealing Resolution 2024-739	
Council Action:	MOTION June 10, 2025

Issue Statement: This resolution adopts the City of Halsey fee Schedule for the 2025-2026 fiscal year.

Summary: Changes are in red ink on the draft Resolution. Proposed changes to utility rates and the addition of an RV Residency application fee

Ø **Possible Motion:** I recommend that the Governing Body of the City of Halsey adopt Resolution 2025-751 A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, Facilities Reservation Rates and Repealing Resolution 2024-739.

Council Options

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



RESOLUTION 2025-751

A RESOLUTION UPDATING CITY HALL OPERATING FEES, FEES IN CONNECTION WITH LAND USE PLANNING REQUESTS, WATER SERVICES, SEWER SERVICES, FACILITIES RESERVATION RATES AND REPEALING RESOLUTION 2024-739

BE IT RESOLVED by the City Council of the City of Halsey, a municipal corporation of the State of Oregon, the schedule of fees are established as follows:

SECTION 1. The City of Halsey establishes the following schedule of Miscellaneous Fees and Licenses which are imposed outright for clerical/administrative services, materials, operation, maintenance, and equipment costs.

<u>TYPE</u>	<u>FEE</u>
Election Fee	\$10.00
Lien Search (Title companies)	\$15.00/search
Liquor License Application	\$25.00/application
Notary Fees as dictated by ORS 194.164	\$10.00/per document
NSF, Returned Checks	\$30.00/item
NSF, Bounced Direct Pay	\$30.00/item
Itinerant Merchant Permit	\$50.00/annual
Special Livestock Permit	\$25.00/annual
RV Residency Registration	\$30.00/each unit
RV Residency 90-Day Extension	\$30.00/each unit
 <i>Faxes</i>	
Incoming	\$ 0.25/page
Outgoing	\$ 0.25/page
 <i>Photocopies/Printing</i>	
B&W Copies 8.5 x11	\$0.10/page
Color Copies 8.5x11	\$0.25/page
Larger than 8.5x11	\$0.25/page
Copy of Council/Committee Minutes	\$1.00/set
Copy of City Charter	No Fee
Copy of City Construction Standards	\$10.00/set
Copy of Comprehensive Plan	\$10.00/set
Copy of City Storm Drainage System Master Plan	\$30.00/set
Copy of City Water Master Plan	\$30.00/set

Copy of Development Code \$25.00/set
 Copy of Budget No Fee

*The above cost is for printing. Many documents can be found for viewing or download free on the website. Staff can email electronic copies of some documents for free as well.

Public Records

Research fees for public records available under ORS 192.410 to 192.50, and Measure 37

Audio Recordings of Public Meetings Free to download or email, cost of USB to provide on USB
 City Attorney Research Per Attorney’s Hourly Rate, plus costs
 Staff Research \$30.00/hour (1/2 hr minimum), plus costs

Electric Vehicle Charging Station

EV Charging \$1.00 per hour

Facilities Reservations (Rate charges are per day)

DEPOSIT REQUIRED

A \$30.00 deposit is required in addition to a rental fee. The deposit will be refunded upon verification that the facility is left clean and in the condition it was in when initially rented.

COMMUNITY CENTER ROOM

Regular \$45.00
 Halsey Resident \$35.00

COMMUNITY CNTR ROOM & KITCHEN

Regular \$60.00
 Halsey Resident \$50.00

PARK PAVILLION

Regular \$45.00
 Halsey Resident \$35.00

EDUCATIONAL/RECREATIONAL RATE

Educational programs may be scheduled with costs to be determined, based upon the type of class offered. If the facility is rented for a reoccurring weekly rental, a one-time deposit may be paid. The deposit in these cases will be refunded when the weekly rental ceases to exist providing the facility is left in the condition it was initially rented taking into consideration normal wear and tear.

Non-Profit Organizations may qualify for a discounted rate if they regularly serve the citizens of Halsey. Programs offered free to the public may also qualify for a discounted rate.

SECTION 2. The City of Halsey establishes the following schedule for Utility Service fees which are imposed outright for clerical/administrative services, materials, operation, maintenance, and equipment costs and are a requirement of federal funding guidelines.

