

## Council Packet

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

Tuesday February 13<sup>th</sup>, 2024  
7:00 PM



#### D. COUNCIL MINUTES

Council Minutes		
Council Action:	<b><i>MOTION</i></b>	<b>February 13, 2024</b>

**Issue Statement:** Council is asked to review and approve the minutes from the Council Meeting on January 9<sup>th</sup>, 2024.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve January 9th City Council minutes as submitted.

- **Council Options**

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





## REGULAR CITY COUNCIL MEETING

January 9th, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

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

### MEETING CALLED TO ORDER

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

### ROLL CALL

Present: Councilor Stacy Strauss, Council President Michelle Isom, Councilor Gabriel Flores, Councilor Jeremy Romer, Mayor Jerry Lachenbruch

Absent: Councilor Scott LaCoste

Staff Present: Interim City Administrator Wes Hare, Municipal Clerk Audrey Whiddon,

Guests: Briana Parra, Jerry Gillson, Anne Sunday, Holly Parrish, Tia Parrish, Joselyn Morales, TJ Gillson

Remote

Participants: Librarian Abi Vinson, Public Works Lead Andy Ridinger, Admin Assistant Amber Murray,

### PLEDGE OF ALLEGIANCE

### COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council Meeting on November 14, 2023.

**Motion:** I move that the Governing Body of the City of Halsey approve November 14th City Council Minutes as submitted.

**Motion by:** Council President Isom, Seconded by Councilor Strauss

**Vote:** Ayes: Unanimous

**Motion Carries**

Council is asked to review and approve the minutes from the Council Meeting on December 12, 2023.

**Motion:** I move that the Governing Body of the City of Halsey approve December 12th City Council Minutes as submitted

**Motion by:** Council President Isom, Seconded by Councilor Strauss

**Vote:** Ayes: Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Reconciliation has not been completed for November or December 2023. There will be a professional bookkeeper coming in to help reconcile the books. She will also be helping with year-end tax information. The current Financial Statement was included in the packet, showing the budget and what has been spent from the budget.

### AGENDA ADJUSTMENTS

Joselyn Morales with Central Linn High School:

The school is trying to purchase a new camera. The camera would be used to help promote the school through social media, documenting activities that are happening at the school. The price for the camera is \$1,900. They are asking for donations to help reach their goal.

Council approved a donation of \$450 to Central Linn High School.

## NEW BUSINESS

Filling the vacant councilor seat. There were two applications, Jerry Gillson and Anne Sunday.

**Motion:** I move that the Governing Body of the City of Halsey appoint Jerry Gillson to the vacant seat of City Council

**Motion by:** Council President Isom, Seconded by Councilor Strauss

**Vote:** Ayes: Unanimous

**Motion Carries**

## DELEGATIONS

Linn County Sheriff's Office: Sargent Frambes

There was One arrest made, thirty-two incidents were made during the month of December. Sargent Frambes provided the following overview of the December Sheriff's Report

- Halsey was just one of several Cities in Oregon that received a bomb threat, it was nationwide. The threat originated from outside of the country. The FBI is involved.
- The tavern was broken into. Cash and alcohol were stolen. Currently do not have any suspects.

Mayor Lachenbruch commented that the City was not notified when the bomb threat occurred. Would like the City to be on the notification phone tree for Linn County Emergency Services. Sargent Frambes will be looking into getting the City added.

Briana Para Introduction

Briana is the new City Administrator. She has been a resident of Halsey for a little over 7 years, she has been involved in the Budget Committee. Briana graduated from the University of Oregon with a master's degree in public administration. Start date is January 22,2024.

## CITIZEN COMMENTS

There were no citizen comments.

## REPORTS TO COUNCIL

Interim City Administrator: Wes Hare

- Paid Leave Grant- Received one grant from Oregon Paid Leave and approved for the second grant. This helps offset the substitute labor, during leaves. Each grant is for \$3,000.
- City Administrator Recruitment Update – Briana Parra has been chosen as the new City Administrator.
- Creating Budget Calendar- Will be created with the new City Administrator.
- Appointing Budget Officer- This is the job of the City Administrator, should occur in February.
- Sharing Hands Board- Would the council like to appoint a new liaison for Sharing Hands?
- Panic Button Installation- The library will be getting a panic button installed. It is \$55 a month.

Public Works: Andy Ridinger

- Water Quality Report- Was completed in December.
- Well 69 Project- Civil engineers came out to the water plant to plan for new system controls when the well is installed.
- Water Plant- A new controller board and solenoid for the cla-vale for the backwash filters was installed.

- Sewer- Getting equipment ready for discharge season at the wastewater treatment plant. Gathering intel on what the cost would be to change the gas chlorine to liquid or tablets.
- Blue Heron- Installed pump #1. Had issues with floats and controller going bad. Got new weights for the floats as well.

#### Library: Abi Vinson

- Leak- The a.c. unit had caused a leak. It was repaid and now is working. 7 books need to be taken out of circulation.
- Patrons- There were a total of 77 patrons for the month of December. Three new library cards were issued.
- Collection Update- 30 new books were added to the library collection.
- Sharing Hand Food Drive- 3 tubs full of food was donated.
- Library Transforming Communities Grant- Submitted the application for the grant. Waiting to hear back. Hoping this grant will fund the new door.
- Story Time- Librarian Abi has been in contact with someone who does story time professionally and they may be interested in coming in monthly.
- 5k- Working on inviting vendors to the event. Should be ready to start advertising for the event soon. It will be held on April 13<sup>th</sup>.
- Grant Writing Courses – Librarian Abi is halfway done with the course.
- Grants- Received news that the Ready to Read grant was approved. Will be using the money for a reading program. Working on several other grants as well.

#### Mayor's Report: Jerry Lachenbruch

- Small Rual Resources Department- There is a new grant available to provide funding for parks, the grant amount is double what it was last year.
- National Law Enforcement Appreciation Day- Today is national law enforcement appreciation day.
- If I Was Mayor- Trying to get the elementary, middle, and high school involved this year. The deadline for submissions is April 5<sup>th</sup>.
- Central Linn Bond- Mayor Lachenbruch was asked to be on the bond committee. Will be meeting January-December of 2024.

#### Central Linn School District: Michelle Isom

- Community Engagement- There has been a lot of engagement from families. The pie auction for the girls' basketball team raised \$11,000.
- School Lunches- They are making changes to the lunch service. Hoping to get some locally sourced meats and produce. All the schools in the district now qualify for free lunches.
- Literature Night- Will be held in March for elementary school.

#### Oregon Cascades West Council of Governments Board: Jeremy Romer

There is nothing new to report this month.

## **OLD BUSINESS**

There was no old business.

## **ORDINANCES & RESOLUTIONS**

There was not ordinances or resolutions.

## **ADJOURNMENT**

Meeting adjourned at 7: 55pm.

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Admin Assistant, Amber Murray

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Mayor Jerry Lachenbruch



## E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<b>MOTION</b>	<b>February 13, 2024</b>

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

### Summary:

Approving the September Financial Report includes approving check numbers 20496-20544 in the amount of \$81,862.65.

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

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	105,704.00
01-0001002	MONEY MARKET	9,970.65
01-0001003	INVESTMENT POOLED	2,091,967.55
	TOTAL COMBINED CASH	2,207,642.20
01-0001100	XPRESS DEPOSIT ACCOUNT	46,956.48
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,254,598.68)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	355,373.98
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	32,465.81
20	ALLOCATION TO (20) STREET FUND	131,755.56
25	ALLOCATION TO (25) STREET & PATHWAY FUND	77,658.56
40	ALLOCATION TO (40) BOND FUND	45,526.66
55	ALLOCATION TO (55) LIBRARY FUND	10,423.85
60	ALLOCATION TO (60) WATER FUND	418,424.54
61	ALLOCATION TO (61) SEWER FUND	268,237.35
62	ALLOCATION TO (62) WATER RESERVE FUND	355,124.11
63	ALLOCATION TO (63) SEWER RESERVE FUND	195,921.48
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,754.58
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	25,517.25
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	112,450.00
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	32,391.63
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	142,878.80
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	10,379.76
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	7,314.76
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,254,598.68
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	( 2,254,598.68)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

## Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
12/07/2023	1	AFLAC ADJ	10-110-50-5300	Employee Health Insurance	79.04	
12/07/2023	2	AFLAC Adj.	01-0001001	Combined Cash - Checking	.00	79.04-
12/07/2023	3	Pers Adj.	10-110-50-5402	PERS Retirement-Employer	363.05	
12/07/2023	4		01-0001001	Combined Cash - Checking	.00	363.05-
12/07/2023	5	ACH Banking Fees	10-110-55-5545	Bank Fees/Misc Expense	8.90	
12/07/2023	6	ACH Banking Fees	01-0001001	Combined Cash - Checking	.00	8.90-
12/07/2023	7	Sewer auto billing fee	61-320-55-5611	Autopay Billing Software	97.45	
12/07/2023	8	Water Auto Billing fee	60-310-55-5611	Autopay Billing Software	97.45	
12/07/2023	9		01-0001001	Combined Cash - Checking	.00	194.90-
12/07/2023	10	Bankcard fees 21.5 + 133.66	10-110-55-5545	Bank Fees/Misc Expense	155.16	
12/07/2023	11	Bankcard fees 21.5 + 133.66	01-0001001	Combined Cash - Checking	.00	155.16-
Total CASH DISBURSEMENTS (CD):					801.05	801.05-

