

Council Packet

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

Tuesday September 14, 2021
7:00 PM

D. CONSENT AGENDA

Consent Agenda		
Council Action:	MOTION	September 14, 2021

Any Councilor may request to remove an item from the consent agenda that they wish to have discussed and acted on outside the consent agenda. If there is no request made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – August 10, 2021

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

- **Council Options**

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

REGULAR CITY COUNCIL MEETING

August 10, 2021, 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 pm

ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Ken Lorensen, Council President Lee Skinner, Councilor Randy McMillen, Councilor Christine Raven

Present Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Librarian Jordan Parrish

Absent:

Guests: Clifford Jones, Anne Sunday, Sharlene Skinner, Tia Parrish (The Times), TJ Gillson, Sgt. Keys

Remote

Participants: Public Works Lead Andy Ridinger, Councilor Jerry Gillson, Councilor Michelle Isom

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – July 13, 2021

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

Motion by: Councilor Raven, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council was asked to review and approve the Financial Reports and Journal Entries for July 2021. Approving the Financial Reports will include approving issued check numbers 19201-19261 in the amount of \$55,380.37. The prior month's final check number was 19200.

Motion: I move that the governing body of the City of Halsey approve the July 2021 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Lorensen, Seconded by Councilor Raven

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

-Add item K.1 to new business to declare a planning commission vacancy

-Add item L.5 to ordinances and resolutions to consider adopting a heat exhaustion policy resolution.

DELEGATIONS

Linn County Sheriff's Department – Sergeant Keys

July numbers: 18 traffic citations, 17 traffic warnings, and 51 complaints/incidents investigated – for a total of 96.75 hours.

CITIZEN COMMENTS *(Non-Agenda Items)*

Anne Sunday-Ms. Sunday spoke of waving to passersby as she walks the streets, and how other Halsey residents could consider doing the same make the town a welcoming place for those passing through.

Sharlene Skinner- Mrs. Skinner stated that she is thankful for the opportunity that the City of Halsey has given her husband, Council President Lee Skinner, over the years.

REPORTS TO COUNCIL

Staff Reports

City Administrator-Hilary Norton

- **Water Rate Study-August Work Session**- A work session was scheduled for August 24th at 5:30pm
- **Audit**- The 2020-21 fiscal year audit is complete. There were no reported problems. Once final reports are received, they will be on the agenda for the following Council meeting.
- **ARPA Update**-The Contract has been submitted to Oregon Department of Administrative Services (DAS) for Halsey's disbursement. Currently the estimate is that Halsey will receive \$211,000 in two tranches. \$100,000 was appropriated in this fiscal year budget, so if the City

receives an additional \$5-6,000, that will be unappropriated until next year's budget. Administrator Norton will present proposals to council regarding use of the funds at a later date.

- **New Municipal Clerk-** Tonya Stone, who was recently hired for the Municipal Clerk Position has decided the wage for the position was not adequate and has resigned. Another applicant has been hired and will begin work on Wednesday, August 18th.
- **Staff Inservice Request-** Council was asked permission for an in-service day so that all staff may attend a training. There was consensus.
- **Council Goal Setting Dates-** There was discussion. The Council Goal Setting Work Session was scheduled for Saturday, October 30th.
- **Council & Staff Holiday Dinner-** Council was asked if they wish to proceed with the 2021 Council & Staff Holiday Dinner. There was consensus to move forward with plans for the event and to hold it in the Community Center as in years past.
- **COVID-19 & Face Coverings-** Face coverings will not be required in City facilities until a mandatory order is placed by the Governor. There are no current restrictions for outdoor spaces, so the Community BBQ & Movie Night is still on schedule for August 27th. Administrator Norton stated that some cities have sent letters or passed resolutions to the Governor to stop impacting decisions on a local level, and asked Council if they would be interested in doing something similar. There was consensus.

Public Works-Andy Ridinger

- **Decreased Water Usage-** There has been a considerable decrease in water usage since the voluntary reduction notice was published.
- **Sewer Line Repair-** A contractor installing a sewer lateral to a new home on 4th Street damaged the City's sewer main. A section of the main will need to be replaced to repair the damage.
- **Train Cover-** The train cover project north of City Hall is close to being completed. Left to complete is painting of the structure and installing the train.
- **Park Maintenance & Sprinklers-** Four sprinkler heads were replaced at the park and watering has been cut down to ten minutes per day, three times per week. Fertilizer was applied in the beginning of August.
- **Gas Station-** The new gas station project at 7 Star Convenience Store has begun. Public Works has been meeting with the contractor to conduct inspections, making sure that the stormwater and right-of-way improvements are installed correctly.
- **Equipment Repair/Maintenance-** A PTO clutch and belt pulley were replaced on the John Deer mower, a tune up was done on the service truck, the backhoe radiator was unplugged, and a mower pulley was repaired on the Hopper mower.

- **Ditch Maintenance-** The main ditches in town are 95% cut down. The sizable leak at Central Linn Elementary is keeping the grass green in the ditch where it is located, keeping the area saturated and making it difficult to mow.

-A Councilor brought it to Andy's attention that there is new graffiti on the skate park. Andy will ensure it is painted over when time allows.

Library-Jorden Parrish

- **Summer Reading Program-**The Summer Reading Program was a success this year. The most popular event was "Caesar the No Drama Llama. It was suggested that Caesar be brought back in future years, possibly for the opening event of the program to encourage more attendance/sign-ups. There were no winners for the Summer Reading Program this year, instead gift certificates to Shoppe of Shalom were given to all of those who turned in their reading logs. Next year's SRP theme will be "Beyond the Beaten Path."
- **New OBOB Books-** The Library now has the complete collection of this year's OBOB books. The collection has been very popular this year.
- **Senator Ron Wyden Book Donation-** In mid-July, Senator Ron Wyden donated a box of 25 non-fiction books to the Library, ranging from business and entrepreneurship to raising chickens and learning about Pluto. A note was sent thanking him for the donation.

OLD BUSINESS

There was no old business

NEW BUSINESS

Declare a Planning Commission Vacancy

Long time Planning Commissioner Julie Smith is moving out of town and has submitted her resignation from the Planning Commission. Council was asked to declare a vacancy.

Motion: I move that the Governing Body of the City of Halsey accept the resignation of Julie Smith and declare a vacancy on the Planning Commission.

Motion by: Councilor McMillen, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

RESOLUTION 2021-701-Heat Stress Prevention Policy

Council was asked to consider approving Resolution 2021-701, A Resolution Adopting a Heat Stress Prevention Policy for the City of Halsey

Motion: I move that the Governing Body of the City of Halsey approve RESOLUTION 2021-701 – A Resolution Adopting a Heat Stress Prevention Policy for the City of Halsey

Motion by: Councilor McMillen, Seconded by Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2021-698- Funds Appropriation & Transfer for Water Management & Conservation Plan Update. Council was asked to consider Resolution 2021-698- A Resolution Appropriating Funds and Transferring \$10,000 from the Water Fund Operating Contingency to Water Fund -Materials & Services – Contracts/Professional Services.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-698 – A Resolution Appropriating Funds and Transferring \$10,000 from the Water Fund Operating Contingency to Water Fund -Materials & Services – Contracts/Professional Services

Motion by: Council President Skinner, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2021-697–Funds Appropriation & Transfer for Compensation Study
Council was asked to consider approving Resolution 2021-697-A Resolution Appropriating Funds and Transferring \$7,000 from the General Fund Operating Contingency to General Fund Administration - Materials & Services – Contracts/Professional Services

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-697– A Resolution Appropriating Funds and Transferring \$7,000 from the General Fund Operating Contingency to General Fund Administration -Materials & Services – Contracts/Professional Services

Motion by: Councilor Isom, Seconded by Council President Skinner

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2021-699 – ARPA Funding

Council was asked to consider approving Resolution 2021-699- A Resolution to Accept America Rescue Plan Act (ARPA) Funding

Motion: I move that the Governing Body of the City of Halsey adopt Resolution 2021-699 – A Resolution to Accept America Rescue Plan Act (ARPA) Funding

Motion by: Councilor Raven, Seconded by Councilor McMillen

Vote:
Ayes: Unanimous
Motion Carries

ORDINANCE 2021-438 – Trees

An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees

This was the first reading of this ordinance.