<u>TYPE</u>	<u>FEE</u>
<i>Labor</i>	
Public Works	\$70.00/hr. (1 hr. minimum)
Scoop of Gravel Delivered	\$30.00
Abatement	\$110.00/hr. (1 hr. minimum)
<i>Connection</i>	
➤ <i>All Connection fees may be subject to additional project costs. Please refer to your permit for additional information.</i>	
Water Connection Permit-Residential	\$1,500.00/each residential unit
Water Connection Permit-Multiple Family	\$1,500.00/each apartment unit
Water Connection Permit-Commercial	\$1,500.00 (3 or fewer fixtures) \$1,700.00 (4 - 10 fixtures) \$2,000.00 (11 or more fixtures)
Sewer Connection Permit-Residential	\$1,500.00/each residential unit
Sewer Connection Permit-Multiple Family	\$1,500.00/each apartment unit
Sewer Connection Permit-Commercial	\$1,300.00 (3 or fewer fixtures) \$1,700.00 (4 - 10 fixtures) \$2,100.00 (11 or more fixtures)
<i>Deposits</i>	
Water/Sewer Deposits for Residential	\$88.00
Water/Sewer Deposits for Commercial	\$100.00
<i>System Development Charges</i>	
Water System Development Charge	\$48.94/WSFU
Sewer (Wastewater) System Development Charge	\$40.07/DFU
Stormwater System Development Charge	\$0.59/Square Foot of Impervious Surface
<i>Misc. Charges</i>	
Backflow Device Testing	\$25.00 annual fee October 1 st .
Expansion Tank	\$20.00

Blue Heron Storm Water Pump Station	\$7.00 per month per lot
Storm Water Drainage Utility Fee	\$3.00 per month per lot (Halsey)
After Hours Turn On or Shut Off fee	\$40.00

Water Service - Inside City Limits

Monthly Water Service -- Residential	\$49.50/each residential unit Allotment from 0-3000 gallons
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For each 3001 - 6000 gallons above the minimum allotment per connection per month:	\$1.28 per 1,000 gal.
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For each 6001 -9000 gallons above the minimum allotment per connection per month:	\$1.95 per 1,000 gal.
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For each 9001 – 15000 gallons above the minimum allotment per connection per month:	\$2.15 per 1,000 gal.
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For each 15000+ gallons above the minimum allotment per connection per month:	\$2.60 per 1,000 gal.
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Monthly Water Service -- Commercial	\$49.50/each commercial unit minimum allotment of 3,000 gal.
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For each 1,000 gallons above the minimum allotment per connection per month:	\$2.00 per 1,000 gal.
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Monthly Sewer Service

Charge-Residential—Sewer Only	\$47.00/each residential unit
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Charge-Residential	\$42.50/each residential unit Allotment from 0-3000 gallons
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\$47.00/each residential unit Allotment from 3001-7000 gallons

\$52.00/each residential unit Allotment from 7001-15000 gallons
--

\$57.00/each residential unit Allotment from 15000+ gallons
--

Sewer Service – Inside City Limits

Monthly Sewer Service

Charge-Commercial

RES 2025-751

One to Two Fixtures	\$42.50
Three Fixtures	\$44.00
Four Fixtures	\$48.00
Five Fixtures	\$52.00
Six Fixtures	\$56.00
Seven Fixtures	\$58.00
Eight Fixtures	\$60.00
Nine Fixtures	\$62.00
Ten Fixtures	\$64.00
Eleven Fixtures	\$66.00
Twelve Fixtures	\$68.00
Thirteen Fixtures	\$70.00
Fourteen Fixtures	\$72.00
Fifteen Fixtures	\$74.00
Thirty-nine Fixtures	\$122.00

Outside City Limits

City Services Outside City Limits: The water and sewer fee will be doubled for customers located outside the city limits, but using City services.

Delinquent Accounts - Applicable to both Water and Sewer

- Bills will be mailed on the last day of the month.
- Payment is due on the 25th of the following month.
- Penalty Charge assessed if payment not received on or before the 5th of the month following the due date.

DELINQUENT CHARGES

\$ 5.00	Penalty Charge (per service)
\$ 15.00	24 Hour Notice
\$ 25.00	Shut-Off/Turn-On Fee

OTHER CHARGES

	Owner/Occupant Requested Turn-Off Fees
\$ 25.00	Voluntary Turn-Off Fee
\$ 25.00	Voluntary Turn-On Fee

The base rate will be prorated for partial months. Usage charges still apply.

COLLECTIONS

If a delinquent balance is submitted for collections, a fee of 25% of the balance will be added to cover collections costs.

SECTION 3. The City of Halsey establishes the following schedule for Land Use fees which are imposed outright for administrative/clerical services, materials, planning, engineering, legal and publication costs.