References: 11 Transactions: 11



Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
12/07/2023	1		01-0001001	Combined Cash - Checking	5,000.00	
12/07/2023	2		01-0001002	Money Market	.00	5,000.00-
12/07/2023	3		01-0001001	Combined Cash - Checking	10,000.00	
12/07/2023	4		01-0001002	Money Market	.00	10,000.00-
12/07/2023	5		01-0001001	Combined Cash - Checking	105,000.41	
12/07/2023	6		01-0001002	Money Market	.00	105,000.41-
12/07/2023	7		10-110-55-5545	Bank Fees/Misc Expense	129.00	
12/07/2023	8		01-0001002	Money Market	.00	129.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>120,129.41</u>	<u>120,129.41-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE)</b>						
12/07/2023	1		01-0001002	Money Market	.07	
12/07/2023	2		10-000-40-650	Interest on Investments	.00	.07-
12/07/2023	3		01-0001001	Combined Cash - Checking	30,702.00	
12/07/2023	4		01-0001003	Investment Pooled	.00	30,702.00-
12/07/2023	5	CIS Benefit Change	01-0001001	Combined Cash - Checking	1,713.75	
12/07/2023	6	CIS Benefit Change	10-110-50-5300	Employee Health Insurance	.00	1,713.75-
11/30/2023	7	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.15	
11/30/2023	8	LGIP ACH Fee	01-0001003	Investment Pooled	.00	.15-
11/30/2023	9	LGIP Interest	01-0001003	Investment Pooled	7,712.97	
11/30/2023	10	LGIP Interest	10-000-40-650	Interest on Investments	.00	804.30-
11/30/2023	11	LGIP Interest	18-000-40-650	Interest on Investments	.00	118.83-
11/30/2023	12	LGIP Interest	20-000-40-650	Interest on Investments	.00	484.45-
11/30/2023	13	LGIP Interest	25-000-40-650	Interest on Investments	.00	284.24-
11/30/2023	14	LGIP Interest	40-000-40-650	Interest on Investments	.00	121.88-
11/30/2023	15	LGIP Interest	55-000-40-650	Interest on Investments	.00	38.12-
11/30/2023	16	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,531.37-
11/30/2023	17	LGIP Interest	61-000-40-650	Interest on Investments	.00	981.78-
11/30/2023	18	LGIP Interest	62-000-40-650	Interest on Investments	.00	1,299.79-
11/30/2023	19	LGIP Interest	63-000-40-650	Interest on Investments	.00	717.09-
11/30/2023	20	LGIP Interest	65-000-40-650	Interest on Investments	.00	119.86-
11/30/2023	21	LGIP Interest	68-000-40-650	Interest on Investments	.00	93.41-
11/30/2023	22	LGIP Interest	72-000-40-650	Interest on Investments	.00	411.58-
11/30/2023	23	LGIP Interest	73-000-40-650	Interest on Investments	.00	118.56-
11/30/2023	24	LGIP Interest	74-000-40-650	Interest on Investments	.00	522.95-
11/30/2023	25	LGIP Interest	80-000-40-650	Interest on Investments	.00	37.99-
11/30/2023	26	LGIP Interest	85-000-40-650	Interest on Investments	.00	26.77-
11/28/2023	27	Move Property Tax Deposit into November,	01-0001003	Investment Pooled	101,698.34	
11/28/2023	28	Move Property Tax Deposit into November,	10-000-40-101	Current Taxes	.00	88,873.92-
11/28/2023	29	Move Property Tax Deposit into November,	10-000-40-102	Prior Taxes	.00	414.37-
11/28/2023	30	Move to Nov from Dec - Bond	40-000-40-101	Current Taxes	.00	12,349.22-
11/28/2023	31	Move to Nov from Dec - Bond	40-000-40-102	Prior Taxes	.00	60.83-
11/30/2023	32	Nov LGIP Interest Coirrection from Oct Cor	10-000-40-650	Interest on Investments	.00	411.42-
11/30/2023	33	Nov LGIP Interest Coirrection from Oct Cor	18-000-40-650	Interest on Investments	7.76	
11/30/2023	34	Nov LGIP Interest Coirrection from Oct Cor	20-000-40-650	Interest on Investments	33.71	
11/30/2023	35	Nov LGIP Interest Coirrection from Oct Cor	25-000-40-650	Interest on Investments	265.67	
11/30/2023	36	Nov LGIP Interest Coirrection from Oct Cor	40-000-40-650	Interest on Investments	155.75	
11/30/2023	37	Nov LGIP Interest Coirrection from Oct Cor	55-000-40-650	Interest on Investments	2.46	
11/30/2023	38	Nov LGIP Interest Coirrection from Oct Cor	25-000-40-650	Interest on Investments	18.57	
11/30/2023	39	Nov LGIP Interest Coirrection from Oct Cor	40-000-40-650	Interest on Investments	.00	33.87-
11/30/2023	40	Nov LGIP Interest Coirrection from Oct Cor	60-000-40-650	Interest on Investments	99.94	
11/30/2023	41	Nov LGIP Interest Coirrection from Oct Cor	61-000-40-650	Interest on Investments	64.14	
11/30/2023	42	Nov LGIP Interest Coirrection from Oct Cor	62-000-40-650	Interest on Investments	84.91	
11/30/2023	43	Nov LGIP Interest Coirrection from Oct Cor	63-000-40-650	Interest on Investments	46.84	
11/30/2023	44	Nov LGIP Interest Coirrection from Oct Cor	65-000-40-650	Interest on Investments	7.81	
11/30/2023	45	Nov LGIP Interest Coirrection from Oct Cor	68-000-40-650	Interest on Investments	6.12	
11/30/2023	46	Nov LGIP Interest Coirrection from Oct Cor	72-000-40-650	Interest on Investments	26.89	
11/30/2023	47	Nov LGIP Interest Coirrection from Oct Cor	73-000-40-650	Interest on Investments	7.75	
11/30/2023	48	Nov LGIP Interest Coirrection from Oct Cor	74-000-40-650	Interest on Investments	34.16	
11/30/2023	49	Nov LGIP Interest Coirrection from Oct Cor	80-000-40-650	Interest on Investments	2.48	
11/30/2023	50	Nov LGIP Interest Coirrection from Oct Cor	85-000-40-650	Interest on Investments	1.75	
11/30/2023	51	Nov LGIP Interest Coirrection from Oct Cor	25-000-40-650	Interest on Investments	.00	265.67-
11/30/2023	52	Nov LGIP Interest Coirrection from Oct Cor	40-000-40-650	Interest on Investments	.00	155.75-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE) (continued)</b>						
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					142,693.99	142,693.99-
References: 52 Transactions: 52						
Total 01/01/2023:					263,624.45	263,624.45-
Grand Totals:					263,624.45	263,624.45-

Date	Check Number	Payee or Description	Check Amount
12/07/2023	1	AFLAC ADJ	79.04
12/07/2023	1		5,000.00
12/07/2023	3	Pers Adj.	363.05
12/07/2023	3		10,000.00
12/07/2023	5	ACH Banking Fees	8.90
12/07/2023	5		105,000.41
12/07/2023	7	Sewer auto billing fee	97.45
12/07/2023	7		129.00
12/07/2023	8	Water Auto Billing fee	97.45
12/07/2023	10	Bankcard fees 21.5 + 133.66	155.16
11/03/2023	20592	Alyrica Networks	39.99
11/03/2023	20593	AT&T Mobility	78.50
11/03/2023	20594	BMS Technologies	361.17
11/03/2023	20595	CECO, Inc.	474.59
11/03/2023	20596	Civil West Engineering Services, Inc.	10,167.50
11/03/2023	20597	Dulce Garcia	30.00
11/03/2023	20598	Ingram Library Services	373.78
11/03/2023	20599	League of Oregon Cities	40.00
11/03/2023	20600	Linn County Sheriff's Office	17,811.25
11/03/2023	20601	One Call Concepts Inc.	25.20
11/03/2023	20602	Pump Tech, LLC	259.82
11/03/2023	20603	Renewable Resource Group, Inc	84.00
11/03/2023	20604	Elan Financial Services	1,275.78
11/03/2023	20605	James VanLeeuwen	212.00
11/08/2023	20606	Aggregate Resource Crushing, LLC	87.81
11/08/2023	20607	American Rooter Sewer & Septic	1,212.50
11/08/2023	20608	AT&T	86.49
11/08/2023	20609	Carlson Hardware Inc.	676.28
11/08/2023	20610	Caselle, Inc.	798.00
11/08/2023	20611	Executive Cleaning	650.00
11/08/2023	20612	Kelley Connect Co.	504.79
11/08/2023	20613	Renewable Resource Group, Inc	120.00
11/08/2023	20614	Varcomm	297.04
11/08/2023	20615	Star Electric Motor Service, Inc	687.00
11/16/2023	20616	Business Oregon	2,775.09
11/16/2023	20617	Chown Hardware	99.00
11/16/2023	20618	GSI Water Solutions, Inc.	1,518.75
11/16/2023	20619	Local Government Law Group, PC	141.00
11/16/2023	20620	Morley Thomas Law	300.00
11/16/2023	20621	National Business Solutions	832.00
11/16/2023	20622	NW Natural Gas	152.04
11/16/2023	20623	Pacific Power	3,239.98
11/16/2023	20624	Ram Steelco	34.43
11/16/2023	20625	Security Alarm Corp	131.91
11/16/2023	20626	Wells Fargo Financial Leasing, Inc.	325.00
11/21/2023	20627	Aggregate Resource Crushing, LLC	50.00
11/21/2023	20628	Cascade Garden Equipment	237.64
11/21/2023	20629	Napa Auto Parts	236.99
11/21/2023	20630	Renewable Resource Group, Inc	204.00
11/21/2023	20631	Security Alarm Corp	40.16
11/21/2023	20632	Sonsray Machinery LLC.	182.28
11/21/2023	20633	Oregon Department of Revenue	120.00
11/21/2023	20634	Government Ethics Commission	945.68
11/29/2023	20635	AT&T Mobility	79.91
11/29/2023	20636	Gabriel Flores	100.00
11/29/2023	20637	Michelle Isom	300.00
11/29/2023	20638	Jerry Lachenbruch	300.00
11/29/2023	20639	Scott LaCoste	300.00

Date	Check Number	Payee or Description	Check Amount
11/29/2023	20640	Ken Lorensen	300.00
11/29/2023	20641	ODP Business Solutions, LLC	91.67
11/29/2023	20642	OHA Cashier	405.00
11/29/2023	20643	Jeremy Romer	300.00
11/29/2023	20644	Stacy Strauss	300.00
11/29/2023	20645	Elan Financial Services	4,421.17
11/30/2023	92201	DIRECT DEPOSIT TOTAL	19,936.40
11/27/2023	1127231	AFLAC	282.33
11/27/2023	1127232	EBS Trust, CIS- Benefits	6,426.48
11/27/2023	1127233	IRS Tax Deposit	6,150.80
11/27/2023	1127234	Oregon Dept of Revenue - WC/UI	1,892.69
11/27/2023	1127235	P.E.R.S.	5,746.55
11/30/2023	113020231	Andy Ridinger - DIR DEP	.00
11/30/2023	113020232	Gangle, Larissa Michele - DIR DEP	.00
11/30/2023	113020233	William Jones - DIR DEP	.00
11/30/2023	113020234	Abrial Vinson - DIR DEP	.00
11/30/2023	113020235	Amber Murray - DIR DEP	.00
11/30/2023	113020236	Wesley Hare - DIR DEP	.00
11/30/2023	113020237	Audrey Whiddon - DIR DEP	.00
Grand Totals:			216,182.90

**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
11/30/2023	PC	11/30/2023	1130202	Andy Ridinger	210		01-0001001	4,889.52-
11/30/2023	PC	11/30/2023	1130202	Gangle, Larissa Michele	241		01-0001001	290.06-
11/30/2023	PC	11/30/2023	1130202	William Jones	245		01-0001001	2,833.99-
11/30/2023	PC	11/30/2023	1130202	Abrial Vinson	257		01-0001001	1,422.51-
11/30/2023	PC	11/30/2023	1130202	Amber Murray	258		01-0001001	2,701.25-
11/30/2023	PC	11/30/2023	1130202	Wesley Hare	259		01-0001001	5,366.28-
11/30/2023	PC	11/30/2023	1130202	Audrey Whiddon	260		01-0001001	2,432.79-
Grand Totals:								19,936.40-