There was discussion in regard to the upcoming Highway 99 Project about who is responsible for maintenance of trees planted in the right-of-way, as well as whether or not there will be trees planted in a center median when the project is complete. The City of Halsey will be responsible for maintaining trees in the right-of-way, and there will be no trees planted in a center median.

-A Councilor requested that Administrator Norton contact ODOT for a temporary fix for the large pothole adjacent to the railroad tracks on the south end of town. This area will be improved during the Highway 99 Project, but construction does not begin for another year and there is concern that the hole is growing large and will damage vehicles.

-A question was asked about section 3.30.070 of the proposed ordinance, and if affects the entire property. The intent of the language is to be applicable to trees that are affecting public safety. Administrator Norton will rework that section to more clearly define what is a hazard.

-A suggestion was made to add a section into the ordinance that would allow the City to refer unpaid invoice for any abatement work done by the City to collections. The City's Collections Policy is primarily for delinquent utility accounts. There was discussion about offering payment plans to residents in order to ease the burden of a large invoice for residents.

ANNOUNCEMENT

Mayor Lachenbruch presented Council President Lee Skinner with a gift and thanked him for his service to the City of Halsey. Council President Skinner made a farewell statement and thanked the City of Halsey for allowing him to serve.

ADJOURNMENT

Meeting adjourned at 7:56pm

Assistant City Recorder Larissa Gangle

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries – August 2021		
Council Action:	<i>MOTION</i>	September 14, 2021

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for August 2021

Summary:

Approving the August Financial Report includes approving check numbers 19262-19315 in the amount of \$37,578.384. The prior month's final check number was 19261.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve August 2021 Financial Reports and Journal Entries as Submitted
 - **Council Options**
 1. Approve as recommended.
 2. Approve with amendments.
 3. Provide further direction to staff.
 4. Deny or Postpone request.

CITY OF HALSEY
COMBINED CASH INVESTMENT
AUGUST 31, 2021

<u>COMBINED CASH ACCOUNTS</u>		
01-0001001	COMBINED CASH - CHECKING	11,247.52
01-0001002	MONEY MARKET	108,892.20
01-0001003	INVESTMENT POOLED	1,766,303.96
TOTAL COMBINED CASH		1,886,443.68
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,886,443.68)
TOTAL UNALLOCATED CASH		.00

<u>CASH ALLOCATION RECONCILIATION</u>		
10	ALLOCATION TO (10) GENERAL FUND	372,988.46
20	ALLOCATION TO (20) STREET FUND	130,191.26
25	ALLOCATION TO (25) STREET & PATHWAY FUND	69,796.39
40	ALLOCATION TO (40) BOND FUND	58,448.55
55	ALLOCATION TO (55) LIBRARY FUND	14,556.52
60	ALLOCATION TO (60) WATER FUND	255,462.83
61	ALLOCATION TO (61) SEWER FUND	259,423.58
62	ALLOCATION TO (62) WATER RESERVE FUND	277,759.32
63	ALLOCATION TO (63) SEWER RESERVE FUND	126,439.18
65	ALLOCATION TO STORM WATER BLUE HERON FUND	27,611.56
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	15,983.52
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,623.89
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,568.68
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,541.27
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,997.28
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,051.39
TOTAL ALLOCATIONS TO OTHER FUNDS		1,886,443.68
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		(1,886,443.68)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
August 31, 2021

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	27,600.43	Book Balance Previous Month:	6,825.51-
Outstanding Deposits:	202.23	Total Receipts:	46,892.15
Outstanding Checks:	16,555.14	Total Disbursements:	28,819.12
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	11,247.52	Book Balance:	11,247.52

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1099	332.23	1103	130.00-				
						Total:	202.23

Deposits cleared: 28 items Deposits Outstanding: 2 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18073	154.00	18692	28.50	19311	34.00
7	3.86-	18155	1.63	19068	28.50	19313	30.00
8	15.42-	18156	13.27	19077	68.45	19314	275.63
9	13.77-	18163	.85	19120	120.00	19315	112.34
14206	27.52	18170	.50	19299	46.61	826202	211.35
17523	23.44	18344	2,000.00	19307	30.00	826202	8,191.54
17752	316.65	18489	100.00	19309	787.50	826202	4,034.91
18058	53.23	18511	150.00	19310	30.00	225201	260.20-
						Total:	16,555.14

Checks cleared: 63 items Checks Outstanding: 32 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)

August 31, 2021

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	108,892.20	Book Balance Previous Month:	112,746.55
Outstanding Deposits:	.00	Total Receipts:	3,854.35-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	108,892.20	Book Balance:	108,892.20

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 20 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
08/31/2021	1	Trans MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
08/31/2021	2	Trans MM to CK	01-0001002	Money Market	.00	10,000.00-
08/31/2021	3	Trans MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
08/31/2021	4	Trans MM to CK	01-0001002	Money Market	.00	10,000.00-
08/31/2021	5	Trans MM to CK	01-0001001	Combined Cash - Checking	25,000.00	
08/31/2021	6	Trans MM to CK	01-0001002	Money Market	.00	25,000.00-
08/31/2021	7	ACH Banking Fees	10-110-55-5545	Bank Fees/Misc Expense	58.62	
08/31/2021	8	ACH Banking Fees	01-0001002	Money Market	.00	58.62-
Total CASH DISBURSEMENTS (CD):					<u>45,058.62</u>	<u>45,058.62-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
08/31/2021	1	MM Interest	01-0001002	Money Market	.85	
08/31/2021	2	MM Interest	10-000-40-650	Interest on Investments	.00	.85-
08/31/2021	3	LGIP Trans Cking	01-0001001	Combined Cash - Checking	35,000.00	
08/31/2021	4	LGIP Trans Cking	01-0001003	Investment Pooled	.00	35,000.00-
08/31/2021	5	CIS adjust	01-0001001	Combined Cash - Checking	51.79	
08/31/2021	6	CIS adjust	10-110-50-5300	Employee Health Insurance	.00	51.79-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					35,052.64	35,052.64-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
08/31/2021	2 ARPA		10-000-40-705	Grants	.00	111,106.01-
08/31/2021	3 ARPA		01-0001003	Investment Pooled	111,106.01	
08/31/2021	4 LGIP Interest		01-0001003	Investment Pooled	802.93	
08/31/2021	5 LGIP Interest		10-000-40-650	Interest on Investments	.00	158.75-
08/31/2021	6 LGIP Interest		20-000-40-650	Interest on Investments	.00	55.41-
08/31/2021	7 LGIP Interest		25-000-40-650	Interest on Investments	.00	29.71-
08/31/2021	8 LGIP Interest		40-000-40-650	Interest on Investments	.00	24.88-
08/31/2021	9 LGIP Interest		55-000-40-650	Interest on Investments	.00	6.20-
08/31/2021	10 LGIP Interest		60-000-40-650	Interest on Investments	.00	108.73-
08/31/2021	11 LGIP Interest		61-000-40-650	Interest on Investments	.00	110.42-
08/31/2021	12 LGIP Interest		62-000-40-650	Interest on Investments	.00	118.22-
08/31/2021	13 LGIP Interest		63-000-40-650	Interest on Investments	.00	53.82-
08/31/2021	14 LGIP Interest		65-000-40-650	Interest on Investments	.00	11.75-
08/31/2021	15 LGIP Interest		68-000-40-650	Interest on Investments	.00	6.80-
08/31/2021	16 LGIP Interest		72-000-40-650	Interest on Investments	.00	45.38-
08/31/2021	17 LGIP Interest		73-000-40-650	Interest on Investments	.00	13.01-
08/31/2021	18 LGIP Interest		74-000-40-650	Interest on Investments	.00	52.16-
08/31/2021	19 LGIP Interest		80-000-40-650	Interest on Investments	.00	5.11-
08/31/2021	20 LGIP Interest		85-000-40-650	Interest on Investments	.00	2.58-
Total JOURNAL ENTRIES (JE):					111,908.94	111,908.94-