<u>TYPE</u>	<u>FEE</u>
Construction/Right of Way Permit Fee	\$30.00
Pre-Application Conference	\$200.00

<u>TYPE</u>	<u>DEPOSIT</u>
Code Interpretation	\$200.00 to be drawn on for costs incurred
Type I Applications	\$250.00 to be drawn on for costs incurred
Type II Applications	\$500.00 to be drawn on for costs incurred
Type III Applications	\$1,000.00 to be drawn on for costs incurred
Type IV Applications	\$1,500.00 to be drawn on for costs incurred
Street Vacation Deposit	\$1,000.00 to be drawn on for costs incurred
Measure 37 Filing Fees	\$1,000.00 to be drawn on for costs incurred

- *Any or all of the above land use fees shall be actual costs for Attorney, Planner, and Engineering, as well as actual costs for staff time, postage, notary, photocopies, publication, and any other costs incurred by the City. The developer/person(s) requesting the above land use shall make a deposit with the City to be drawn on for costs incurred. The City shall return any monies left over from the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.*

The City of Halsey has determined that the fees identified herein are not subject to section 11 or 11b, Article XI of the Oregon Constitution. Any petition challenging this determination shall be filed within 60 days after the action of the governing body approving this resolution pursuant to ORS 305.385.

The above fees ensure the continued provision of these services, and the fees provided for herein shall be effective July 1, 2025.

ADOPTED by the City Council this 10th day of June 2025

ATTEST:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

M. ORDINANCES & RESOLUTIONS

5. ORDINANCE 2025-448 – an Ordinance amending Halsey Municipal Code to update provisions related to camping and RV residency of private property.
--

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

June 10, 2025

Issue Statement: The Council is asked to asked to consider adopting an Ordinance Amending the Halsey Municipal Code Chapter 5.60 –Public Camping

Summary: Updates Halsey Municipal Code (HMC) chapter 5.60 – Public Camping to limit duration of RV Residency on Private Property, and update general provisions within the chapter to reduce nuisance to neighboring properties.

Ø **Possible Motion:** I move that the Governing Body of the City of Halsey adopt ORDINANCE 2025-448 – An Ordinance amending Halsey Municipal Code chapter 5.60 to update provisions related to camping and RV residency of private property.

• **Council Options**

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



ORDINANCE 2025-448

AN ORDINANCE AMENDING HALSEY MUNICIPAL CODE CHAPTER 5.60 TO ADD PROVISIONS ON RV RESIDENCY WITHIN CITY LIMITS

Whereas, the City does not currently limit duration for RV Residency on residential property within the City;

Whereas, the City would like to place limitations to duration of RV Residency within the City under certain conditions that account for the possible nuisance impacts of RV Residency on neighbors,

Now, therefore, the City of Halsey ordains as follows:

Section 1. Hasley Municipal Code Chapter 5.60 is amended, in total, to read as follows:

5.60.005 Purpose.

The purpose of this chapter is to protect the health and safety of residents and regulate the use of public property by establishing time, place, and manner restrictions for public camping.

PUBLIC CAMPING – Halsey Municipal Code, Chapter 5.60

5.60.010 Definitions.

“Camp” or **“camping”** means to pitch, erect, create, use, or occupy camp facilities for the purpose of habitation, as evidenced by the use of camp paraphernalia.

“Camp paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or outdoor cooking devices or utensils and similar equipment.

“City administrator” means the Halsey city administrator, or the city administrator’s designee.

“Dwelling” means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

“Evidence of Residency” includes, but is not limited to, connections to water, power, sewer, or other utilities; RV slides, stairs, or awnings left extended out; signs of heating or cooling of RV.

“Motor vehicle” means a vehicle that is self-propelled or designed for self-propulsion.

“Parking lot” means a developed location that is designated for parking vehicles, whether developed with asphalt, concrete, gravel, or other material.

“Personal property” means items that can reasonably be identified as belonging to an individual and that have apparent value or utility.

“Public property” means any real property or structures owned, leased, or managed by the city, including **public** rights-of-way.

“Public rights-of-way” means all property dedicated to the public for transportation purposes and administered by the city, including streets, roads, bridges, alleys, sidewalks, trails, paths, and all other public ways and areas managed by the city. “Right-of-way” also includes public utility easements to the extent that the easement allows use by the permittee planning to use or using the public utility easement. “Right-of-way” includes the subsurface under and airspace over these areas. “Right-of-way” does not include the airwaves for purposes of CMRS, Ordinance No. 2025-448

broadcast television, DBS and other wireless providers, or easements or other property interests owned by a single utility or entity.