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20592	11/03/2023	934	Alyrica Networks	Internet	61-320-55-5662	39.99
20593	11/03/2023	24	AT&T Mobility	Public Work Tablet	10-110-55-5662	78.50
20594	11/03/2023	1129	BMS Technologies	Utility Bill Printing & Mailing	60-310-55-5610	361.17
20595	11/03/2023	47	CECO, Inc.	Fuel	61-320-55-5615	474.59
20596	11/03/2023	945	Civil West Engineering Services, I	Wastewater Facilities Plan- 10/1/-10/31/2023	61-320-55-5910	10,167.50
20597	11/03/2023	1215	Dulce Garcia	Community Center Deposit Refund	10-110-55-5885	30.00
20598	11/03/2023	761	Ingram Library Services	Books	55-410-55-5800	373.78
20599	11/03/2023	192	League of Oregon Cities	Job posting	10-110-55-5741	40.00
20600	11/03/2023	208	Linn County Sheriff's Office	Law Enforcement Contract-2nd Quarter	10-110-55-5645	17,811.25
20601	11/03/2023	272	One Call Concepts Inc.	Line Locates	60-310-55-5546	25.20
20602	11/03/2023	1214	Pump Tech, LLC	Blue Heron Pumps	65-000-40-652	259.82
20603	11/03/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	84.00
20604	11/03/2023	665	Elan Financial Services	Library Books	55-410-55-5800	1,275.78
20605	11/03/2023	1216	James VanLeeuwen	Customer Refund Acct.10504-Deceased	01-0001075	212.00
20606	11/08/2023	711	Aggregate Resource Crushing, LL	Crushed Rock	61-320-55-5605	87.81
20607	11/08/2023	18	American Rooter Sewer & Septic	Vactor Labor	60-310-55-5701	1,212.50
20608	11/08/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	86.49
20609	11/08/2023	46	Carlson Hardware Inc.	Parts/Water Heater	61-320-55-5606	676.28
20610	11/08/2023	49	Caselle, Inc.	Contract Support & Maintenance December 202	60-310-55-5611	798.00
20611	11/08/2023	954	Executive Cleaning	Contract Janitorial Services-October	10-110-55-5680	650.00
20612	11/08/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	504.79
20613	11/08/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	120.00
20614	11/08/2023	332	Varcomm	Phone-Library	55-410-55-5664	297.04
20615	11/08/2023	733	Star Electric Motor Service, Inc	Sumbmersible Pump Repair	65-330-55-5691	687.00
20616	11/16/2023	1087	Business Oregon	Safe Drinking Water Loan Payment 2023	60-310-55-5920	2,775.09
20617	11/16/2023	559	Chown Hardware	BRIVO Subscription	10-110-55-5771	99.00
20618	11/16/2023	1103	GSI Water Solutions, Inc.	Well 69 Replacement	60-310-60-6002	1,518.75
20619	11/16/2023	1042	Local Government Law Group, P	Legal Services DEQ Review	10-110-55-5721	141.00
20620	11/16/2023	957	Morley Thomas Law	City Municipal Judge-Nov2023	10-110-55-5648	300.00
20621	11/16/2023	1110	National Business Solutions	Contract IT Support-11/15-12/14/2023	10-110-55-5770	832.00
20622	11/16/2023	263	NW Natural Gas	Natural Gas Service- City Shop	60-310-55-5671	152.04
20623	11/16/2023	297	Pacific Power	5th & L Pump	60-310-55-5672	3,239.98
20624	11/16/2023	1217	Ram Steelco	Christmas Light Power Pole Bracket	10-110-55-5570	34.43
20625	11/16/2023	688	Security Alarm Corp	Fire & Security Monitoring-Dec 2023	10-110-55-5771	131.91
20626	11/16/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20627	11/21/2023	711	Aggregate Resource Crushing, LL	Crushed Rock	20-210-55-5605	50.00
20628	11/21/2023	1030	Cascade Garden Equipment	Grass Hopper Parts	60-310-55-5691	237.64
20629	11/21/2023	632	Napa Auto Parts	Grass Hopper Mower Starter	60-310-55-5690	236.99
20630	11/21/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	204.00
20631	11/21/2023	688	Security Alarm Corp	Fire & Security Monitoring- Tech help with code	10-110-55-5771	40.16
20632	11/21/2023	642	Sonsray Machinery LLC.	Backhoe Fule cap., Windsheild wiper blade	60-310-55-5691	182.28
20633	11/21/2023	365	Oregon Department of Revenue	Hazardous Substance Possession Fee 2023	60-310-55-5730	120.00
20634	11/21/2023	365	Government Ethics Commission	Annual Billing for Government Ethics Commissi	10-110-55-5731	945.68
20635	11/29/2023	24	AT&T Mobility	Public Work Tablet	60-310-55-5662	79.91
20636	11/29/2023	1219	Gabriel Flores	Annual Council Expense Allotment 4 months	10-110-55-5890	100.00
20637	11/29/2023	1092	Michelle Isom	Annual Council Expense Allotment	10-110-55-5890	300.00
20638	11/29/2023	969	Jerry Lachenbruch	Annual Council Expense Allotment	10-110-55-5890	300.00
20639	11/29/2023	1218	Scott LaCoste	Annual Council Expense Allotment	10-110-55-5890	300.00
20640	11/29/2023	578	Ken Lorensen	Annual Council Expense Allotment	10-110-55-5890	300.00
20641	11/29/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	91.67
20642	11/29/2023	550	OHA Cashier	Drinking Water Operator Certification- Ridinger	60-310-55-5730	405.00
20643	11/29/2023	1131	Jeremy Romer	Annual Council Expense Allotment	10-110-55-5890	300.00
20644	11/29/2023	1220	Stacy Strauss	Annual Council Expense Allotment	10-110-55-5890	300.00
20645	11/29/2023	665	Elan Financial Services	Library office supplies	55-410-55-5616	4,421.17
Grand Totals:						54,817.19

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

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

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

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



CITY OF HALSEY  
COMBINED CASH INVESTMENT  
DECEMBER 31, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	60,019.85
01-0001002	MONEY MARKET	30,012.73
01-0001003	INVESTMENT POOLED	2,177,851.73
	TOTAL COMBINED CASH	2,267,884.31
01-0001100	XPRESS DEPOSIT ACCOUNT	58,649.37
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,326,533.68)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	400,695.00
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	32,593.95
20	ALLOCATION TO (20) STREET FUND	135,987.92
25	ALLOCATION TO (25) STREET & PATHWAY FUND	77,965.07
40	ALLOCATION TO (40) BOND FUND	55,107.42
55	ALLOCATION TO (55) LIBRARY FUND	10,128.57
60	ALLOCATION TO (60) WATER FUND	420,293.71
61	ALLOCATION TO (61) SEWER FUND	275,289.08
62	ALLOCATION TO (62) WATER RESERVE FUND	356,525.74
63	ALLOCATION TO (63) SEWER RESERVE FUND	196,694.76
65	ALLOCATION TO STORM WATER BLUE HERON FUND	33,101.34
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	26,029.05
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	112,893.83
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	32,519.48
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	143,442.73
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	10,019.15
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	7,246.88
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,326,533.68
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	( 2,326,533.68)
	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)

December 31, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	83,863.33	Book Balance Previous Month:	105,704.00
Outstanding Deposits:	1,012.79	Total Receipts:	20,887.19
Outstanding Checks:	24,856.27	Total Disbursements:	66,571.34
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	60,019.85	Book Balance:	60,019.85
		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
1195	204.67	1203	808.12				
Grand Totals:							1,012.79

Deposits cleared: 31 items

Deposits Outstanding: 2 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
4	247.95-	5	247.96-	6	22.03-	7	3.86-
8	15.42-	9	13.77-	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	19068	28.50
19077	68.45	19120	120.00	19423	154.84	19944	66.36
19982	2.94	19987	29.68	20372	30.00-	20372	30.00
20412	30.87	20440	7.21	20597	30.00	20640	300.00
20668	20.00	20677	78.75	20678	888.00	20679	91.75
20680	1,600.00	20681	125.00	20682	506.16	20683	120.00
20684	735.58	20685	1,459.62	925231	361.37	925235	8,169.88
1221234	1,799.29	1221235	5,503.62	225201931	260.20-	225201953	500.00
Grand Totals:							24,856.27

Checks cleared: 54 items

Checks Outstanding: 48 items

Bank Adjustments SectionBook Adjustments Section

## Money Market Account (Money Market) (2)

December 31, 2023

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	30,012.73	Book Balance Previous Month:	9,970.65
Outstanding Deposits:	.00	Total Receipts:	30,164.08
Outstanding Checks:	.00	Total Disbursements:	10,122.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	30,012.73	Book Balance:	30,012.73
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	19 items	Deposits Outstanding:	0 items
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Checks cleared:	2 items	Checks Outstanding:	0 items
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Bank Adjustments SectionBook Adjustments Section

## Xpress Deposit Bank () (99)

December 31, 2023

Account: 010001100

Bank Account Number: 10912

Bank Statement Balance:	58,636.92	Book Balance Previous Month:	46,956.48
Outstanding Deposits:	12.45	Total Receipts:	11,692.89
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	58,649.37	Book Balance:	58,649.37
		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
1196	12.45						
Grand Totals:							12.45

Deposits cleared: 31 items Deposits Outstanding: 1 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

## Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
12/04/2023	1	AFLAC LEAVE ADJ for November Payroll	10-110-50-5300	Employee Health Insurance	187.46	
12/04/2023	2	AFLAC LEAVE ADJ for November Payroll	01-0001001	Combined Cash - Checking	.00	187.46-
12/20/2023	3	Checking Account Maintenance Fees for 1	10-110-55-5545	Bank Fees/Misc Expense	8.90	
12/20/2023	4	Checking Account Maintenance Fees for 1	01-0001001	Combined Cash - Checking	.00	8.90-
12/04/2023	5	Bankcard Fees for 11/23	10-110-55-5545	Bank Fees/Misc Expense	153.85	
12/04/2023	6	Bankcard Fees for 11/23	01-0001001	Combined Cash - Checking	.00	153.85-
12/06/2023	7	Adj for December Benefits Pull from Nove	10-110-50-5300	Employee Health Insurance	.00	1,715.40-
12/06/2023	8	Adj for December Benefits Pull from Nove	01-0001001	Combined Cash - Checking	1,715.40	
12/28/2023	9	Adj for January Benefits Pull from Decemb	10-110-50-5300	Employee Health Insurance	4,219.68	
12/28/2023	10	Adj for January Benefits Pull from Decemb	01-0001001	Combined Cash - Checking	.00	4,219.68-
12/04/2023	11	SEWER AUTO BILLING FEE	61-320-55-5611	Autopay Billing Software	97.22	
12/04/2023	12	WATER AUTO BILLING FEE	60-310-55-5611	Autopay Billing Software	97.22	
12/04/2023	13	SEWER AND WATER AUTO BILLING FEE	01-0001001	Combined Cash - Checking	.00	194.44-
Total CASH DISBURSEMENTS (CD):					6,479.73	6,479.73-