References: 19 Transactions: 19

Date	Check Number	Payee or Description	Check Amount
08/31/2021	2	Trans MM to CK	10,000.00-
08/31/2021	4	Trans MM to CK	10,000.00-
08/31/2021	6	Trans MM to CK	25,000.00-
08/31/2021	7	ACH Banking Fees	58.62
08/31/2021	8	ACH Banking Fees	58.62-
08/04/2021	19262	Alyrica Networks	39.99
08/04/2021	19263	AT&T	102.01
08/04/2021	19264	Caselle, Inc.	743.00
08/04/2021	19265	Columbia Bank	1,373.71
08/04/2021	19266	David Kinney	367.55
08/04/2021	19267	EARTH20	3.00
08/04/2021	19268	Executive Cleaning	572.00
08/04/2021	19269	JSG	1,000.00
08/04/2021	19270	KS Chems	123.90
08/04/2021	19271	Morley Thomas Law	300.00
08/04/2021	19272	NAPA AUTO PARTS	32.99
08/04/2021	19273	Norm's Electric Inc.	125.00
08/04/2021	19274	Office Depot	72.97
08/04/2021	19275	Petty Cash	264.84
08/04/2021	19276	Renewable Resource Group, Inc	95.00
08/04/2021	19277	Roome Telecommunications Inc.	556.04
08/04/2021	19278	The Times	105.00
08/04/2021	19279	Vantaggio	3,386.25
08/04/2021	19280	Water Resources Department	1,220.00
08/10/2021	19281	Tonya Stone	176.15
08/12/2021	19282	CECO, Inc.	441.35
08/12/2021	19283	JSG Lawn Maintenance	1,800.00
08/12/2021	19284	Kelley Connect Co.	493.29
08/12/2021	19285	Leah Carter	30.00
08/12/2021	19286	Linn County Planning and Building Dept	75.47
08/12/2021	19287	Linn County Sheriff's Office	16,310.25
08/12/2021	19288	Office Depot	125.49
08/12/2021	19289	One Call Concepts Inc.	8.40
08/12/2021	19290	Pacific Power	3,381.43
08/12/2021	19291	Renewable Resource Group, Inc	575.00
08/12/2021	19292	Linda Slocum	30.00
08/12/2021	19293	Van Dyke's Signmakers	84.00
08/12/2021	19294	Wilbur-Ellis Company LLC	495.53
08/19/2021	19295	Beelart Embroidery	33.00
08/19/2021	19296	EARTH20	13.18
08/19/2021	19297	Ferguson Waterworks #3011	39.24
08/19/2021	19298	Bill Grimes	70.00
08/19/2021	19299	Casey Horner	46.61
08/19/2021	19300	Jaywil Software Development Inc.	199.00
08/19/2021	19301	Carl Keating	30.00
08/19/2021	19302	Local Government Law Group, PC	500.00
08/19/2021	19303	NW Natural Gas	65.23
08/19/2021	19304	Office Depot, Inc,	42.99
08/19/2021	19305	Rose City Awning Co	705.89
08/19/2021	19306	Security Alarm Corp	91.96
08/19/2021	19307	Connie Swartz	30.00
08/19/2021	19308	Wendi Vodden	75.00
08/26/2021	19309	American Rooter Sewer & Septic	787.50
08/26/2021	19310	Carter, Leah	30.00
08/26/2021	19311	Graton's Custom Landscapes	34.00
08/26/2021	19312	Pape Machinery	33.81
08/26/2021	19313	Shenae Freeman	30.00

Date	Check Number	Payee or Description	Check Amount
08/26/2021	19314	The Times	275.63
08/26/2021	19315	U.S. Postal Service	112.34
08/31/2021	92201	DIRECT DEPOSIT TOTAL	16,357.58
08/31/2021	82620211	AFLAC	211.35
08/31/2021	82620212	EBS Trust, CIS- Benefits	8,191.54
08/31/2021	82620213	IRS Tax Deposit	5,141.38
08/31/2021	82620214	Oregon Dept of Revenue - WC/UI	1,827.37
08/31/2021	82620215	P.E.R.S.	4,034.91
08/31/2021	82620216	VOYA	300.00
08/31/2021	83120211	Norton, Hilary - DIR DEP	.00
08/31/2021	83120212	Andy Ridinger - DIR DEP	.00
08/31/2021	83120213	Gangle, Larissa Michele - DIR DEP	.00
08/31/2021	83120214	William Jones - DIR DEP	.00
08/31/2021	83120215	Parrish, Jorden - DIR DEP	.00
08/31/2021	83120216	Laurie Eastridge - DIR DEP	.00
Grand Totals:			28,819.12

Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
08/31/2021	PC	08/10/2021	19281	Tonya Stone	253		01-0001001	176.15-
08/31/2021	PC	08/31/2021	8312021	Norton, Hilary	130		01-0001001	4,360.63-
08/31/2021	PC	08/31/2021	8312021	Andy Ridinger	210		01-0001001	4,112.68-
08/31/2021	PC	08/31/2021	8312021	Gangle, Larissa Michele	241		01-0001001	3,078.17-
08/31/2021	PC	08/31/2021	8312021	William Jones	245		01-0001001	2,724.65-
08/31/2021	PC	08/31/2021	8312021	Parrish, Jorden	250		01-0001001	871.63-
08/31/2021	PC	08/31/2021	8312021	Laurie Eastridge	254		01-0001001	1,209.82-
Grand Totals:			7					16,533.73-

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19262	08/04/2021	934	Alyrica Networks	Internet	61-320-55-5662	39.99
19263	08/04/2021	24	AT&T	LONG DISTANCE	61-320-55-5662	102.01
19264	08/04/2021	49	Caselle, Inc.	Monthly Software Support	10-110-55-5770	743.00
19265	08/04/2021	665	Columbia Bank	Lib-SRP	55-410-55-5560	1,373.71
19266	08/04/2021	799	David Kinney	Planning Services	10-110-55-5622	367.55
19267	08/04/2021	875	EARTH20	Office Water	10-110-55-5542	3.00
19268	08/04/2021	954	Executive Cleaning	Janitorial Services	10-110-55-5680	572.00
19269	08/04/2021	1062	JSG	Landscape Services-Initial Cleanup	10-110-55-5910	1,000.00
19270	08/04/2021	567	KS Chems	Toilet paper	10-110-55-5680	123.90
19271	08/04/2021	957	Morley Thomas Law	City Municipal Judge	10-110-55-5648	300.00
19272	08/04/2021	632	NAPA AUTO PARTS	Parts	10-110-55-5690	32.99
19273	08/04/2021	258	Norm's Electric Inc.	Well Amp Check	60-310-55-5701	125.00
19274	08/04/2021	791	Office Depot	office supplies	10-110-55-5616	72.97
19275	08/04/2021	308	Petty Cash	Money Orders	10-110-55-5545	264.84
19276	08/04/2021	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	95.00
19277	08/04/2021	332	Roome Telecommunications Inc.	Library	55-410-55-5664	556.04
19278	08/04/2021	383	The Times	Legal Notice	10-110-55-5741	105.00
19279	08/04/2021	1029	Vantaggio	IT Support	10-110-55-5770	3,386.25
19280	08/04/2021	413	Water Resources Department	Water Management Conservation Plan	60-310-55-5730	1,220.00
19282	08/12/2021	47	CECO, Inc.	FUEL	61-320-55-5615	441.35
19283	08/12/2021	1062	JSG Lawn Maintenance	Landscape Services-August 2021	10-110-55-5910	1,800.00
19284	08/12/2021	1014	Kelley Connect Co.	Copier Contract	61-320-55-5702	493.29
19285	08/12/2021	1063	Leah Carter	Reservation Deposit Refund-Pavillion 6/13/2021	85-510-55-5885	30.00
19286	08/12/2021	926	Linn County Planning and Buildin	COH-21-19	10-110-55-5561	75.47
19287	08/12/2021	208	Linn County Sheriff's Office	2021/2022 Law Enforcement Contract Services	10-110-55-5645	16,310.25
19288	08/12/2021	791	Office Depot	Office Supplies	10-110-55-5616	125.49
19289	08/12/2021	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	8.40
19290	08/12/2021	297	Pacific Power	5th & L Pump	60-310-55-5672	3,381.43
19291	08/12/2021	19	Renewable Resource Group, Inc	Water Sample Testing	60-310-55-5860	575.00
19292	08/12/2021	1064	Linda Slocum	Deposit Refund-Park Pavillion 8/7/2021	85-510-55-5885	30.00
19293	08/12/2021	405	Van Dyke's Signmakers	EV Charge Station Signs	10-110-55-5542	84.00
19294	08/12/2021	422	Wilbur-Ellis Company LLC	Spray	61-320-55-5601	495.53
19295	08/19/2021	963	Beelart Embroidery	Hat for Lee Skinner	10-110-55-5541	33.00
19296	08/19/2021	875	EARTH20	Water	10-110-55-5542	13.18
19297	08/19/2021	848	Ferguson Waterworks #3011	Water Parts	60-310-55-5606	39.24
19298	08/19/2021	1067	Bill Grimes	Refund for cancelled event	85-510-55-5885	70.00
19299	08/19/2021	1068	Casey Horner	Utility Account Refund: 1036.04	01-0001075	46.61
19300	08/19/2021	867	Jaywil Software Development Inc.	Annual Library Software Support	55-410-55-5770	199.00
19301	08/19/2021	1066	Carl Keating	Deposit Refund- Park	85-510-55-5885	30.00
19302	08/19/2021	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	500.00
19303	08/19/2021	263	NW Natural Gas	Shop (Acct# 247581-2)	60-310-55-5671	65.23
19304	08/19/2021	791	Office Depot, Inc.	Office Supplies	10-110-55-5616	42.99
19305	08/19/2021	541	Rose City Awning Co	Flag Stock	85-510-55-5865	705.89
19306	08/19/2021	688	Security Alarm Corp	Monthly Security Monitoring Service	10-110-55-5771	91.96
19307	08/19/2021	1065	Connie Swartz	Deposit refund-Park	85-510-55-5885	30.00
19308	08/19/2021	949	Wendi Vodden	Full Refund, loud beeping noise during event	10-110-55-5885	75.00
19309	08/26/2021	18	American Rooter Sewer & Septic	Water leak repair	60-310-55-5701	787.50
19310	08/26/2021	1063	Carter, Leah	Reservation Deposit Refund-Pavillion 8/22/2021	85-510-55-5885	30.00
19311	08/26/2021	1070	Graton's Custom Landscapes	Park sprinkler heads	85-510-55-5840	34.00
19312	08/26/2021	666	Pape Machinery	Parts	61-320-55-5691	33.81
19313	08/26/2021	992	Shenae Freeman	Park Deposit Refund	85-510-55-5885	30.00
19314	08/26/2021	383	The Times	Legal Notice - Public Hearing Humpherys	10-110-55-5741	275.63
19315	08/26/2021	314	U.S. Postal Service	Newsletter Postage- September 2021	10-110-55-5610	112.34
Grand Totals:						37,578.84