“Recreational vehicle” or “RV” means a vehicle with or without motive power that is designed for use as temporary living quarters and as further defined by the Oregon Department of Transportation in Chapter 735 OAR, Division 022. Examples include motor homes, camping trailers, tent trailers, truck campers, toy haulers with a residential cabin, and camper vans.

“Solid waste” means any garbage, trash, debris, yard waste, food waste, or other discarded materials.

“Store” or “storage” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

“Temporary” means not affixed to land permanently and not utilized as a permanent residence.

“Vehicle,” within this chapter, means a motor vehicle or recreational vehicle.

“Vehicle camping” means camping inside a motor vehicle or recreational vehicle. [Ord. 445 § 1, 2023.]

5.60.050 Camping on commercial or industrial property, or property owned or controlled by a nonprofit or religious institution.

- (1) The owner of a commercial or industrial property, a nonprofit, or a religious institution/place of worship may allow vehicle or tent camping to persons, provided:
 - (a) The property owner first notifies the city of their intent to allow camping, and of their ability to comply with the other requirements in this section. An inspection must be performed by the city to confirm that sanitary facilities are in place, required setbacks are met, and any storage areas are screened, before vehicle or tent camping commences;
 - (b) Such accommodations are made free of charge; and
 - (c) Occupancy is limited to three or fewer vehicles or tents at the same time, in any combination; and
 - (d) Vehicles or tents are located within an on-premises parking lot, are spaced at least 10 feet apart, and are set back at least 10 feet from property lines; and
 - (e) All items and materials are stored in vehicles or tents or in a separate storage area that is screened from view from adjacent properties and public rights-of-way; and
 - (f) Campers are provided access to sanitary facilities, including a toilet, handwashing and trash disposal facilities, with such facilities being at least 20 feet from the property line of a residential use property if not fully contained within a building.
- (2) A property owner who allows camping pursuant to subsection (1) of this section may revoke that permission at any time and for any reason.
- (3) Notwithstanding the provisions of this section, the city administrator may:
 - (a) Revoke the right of a property owner to allow camping on property described in subsection (1) of this section upon finding that the property owner or a camper has violated any applicable law, ordinance, regulation or agreement, or that any activity occurring on that property by a camper is incompatible with the use of the property.
 - (b) A permission revoked by the city administrator under this subsection is subject to notice. Notice will be provided in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council in the next available council meeting, but no sooner than seven days after the written appeal was received by the city.
- (4) Any person whose permission to camp on property has been revoked pursuant to subsection (2) or (3) of this section must vacate and remove all belongings from the property within four hours of receiving such notice.

- (5) All persons participating in a camping program described in subsection (1) of this section do so at their own risk, and nothing in this section or chapter creates or establishes any duty or liability for the city or its officers, employees, or agents, with respect to any loss related to bodily injury (including death) or property damage. [Ord. 445 § 1, 2023.]

5.60.060 Recreational vehicle residency on residential property.

- (1) Recreational vehicle camping or temporary RV residency is permitted on privately owned residential property subject to the following restrictions:
- (a) If evidence of residency are present, the city will require individuals residing or camping to comply with all provisions of this section.
 - (b) Individuals intending to camp or temporarily reside on private residential property in a recreational vehicle must file a Temporary RV registration with the city before camping may commence. A filing fee shall accompany a temporary RV residency registration. The filing fee shall be in accordance with a fee schedule adopted by the resolution of the city council.
 - (c) Residential camping requires written permission from the property owner prior to issuance of a temporary RV residency permit. The property owner can rescind permission at any time.
 - (d) The permitted RV may remain at the host site for an initial term of up to 180 days unless the authorization is revoked by the property owner. One 90-day extension may be approved under the following conditions:
 - (i) The applicant acquires written permission from the property owner and adjacent property owners; and
 - (ii) Application for 90-day extension is filed with the city administrator at least 10 business days prior to the expiration of the initial temporary RV residency registration.
 - (e) The permitted RV may not remain at the host site for more than 270 days out of a 365-day period, unless approved by the city. The city administrator may issue approval for extensions not exceeding 10 days. All extension requests greater than 10 days must be approved by the City Council.
 - (f) The host property owner must:
 - (i) Provide garbage disposal services and ensure that there is no accumulation of solid waste on the property; and
 - (ii) Not require or accept payment of any monetary charge in exchange for providing the authorization to camp on the property.
 - (g) Recreational vehicles used for camping on residential property may only be placed in the side or rear yard or in a paved or graveled driveway.
 - (h) A recreation vehicle which is used as a temporary residence in accordance with this section shall have current insurance and registration.
 - (i) The body of the RV, including any slid-outs, must be placed no closer than 10 feet away from property lines unless the camper first submits a request to the city for an exception, and if that exception is approved. Approval of set-back extensions require permission from adjacent property owner and will be approved by administrative review.