References: 13 Transactions: 13

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
01/26/2024	1	MM TO CK	01-0001001	Combined Cash - Checking	10,000.00	
01/26/2024	2	MM TO CK	01-0001002	Money Market	.00	10,000.00-
12/20/2023	3	Bank Fees - Cks paid,business premium, d	10-110-55-5545	Bank Fees/Misc Expense	122.00	
12/20/2023	4	Bank Fees - Cks paid,business premium, d	01-0001002	Money Market	.00	122.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					10,122.00	10,122.00-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
01/29/2024	1	Money Market Interest Earned 12/23	01-0001002	Money Market	.20	
01/29/2024	2	Money Market Interest Earned 12/23	10-000-40-650	Interest on Investments	.00	.20-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					.20	.20-

References: 2   Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>JOURNAL ENTRIES (JE)</b>						
12/31/2023	1	LGIP FEES	10-110-55-5545	Bank Fees/Misc Expense	.05	
12/31/2023	2	LGIP FEES	01-0001003	Investment Pooled	.00	.05-
12/31/2023	3	LGIP Interest Earned Allocation Dec 2023	01-0001003	Investment Pooled	9,146.46	
12/31/2023	4	LGIP Interest Earned Allocation Dec 2023	10-000-40-650	Interest on Investments	.00	1,575.27-
12/31/2023	5	LGIP Interest Earned Allocation Dec 2023	18-000-40-650	Interest on Investments	.00	128.14-
12/31/2023	6	LGIP Interest Earned Allocation Dec 2023	20-000-40-650	Interest on Investments	.00	534.62-
12/31/2023	7	LGIP Interest Earned Allocation Dec 2023	25-000-40-650	Interest on Investments	.00	306.51-
12/31/2023	8	LGIP Interest Earned Allocation Dec 2023	40-000-40-650	Interest on Investments	.00	216.65-
12/31/2023	9	LGIP Interest Earned Allocation Dec 2023	55-000-40-650	Interest on Investments	.00	39.82-
12/31/2023	10	LGIP Interest Earned Allocation Dec 2023	60-000-40-650	Interest on Investments	.00	1,652.33-
12/31/2023	11	LGIP Interest Earned Allocation Dec 2023	61-000-40-650	Interest on Investments	.00	1,082.26-
12/31/2023	12	LGIP Interest Earned Allocation Dec 2023	62-000-40-650	Interest on Investments	.00	1,401.63-
12/31/2023	13	LGIP Interest Earned Allocation Dec 2023	63-000-40-650	Interest on Investments	.00	773.28-
12/31/2023	14	LGIP Interest Earned Allocation Dec 2023	65-000-40-650	Interest on Investments	.00	130.13-
12/31/2023	15	LGIP Interest Earned Allocation Dec 2023	68-000-40-650	Interest on Investments	.00	102.33-
12/31/2023	16	LGIP Interest Earned Allocation Dec 2023	72-000-40-650	Interest on Investments	.00	443.83-
12/31/2023	17	LGIP Interest Earned Allocation Dec 2023	73-000-40-650	Interest on Investments	.00	127.85-
12/31/2023	18	LGIP Interest Earned Allocation Dec 2023	74-000-40-650	Interest on Investments	.00	563.93-
12/31/2023	19	LGIP Interest Earned Allocation Dec 2023	80-000-40-650	Interest on Investments	.00	39.39-
12/31/2023	20	LGIP Interest Earned Allocation Dec 2023	85-000-40-650	Interest on Investments	.00	28.49-
Total JOURNAL ENTRIES (JE):					9,146.51	9,146.51-
References: 20 Transactions: 20						
Total 01/02/2023:					25,748.44	25,748.44-
Grand Totals:					25,748.44	25,748.44-



## 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
12/31/2023	PC	12/31/2023	1231202	Andy Ridinger	210		01-0001001	4,635.36-
12/31/2023	PC	12/31/2023	1231202	William Jones	245		01-0001001	2,802.72-
12/31/2023	PC	12/31/2023	1231202	Abrial Vinson	257		01-0001001	1,618.87-
12/31/2023	PC	12/31/2023	1231202	Amber Murray	258		01-0001001	2,403.16-
12/31/2023	PC	12/31/2023	1231202	Wesley Hare	259		01-0001001	5,366.22-
12/31/2023	PC	12/31/2023	1231202	Audrey Whiddon	260		01-0001001	2,188.89-
Grand Totals:								19,015.22-
				6				

Date	Check Number	Payee or Description	Check Amount
12/04/2023	1	AFLAC LEAVE ADJ for November Payroll	187.46
01/26/2024	1	MM TO CK	10,000.00
12/20/2023	3	Checking Account Maintenance Fees for 11/23	8.90
12/20/2023	3	Bank Fees - Cks paid,business premium, dep capture, exc dep	122.00
12/04/2023	5	Bankcard Fees for 11/23	153.85
12/06/2023	7	Adj for December Benefits Pull from November Payroll	1,715.40-
12/28/2023	9	Adj for January Benefits Pull from December Payroll	4,219.68
12/04/2023	11	SEWER AUTO BILLING FEE	97.22
12/04/2023	12	WATER AUTO BILLING FEE	97.22
12/07/2023	20646	Alyrica Networks	39.99
12/07/2023	20647	AT&T	83.77
12/07/2023	20648	Carlson Hardware Inc.	95.74
12/07/2023	20649	CECO, Inc.	240.38
12/07/2023	20650	Caselle, Inc.	798.00
12/07/2023	20651	Cintas	125.58
12/07/2023	20652	Civil West Engineering Services, Inc.	5,468.00
12/07/2023	20653	Executive Cleaning	668.27
12/07/2023	20654	Morley Thomas Law	300.00
12/07/2023	20655	One Call Concepts Inc.	18.20
12/07/2023	20656	Renewable Resource Group, Inc	229.00
12/07/2023	20657	Varcomm	297.35
12/07/2023	20658	SAIF Corporation	689.28
12/13/2023	20659	GSI Water Solutions, Inc.	585.50
12/13/2023	20660	Kelley Connect Co.	403.93
12/13/2023	20661	David Kinney	3,198.36
12/13/2023	20662	Local Government Law Group, PC	94.00
12/13/2023	20663	Napa Auto Parts	181.31
12/13/2023	20664	National Business Solutions	.00
12/13/2023	20665	OHA Cashier	75.00
12/13/2023	20666	The Times	161.88
12/20/2023	20667	Ferguson Waterworks # 3011	615.35
12/20/2023	20668	Jano's Trophies	20.00
12/20/2023	20669	National Business Solutions	856.97
12/20/2023	20670	NW Natural Gas	299.84
12/20/2023	20671	OMA	100.00
12/20/2023	20672	Pacific Power	4,324.73
12/20/2023	20673	Renewable Resource Group, Inc	140.00
12/20/2023	20674	Security Alarm Corp	131.91
12/20/2023	20675	Wendi Vodden	30.00
12/20/2023	20676	Wells Fargo Financial Leasing, Inc.	325.00
12/29/2023	20677	AT&T Mobility	78.75
12/29/2023	20678	City of Lebanon	888.00
12/29/2023	20679	Furrow Pump	91.75
12/29/2023	20680	JSG Lawn Maintenance	1,600.00
12/29/2023	20681	Linn-Benton Utilities	125.00
12/29/2023	20682	Otis Elevator Company	506.16
12/29/2023	20683	Renewable Resource Group, Inc	120.00
12/29/2023	20684	TMG Services	735.58
12/29/2023	20685	Elan Financial Services	1,459.62
12/31/2023	92201	DIRECT DEPOSIT TOTAL	19,015.22
12/21/2023	1221231	AFLAC	173.91
12/21/2023	1221232	EBS Trust, CIS- Benefits	4,919.87
12/21/2023	1221233	IRS Tax Deposit	5,908.30
12/21/2023	1221234	Oregon Dept of Revenue - WC/UI	1,799.29
12/21/2023	1221235	P.E.R.S.	5,503.62
12/31/2023	123120231	Andy Ridinger - DIR DEP	.00
12/31/2023	123120232	William Jones - DIR DEP	.00
12/31/2023	123120233	Abrial Vinson - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
12/31/2023	123120234	Amber Murray - DIR DEP	.00
12/31/2023	123120235	Wesley Hare - DIR DEP	.00
12/31/2023	123120236	Audrey Whiddon - DIR DEP	.00
Grand Totals:			76,693.34

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20646	12/07/2023	934	Alyrica Networks	Internet	61-320-55-5662	39.99
20647	12/07/2023	24	AT&T	LONG DISTANCE	10-110-55-5662	83.77
20648	12/07/2023	46	Carlson Hardware Inc.	Shop Supplies	20-210-55-5606	95.74
20649	12/07/2023	47	CECO, Inc.	Fuel	61-320-55-5615	240.38
20650	12/07/2023	49	Caselle, Inc.	Contract Support & Maintenance (1/1/24-1/31/2	60-310-55-5611	798.00
20651	12/07/2023	1163	Cintas	City Hall Drinking Water	10-110-55-5542	125.58
20652	12/07/2023	945	Civil West Engineering Services, I	Well 69 Replacement	60-310-60-6002	5,468.00
20653	12/07/2023	954	Executive Cleaning	Contract Janitorial Services-November	10-110-55-5680	668.27
20654	12/07/2023	957	Morley Thomas Law	City Municipal Judge-December	10-110-55-5648	300.00
20655	12/07/2023	272	One Call Concepts Inc.	Line Locate	60-310-55-5546	18.20
20656	12/07/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	229.00
20657	12/07/2023	332	Varcomm	Phone-Library	55-410-55-5664	297.35
20658	12/07/2023	1054	SAIF Corporation	Worker's Compensation Insurance	10-110-55-5590	689.28
20659	12/13/2023	1103	GSI Water Solutions, Inc.	Well 69 Replacement	60-310-60-6002	585.50
20660	12/13/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	403.93
20661	12/13/2023	799	David Kinney	Planning Services- September 18- December 8,	10-110-55-5622	3,198.36
20662	12/13/2023	1042	Local Government Law Group, P	Legal Services- Corresponding with Wes about	10-110-55-5721	94.00
20663	12/13/2023	632	Napa Auto Parts	Chevy battery	10-110-55-5690	181.31
20664	12/13/2023	1110	National Business Solutions	Contract IT Support-12/15-1/14/2023	10-110-55-5770	.00 V
20665	12/13/2023	550	OHA Cashier	2024 Cross Connection Annual Fee	60-310-55-5543	75.00
20666	12/13/2023	383	The Times	Legal Notice- Planning Commission Public Hear	10-110-55-5741	161.88
20667	12/20/2023	848	Ferguson Waterworks # 3011	Water Parts	60-310-55-5701	615.35
20668	12/20/2023	166	Jano's Trophies	Name Plate- Mitch Little	10-110-55-5623	20.00
20669	12/20/2023	1110	National Business Solutions	Contract IT Support-12/15-1/14/2023	10-110-55-5770	856.97
20670	12/20/2023	263	NW Natural Gas	Public Works	60-310-55-5671	299.84
20671	12/20/2023	448	OMA	2024 Membership - Lachenbruch	10-110-55-5541	100.00
20672	12/20/2023	297	Pacific Power	5th & L Pump	60-310-55-5672	4,324.73
20673	12/20/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	140.00
20674	12/20/2023	688	Security Alarm Corp	Fire & Security Monitoring-1/1/2024-1/31/2024	10-110-55-5771	131.91
20675	12/20/2023	1221	Wendi Vodden	Facilities Reservation Refund	10-110-55-5885	30.00
20676	12/20/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20677	12/29/2023	24	AT&T Mobility	Public Work Tablet	60-310-55-5662	78.75
20678	12/29/2023	722	City of Lebanon	Rain expenditures reimbursement	10-110-55-5891	888.00
20679	12/29/2023	121	Furrow Pump	CL2 Injector Kits	61-320-55-5675	91.75
20680	12/29/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services-November Memori	80-510-55-5840	1,600.00
20681	12/29/2023	635	Linn-Benton Utilities	LBUCC Annual Dues 2024	61-320-55-5543	125.00
20682	12/29/2023	292	Otis Elevator Company	Maintenance Service 1/1/2024-6/30/2024	10-110-55-5689	506.16
20683	12/29/2023	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	120.00
20684	12/29/2023	1043	TMG Services	Rebuild Kits for CL Regulator	61-320-55-5679	735.58
20685	12/29/2023	665	Elan Financial Services	Flowers for Officer Hauke	10-110-55-5542	1,459.62
Grand Totals:						26,202.20