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

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

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2021

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

FOR THE MONTH OF:

August

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	6
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	10
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	43

TOTAL HOURS SPENT:

HALSEY

81.25

CONTRACT HOURS = 72 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Lieutenant Beth Miller



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

This Report Encompasses: 8/ 1/21 to 8/31/21

Total Incidents This Month: 43

Incident Information:	Description
CAD# 2021139423 TIME: 8/1/2021 11:33:59AM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS Operator cited for expired tags (12/2020)
CAD# 2021139454 TIME: 8/1/2021 12:33:15PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 900 W 2ND ST HALS Operator cited for expired tags (11/2021)
CAD# 2021139461 TIME: 8/1/2021 12:48:20PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 800 W 2ND ST HALS Operator warned for expired tags (11/20) due to the vehicle was purchased and they had a DMV appointment for next week.
CAD# 2021139474 TIME: 8/1/2021 1:05:49PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS Operator warned as expired tags displayed had been renewed thru DMV and were current
CAD# 2021139796 TIME: 8/1/2021 9:23:35PM CASE# CAD Only HALS CAD CALL COMPLETE	CITIZEN CONTACT Reported at Block of 1400 W 1ST ST HALS County employee saw a vehicle at the county shops and stopped to make sure no one was stealing. A deputy was getting fuel.

Incident Information:	Description
<p>CAD# 2021141486</p> <p>TIME: 8/4/2021 10:38:32AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 W O ST HALS</p> <hr/> <p>Deputes contacted a suspicious juvenile and determined they were involved in a motor vehicle crash earlier in the day where no operators were located with the crash. No crimes known at this time. Under investigation.</p>
<p>CAD# 2021141555</p> <p>TIME: 8/4/2021 12:20:09PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 000 AMERICAN DR HALS</p> <hr/> <p>Female operator warned for failure to obey a traffic control device.</p>
<p>CAD# 2021144050</p> <p>TIME: 8/8/2021 6:07:00AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>DOG COMPLAINT Reported at Block of 500 W 4TH ST HALS</p> <hr/> <p>Deputies took dog complaint. A warning was issued.</p>
<p>CAD# 2021144134</p> <p>TIME: 8/8/2021 10:07:01AM</p> <p>CASE# 2103058</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>Report Filed. UNLAW ENTRY MOTOR VEHICLE Reported At Block Of 500 ROYAL TERN AVE Occurred between 2130 hours on 8/7/2021 and 1007 hours on 8/8/2021 . Reported:</p> <hr/> <p>A purse was stolen from an unlocked car. Aggregate value of purse contents and subsequent charges to debit and credit cards is \$665. No suspects at this time, investigation ongoing.</p>
<p>CAD# 2021144183</p> <p>TIME: 8/8/2021 12:09:43PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 500 ROYAL TERN AVE HALS</p> <hr/> <p>Collecting evidence in an ongoing case</p>
<p>CAD# 2021145372</p> <p>TIME: 8/10/2021 7:02:53AM</p> <p>CASE# 2103086</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 100 NW 2ND ST Occurred between 0701 hours on 8/10/2021 and 0702 hours on 8/10/2021 . Reported:</p> <hr/> <p>The operator, Ricky Aldrich (39) was cited for Expired tags (03/20), DWS - Vio, and Driving w/out Insurance.</p> <p>Ricky was also arrested on two outstanding warrants and was cited and released:</p>

Incident Information:	Description
CAD# 2021146643 TIME: 8/11/2021 10:08:47PM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 1200 W 3RD ST HALS <hr/> 911 hang up that turned into a medical call.
CAD# 2021147029 TIME: 8/12/2021 1:21:21PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 200 W O ST HALS <hr/> Extra patrol conducted.
CAD# 2021147454 TIME: 8/13/2021 2:54:59AM CASE# CAD Only HALS CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 400 W 5TH ST HALS <hr/> Verbal argument and wrestling between brothers. Deputies responded and determined no crimes had been committed.
CAD# 2021148631 TIME: 8/14/2021 7:52:53PM CASE# 2103323 HALS REPORT TAKEN	Report Filed. ABANDONED VEHICLE Reported At Block Of 600 W 1ST ST Occurred between 1952 hours on 8/14/2021 and 1952 hours on 8/14/2021 . Reported: 8/14/2021 <hr/> Deputies responded to prior abandoned vehicles. The vehicles were towed per abandoned vehicle tow authority.
CAD# 2021149511 TIME: 8/16/2021 8:57:04AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 500 ROYAL TERN AVE HALS <hr/> Follow-up RE: 21-0305.
CAD# 2021149777 TIME: 8/16/2021 2:47:23PM CASE# CAD Only HALS CAD CALL COMPLETE	HARASSMENT Reported at Block of 400 W F ST HALS <hr/> Verbal dispute over a man antagonizing dogs as he walks his dog.

Incident Information:

Description

CAD# 2021149859
TIME: 8/16/2021 4:30:07PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 500 ROYAL TERN AVE HALS

Follow-up RE: 21-03058.

CAD# 2021150257
TIME: 8/17/2021 9:31:02AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 500 ROYAL TERN AVE HALS

Follow-up RE: 21-03058

CAD# 2021150472
TIME: 8/17/2021 3:28:29PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 500 ROYAL TERN AVE HALS

RE: 21-03058.

CAD# 2021151283
TIME: 8/18/2021 9:59:20PM
CASE# CAD Only
HALS
UTL GOA

SUSPICIOUS PERSON Reported at Block of 400 W 1ST ST HALS

The caller reports that he saw someone sleeping in the sleeping bag in an empty lot that is north of the listed location. Deputy was UTL on arrival to the area.

CAD# 2021151886
TIME: 8/19/2021 7:41:19PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 200 E A ST HALS

Attempted to serve a citation but was not successful.

