

Council Packet

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

Tuesday October 11, 2022
7:00 PM

D. CONSENT AGENDA

Consent Agenda		
Council Action:	MOTION	October 11, 2022

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 9, 2022

- **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. Postpone approval

REGULAR CITY COUNCIL MEETING

August 9, 2022, 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 7:04 p.m.

ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Council President Ken Lorensen, Councilor Stacy Strauss, Councilor Michelle Isom

Absent: Councilor Randy McMillen

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

Guests:

Remote

Participants: Public Works Andy Ridinger

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – July 12, 2022

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 Gillson, Seconded by Council president Lorensen

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for July 2022.

The July Financial Report includes approving check numbers 19794-19851 in the amount of \$74,330.29.

Motion: I move that the Governing Body of the City of Halsey approve the July 2022 Financial Reports and Journal Entries as submitted.

Motion by: Councilor Gillson, Seconded by Council president Lorensen

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Administrator Norton requested to add item J4 under New Business, an item to form a parks committee.

DELEGATIONS

Linn County Sheriff's Office—Lieutenant Bryan Hardy

Lieutenant Hardy shared the Fourth of July contract update, there were several fireworks complaints – no citations were issued. For the month of July there were 7 citations issued, 13 warnings, and 1 arrest. There was an update on the enforcement of trailers parked on right of ways. Some citations have been issued.

CITIZEN COMMENTS

There were no citizen comments.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

Administrator Norton reported that the quarterly Small Cities Meeting will be in Philomath on Friday, August 19th. Administrator Norton asked if any members of council would like to attend.

The city's RARE member is named Julia Fox. Her first day will be September 12th.

The new TMDL rules require the City to do a qualitative analysis of outreach efforts.

Administrator Norton stating that both Harrisburg and Brownsville shared the same difficulty in finding League of Oregon Cities legislative priorities that were relevant to small cities. Both cities have asked if Halsey would be interested in collaborating on a letter expressing these concerns. Council consensus was to do so.

Administrator Norton informed council that she will be away at a conference during the September meeting date and asked if council would like her attend remotely or reschedule the meeting to the following week. There was consensus to reschedule the September council meeting to September 20th.

There was an update about the Summer BBQ event. The Fire Department will be barbecuing the food and the movie is scheduled to begin at 8:30 pm

Administrator Norton reminded council the last day to file for the upcoming election by declaration with a \$10 fee is August 26th by 4:00 pm.

Public Works: Andy Ridinger

The water level is better than previous years due to late rain this spring. The sewer levels are also higher due to the late rain and are being monitored with precautions being taken to avoid late season discharge.

Library: Sara Cooper

The daily threshold count is right around 9 patrons per day. There were 26 students registered for the Summer Reading Program. Librarian Cooper attended a conference at Timberline Lodge paid for by a scholarship. The 5K run will take place in spring and there are plans to start a rotating art/photography exhibit. The library received a \$500 donation from Georgia Pacific.

NEW BUSINESS

Oregon Cascades West Council of Government Updates – Ryan Vogt

Ryan Vogt, executive director of the Oregon Cascades West Council discussed the annual report. Ryan shared the services Oregon Cascades West Council provides. The OCWCG is working on a wetlands account. A question was asked about the format of the board and CWACT meeting. They are exclusively remote, moving to hybrid in the board meetings soon. Input was given on the effectiveness of in person meetings. There was some discussion about how to get information out to citizens about services and programs offered by the COG.

Declare a Council Vacancy

Councilor Christine Raven has resigned due to increasing job and family obligations. 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.

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

Motion by: Councilor Isom, seconded by Council President Lorensen

Vote:

Ayes:

Motion Carries

Council Community Engagement

Administrator Norton followed up on discussion from last month to finalize details for the Council Community Engagement monthly event. There was discussion on what days and times work best for council. The third Thursday of every month at 7:00 was decided on. The first event is scheduled for October 20th.