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

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

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

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

**I. REPORTS TO COUNCIL – Linn County Sheriff**

<b>1. Employee Reports</b>		
<b>a. Linn County Sherriff</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>February 13, 2024</b>





# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

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

Albany, OR. 97322

Phone: 541-967-3950

[www.linnsheriff.org](http://www.linnsheriff.org)

## 2024

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

**FOR THE MONTH OF:**

**JANUARY**

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	1
ARRESTS MADE: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	48

**TOTAL HOURS SPENT:**

**HALSEY 72**  
**hours**

**CONTRACT HOURS= 72 HOURS**

**Michelle Duncan,**  
**Sheriff, Linn County**

**By: Sgt. Steven Frambes**



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

This Report Encompasses: 1/ 1/24 to 1/31/24

Total Incidents This Month: **48**

Incident Information:	Description
CAD# 2024000491 TIME: 1/1/2024 5:37:28PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 400 W J ST HALS
CAD# 2024000536 TIME: 1/1/2024 7:49:43PM CASE# CAD Only HALS  CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 800 CENTENNIAL CT HALS  Deputies responded to a domestic disturbance. No crimes had been committed.
CAD# 2024000539 TIME: 1/1/2024 7:51:29PM CASE# CAD Only HALS	RUNAWAY Reported at Block of 800 CENTENNIAL CT HALS  Caller reported and located his daughter as a runaway but she would not go with him. Mother came and picked up daughter.
CAD# 2024000543 TIME: 1/1/2024 8:03:47PM CASE# CAD Only HALS  CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 300 W 2ND ST HALS  Deputies responded to a welfare check.
CAD# 2024001820 TIME: 1/3/2024 5:06:02PM CASE# CAD Only HALS  CAD CALL COMPLETE	JUVENILE COMPLAINT Reported at Block of 500 W 4TH ST HALS  Caller wanted behavioral resources for his 9 year old son.



Incident Information:	Description
<p>CAD# 2024002644</p> <p>TIME: 1/4/2024 9:37:06PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE SPEEDING VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 200 W O ST/W 2ND ST HALS</p> <hr/> <p>41-year-old R. Shanks of Albany received a traffic citation for Violation of Basic Speed Rule</p>
<p>CAD# 2024002662</p> <p>TIME: 1/4/2024 10:26:46PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 000 NW 2ND ST/AMERICAN DR HALS</p> <hr/> <p>Operator issued warning for equipment violation</p>
<p>CAD# 2024005329</p> <p>TIME: 1/9/2024 1:07:52AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 300 W 1ST ST HALS</p> <hr/> <p>Deputy checks vehicle parked at business after hours. No one was around the vehicle. No suspicious activity discovered</p>
<p>CAD# 2024005338</p> <p>TIME: 1/9/2024 1:19:30AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC HAZARD Reported at Block of 1200 W 2ND ST HALS</p> <hr/> <p>Deputy fixes fallen over cones.</p>
<p>CAD# 2024005630</p> <p>TIME: 1/9/2024 11:55:30AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>THEFT Reported at Block of 700 PUFFIN ST/ROYAL TERN AVE HALS</p> <hr/> <p>Citizen reported suspicious activity around mailboxes. It turned out to be a child of a resident in the area checking the mail for his parents.</p>
<p>CAD# 2024005927</p> <p>TIME: 1/9/2024 7:03:35PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS</p> <hr/> <p>City Council meeting</p>

Incident Information:	Description
CAD# 2024005984 TIME: 1/9/2024 8:50:46PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 W 2ND ST/W A ST HALS <hr/> Operator issued warning for equipment violation
CAD# 2024006001 TIME: 1/9/2024 9:20:48PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 W 2ND ST/W A ST HALS <hr/> Operator issued equipment violation warning
CAD# 2024006074 TIME: 1/9/2024 11:13:24PM CASE# CAD Only HALS CAD CALL COMPLETE	MOTORIST ASSIST Reported at Block of 1000 W 2ND ST HALS <hr/> Deputy gives directions to lost motorist
CAD# 2024007783 TIME: 1/12/2024 12:07:34PM CASE# CAD Only HALS CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 800 W 4TH ST HALS <hr/> attempted contact with dog owner regarding dog violations
CAD# 2024008288 TIME: 1/13/2024 4:20:46AM CASE# 2400172 HALS REPORT TAKEN	Deputies investigated an ice related non injury crash.
CAD# 2024009321 TIME: 1/14/2024 12:57:13PM CASE# CAD Only HALS CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS <hr/> Deputy responded to a disturbance. Verbal only.

Incident Information:	Description
CAD# 2024010616 TIME: 1/16/2024 11:09:27AM CASE# 2400200 HALS REPORT TAKEN	Report Filed. ACCIDENT VEHICLE NO INJ Reported At Block Of 800 W 1ST ST Occurred between 1100 hours on 1/15/2024 and 1100 hours on 1/15/2024 . Reported: 1/16/2024 Deputy began hit and run investigation. Caller lent his vehicle to a friend who crashed it.
CAD# 2024010621 TIME: 1/16/2024 11:26:35AM CASE# CAD Only HALS CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 1400 W 4TH ST HALS verbally warned dog owner for dog at large
CAD# 2024011851 TIME: 1/18/2024 1:39:45AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 1200 W 1ST ST HALS Deputy preforms extra patrol in neighborhoods, no suspicious activity discovered
CAD# 2024012656 TIME: 1/19/2024 8:22:12AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 800 W 1ST ST HALS Deputy conducted followup
CAD# 2024014359 TIME: 1/21/2024 8:39:24PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 900 E 1ST ST HALS Deputy contacted the owner of a suspicious vehicle who will be moving it to their residence.
CAD# 2024015081 TIME: 1/22/2024 10:03:07PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 W 2ND ST/W D ST HALS Operator warned for not operating vehicle with expired tags

Incident Information:	Description
<p>CAD# 2024015100</p> <p>TIME: 1/22/2024 10:43:50PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING SPEEDING VIOLAT</p>	<p>TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS</p> <hr/> <p>Operator warned for speeding violation</p>
<p>CAD# 2024015142</p> <p>TIME: 1/23/2024 12:25:55AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EXTRA PATROL Reported at Block of 200 W O ST HALS</p> <hr/> <p>Deputy preforms extra patrol of park after hours.</p>
<p>CAD# 2024015145</p> <p>TIME: 1/23/2024 12:35:40AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 1400 W 3RD ST HALS</p> <hr/> <p>Deputy checks on vehicle parked on the west side of Halsey Park after hours. No one was in or around the vehicle.</p>
<p>CAD# 2024015159</p> <p>TIME: 1/23/2024 1:36:44AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EXTRA PATROL Reported at Block of 1200 W 1ST ST HALS</p> <hr/> <p>Deputy preforms extra patrol in neighborhoods, no suspicious activity discovered</p>
<p>CAD# 2024015165</p> <p>TIME: 1/23/2024 2:08:20AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 000 W 1ST ST HALS</p> <hr/> <p>Deputy checks on suspicious vehicle parked at business after hours. No one was in or around the vehicle, business was secure. No signs of suspicious activity.</p>
<p>CAD# 2024015171</p> <p>TIME: 1/23/2024 2:17:06AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 400 W 1ST ST HALS</p> <hr/> <p>Deputy checks on suspicious vehicle. Vehicle was unoccupied and no one was around the vehicle. No suspicious activity discovered.</p>

Incident Information:	Description
CAD# 2024015843 TIME: 1/23/2024 10:48:02PM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 200 W O ST/W 2ND ST HALS <hr/> 54-year-old C. Englehart of Eugene received a traffic citation for Violation of Posted Speed Limit
CAD# 2024015902 TIME: 1/24/2024 2:41:54AM CASE# CAD Only HALS CAD CALL COMPLETE	BUSINESS CHECK Reported at Block of 31800 HWY 228 HALS <hr/> Post Office Security Check. Building secure, no suspicious activity discovered.
CAD# 2024015903 TIME: 1/24/2024 2:49:23AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 200 W O ST HALS <hr/> Deputy preforms extra patrol at park after hours, no suspicious activity discovered
CAD# 2024015905 TIME: 1/24/2024 3:04:56AM CASE# CAD Only HALS CAD CALL COMPLETE	SECURITY CHECK Reported at Block of 100 W 2ND ST HALS <hr/> Deputy preforms security check of school after hours, build was secure, no suspicious activity discovered.
CAD# 2024016637 TIME: 1/25/2024 8:31:50AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 800 W 1ST ST HALS <hr/> Deputy conducted follow up
CAD# 2024017969 TIME: 1/26/2024 9:09:08PM CASE# CAD Only HALS CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 200 W C ST/W 2ND ST HALS <hr/> 43 year-old S. Reid of Halsey was issued a citation for Driving Uninsured.