CAD# 2021152644
TIME: 8/21/2021 2:12:17AM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 800 CENTENNIAL CT HALS

Phone stuck in cup holder is the reason for the call.

Incident Information:	Description
CAD# 2021152720 TIME: 8/21/2021 6:56:02AM CASE# 2103280 HALS REPORT TAKEN	Report Filed. THEFT 1 - FROM VEHICLE Reported At Block Of 400 W M ST Occurred between 0655 hours on 8/21/2021 and 0656 hours on 8/21/2021 . Reported: 8/21/2021 Caller reporting a suspect breaking into cars in the neighbor hood. Located a couple cars that were entered. Located the suspect vehicle abandoned in the area. investigating.
CAD# 2021152724 TIME: 8/21/2021 7:12:23AM CASE# 2103282 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: UEMV Reported At Block Of 1400 W 5TH ST Occurred between 0712 hours on 8/21/2021 and 0712 hours on 8/21/2021 . Reported: vehicle entered, nothing missing.
CAD# 2021152736 TIME: 8/21/2021 7:51:05AM CASE# 2103281 HALS REPORT TAKEN	Report Filed. THEFT 3 - FROM VEHICLE Reported At Block Of 400 W M ST Occurred between 0750 hours on 8/21/2021 and 0751 hours on 8/21/2021 . Reported: 8/21/2021 Caller reporting a suspect breaking into cars in the neighbor hood. Located a couple cars that were entered. Located the suspect vehicle abandoned in the area. investigating.
CAD# 2021153310 TIME: 8/22/2021 3:50:02AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 1200 W 3RD ST HALS No foot traffic around the city park
CAD# 2021153624 TIME: 8/22/2021 7:21:09PM CASE# CAD Only HALS CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 1300 W 4TH ST HALS Deputy conducted welfare check on intoxicated female. Female was alright and caller was notified on Deputy's findings.
CAD# 2021153796 TIME: 8/23/2021 2:56:06AM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 31800 HWY 228/AMERICAN DR HALS Call received from OSP regarding a motorcycle driving at high rate of speed . Deputies attempted to locate it and were unable to find it.

Incident Information:	Description
<p>CAD# 2021153804</p> <p>TIME: 8/23/2021 4:01:38AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 1100 W O ST HALS</p> <hr/> <p>Call received regarding a vehicle parked at location that does not belong there. Deputies checked the area and did not find anyone near the building. The vehicle has been there for an extended period of time.</p>
<p>CAD# 2021153944</p> <p>TIME: 8/23/2021 10:53:19AM</p> <p>CASE# CAD Only</p> <p>HALS</p>	<p>911 HANG UP CALL Reported at Block of 400 E 2ND ST HALS</p> <hr/> <p>No emergency detected, not able to call back and line disconnected.</p>
<p>CAD# 2021154309</p> <p>TIME: 8/23/2021 7:51:11PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 200 E A ST HALS</p> <hr/> <p>Attempt to issue citation was again, unsuccessful.</p>
<p>CAD# 2021154319</p> <p>TIME: 8/23/2021 8:08:13PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 100 W 2ND ST HALS</p> <hr/> <p>Deputy flagged down for a transient walking bike near homes. Transient was moving along and no further issues reported.</p>
<p>CAD# 2021154328</p> <p>TIME: 8/23/2021 8:32:36PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS</p> <hr/> <p>Operator warned for not having working brake lights.</p>
<p>CAD# 2021154331</p> <p>TIME: 8/23/2021 8:40:31PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>HARASSMENT Reported at Block of 400 W D ST HALS</p> <hr/> <p>Deputy spoke to victim of harassment who did not wish to pursue the event any further.</p>

Incident Information:	Description
CAD# 2021154334 TIME: 8/23/2021 8:47:32PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator warned for driver side headlight and brake light out
CAD# 2021154354 TIME: 8/23/2021 9:07:15PM CASE# 2103333 HALS REPORT TAKEN	Report Filed. DEPOSIT LIGHTED MATERIAL-LAND/HWY - LITTERING Reported At Block Of 100 W 2ND ST/HWY 228 Occurred between 2106 hours on 8/23/2021 and 2107 hours on <hr/> Joshua Jones (39) of Eugene was arrested for Elude in Vehicle, Reckless Burning, and on two FTC warrants out of Lane Co Circuit Ct w/ \$250,000 bail on each. Jones was also cited for DWS-Violation, No Insurance, and was warned for his lights out and for no plate.
CAD# 2021154528 TIME: 8/24/2021 7:33:59AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS <hr/> Routine traffic enforcement. Following speeds observed in the 45 mph zone: 40, 31, 39, 38, 40, 45, 49, 36, 31, 44, 46, 43, 39, 45, 46, and 47 mph.
CAD# 2021155044 TIME: 8/24/2021 8:45:41PM CASE# CAD Only HALS CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 400 W F ST/W 5TH ST HALS <hr/> Report of a dog barking.
CAD# 2021155970 TIME: 8/26/2021 12:17:04PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 500 W 5TH ST HALS <hr/> Complaint regarding motorcycles in area.
CAD# 2021157092 TIME: 8/27/2021 10:44:23PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC STOP Reported at Block of 31900 HWY 228/BLUE HERON ST HALS <hr/> Deputy located elderly female who was lost while driving. Deputy returned her to her residence in Salem.

Incident Information:	Description
<p>CAD# 2021157260</p> <p>TIME: 8/28/2021 8:28:09AM</p> <p>CASE# 2103400</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>Report Filed. CRIMINAL MISCHIEF 3 - RESULT CRIMINAL ACT Reported At Block Of 300 W 2ND ST Occurred between 1400 hours on 8/27/2021 and 2200 hours on 8/27/2021 .</p> <hr/> <p>Hit-and-run at the Halsey Select Market causing roughly \$350 in damage to a pickup truck tailgate.</p>
<p>CAD# 2021159529</p> <p>TIME: 8/31/2021 6:13:20PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>HALSEY</p>	<p>TRAFFIC COMPLAINT Reported at Block of 400 W F ST HALS</p> <hr/> <p>Mini bikes riding on the roadway. Deputy spoke to the riders. NFA</p>

I. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	September 14, 2021

1. Covid-19 Update

Several households in Halsey have Covid, are in recovery from Covid, or have been exposed. We have had at least one fatality. City Hall and the Library are currently closed to walk-ins. However, we remain open and can serve citizens via the website, over the phone, at curbside, and inside by appointment.

Due to this situation, the Summer's End BBQ was canceled. Both companies are holding our deposits as credits that can be used when we are ready to reschedule. If the situation remains hazardous, we may look at what it would cost (and finding space) to convert it to a drive-in experience.

The Fall Clean-up will be a drop off event again this year. The drop off location will be at the Elementary School from 7:00 am to 1:00 pm on Saturday, October 2nd. The information was also in the September Newsletter.

2. Water Rate Study Work Session

Jeremy Peirsol of RCAC has a conflict for the fourth Tuesday in September. His schedule is very full this month, and he asked if we could do this in October instead. If we stay with the fourth Tuesday as a Work Session date, this would be the 26th.

3. Train Cover

Public works will be painting the structure next week. We may need to do the celebration event with Rella Johnson's family in the spring, hoping the Covid situation may be better, and also giving us time to make and install plaque(s) and maybe benches.

4. New Utility Clerk – Laurie Eastridge

We have a new Municipal Clerk. Laurie Eastridge has experience working with another small city. She has similar experience for many of the responsibilities of her position, and she is learning those quickly. Others will be new to her, so please be patient with her as she learns. We're very grateful to have her help.

5. Council Goal Setting – Save the Date

Just a reminder – the Council Goal Setting Work Session is scheduled for Saturday, October 30th. Times will probably be 8:30 am to 1:30 pm or so, but I will confirm those with Dave. Please save the date. There will be a survey to fill out ahead of time he will use to set up the meeting materials.

6. Surgery

Just a reminder – unless they cancel, I'm scheduled to go out for surgery on September 27th. Recovery will be 3-4 months. For the first 6 weeks, I cannot put any weight on the foot. I will be using a combination of sick time, remote work, and coming in on a knee scooter. Staff will always know how to reach me, and I will continue to be available by cell phone and email.