Formation of a Parks Committee

Administrator Norton asked for the formation of a Parks Committee as the RARE Student will be joining the city in September and will be heading off the park project. Mayor Lachenbruch declared the creation of the Park Committee.

Councilor Isom advised Council that as part of community outreach, she has started attending the Central Linn School Board meetings. At the last one, she let them know that she will be attending and that the city wants a stronger partnership with the schools. This was greeted with enthusiasm.

ADJOURNMENT

Meeting adjourned at 8:01 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	October 11, 2022

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for August 2022 and for September 2022.

Summary:

Approving the August Financial Report includes approving check numbers 19851-19915 in the amount of \$49,837.50. The prior month's final check number was 19851.

Approving the September Financial Report includes approving check numbers 19916-19954 in the amount of \$21,628.19. The prior month's final check number was 19915.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the August 2022 Financial Reports and Journal Entries and the September 2022 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, 2022

<u>COMBINED CASH ACCOUNTS</u>		
01-0001001	COMBINED CASH - CHECKING	3,448.58
01-0001002	MONEY MARKET	31,270.06
01-0001003	INVESTMENT POOLED	1,992,585.20
	TOTAL COMBINED CASH	2,027,303.84
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,027,303.84)
	TOTAL UNALLOCATED CASH	.00

<u>CASH ALLOCATION RECONCILIATION</u>		
10	ALLOCATION TO (10) GENERAL FUND	431,290.17
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,103.42
20	ALLOCATION TO (20) STREET FUND	134,498.05
25	ALLOCATION TO (25) STREET & PATHWAY FUND	72,291.14
40	ALLOCATION TO (40) BOND FUND	59,000.35
55	ALLOCATION TO (55) LIBRARY FUND	17,916.76
60	ALLOCATION TO (60) WATER FUND	250,732.30
61	ALLOCATION TO (61) SEWER FUND	257,863.29
62	ALLOCATION TO (62) WATER RESERVE FUND	309,870.71
63	ALLOCATION TO (63) SEWER RESERVE FUND	157,505.92
65	ALLOCATION TO STORM WATER BLUE HERON FUND	29,627.94
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	12,899.58
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	107,359.97
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,779.70
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	123,387.23
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,691.16
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	4,486.15
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,027,303.84
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,027,303.84)
	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, 2022

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	34,931.15	Book Balance Previous Month:	12,875.32
Outstanding Deposits:	143.74	Total Receipts:	81,907.84
Outstanding Checks:	31,626.31	Total Disbursements:	91,334.58
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	3,448.58	Book Balance:	3,448.58

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1121	143.74						
						Total:	143.74

Deposits cleared: 30 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18156	13.27	19423	154.84	19913	1,470.00
7	3.86-	18163	.85	19774	75.00	19914	557.12
8	15.42-	18170	.50	19901	29.75	19915	185.00
9	13.77-	18344	2,000.00	19904	22.19	727202	5,387.59
14206	27.52	18489	100.00	19907	124.67	829202	211.35
17523	23.44	18511	150.00	19908	40.00	829202	9,051.46
17752	316.65	18692	28.50	19909	80.83	829202	1,717.08
18058	53.23	19068	28.50	19910	70.56	829202	5,310.48
18073	154.00	19077	68.45	19911	60.00	225201	260.20-
18155	1.63	19120	120.00	19912	4,307.13		
						Total:	31,626.31

Checks cleared: 60 items Checks Outstanding: 39 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, 2022

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	31,270.06	Book Balance Previous Month:	65,046.99
Outstanding Deposits:	.00	Total Receipts:	34,320.49
Outstanding Checks:	.00	Total Disbursements:	68,097.42
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	31,270.06	Book Balance:	31,270.06