Incident Information:	Description
<p>CAD# 2024018095</p> <p>TIME: 1/27/2024 12:26:42AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 200 W O ST HALS</p> <hr/> <p>Driver issued moving violation warning.</p>
<p>CAD# 2024018100</p> <p>TIME: 1/27/2024 12:38:38AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>MOTORIST ASSIST Reported at Block of 1100 CROWELL LN HALS</p> <hr/> <p>Deputy provides traffic control for stranded motorist receiving gas</p>
<p>CAD# 2024018104</p> <p>TIME: 1/27/2024 12:50:38AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 700 W 1ST ST HALS</p> <hr/> <p>Deputy observes vehicle parked at business after hours. Vehicle was unoccupied. Deputy preforms security check of near by buildings. Buildings were secure, and no signs of suspicious activity were discovered.</p>
<p>CAD# 2024018111</p> <p>TIME: 1/27/2024 1:03:06AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 000 W 5TH ST HALS</p> <hr/> <p>Deputy observes suspicious vehicle, no one was around or near the vehicle.</p>
<p>CAD# 2024018498</p> <p>TIME: 1/27/2024 2:37:39PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 600 E 1ST ST HALS</p> <hr/> <p>Deputy spoke with citizen about how to evict a tenant.</p>
<p>CAD# 2024018725</p> <p>TIME: 1/27/2024 8:45:58PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE MOVING VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 000 W 2ND ST/W A ST HALS</p> <hr/> <p>18-year-old D. Farley of Albany received a traffic citation for failing to Obey a Traffic Control Device.</p>

Incident Information:	Description
CAD# 2024018843 TIME: 1/28/2024 12:09:36AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 200 W O ST HALS <hr/> Deputy patrols city park after hours, no one was at the park and no suspicious activity was discovered.
CAD# 2024018924 TIME: 1/28/2024 3:37:39AM CASE# CAD Only HALS CAD CALL COMPLETE	BUSINESS CHECK Reported at Block of 300 W 1ST ST HALS <hr/> Deputy preforms business check at 7 Star Grocery after hours, building secure, and no signs of suspicious activity discovered.
CAD# 2024019413 TIME: 1/28/2024 8:42:12PM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> 43-year-old S. McCleery of Halsey received a citation for Violation of Basic Speed Rule
CAD# 2024019571 TIME: 1/29/2024 3:32:59AM CASE# CAD Only HALS CAD CALL COMPLETE	BUSINESS CHECK Reported at Block of 000 W 1ST ST HALS <hr/> Deputy preforms business check at the Honey Hole after hours, building was secure and no signs of suspicious activity was discovered
CAD# 2024019586 TIME: 1/29/2024 4:58:22AM CASE# CAD Only HALS WARNING DUUI	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator warned for speeding violation
CAD# 2024019877 TIME: 1/29/2024 1:08:40PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 800 W 1ST ST HALS <hr/> Deputy conducted followup.

Incident Information:	Description
<div>CAD# 2024020754 TIME: 1/30/2024 2:19:47PM CASE# CAD Only HALS CAD CALL COMPLETE</div>	<div>FOLLOW UP Reported at Block of 800 W 1ST ST HALS</div> <div>Deputy conducted follow up.</div>



## I. REPORTS TO COUNCIL – City Administrator

### 1. Employee Reports

#### a. City Administrator Report

**Council Action:** *NONE*

**February 12, 2024**

#### 1. State Funding Request

We submitted a request via our Oregon House Representative Jami Cate which was forwarded to the review department at the state for consideration. The funding ask was for a potential project to update water lines, valves, and hydrants in the area of 5<sup>th</sup> and 6<sup>th</sup> street between West C St. and West G Street. The budget and area for the proposed project was informed by discussions with the Public Works team who identified areas where the water lines were having more age-related issues and/or were undersized for the volume needed. Included in the budget calculations for the ask was funding for water system maintenance equipment. At this time we do not have a timeline for review of funding requests from the state department. We will keep council posted as we learn more.

#### 2. Parks Project

The funding for the Parks project was pending a decision regarding the line item for tree removal. The trees referenced are the Poplars that are located near the southeast end of the park near the walking path. It was determined that the trees are in the ODOT easement. Andy received a quote from a tree removal service that is within the proposed budget within the park project grant. We have confirmed with the grant administrator the need for the tree removal funds and can move forward with receipt of grant funds. The Hwy 99 project manager from ODOT has provided us contact information for the permit department. We are in the process of filing the appropriate permits to remove the trees.

#### 3. Engineer of Record

The city would like to start the process for appointing an engineer of record. Appointing an engineer of record allows us to use that specific engineer on future projects without always going through a formal Request for Proposal (RFP) process. There are some limitations to this that are generally related to project spending thresholds. Having an engineer of record does not obligate us to use that vendor on all future projects. Selecting an engineer of record requires an RFP process to allow firms to apply and present their credentials. Would council like to me to get this process started?

#### 4. Budget Committee

The City of Halsey has 4 vacant budget committee seats. We have posted an announcement in the January Halsey Happenings, posted to the City Facebook page, and posted flyers at the post office and in the City community center. If you know any Halsey citizens that may be interested, please encourage them to apply. The deadline to apply is Tuesday, March 5<sup>th</sup>.

#### 5. Year-end Financials and Bookkeeper

The City of Halsey hired a bookkeeper to assist with getting quarterly and monthly financial reports up to date and calendar year end tax filing. She has gotten the past monthly reconciliation caught up through December and the finished the 2023 Quarter 3 and 4 state transit tax and paid family leave tax reports. She was a great help in getting the annual payroll tax filings completed and we have finished all reporting for that to the appropriate state and federal revenue agencies. In addition to her work on reconciliation, reporting, and taxes she has been keeping notes on any of the processes we use for these various functions. As her work with the city wraps up, we will schedule a meeting to discuss her recommendations/suggestions for process improvements moving forward. Another positive outcome from her time with the city is the work we have done together on all of these projects. Given newness in the role of City administrator working with the bookkeeping contractor has provided a good opportunity for me to quickly learn our various financial management and payroll systems

6. IT Updates

We have updated two of the existing City Laptops to bring them up to security compliance standards in order to access the city server and other city administrative software. The upgrades to our laptops provide the city with additional functional workstations and a backup computer should any of the existing workstations experience any issues requiring repair in the future. Additionally, the computer that functions as our remote server that went down several months ago has been repaired and returned to us. We are looking at pricing for computer monitors to purchase a second monitor for public works to improve their workstation capabilities.

7. Banking Permissions

I have received my account access permissions for the Local Government Investment Pool (LGIP) account and have submitted the request for signing privileges to Umpqua bank. We are awaiting Umpqua's review of the application. Once they have finished the review and created new signing cards, Mayor Lachenbruch and Council President Isom will accompany me to the bank to complete the signing process.

8. March Agenda

This month we have a packed council agenda resulting in some items being moved to March. We have a proposed topic related to land use ordinances that I wanted to ensure gets adequate discussion time that we have held space for on next month's agenda. I am collecting other topics as they come up. If there are any agenda items, you hear coming from the community or out of the state legislative short session that you see as important to get before council be sure to reach out to me. I will add them to my rolling list of topics for future meetings.

9. Upcoming Events

February 19<sup>th</sup> is Presidents Day. City Hall will be closed.

March 26<sup>th</sup> at 7pm Central Linn Rec Center open house – at the Central Linn Rec Center

April 13<sup>th</sup> at the park – BOOK IT Library 5K

## I. REPORTS TO COUNCIL – Public Works

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	February 12, 2024

### Water Distribution:

#### Water Distribution:

Water produced 1,661,000 Gallons.

Daily Average 54,000 Gallons

#### Wastewater Collection:

WW Collected 10,209,000 Gallons

Daily Average 329,000 Gallons

Effluent Discharged 16,510,000 Gallons

Daily Average 533,000 Gallons

### Water:

Replaced 2 leaking water meter valves in town.

Repaired a water leak on a service on the 500 Block of W. 2<sup>nd</sup>.

### Sewer:

We started Discharging wastewater at the beginning of the month. All operations have been successful.

Completed the annual Biosolids/recycled water report.

### Drainage:

We had 2 drainage improvement projects, one on the 200 block of W. J Street and one on the 700 block of W. 4<sup>th</sup> street. Both areas were trenched with 4" perforated drainpipe, covered with a river rock. The improvements have been successful.

### Park:

Park bathroom floors were painted.

### Miscellaneous:

We completed our annual ODOT milage report and Hazardous substance inventory report.



## I. REPORTS TO COUNCIL: Library

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b>	<b>NONE</b> <span style="float: right;"><b>February 13, 2024</b></span>

<b>Circulation for January</b>		<b>Total Circulation since opening (Aug. 2015)</b>	12,038
Fiction	68		
Non-Fiction	7	<b>Total Number of Patrons to Date</b>	599
Total	75		
<b>Cities Represented in Circulation</b>		<b>Total Number of items in collection</b>	5,011
Halsey	53		
Shedd	7	<b>Avg. Daily Threshold Count since opening</b>	6.0
Brownsville	0	<b>Average Daily Threshold Count for January</b>	4.47
Sweet Home	6		
<b>Value of Inventory Through January</b>			
Fiction	\$52,858.04		
Non-Fiction	\$35,252.75	<b>Books added to inventory in January</b>	111
Total	\$88,110.79		

### Updates

We had a total of 85 visitors with an average of 4.47 per day. We were closed for 3 days due to the weather. 75 items were checked out in the month of January including renewals. 2 library cards were issued to new patrons.

We added 111 books to the collection in January including donations. We received 2 book donations.

The Parks & Library Committee and I are working hard at work planning the 5K. We have been putting up flyers and looking for sponsors. If anyone is interested in sponsoring the event, please let us know. We are also looking for volunteers for the event.

I have finished the first grant writing course and have started the second. SRP planning is going well.



**I. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>a. Sharing Hands</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>February 13, 2024</b>

Vacancy for appointment pending

**I. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>b. Central Linn School District</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>February 13, 2024</b>

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

**I. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>c. Oregon Cascades West Council of Governments Board</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>February 13, 2024</b>

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





## K. NEW BUSINESS

1. OLCC License Recommendation for 7 Stars Market		
Council Action:	<b>MOTION</b>	<b>February 13, 2024</b>

**Issue Statement:** Council must approve or deny the OLCC liquor license request by new owner of 7 Stars Market.

**Summary:** 7 Stars Market has submitted a request for recommendation of liquor license approval to OLCC. The application requests no new additional privileges than the previous owner OLCC license allowed. If you want to refuse an application, please see the attached list of reasons a license may be denied or restricted. Loss of a liquor license may put a local business out of business, so the OLCC requires a good faith basis on specific criteria if you recommend a denial.

=

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the liquor license application for The 7 Stars Market.