7. Water Usage Update

We've seen a decrease of about 20,000 gallons per day, due to compliance with voluntary restrictions. We are grateful to the citizens for working together to help avoid a water crisis. The static well levels will be tested again this week. We may be able to cancel the voluntary compliance measures after that test.

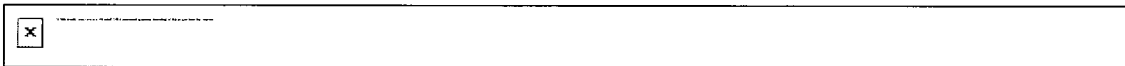
8. Chip Seal Project update

The chip sealing has been done. Public works staff will need to un-bury the accesses and manholes that were covered. We also need to reinstall the crosswalk and stop strips, especially near the school. We cannot use the heat strips again, as they can't be applied over the chip-seal. We have funds in the budget for hiring a professional painter to do this work and may be able to use grant funds to do stop strips at all the intersections that were chip-sealed, funds permitting.

Hilary Norton

From: Nick Meltzer <nmeltzer@ocwcog.org>
Sent: Thursday, August 26, 2021 4:48 PM
To: Hilary Norton
Subject: Cascades West Area Commission on Transportation August News and Updates

[View this email in your browser](#)



August News and Updates

In lieu of the August **Cascades West Area Commission on Transportation (CWACT) Full Commission** meeting which was cancelled by the Executive Committee, please read the below informational items from the Oregon Department of Transportation (ODOT).

Pedestrian and Bicycle Strategic Funding Program Open House

ODOT's Pedestrian and Bicycle Strategic Funding Program will be hosting an online open house from mid-September through the end of October. Additional information is available on the program website. ODOT staff will present additional information at the October CWACT meeting.

FLAP Grants – Applications Due Oct 7th

The 2021 Request for Proposals for the Oregon Federal Lands Access Program is now open! Information about the program and how to apply is available on the Federal Highway Administration website.

US20: Upper Sunken Grade Road Closure

The US20: Upper Sunken Grade Slide Repair Project has chosen Wednesday September 8th through Friday September 10th for the allowable three day full closure to place two new culverts under the highway. The full closure will start at 12:01AM Wednesday the 8th and go through Friday at 11:59PM. Our outreach efforts are trying to alert people to plan for additional delays on those detour routes

due to the wildfire recovery efforts. See the detour map on the project webpage.

ACT Refocus

Work is underway for the ACT Refocus effort (previously called the ACT Reset). Commissioner Julie Brown, appointed OTC ACT Liaison, is arranging a virtual ACT Chairs meeting this September to discuss proposed changes to the ACT policy and newly identified processes and actions. More information on next steps can be found in the work plan document.

Connect Oregon

As you may know, ODOT has announced that we will be launching a competitive cycle of the Connect Oregon program this fall, where ~\$46 million will be available for aviation, marine and rail transportation projects. Similar to previous competitive rounds, most recently in 2015-16, the ACTs play a critical role in terms of scoring and prioritizing projects within their boundaries. Furthermore, a subset of ACT leaders, along with members of the modal committees are brought together after this to form a Final Review Committee that makes a recommendation on which projects to fund. ACTs will be asked to score the applications sometime in January-March 2022.

Thank you,
Nick

Nicholas Meltzer, PE

Transportation Programs Manager
Oregon Cascades West Council of Governments
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Albany OR, 97322
541-758-1911
www.ocwcog.org/transportation/

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About Cascades West Area Commission on Transportation

Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to communicate and collaborate on local, regional, and State transportation issues. CWACT is chartered by the Oregon Transportation Commission (OTC) as an advisory body, and provides input, advice, and recommendations to OTC and Oregon Department of Transportation. CWACT is staffed by Oregon Cascades West Council of Governments. For more information, visit www.OCWCOG.org/Transportation/CWACT.

About Oregon Cascades West Council of Governments

Oregon Cascades West Council of Governments (OCWCOG), on behalf of the member governments, carries out a variety of local, State, and Federal programs. The majority of funding is provided by way of contracts to administer specific services. As an Oregon intergovernmental entity, OCWCOG can provide for, or on behalf of, its member governments any service that they are authorized to provide. Whether it is helping a business find appropriate capital, helping seniors and persons with disabilities plan for independent living, or coordinating local roads improvement priorities, OCWCOG offers these and many other innovative services to the local governments and residents of Benton, Lincoln, and Linn Counties. For more information, visit www.OCWCOG.org.

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You are receiving this email because you have worked closely with the Cascades West Area Commission on Transportation, and as such will periodically receive email notifications from us, which we believe may be of interest to you.

Our mailing address is:

Cascades West Area Commission on Transportation
1400 Queen Avenue SE, Suite 205
Albany, OR 97322

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I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	September 14, 2021

Water Distribution

Water Produced for August 2021	3,681,000 Gallons
Average use per day:	119,000 Gallons

Wastewater Collection

Wastewater collected for August 2021	939,000 Gallons
Average collected per day:	30,000 Gallons

Water System

Water Conservation Management Plan
Well 69 problem
Water leaks
Water samples
Reservoir cleaning & inspection

Streets

Store inspections
Chip sealing prep & cleanup

Notes:

Reading over the water conservation plan and keeping an eye on water usage and well levels I had some questions. Tim Tice from OAWU was able to come out and look at the system and answer some questions about the calculations. Our water supply is okay, and our well levels are good. Well 69 does not have an automated well depth transmitter, but we have a manual well sensor coming this week.

The pump in well 69 has an issue. We were taking our annual raw water samples from our wells and had dirty water from well 69. We think it comes down to either a hole in the pipe or we are suctioning in well sedimentation.

We had 2 water leaks this month a service on E 2nd and a hard one on W. F St. The F Street leak we had to chase; it was showing itself 20' away from where the leak was.

Our annual disinfected by-products samples were taken and sent to the lab.

Liquivision came in and cleaned and inspected our water reservoirs. No deficiencies were found, with an awesome report of only 1/16 inch of sediment on the bottom.

The chip sealing project has been completed. We did a lot of preparation work before the project started, scaping the sod off the edge of the road, filling in potholes, blowing off the roads and tree trimming.

The City's part of the store project has been inspected and completed.

I. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action:	NONE September 14, 2021

Circulation for August		Total Circulation since opening (Aug. 2015)	9819
Fiction	57		
Non-Fiction	17	Total Number of Patrons to Date	508
Total	74		
Cities Represented in Circulation		Total Number of items in collection	4794
Halsey	74		
Sweet Home	0	Avg. Daily Threshold Count since opening	6.53
Albany	0	ADTC Since Opening after COVID-19	2.05
Value of Inventory Through August		Average Daily Threshold Count for August	2.23
Fiction	\$50,792.61		
Non-Fiction	\$33,113.15	Books added to inventory in August	14
Total	\$83,905.76		

Curbside Service Only (Again)

The Library has unfortunately had to close our doors again due to the high levels of COVID-19 in the Halsey area. We are doing curbside service only until it is once again safe to have people in again. People can call, email, or message the Library on Facebook for help.

People can always visit the Library's website and go to the card catalogue to search for any title they want, or search by author or subject.

<https://www.cityofhalsey.com/library/> > Card Catalogue

To cover our bases and give people plenty of ways to see our inventory, I have also created a list of PDF's of our entire inventory listed by section (Picture books, YA, Fiction, Non-fiction, etc) and then again by author. You can view it on the Library's Google drive at:

<https://bit.ly/3kri19z>

Or scan the QR code with your phone camera to view:



REPORTS TO COUNCIL

1. Employee Reports		
d. Council Priorities Report		
Council Action:	NONE	September 14, 2021

In November 2019, Council adopted City Council Priorities for 2020-2021. This is a quarterly update on staff progress toward these goals.