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 20 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
08/31/2022	1	PERS Adj Madi	10-110-50-5402	PERS Retirement-Employer	90.02	
08/31/2022	2	PERS Adj Madi	01-0001001	Combined Cash - Checking	.00	90.02-
08/31/2022	3	CIS Adj Madi	10-110-50-5300	Employee Health Insurance	811.90	
08/31/2022	4	CIS Adj Madi	01-0001001	Combined Cash - Checking	.00	811.90-
08/31/2022	5	Old Ck 19320	85-510-55-5885	Reservation Deposit Refunds	30.00	
08/31/2022	6	Old Ck 19320	01-0001001	Combined Cash - Checking	.00	30.00-
Total CASH DISBURSEMENTS (CD):					931.92	931.92-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
08/31/2022	1	Trans MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
08/31/2022	2	Trans MM to CK	01-0001002	Money Market	.00	10,000.00-
08/31/2022	3	Trans MM to CK	01-0001001	Combined Cash - Checking	20,000.00	
08/31/2022	4	Trans MM to CK	01-0001002	Money Market	.00	20,000.00-
08/31/2022	5	Trans MM to CK	01-0001001	Combined Cash - Checking	38,000.00	
08/31/2022	6	Trans MM to CK	01-0001002	Money Market	.00	38,000.00-
08/31/2022	7	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	97.42	
08/31/2022	8	ACH Bank Fees	01-0001002	Money Market	.00	97.42-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					68,097.42	68,097.42-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
08/31/2022	1	MM Interest	01-0001002	Money Market	.55	
08/31/2022	2	MM Interest	10-000-40-650	Interest on Investments	.00	.55-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					.55	.55-

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
08/31/2022	1	ARPA tranche	01-0001003	Investment Pooled	111,168.51	
08/31/2022	2	ARPA tranche	10-000-40-705	Grants	.00	111,168.51-
08/31/2022	3	LGIP Interest	01-0001003	Investment Pooled	2,554.84	
08/31/2022	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	426.81-
08/31/2022	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	21.47-
08/31/2022	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	179.33-
08/31/2022	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	96.39-
08/31/2022	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	78.67-
08/31/2022	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	23.89-
08/31/2022	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	334.31-
08/31/2022	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	343.82-
08/31/2022	12	LGIP Interest	62-000-40-650	Interest on Investments	.00	413.16-
08/31/2022	13	LGIP Interest	63-000-40-650	Interest on Investments	.00	210.01-
08/31/2022	14	LGIP Interest	65-000-40-650	Interest on Investments	.00	39.50-
08/31/2022	15	LGIP Interest	68-000-40-650	Interest on Investments	.00	17.20-
08/31/2022	16	LGIP Interest	72-000-40-650	Interest on Investments	.00	143.15-
08/31/2022	17	LGIP Interest	73-000-40-650	Interest on Investments	.00	41.04-
08/31/2022	18	LGIP Interest	74-000-40-650	Interest on Investments	.00	164.52-
08/31/2022	19	LGIP Interest	80-000-40-650	Interest on Investments	.00	15.59-
08/31/2022	20	LGIP Interest	85-000-40-650	Interest on Investments	.00	5.98-
Total 822:					182,753.24	182,753.24-
Total JOURNAL ENTRIES (JE):					113,723.35	113,723.35-
References: 20 Transactions: 20						
Grand Totals:					182,753.24	182,753.24-

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
08/31/2022	PC	08/31/2022	8312022	Norton, Hilary	130		01-0001001	4,680.06-
08/31/2022	PC	08/31/2022	8312022	Andy Ridinger	210		01-0001001	4,328.04-
08/31/2022	PC	08/31/2022	8312022	Gangle, Larissa Michele	241		01-0001001	3,215.35-
08/31/2022	PC	08/31/2022	8312022	William Jones	245		01-0001001	2,834.81-
08/31/2022	PC	08/31/2022	8312022	Sara Cunningham Cooper	255		01-0001001	1,357.01-
08/31/2022	PC	08/31/2022	8312022	Madison LaCoste	256		01-0001001	1,697.33-
Grand Totals:			6					18,112.60-