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

### Reasons for Denial

- ORS 845-005-0326 License Not Demanded by Public Interest or Convenience
- OAR 845-005-0325 License Refusal Reasons: Applicant Qualifications
  - (1) The applicant has inadequate financial resources to build or operate the premises proposed to be licensed, or has inadequate financial resources to meet the financial obligations of the proposed business. This section does not apply to license renewal applications.
  - (2) The applicant has not built the licensed premises, or has not operated the licensed business, substantially as proposed by the applicant and previously approved by the Commission
  - (3) The applicant cannot or will not provide an employee who can communicate effectively with customers and Commission employees. This person must be on the licensed premises during the licensee's business hours. "Communicate effectively" means:(a) Knowing how to lawfully sell and serve alcoholic beverages and being able to explain these practices to customers; and(b) Understanding a Commission employee when he or she explains lawful sale and service of alcoholic beverages and responding in a way that the employee can reasonably understand.
  - (4) The applicant has a recent history or record of using alcohol or controlled substances to excess. Some of the records the Commission may use to evaluate this criterion include: court documents; Department of Motor Vehicles reports; police records; or medical records. Some of the intervening circumstances the Commission considers in determining whether the refusal basis is supported or overcome include: successful participation in treatment program(s); severity of the applicant's record; passage of time since last relevant incident; and the applicant's previous record of compliance with the laws and rules of the Commission
  - (5) The applicant has been convicted of violating any general or local law of this state, or any other state, or of violating a federal law, if the conviction is substantially related to the fitness and ability of the applicant to lawfully carry out activities under the license. In determining whether the applicant presents an acceptable future risk of compliance, the Commission will consider applicable intervening circumstances that have occurred before or after the relevant incident or incidents.





# OREGON LIQUOR & CANNABIS COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: PRABHJYOT GURDIAL SINGH KANG Phone: 5104023855

Trade Name (dba): RAMDAS INC. DBA HALSEY FOOD MARKET

Business Location Address: 360 W 2ND ST.,

City: HALSEY ZIP Code: 97348

## DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 6AM to 10PM  
Monday 6AM to 10PM  
Tuesday 6AM to 10PM  
Wednesday 6AM to 10PM  
Thursday 6AM to 10PM  
Friday 6AM to 10PM  
Saturday 6AM to 10PM

Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

☐ Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations: ☐ Yes ☒ No If yes, explain: \_\_\_\_\_

## ENTERTAINMENT

Check **ALL** that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music                                    | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music                                | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music                                      | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing <input type="checkbox"/> Nude Dancing | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Live Entertainment                            | <input type="checkbox"/> Pool Tables            |
| <input type="checkbox"/> Minor Entertainers                            | <input type="checkbox"/> Other: _____           |

\*Minor Entertainers in an area prohibited to minors need prior approval from the OLCC

## DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

## SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: \_\_\_\_\_ Lounge: \_\_\_\_\_  
Banquet: \_\_\_\_\_ Other (explain): \_\_\_\_\_ Total Seating: \_\_\_\_\_

### OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_\_(Y) \_\_\_\_\_(N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Prabhjyot Kang Date: 01-23-2024

[www.oregon.gov/olcc](http://www.oregon.gov/olcc)



## OREGON LIQUOR & CANNABIS COMMISSION

### Real Property Attestation

**IMPORTANT:** Please read Oregon Administrative Rule (OAR) 845-005-0311 [here](#) before completing this form.

- OAR 845-005-0311 defines who has an ownership interest in the business proposed to be licensed and allows the OLCC to refuse to issue a license if the applicant is not the owner of the business or an undisclosed ownership interest exists.
- Subsection (4)(b) of this rule includes as an ownership interest any person or entity owning the real or personal property of the premises proposed to be licensed, unless the owner of the property has given control over the property to another party via a lease or rental agreement or similar agreement.
- As a part of completing this "Real Property Attestation" form, applicants confirm they have read and understand OAR 845-005-0311.

PRABHJYOT GURDIAL SINGH KANG

Applicant / Licensee Name

HALSEY FOOD MARKET

Business Trade Name (the name customers see)

360 W 2ND AVE , HALSEY, OREGON 97348

Business Address (street, city, zip code)

#### Definitions

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

### ATTESTATION

#### All applicants have read OAR 845-005-0311 and:

1. Each applicant shown on the Liquor License Application form has read and understands OAR 845-005-0311.
2. Only the applicant(s) shown on the Liquor License Application form have an ownership interest in the real property to be used as a part of the licensed business.
3. The licensed premises at the business address proposed to be licensed either:
  - a. Does not include any common areas; or
  - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
    - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
4. The premises address at the business address proposed to be licensed matches the premises business address listed on the Liquor License Application form.
5. The licensed premises at the business address above either:
  - a. Has no area on property controlled by a public entity (like a city, county, or state); or
  - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) or licensee(s) permission to exercise the privileges of the license in the area.



# OR LICENSE APPLICATION

2 of 4

## APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

**RAMDAS INC.**

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

**HALSEY FOOD MARKET**

Premises street address (The physical location of the business and where the liquor license will be posted):

**360 W 2ND ST.**

City:

**HALSEY**

Zip Code:

**97348**

County:

**LINN**

Business phone number:

**5104023855**

Business email:

**pdxtrades@gmail.com**

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(11)):

**4309 SE 62ND AVE**

City:

**HILLSBORO**

State:

**OR**

Zip Code:

**97123**

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

**APPLICATION CONTACT INFORMATION** -- Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

**PRABHJYOT GURDIAL SINGH KANG**

Phone number:

**5104023855**

Email:

**pdxtrades@gmail.com**

# LIQUOR LICENSE APPLICATION

Page 3 of 4

## TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

## ATTESTATION -- OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-003-0311 and attests that:
  1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledge responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

HALSEY FOOD MARKET



# OLCC LIQUOR LICENSE APPLICATION

Page 4 of 4

HALSEY FOOD MARKET

**Applicant Signature(s):** Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Prabhjyot kang

Applicant name

Signature

*Prabhjyot kang*

1/22/2024

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

**Applicant/Licensee Representative(s):** If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

*Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.*





**Oregon Liquor & Cannabis Commission (OLCC)  
CORPORATE QUESTIONNAIRE  
FORM INSTRUCTIONS**

**Definitions**

- "Corporation" means a corporation for profit that is incorporated under the laws of Oregon.
- "Foreign Corporation" means a corporation for profit that is incorporated under laws other than the laws of Oregon.
- "Entity" means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- "Individual" means an individual human being.

**When does the OLCC require this form to be submitted?**

- The corporation or foreign corporation is listed as an applicant in the "Applicant Information" section of the Liquor License Application form;
- The corporation or foreign corporation has 20% or more ownership in an entity applicant listed in the "Applicant Information" section of the Liquor License Application form;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	<ul style="list-style-type: none"> <li>• All corporations; and</li> <li>• All foreign corporations who <b>are</b> listed as an applicant in the "Applicant Information" section of the Liquor License Application form.</li> </ul>	All foreign corporations who are <b>not</b> listed as an applicant in the "Applicant Information" section of the Liquor License Application form.
Registered with the Oregon Secretary of State (SOS)	The OLCC does not require registration in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Section 1	<ul style="list-style-type: none"> <li>• <b>MUST</b> list at least a president and secretary.</li> <li>• If it has them, it must also list a treasurer and any vice president with responsibility over the operation of the business.</li> </ul>	If it has them, must list a president, secretary, treasurer and any vice president with responsibility over the operation of the business.
Section 2	<b>MUST</b> list at least one director, and if more than one, must list all directors.	If it has them, must list all directors.
Section 3	<ul style="list-style-type: none"> <li>• Must have issued at least one share of stock.</li> <li>• Must list all shareholders (individuals and entities) holding 20% or more of the issued stock.</li> </ul>	
Individual History form	The following individuals listed on this form must submit an Individual History form unless an exception applies: <ul style="list-style-type: none"> <li>• All officers, directors with 3% or more stock, and individuals holding 20% or more of the issued stock. Exceptions:</li> <li>• The OLCC has determined that the corporation has provided proof to the OLCC that it is listed on an exchange registered with the U.S. Securities and Exchange Commission; or</li> <li>• The OLCC has determined that the corporation has provided written documentation to the OLCC sufficient to show that control of the day-to-day operation of the business has been relinquished by the individual through a written management agreement, or similar written agreement, to one or more parties who are an applicant or licensee for the same license at the same premises. Relinquishing control over the day-to-day operation of the business includes not managing or controlling the sale or service of alcohol or directly supervising any person who sells or serves alcoholic beverages</li> </ul>	
Section 4	<ul style="list-style-type: none"> <li>• If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC-approved Alcohol Server Education class and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business.</li> <li>• If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.</li> </ul>	
Section 5	One of the officers listed in section 1 must sign this form.	



# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☐ [New Outlet](#) | ☒ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

## ☐ Limited On-Premises

## ☒ Off Premises

- ☐ Warehouse
- ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

### LOCAL GOVERNMENT

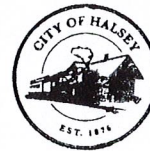
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: **1/23/24**

Optional: Date Stamp Received Below



**City of Halsey**  
100 W Halsey St.  
PO Box 10  
Halsey, OR 97348

- ☒ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Trade Name



**K. NEW BUSINESS**

<b>2. Sweet Home Sanitation Update and Rates 2023-2024</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>February 13, 2024</b>

**Issue Statement:** Sweet Home Sanitation will present the 2024 rates for Council review. The ordinance allows them to adjust pricing based on the CPI, but they come to Council to be available and transparent, answer questions about operations, industry, and services.