1. Hwy 99 Corridor Design and Utility Relocation: The design work is complete. The right of way acquisition process is progressing. ODOT is on track for construction to start summer of 2022. The City received a first draft of a maintenance agreement for the shoulders of the highway. It was unacceptable – and has been returned to ODOT and DOJ (Department of Justice) for redrafting.
2. Emergency Management & Emergency Response Planning: We have some materials from CIS, from Linn County, and from other cities. They had some useful recommendations. We made little progress on this goal, in part due to Covid, and in part it is a capacity/skill issue. There are some interesting possibilities that might make this easier in the future.
3. Water System Improvements – Water Meter Project: This project is complete.
4. Financial Stewardship: The City has remained stable during Covid (thus far.) State shared revenue and franchise fees have decreased, but not as significantly as anticipated. We budgeted frugally last year and have continued that trend this year, with funds set aside to move specific projects forward.
5. Local Wetlands Inventory: We have funds budgeted for a wetlands survey of the property within the UGB. We will complete this later this year.
6. Halsey Comprehensive Plan Update: As previously discussed, this is a multi-year project. Drafts have been prepared for Chapters 1-4. The Planner is working on materials for the Planning Commission meeting and public hearing. These meetings will be scheduled for this winter.
7. Improve Street Maintenance: Public works staff have continued to replace faded stop signs, street signs, and damaged sign posts. The second half of West 1st Street will get cracks sealed this year. The SCA chip seal project has been completed, except for repainting crosswalks and stop lines.
8. Construct Street Improvements: The East 2nd and East A Street improvement project was complete in the fall of 2020. In August, the City submitted an SCA grant application for widening, rebuilding and repaving East B Street between East 1st Street and East 3rd Street. We do not yet know if that has been awarded.
9. Establish Community Identity: We were not able to convene the Committee last year, due to Covid. We had one member of the community and two members of Council interested. For it to really be effective, we need more participation. Covid restrictions make that challenging. This should be revisited in the next Council Goal Setting Session.
10. Wastewater Facilities Plan: Work on the I&I Study is underway, and Civil West anticipates completion in fall of 2021. There may be an opportunity to use some ARPA funding to complete the Waste Water Facilities Plan.

J. OLD BUSINESS

1. Appoint a Planning Commissioner		
Council Action:	MOTION	September 14, 2021

Issue Statement: The Council needs to appoint a new Commissioner to fill the vacant seat on the Planning Commission.

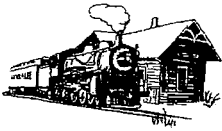
Summary:

There is a vacant seat on the Planning Commission. We have a single application for the position: Mary Price.

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

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Mary Price to the Planning Commission.

- **Council Options**
 1. **Appoint a Planning Commissioner**
 2. **Postpone appointment**
 3. **Provide further direction to staff.**



CITY OF HALSEY
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TTY: (800) 735-2900

Planning Commission Application

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

Name of

Applicant: MARY A. PRICE

Address: 215 W. 6TH ST HALSEY

Phone Number: 541-321-5880

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

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

Education: Richland High School, Richland, WA 1980

Employer: N/A

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

ODEW Volunteered 6 years at
Fish Hatcheries all over the state
Volunteer at Thompsons Mill in Shedd

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

I see this as an opportunity to contribute
to my community.

Any other Comments:

the most important element is
the citizens of Halsey

Signed: Mary A. Price

Date: 8/19/21

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

J. OLD BUSINESS

2. American Rescue Plan Act (ARPA) Update

Council Action: **NONE**

September 14, 2021

Issue Statement: Guidance on the use of ARPA funds has changed since the FY 2021-22 Budget process. Council will be given an update on how this affects the current year budget.

Summary:

As no additional funds are being appropriated, there is no need for a supplemental budget or Resolution.

The uses identified in the General Fund: Economic Development, Community Partner Contributions, and the new electronic sign all fit into the new guidance.

However, funds transferred to utility accounts to prevent rate increases will not work. This will reduce transfers from the General Fund to the Water, Sewer, and Stormwater Funds.

Originally:

General Fund Transfers to:	Water	\$10,000
	Sewer	\$10,000
	Stormwater Blue Heron	\$10,000
	Stormwater	\$30,000*

Update:

General Fund Transfers to:	Water	\$5,000
	Sewer	\$5,000
	Stormwater	\$10,000*

*\$10,000 of the transfer to the Storm Drainage Fund was from State Shared Revenue. That transfer will still happen.

The proposed rate relief programs in Water and Sewer funds can be pursued as long as certain conditions are met, so those transfers will each be reduced to \$5,000 – the amounts appropriated for that use.

These changes free up \$40,000 in ARPA funds that will not be used as anticipated this year. We can use them differently – or we can hold them until next year to combine with the second ARPA payment.

Some additional possible uses:

- I&I work on the sewer system, other water or sewer system improvements (not general maintenance)
- Infrastructure project pre-planning (might include energy audit, engineering costs for project design, capital improvement plans. *Might* include Waste Water Facilities Plan, but I will have to do more checking on that.)
- We *might* be able to do a stormwater project - if we can show that it would qualify for funding under the Clean Water Act.
- A RARE Intern

How to spend these funds does not need to be determined right now – the City must spend them by December 2024.

K. NEW BUSINESS

1. Declare a Council Vacancy		
Council Action:	MOTION	September 14, 2021

Issue Statement: Council President Lee Skinner has resigned. He is moving to North Dakota.

Summary:

Council President Skinner has served on Council since 2014. He has lived here for many years, is well known to many citizens and he is very compassionate and sincere in his service to Halsey. He will be missed.

Council President Skinner's resignation creates a vacancy on the City Council.

Council needs to declare a vacancy. City staff will post the vacancy, and anyone interested can apply by filling out an application. Council will then review those applications at their next regular City Council Meeting and may appoint a replacement.

- **Possible Motion:** I move that the Governing Body of the City of Halsey declare the City Councilor position that has been held by Council President Skinner to be vacant.

- **Council Options**
 1. **Declare a vacancy**
 2. **Delay declaration**
 3. **Provide further direction to staff.**
-

K. NEW BUSINESS

2. Appoint a New Signer on the Bank Accounts

Council Action: **MOTION**

September 14, 2021

Issue Statement: There must always be at least three signers authorized for the Columbia Bank Accounts. Council President Skinner was one of the three authorized signers. Council needs to appoint a new Councilor to be a signer on the accounts.

Summary: All checks require two signatures. Having three signers allows checks to be issued even if one of the signers is unavailable. Also, no one can sign their own check, so three signers are needed so the other two signers can sign a check for that person.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey authorize _____ to be a signer on the City's Columbia Bank accounts ending in 67 and 59.

- **Council Options**

1. **Appoint a Councilor to be a signer on the bank accounts**

2. **Postpone appointment**

K. NEW BUSINESS

3. Open Letter to Governor Brown		
Council Action:	MOTION	September 14, 2021

Issue Statement: In response to the new Executive Orders issued by the Governor, Council asked staff to draft a letter or Resolution to the Governor.

Summary:

In a conversation last spring, the attorney recommended an open letter instead of a resolution. By our charter, a Resolution is the Council exercising legal authority. The Council does not technically have legal authority over state mandates and there are legal limits to “home rule.” Instead, he recommended an open letter to the Governor (which could also be circulated or republished in the newsletter – it can be used much as Baker City used their Resolution.)

There are so many issues at play here and so many arguments to make. I wasn’t sure exactly what Council wanted, so this is a draft. I tried to focus on the principle of home rule, the freedom of individuals to make personal medical decisions, the overuse of executive orders, and the proper flow of health information.

This is a first draft. It can be signed and sent if it is acceptable, but Council can also ask staff to redraft and include different points or emphasize certain sections. Please feel welcome to make notes on this and bring suggestions or edits to the Council meeting.

- **Possible Motion:** I move that the Governing Body of the City of Halsey send the open letter to Governor Brown.

- **Council Options**

1. Approve as submitted.
2. Approve with amendments.
3. Provide further direction to staff.
4. Deny approval



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September 14, 2021

Governor Kate Brown
Office of the Governor
900 Court Street NE, Suite 254
Salem, OR 97301-4047

Dear Governor Brown,

As the governing body of the City of Halsey, we, the City Council are writing you on behalf of our neighbors, our businesses, and our community.

We recognize that the initial outbreak of Covid was a public health emergency, and the Governor's office and the Oregon Health Authority had to act quickly to respond to a dangerous situation about which we had limited, quickly evolving information. At the time, the State was well positioned to access and organize the distribution of information and resources, and to coordinate an effective response.