Date	Check Number	Payee or Description	Check Amount
08/31/2022	1	PERS Adj Madi	90.02
08/31/2022	1	Trans MM to CK	10,000.00
08/31/2022	3	CIS Adj Madi	811.90
08/31/2022	3	Trans MM to CK	20,000.00
08/31/2022	5	Old Ck 19320	30.00
08/31/2022	5	Trans MM to CK	38,000.00
08/31/2022	7	ACH Bank Fees	97.42
08/01/2022	19852	Summary Transactions from AP System	16.33
08/01/2022	19853	Sara Cooper	444.00
08/01/2022	19854	Devco Engineering Inc.	1,460.00
08/01/2022	19855	Executive Cleaning	624.00
08/01/2022	19856	Ferguson Waterworks	555.33
08/01/2022	19857	Napa Auto Parts	11.99
08/01/2022	19858	Northern Willamette Valley Gutter	600.00
08/01/2022	19859	ODP Business Solutions, LLC	325.43
08/01/2022	19860	Petty Cash	298.36
08/01/2022	19861	Philomath Rental	9,240.00
08/01/2022	19862	Roome Telecommunications Inc.	290.48
08/10/2022	19878	Alyrica Networks	39.99
08/10/2022	19879	AT&T Mobility	178.38
08/10/2022	19880	AT&T	104.80
08/10/2022	19881	Carlson Hardware Inc.	66.92
08/10/2022	19882	CECO, Inc.	826.27
08/10/2022	19883	Brian Epperly	185.18
08/10/2022	19884	JSG Lawn Maintenance	1,800.00
08/10/2022	19885	Kelley Connect	510.78
08/10/2022	19886	Morley Thomas Law	300.00
08/10/2022	19887	Napa Auto Parts	18.03
08/10/2022	19888	One Call Concepts Inc.	9.60
08/10/2022	19889	Pacific Power	3,277.20
08/10/2022	19890	Renewable Resource Group, Inc	134.00
08/10/2022	19891	Willamette Valley Refrigeration	700.00
08/17/2022	19892	Carl Keating	30.00
08/17/2022	19893	Linn County Planning and Building Dept	178.57
08/17/2022	19894	Linn County Sheriff's Office	17,126.50
08/17/2022	19895	Local Government Law Group, PC	215.00
08/17/2022	19896	National Business Solutions	1,681.91
08/17/2022	19897	NW Natural Gas	47.59
08/17/2022	19898	Security Alarm Corp	122.51
08/17/2022	19899	Tammy Stice	30.00
08/24/2022	19900	Cascade Columbia Distribution	540.10
08/24/2022	19901	Industrial Welding Supply, Inc.	29.75
08/24/2022	19902	iSecure	40.00
08/24/2022	19903	Renewable Resource Group, Inc	261.00
08/24/2022	19904	Andy Ridinger	22.19
08/24/2022	19905	Void Check	.00
08/24/2022	19906	Tim Monson Photo & Design	600.00
08/24/2022	19907	U.S. Postal Service	124.67
08/24/2022	19908	State of Oregon	40.00
08/31/2022	19909	AT&T Mobility	80.83
08/31/2022	19910	Summary Transactions from AP System	70.56
08/31/2022	19911	Martha Chamberlain	60.00
08/31/2022	19912	Cardmember Service	4,307.13
08/31/2022	19913	League of Oregon Cities	1,470.00
08/31/2022	19914	Norm's Electric Inc.	557.12
08/31/2022	19915	Renewable Resource Group, Inc	185.00
08/31/2022	92201	DIRECT DEPOSIT TOTAL	18,112.60