**Sweet Home Sanitation  
City of Halsey  
New Rates Effective March 1, 2024**

		4.21%
	CURRENT RATE	NEW RATE EFF 3-1-2024
<b>Residential Service:</b>		
Cans and Carts		
1-20 gallon weekly	\$15.69	\$16.35
1-35 gallon weekly	\$35.00	\$36.47
1-90 gallon weekly	\$43.49	\$45.32
Household Hazardous Waste Fee	\$0.68	\$0.71
<b>Other Services</b>		
Yard Debris Only	\$7.08	\$7.38
Recycling Only	\$7.08	\$7.38
Extra/Overflow*	\$5.42	\$5.65
Recall Fee	\$12.62	\$13.15
Access Fee	\$8.35	\$8.70
<b>Commercial Service:</b>		
90 gallon cart	\$44.35	\$46.22
35 gallon cart	\$38.00	\$39.60
<b>1 Yard Container</b>		
Rental	\$71.74	\$74.76
Once per Month	\$98.12	\$102.25
Every Other Week	\$121.24	\$126.34
Weekly	\$155.56	\$162.11
2X per Week	\$280.21	\$292.01
Extra Dump	\$44.68	\$46.56
<b>1.5 Yard Container</b>		
Rental	\$71.74	\$74.76
Once per Month	\$106.60	\$111.09
Every Other Week	\$137.80	\$143.60
Weekly	\$189.71	\$197.70
2X per Week	\$360.43	\$375.60
Extra Dump	\$51.30	\$53.46
<b>2 Yard Container</b>		
Rental	\$71.74	\$74.76
Once per Month	\$114.89	\$119.73
Every Other Week	\$155.70	\$162.25
Weekly	\$246.68	\$257.07
2X per Week	\$442.58	\$461.21
Extra Dump	\$57.31	\$59.72
<b>3 Yard Container</b>		
Rental	\$71.74	\$74.76
Once per Month	\$125.57	\$130.86
Every Other Week	\$236.99	\$246.97
Weekly	\$355.42	\$370.38
2X per Week	\$638.29	\$665.16
Extra Dump	\$63.80	\$66.49

**Sweet Home Sanitation  
City of Halsey  
New Rates Effective March 1, 2024**

		4.21%
	CURRENT RATE	NEW RATE EFF 3-1-2024
<b>4 Yard Container</b>		
Rental	\$71.74	\$74.76
Once per Month	\$147.48	\$153.69
Every Other Week	\$246.74	\$257.13
Weekly	\$414.26	\$431.70
2X per Week	\$745.03	\$776.40
Extra Dump	\$103.53	\$107.89
<b>Temporary 4 Yard Container</b>		
3 Days	\$130.79	\$136.30
Extra Dump	\$103.53	\$107.89
Demurrage per Day After 3 Days	\$4.61	\$4.80
3 Tab Roofing (3 days)	\$194.51	\$202.70
Extra Dump	\$153.37	\$159.83
<b>Roll-Off Services:</b>		
20 Yard Box/per Haul	\$203.26	\$211.82
30 Yard Box/per Haul	\$232.20	\$241.98
48 Yard Box/per Haul	\$261.26	\$272.26
Tonnage	\$86.39	\$90.03
Delivery	\$37.58	\$39.16
Demurrage – after 3 days	\$10.16	\$10.59
Monthly Rental	\$114.20	\$119.01

\*New rate added in 2024

## K. NEW BUSINESS

3. Council Priorities 2024-2025 Adopt 2024-2025		
Council Action:	<b>MOTION</b>	<b>February 13, 2024</b>

**Issue Statement:** The proposed 2024-2025 Council Priorities document is submitted for Council review.

**Summary:** Council met October 14<sup>th</sup> 2023 for a Goal Setting work session with Planning Consultant Dave Kinney and the City Administrator.

The proposed 2024-2025 Council Priorities are attached. Planning Consultant Kinney and Administrator Hare added proposed action steps under each priority. Council should consider if the 2024-2025 Council Priorities document accurately reflects the session and their goals for the next two years.

Once adopted, the priorities are intended to bring focus to future Council and staff conversations, the use of city resources, staff time, budgeting and future planning.

- **Possible Motion:** I move that the governing body of the City of Halsey adopt the 2024-2025 Council Goals as submitted.
  - **Council Options**
    1. **Approve as recommended**
    2. **Approve with modifications**
    3. **Provide further direction to staff**
    4. **Deny or postpone approval**





## ***CITY OF HALSEY***

### ***Adopted City Council Priorities for 2024 & 2025***

(by # of votes received)

At the October 14, 2023, Council Goal Setting Session, the Mayor and City Council established the following council priorities for the years 2024 and 2025.

The Mayor, City Councilors and staff members listed forty-two potential projects for inclusion in the 2022-2025 list of city priorities. After discussion, the City Council narrowed the list down from forty-two projects to fourteen priorities. Using a forced choice voting process, the Council selected its top ten priorities for the two-year period beginning on January 1, 2024. The following list shows the priority order of the Halsey City Council's top ten priorities with the number of points received.

#### ***Top Ten Council Priorities for 2024 & 2025***

1. **Complete Well Improvements and Water System Maintenance Projects**
2. **Budget for Priority Projects and Provide Sound Fiscal Management**
3. **Complete and implement the Halsey Emergency Response Plan**
4. **Complete the Halsey Local Wetlands Inventory**
5. **Encourage Training and Professional Development for Staff & Elected Officials**
6. **Support Economic Investment and Business Assistance Programs**
7. **Mayor & City Councilors will provide Leadership, Encourage Civic Engagement and Recruit Volunteers to Create a Better Community**
8. **Seek Funding for Storm Drainage Improvements**
9. **Replace Aging Public Works Vehicles in FY 2025 or FY 2026**
10. **Expand the Halsey Library**

***The City Council adopted these priorities in February 2023 at a regularly scheduled city council meeting.***



## K. NEW BUSINESS

4. Approval of Budget Calendar – FY 2024-2025		
Council Action:	<b>MOTION</b>	<b>February 13, 2024</b>

**Issue Statement:** The Council is asked to approve the FY 2024-2025 Budget Calendar.

**Summary:** Approval of the budget calendar is not required by law but is recommended. A proposed Budget Calendar FY 2024-2025 is enclosed for your review.

- **Possible Motion:** I move that the governing body of the City of Halsey approve the 2024-2025 Budget Calendar as submitted.
  - **Council Options**
    - 5. Approve as recommended
    - 6. Approve with modifications
    - 7. Provide further direction to staff
    - 8. Deny request



**CITY OF HALSEY**

**100 W. Halsey St.  
Halsey, OR 97348**

**BUDGET CALENDAR FOR FISCAL YEAR 2024-2025**

<b>4/2/2024 6:30 PM</b>	Budget Committee Training & Orientation for new members
4/10/2024	Publish 1st Notice of Budget Committee Meeting ( <i>Newspaper</i> ) (5-30 Days Prior - Two Notices Required If Published in Newspaper only) Publish 1 <sup>st</sup> Notice of Possible Uses of State Shared Revenue ( <i>Newspaper</i> ) (5-30 Days Prior - One Notice Required)
4/10/2024	Publish 2nd Notice of Budget Committee Meeting ( <i>City Website</i> ) (10- Days Prior - On City Website) Publish in April Halsey Happenings (3 <sup>rd</sup> )
<b>4/30/2024 6:00 PM</b>	<b>1st Budget Committee Meeting/ Possible Uses State Shared Revenue Hearing</b> <ol style="list-style-type: none"><li>1. Elect Budget Committee Chair</li><li>2. Receive Budget and Hear Budget Message</li><li>3. Possible Uses of State Shared Revenue</li><li>4. Discussion of Budget FY 2023-2024</li><li>5. Public Hearings</li><li>6. Approve Budget, Tax Rate and Proposed Tax Levy</li></ol>
<b>5/7/2024 6:00 PM</b>	<b>2<sup>nd</sup> Budget Committee Meeting (if needed)</b> <ol style="list-style-type: none"><li>1. Discussion of Budget FY 2023-2024</li><li>2. Approve Budget, Tax Rate and Proposed Tax Levy</li></ol>
5/30/2024	1. Publish Notice of Proposed State Shared Revenue Hearing ( <i>Newspaper</i> ) 2. Publish Budget Notice ( <i>Newspaper</i> ) (5-30 Days Required if Published in Newspaper)
<b>6/11/2024 7:00 PM</b>	<b>City Council Public Hearing on State Shared Revenue/Budget Hearing/ City Council Adopt Budget</b> <ol style="list-style-type: none"><li>1. Proposed Uses of State Shared Revenue Funds</li><li>2. Adopt Resolution Electing to Receive State Shared Revenue Funds</li><li>3. Adopt Resolution Certifying the Eligibility for State Shared Revenues</li><li>4. Budget Hearing (<i>Input from Citizens</i>)</li><li>5. Resolution to Adopt Budget, Make Appropriations, Levy Tax &amp; Categorize</li></ol>
6/30/2024	Deadline to Adopt Budget and Make Appropriations ( <i>Must Be Adopted By This Date</i> )
6/30/2024	Deadline to Certify State Shared Revenue Hearings and Send a Copy of Resolution to the Department of Administrative Services, Operations Division ( <i>Must Be Received by This Date</i> )
7/15/2024	Submit Levy & Appropriation Resolution and Deadline for Filing Budget with County Assessor and County Clerk ( <i>Must Be Received by This Date</i> )



## K. NEW BUSINESS

5. Appoint Budget Officer – FY 2024-2025		
Council Action:	<b>MOTION</b>	<b>February 13, 2024</b>

**Issue Statement:** The City Council needs to appoint a Budget Officer for the FY 2024-2025 Budget cycle.

### Summary:

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

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

This is not a provision of the Halsey City Charter.

- **Possible Motion:** I move that the governing body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2024-2025
  - **Council Options**
    1. **Appoint as recommended**
    2. **Provide further direction to staff**
    3. **Deny request**





## L. ORDINANCES & RESOLUTIONS

<b>1. RESOLUTION 2024-728 -- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water Revolving Loan Fund by Entering into A Financing Contract with the Oregon Department of Environmental Quality</b>
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<b>Council Action:</b> <i><b>MOTION</b></i>
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<b>February 13, 2024</b>
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**Issue Statement:** Council is asked to approve a Resolution that will allow the City to sign contracts with the Oregon Department of Environmental Quality for funds for updating the wastewater master plan.

**Summary:**     The Department of Environmental Quality needs a Resolution from Council approving the loan for the funds for the water meter replacement program.

- **Possible Motion:** I move that the City of Halsey adopt RESOLUTION 2024-728 -- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water Revolving Loan Fund by Entering into a Financing Contract with the Oregon Department of Environmental Quality

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





## RESOLUTION 2024-728

### **A RESOLUTION OF THE CITY OF HALSEY AUTHORIZING A LOAN FROM THE CLEAN WATER STATE REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE STATE OF OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY**

**WHEREAS**, The Halsey City Council (the “Governing Body”) of the City of Halsey, Oregon (the “Recipient”) finds:

- A. The Recipient is a public agency as defined by as defined in Oregon Administrative Rule 468.423(2).
- B. The Recipient has filed an application with the ODEQ obtain financial assistance for a “Wastewater Facility Planning Update” within the meaning of the Water Pollution Control Revolving Fund defined in ORS 468.427, and the ODEQ has approved the Recipient’s application for financial assistance.
- C. The Recipient is required, as a prerequisite to the receipt of financial assistance from the ODEQ, to enter into a Financing Contract with the ODEQ, number R40670 Article 4A section 2. The project is described in Article 1F.

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the City Administrator/Recorder to execute the Financing Contract and such other documents as may be required to obtain financial assistance including a loan from the ODEQ on the condition that the principal amount of the loan from the ODEQ to the Recipient is not more than \$100,000 with \$100,000 eligible for principal forgiveness if contract conditions are met and the interest rate is not more than 0.89% if contract conditions are met. The proceeds of the loan from the ODEQ must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4J of the Financing Contract which include:

(a) Net Operating Revenues

3. Additional Documents. The City Administrator/Recorder is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the ODEQ for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The City Administrator/Recorder of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the ODEQ or their bond counsel to protect the tax-exempt status of such interest.

**ADOPTED** by the City Council on this 13<sup>th</sup> day of February 2024.

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Jerry Lachenbruch, Mayor

ATTEST:

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Briana Parra, City Administrator