Covid has been with us for more than a year now. We have access to scientific research, and to good information about this virus and how it works. Citizens know what to do to limit exposure. Telecommuting options and remote meeting solutions are in place. We understand masks, hand washing, hand sanitizer, and social distancing. For many of us, those actions have become habit. Vaccines are available for those who are willing to use them, allowing people to manage their own risk level, and their own health. We believe that individuals should have control over their own medical decisions.

The World Health Organization has stated that Covid is here to stay. Eventually, it may become endemic – and much less hazardous. This is our new normal. We are still managing a pandemic, but we are no longer in a state of emergency.

We have a systemic problem in this state, with urban priorities and voices trumping rural priorities and voices. One-size-fits all solutions to problems are legislated in the State and applied to all people and communities equally. Equal is not equitable. These rules may solve problems existing in the larger communities of those who draft them, while creating or exacerbating other problems in underrepresented rural communities.

The best solution we have for this is the principle of home rule, which has helped to safeguard the wellbeing of local communities for over 100 years here in Oregon. We recognize that home rule has necessary limitations. But the principle can serve us well in this situation. Local leaders are more aware of the current situation in our communities and can respond quickly and more appropriately than the State.

For most of last year, Halsey had very few cases. About six months in, we had had nine cases in our zip code and no deaths. Yet we had the same restrictions on our businesses, employers, gatherings, and behavior as larger communities with a much higher caseload, and much greater opportunity for exposure and transmission.

Now, with the Delta surge, there are more cases here. It is present in several households, we have folks who are in recovery, a few have been transported to the hospital and we have had one death. We have chosen to re-lock our buildings and continue to serve the public remotely in response. We have canceled community events, returned to our remote-hybrid meeting format, and moved back into the community center where better social distancing is possible. We have returned to the practices and policies we had in place when our County was judged "Extreme Risk" last year.

We were able to make the decision quickly. The danger in Halsey is greater now, and we have responded to it. We did this without an executive order from the State.

The solution is not more restrictions, it is to get back to a more systematic and appropriate procedure. Instead of executive orders from the Governor's office, the Oregon Health Authority should communicate restrictions, information, and recommendations to the local public health authorities – in our case that would be Linn County Public Health. Linn County can then work with the local governments, businesses, and organizations, responding locally as appropriate in that county or region. Local government should have control of local emergency measures and restrictions. The State should continue to support these efforts with resources, distributing federal funding, Information, PPE, assistance programs for businesses and families, unemployment, and other aid.

The persistent use of executive orders appears to many citizens to be overreach. This has created resentment and resistance to needful health measures and is negatively impacting our efforts to control the spread of Covid-19.

We ask that you issue no more executive orders. Do not close our businesses, limit gatherings, or issue mandates on masks or vaccinations. Recommendations are fine. At the beginning of this pandemic, we lacked the information and tools we needed to stay safe and stay healthy. We now have them. Let us make our own health decisions, our own locally appropriate restrictions as needed, and allow our families and businesses the freedom to thrive.

Respectfully,

Mayor Jerry Lachenbruch

Councilor Ken Lorensen

Councilor Jerry Gillson

Councilor Michelle Isom

Councilor Randy McMillen

Councilor Christine Raven

Council President Lee Skinner

L. ORDINANCES & RESOLUTIONS

1. ORDINANCE 2021-438 -- An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees		
Council Action:	MOTION	September 14, 2021

Issue Statement: Council is asked to consider adopting a tree ordinance for the City of Halsey.

Summary: As part of the 2020 TMDL 5-year update, Council resolved to apply to join the Tree City USA program. This program has 4 requirements: a Tree Ordinance, an Arbor Day celebration, a forestry program (budgeted at \$2 per capita -- approximately \$1890) and a director or Tree Board.

This Ordinance is the first of those steps. I set it up as a director model as it can sometimes be tricky to get citizens to sign up for committees or boards. Setting it up as a director structure does not keep us from forming a tree board, but it allows us to fall back to a staff position if we don't get citizen participation, or if citizen participation wanes after a few years.

Last month, it was requested that the section on adjacent owner responsibility, and nuisance trees be re-written for clarification.

- The option for a payment agreement, and the option to send an unpaid balance to collections have been added.
- The section on nuisance trees has been re-written to emphasize that the only trees that can be designated as such are ones that pose a direct hazard to surrounding properties or the adjacent public right of way.
- The statement that the city will perform abatement on private properties has been removed. Nuisance trees on private properties will need to be treated or removed by the property owner. If they are not, the option will be to issue a citation, and proceed through the process established in Chapter 5.05.

This is the second reading of the Ordinance.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt ORDINANCE 2021-438 -- An Ordinance of the City of Halsey Amending the Halsey Municipal Code and Adding Chapter 3.30 Trees

Council Options:

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



ORDINANCE 2020-438

AN ORDINANCE OF THE CITY OF HALSEY AMENDING THE HALSEY MUNICIPAL CODE AND ADDING CHAPTER 3.30 TREES

WHEREAS the City Council recognizes the value that trees in public spaces add to Halsey;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

3.30.010 Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

3.30.020 Definitions

As used in this Article, the following words and phrases shall have the meanings indicated:

1. Damage – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.
2. Nuisance – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health and safety.
3. Parkway – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.
4. Public property – all grounds and rights-of-way (ROWs) owned or maintained by the City.
5. Public tree – any tree or woody vegetation on city-owned or city-maintained property or rights-of-way.
6. Top or Topping – the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree as to remove the normal canopy and disfigure the tree.

3.30.030 Delegation of Authority

1. Delegation of authority and responsibility. The Director of the Public Works Department and/or his designee, hereinafter referred to as the "Director", shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
2. Interference. No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

3.30.040 Tree planting and care standards

1. Standards. All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
2. Requirements of franchise utility companies. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
3. Tree species list. The Director shall develop and maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Only trees from this approved list may be planted without written approval from the Director.
4. Planting distances. The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within ten (10) feet of a fire hydrant.
5. Planting trees under electric utility lines. Only trees listed as Ornamental trees on the official city tree species list may be planted under or within fifteen (15) lateral feet of any overhead utility wire.
6. Protection of public trees during construction. Any person, firm, corporation, or city department performing construction near any public tree must employ appropriate measures to protect the tree, including, but not limited to, placing barriers around the tree to prevent damage.

3.30.050 Prohibition against harming public trees

1. It shall be unlawful for any person organization or business to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
2. It shall be unlawful for any person, organization, or business to attach any cable, wire or signs or any other object to any street, park, or public tree.
3. It shall be unlawful for any person, organization, or business to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.

3.30.060 Adjacent owner responsibility

1. The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area.

Property owners are responsible for the reasonable and routine maintenance of trees and other landscaping in the adjacent parkway area.

2. Any property owner or resident who wishes to plant a tree or make any other changes to the land inside the right of way must apply for a right of way permit prior to planting or making any changes.
3. No property owner shall allow a tree, or other plant growing on his or her property or within the adjacent parkway to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.
4. The property owner will have the option of entering a payment agreement to pay the cost over time. Unpaid balances may be forwarded to collections.

3.30.070 Certain trees declared a nuisance

1. Any tree on private property determined by the Director to threaten public health, safety, and welfare of surrounding properties is declared a nuisance and the City may require its treatment or removal. A tree may be a danger to other properties if it is dead or dying and close enough to a property line to fall on a neighboring structure, if it has a lethal or communicable disease or insect infestation and is close enough to a property line to infect trees on neighboring properties, if it obstructs the view of traffic signs or free passage of pedestrians or vehicles or creates similar hazards to public safety.
2. Citations may be issued for nuisance trees under Chapter 5.05 of this code.

3.30.080 Violations and penalty

Any person, organization, or business violating any provision of this Ordinance shall, upon conviction, be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

3.30.090 Appeals

All appeals to a violation shall be heard by City Council.

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

READ before the Council this 10th day of August 2021

READ before Council this 14th day of September 2021

Adopted this _____ day of _____ 2021

Effective this _____ day of _____ 2021

APPROVED:

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator/Recorder

M. EXECUTIVE SESSION

1. Executive Session		
Council Action:	<i>NONE</i>	September 14, 2021

Issue Statement: The Halsey City Council will go into Executive Session pursuant to ORS 192.660(2-f). All discussions are confidential and those present may not disclose anything discussed in the Executive Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660 but must not disclose any information discussed.

- This item is for discussion. No decisions can be made in executive session.