Date	Check Number	Payee or Description	Check Amount
08/29/2022	82920221	AFLAC	211.35
08/29/2022	82920222	EBS Trust, CIS- Benefits	9,051.46
08/29/2022	82920223	IRS Tax Deposit	5,462.19
08/29/2022	82920224	Oregon Dept of Revenue - WC/UI	1,717.08
08/29/2022	82920225	P.E.R.S.	5,310.48
08/29/2022	82920226	VOYA	700.00
08/31/2022	83120221	Norton, Hilary - DIR DEP	.00
08/31/2022	83120222	Andy Ridinger - DIR DEP	.00
08/31/2022	83120223	Gangle, Larissa Michele - DIR DEP	.00
08/31/2022	83120224	William Jones - DIR DEP	.00
08/31/2022	83120225	Sara Cunningham Cooper - DIR DEP	.00
08/31/2022	83120226	Madison LaCoste - DIR DEP	.00
Grand Totals:			<u>159,432.00</u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19852	08/01/2022	559	Chown Hardware	Monthly Brivo Subscription-July 2022	10-110-55-5771	16.33
19853	08/01/2022	1116	Sara Cooper	ResourceMate Renewal	55-410-55-5770	444.00
19854	08/01/2022	91	Devco Engineering Inc.	Contstruction Drawings for East B St. Improvem	20-210-60-6002	1,460.00
19855	08/01/2022	954	Executive Cleaning	Contract Janitorial Service- July 2022	10-110-55-5680	624.00
19856	08/01/2022	848	Ferguson Waterworks	Hydrant Valve Box with Lid	60-310-55-5701	555.33
19857	08/01/2022	632	Napa Auto Parts	Tool Cleaning Supplies	10-110-55-5606	11.99
19858	08/01/2022	615	Northern Willamette Valley Gutter	Train Pavillion Gutter Installation	10-110-60-6016	600.00
19859	08/01/2022	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	325.43
19860	08/01/2022	308	Petty Cash	Greivance Flowers	10-110-55-5542	298.36
19861	08/01/2022	1117	Philomath Rental	Ditch Mower	68-330-60-6001	9,240.00
19862	08/01/2022	332	Roome Telecommunications Inc.	LIBRARY	55-410-55-5664	290.48
19878	08/10/2022	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
19879	08/10/2022	24	AT&T Mobility	Public Works Tablet	61-320-55-5655	178.38
19880	08/10/2022	24	AT&T	LONG DISTANCE	61-320-55-5662	104.80
19881	08/10/2022	46	Carlson Hardware Inc.	Shop Supplies- July 2022	61-320-55-5606	66.92
19882	08/10/2022	47	CECO, Inc.	Fuel	61-320-55-5615	826.27
19883	08/10/2022	1118	Brian Epperly	Planning Refund COH-22-6	10-110-55-5622	185.18
19884	08/10/2022	1062	JSG Lawn Maintenance	Monthly Landscape Services- August 2022	10-110-55-5910	1,800.00
19885	08/10/2022	1014	Kelley Connect	Monthly Copier Contract	61-320-55-5702	510.78
19886	08/10/2022	957	Morley Thomas Law	City Municipal Jude- August 2022	10-110-55-5648	300.00
19887	08/10/2022	632	Napa Auto Parts	Hex Driver	61-320-55-5606	18.03
19888	08/10/2022	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	9.60
19889	08/10/2022	297	Pacific Power	5th & L Pump	60-310-55-5672	3,277.20
19890	08/10/2022	19	Renewable Resource Group, Inc	Water/Sewer Lab Testing	61-320-55-5860	134.00
19891	08/10/2022	902	Willamette Valley Refrigeration	Refrigeration Maintenance	10-110-55-5619	700.00
19892	08/17/2022	1066	Carl Keating	Facility Reservation Deposit Refund-Park 8/6/20	85-510-55-5885	30.00
19893	08/17/2022	205	Linn County Planning and Buildin	Plan Review Fees	10-110-55-5561	178.57
19894	08/17/2022	208	Linn County Sheriff's Office	Law Enforcement Contract- Q1 2022/23	10-110-55-5645	17,126.50
19895	08/17/2022	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	215.00
19896	08/17/2022	1110	National Business Solutions	Contract IT Support-8/15-9/14/22	10-110-55-5770	1,681.91
19897	08/17/2022	263	NW Natural Gas	CITY SHOP	60-310-55-5671	47.59
19898	08/17/2022	688	Security Alarm Corp	Fire & Security Monitoring- August 2022	10-110-55-5771	122.51
19899	08/17/2022	1119	Tammy Stice	Facility Deposit Refund- Pavillion 8/13/2022	85-510-55-5885	30.00
19900	08/24/2022	48	Cascade Columbia Distribution	Water Treatment Plant-Sodium Hypochlorite	60-310-55-5675	540.10
19901	08/24/2022	160	Industrial Welding Supply, Inc.	Carbon Dioxide for Sprayer	61-320-55-5601	29.75
19902	08/24/2022	1023	iSecure	Document Shredding Service-	10-110-55-5616	40.00
19903	08/24/2022	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	261.00
19904	08/24/2022	328	Andy Ridinger	Mileage-DOT Physical Exam	60-310-55-5760	22.19
19906	08/24/2022	1120	Tim Monson Photo & Design	Quarterly Image Set	10-110-55-5910	600.00
19907	08/24/2022	314	U.S. Postal Service	Newsletter Postage-September 2022	10-110-55-5610	124.67
19908	08/24/2022	365	State of Oregon	Notary Application Fee- Madison LaCoste	10-110-55-5750	40.00
19909	08/31/2022	24	AT&T Mobility	Public Works Tablet	61-320-55-5655	80.83
19910	08/31/2022	660	Cafe' Coffee	Water Service- PW Shop	60-310-55-5606	70.56
19911	08/31/2022	55	Martha Chamberlain	Reservation Refund- Event Cancelled	85-510-55-5885	60.00
19912	08/31/2022	665	Cardmember Service	Wal-Mart-BBQ & Movie Night Food	10-110-55-5892	4,307.13
19913	08/31/2022	192	League of Oregon Cities	LOC Conference Registration & Managers Work	10-110-55-5750	1,470.00
19914	08/31/2022	258	Norm's Electric Inc.	Park Light Maintenance	85-510-55-5840	557.12
19915	08/31/2022	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	185.00
Grand Totals:						49,837.50