- (j) Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
- (k) No personal property may be stored outside the RV unless it is contained in another structure such as a shed.
- (l) No more than one recreational vehicle used for temporary residency shall be allowed on any residential property.
- (m) Use of generators is prohibited between the hours of 10:00 p.m. and 6:00 a.m.

- (2) The city administrator may revoke a temporary RV residency registration upon finding that the property owner or a camper has violated any applicable law, ordinance, or regulation or that any activity occurring on that property by a camper is incompatible with the use of the property. The city administrator shall provide notice of the registration revocation in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner or registration holder wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council at the next available council meeting, but no sooner than seven days after the written appeal was received by the city.
- (3) A property owner that uses a recreation vehicle as a dwelling while a permanent residence is being constructed on the same lot is subject to provisions of this section.

- (4) The city shall notify adjacent property owners upon issuance of the initial temporary RV residency permit.

5.60.070 Scheduling and notice of campsite cleanup.

- (1) Cleanup of illegal campsites will be scheduled by the city administrator in coordination with the Linn County sheriff's office.
- (2) Notification of cleanup for illegal campsites will be posted 72 hours prior to a cleanup event. Signs will be posted on adjacent buildings if feasible, or on stakes in the ground stating the time and date of the cleanup and the time and date of the notice posting. **Campers** will have 72 hours from that time to remove **camping** materials and personal belongings, or they become subject to removal, confiscation, or destruction as established in HMC [5.60.080](#).
- (3) Notwithstanding subsections (1) and (2) of this section, cleanup of campsites may occur immediately and without notice if the Linn County sheriff's office determines that either of the following conditions exists:
 - (a) An emergency such as possible site contamination by hazardous materials or where there is an immediate danger to human life or safety;
 - (b) Illegal activity other than **camping**.
- (4) At the cleanup event, written notice will be posted and distributed with information on how to retrieve property that was retained during the event.

- (5) Written notices will be in both English and Spanish.

- (6) Copies of all notices will be provided to the Oregon Department of Human Services and/or the Linn County Human Services Department. [Ord. 445 § 1, 2023.]

5.60.080 Removal, storage, and retrieval of personal property.

- (j) Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
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- (6) Copies of all notices will be provided to the Oregon Department of Human Services and/or the Linn County Human Services Department. [Ord. 445 § 1, 2023.]

5.60.080 Removal, storage, and retrieval of personal property.

- (1) Personal property will be separated from solid waste during cleanups. Solid waste will be immediately discarded. Items of personal property will be turned over to law enforcement or **public** works and stored. The personal property shall be stored for no less than 30 days, during which time it will be reasonably available to persons claiming ownership of the personal property.
- (2) When conducting a campsite removal, the city shall arrange in advance for a location for personal property to be stored.
- (3) Any personal property that remains unclaimed for 30 days after the cleanup may be disposed of, sold, donated, used, or transferred as abandoned personal property, but no waiting period beyond the 30 days is required prior to the disposal, sale, donation, use, or transfer.
- (4) Weapons, drug paraphernalia, and items which reasonably appear to be either stolen or evidence of a crime may be retained or disposed of by law enforcement in accordance with applicable policies and procedures. [Ord. 445 § 1, 2023.]

5.60.090 Violation – Penalty.

A violation of a provision of this chapter, or an order issued under authority of this chapter, is punishable by a fine not to exceed \$500.00. [Ord. 445 § 1, 2023.]

5.60.100 Separate violations.

Each day’s violation of a provision of this chapter or an order issued under authority of this chapter constitutes a separate offense. [Ord. 445 § 1, 2023.]

Section 2 - 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.

FIRST READ to the Council the 11th Day of February, 2025

Second READ to the Council the 11th Day of March 2025

Third READ to Council the 10th Day of June 2025

PASSED by the Council this 10th Day of June 2025

SIGNED by the Mayor this 10th Day of June 2025

Effective this 10th Day of July 2025

ATTEST:

APPROVED:

Briana Parra , City Administrator

Jerry Lachenbruch, Mayor