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF HALSEY
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2022

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	8,558.76
01-0001002	MONEY MARKET	60,784.53
01-0001003	INVESTMENT POOLED	1,896,586.64
		<hr/>
	TOTAL COMBINED CASH	1,965,929.93
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(1,965,929.93)
		<hr/>
	TOTAL UNALLOCATED CASH	<hr/> <hr/> .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	411,366.66
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,127.40
20	ALLOCATION TO (20) STREET FUND	137,511.34
25	ALLOCATION TO (25) STREET & PATHWAY FUND	72,398.79
40	ALLOCATION TO (40) BOND FUND	4,621.14
55	ALLOCATION TO (55) LIBRARY FUND	17,793.80
60	ALLOCATION TO (60) WATER FUND	257,981.25
61	ALLOCATION TO (61) SEWER FUND	260,860.16
62	ALLOCATION TO (62) WATER RESERVE FUND	310,332.13
63	ALLOCATION TO (63) SEWER RESERVE FUND	157,740.46
65	ALLOCATION TO STORM WATER BLUE HERON FUND	29,983.80
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	11,147.43
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	107,519.84
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,825.53
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	123,570.96
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,708.57
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	4,440.67
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,965,929.93
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(1,965,929.93)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
September 30, 2022

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	38,824.16	Book Balance Previous Month:	3,448.58
Outstanding Deposits:	.00	Total Receipts:	121,817.06
Outstanding Checks:	30,265.40	Total Disbursements:	116,706.88
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	8,558.76	Book Balance:	8,558.76

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 32 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18156	13.27	19423	154.84	19954	204.65
7	3.86-	18163	.85	19939	79.71	727202	5,387.59
8	15.42-	18170	.50	19941	149.01	829202	9,051.46
9	13.77-	18344	2,000.00	19944	66.36	829202	5,310.48
14206	27.52	18489	100.00	19948	439.06	927202	211.35
17523	23.44	18511	150.00	19949	128.10	927202	5,402.51
17752	316.65	18692	28.50	19950	78.50	225201	260.20-
18058	53.23	19068	28.50	19951	29.50		
18073	154.00	19077	68.45	19952	725.02	Total:	30,265.40
18155	1.63	19120	120.00	19953	76.00		

Checks cleared: 51 items Checks Outstanding: 37 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)
September 30, 2022

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	60,784.53	Book Balance Previous Month:	31,270.06
Outstanding Deposits:	.00	Total Receipts:	90,156.17
Outstanding Checks:	.00	Total Disbursements:	60,641.70
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	60,784.53	Book Balance:	60,784.53

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 24 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
09/30/2022	1	Covering USDA Bond payment	01-0001002	Money Market	23,800.00	
09/30/2022	2	Covering USDA Bond payment	01-0001001	Combined Cash - Checking	.00	23,800.00-
09/30/2022	3	Trans CK to MM	01-0001002	Money Market	30,000.00	
09/30/2022	4	Trans CK to MM	01-0001001	Combined Cash - Checking	.00	30,000.00-
Total CASH DISBURSEMENTS (CD):					53,800.00	53,800.00-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
09/30/2022	1	Trans MM to CK	01-0001001	Combined Cash - Checking	6,000.00	
09/30/2022	2	Trans MM to CK	01-0001002	Money Market	.00	6,000.00-
09/30/2022	3	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	97.70	
09/30/2022	4	ACH Bank Fees	01-0001002	Money Market	.00	97.70-
09/30/2022	5	USDA Bond Payment	40-610-70-7002	1997 Water Bond Principal Pmts	23,666.00	
09/30/2022	6	USDA Bond Payment	40-610-70-7020	1997 Water Bond Interest Pmts	30,878.00	
09/30/2022	7	USDA Bond Payment	01-0001002	Money Market	.00	54,544.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					60,641.70	60,641.70-

References: 7 Transactions: 7

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
09/30/2022	1	MM Interest	01-0001002	Money Market	.37	
09/30/2022	2	MM Interest	10-000-40-650	Interest on Investments	.00	.37-
09/30/2022	3	LGIP Trans CK	01-0001001	Combined Cash - Checking	100,000.00	
09/30/2022	4	LGIP Trans CK	01-0001003	Investment Pooled	.00	100,000.00-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					100,000.37	100,000.37-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
09/30/2022	1	LGIP Interest	01-0001003	Investment Pooled	2,923.05	
09/30/2022	2	LGIP Interest	10-000-40-650	Interest on Investments	.00	611.64-
09/30/2022	3	LGIP Interest	18-000-40-650	Interest on Investments	.00	23.98-
09/30/2022	4	LGIP Interest	20-000-40-650	Interest on Investments	.00	204.46-
09/30/2022	5	LGIP Interest	25-000-40-650	Interest on Investments	.00	107.65-
09/30/2022	6	LGIP Interest	40-000-40-650	Interest on Investments	.00	6.87-
09/30/2022	7	LGIP Interest	55-000-40-650	Interest on Investments	.00	26.46-
09/30/2022	8	LGIP Interest	60-000-40-650	Interest on Investments	.00	383.58-
09/30/2022	9	LGIP Interest	61-000-40-650	Interest on Investments	.00	387.86-
09/30/2022	10	LGIP Interest	62-000-40-650	Interest on Investments	.00	461.42-
09/30/2022	11	LGIP Interest	63-000-40-650	Interest on Investments	.00	234.54-
09/30/2022	12	LGIP Interest	65-000-40-650	Interest on Investments	.00	44.58-
09/30/2022	13	LGIP Interest	68-000-40-650	Interest on Investments	.00	16.57-
09/30/2022	14	LGIP Interest	72-000-40-650	Interest on Investments	.00	159.87-
09/30/2022	15	LGIP Interest	73-000-40-650	Interest on Investments	.00	45.83-
09/30/2022	16	LGIP Interest	74-000-40-650	Interest on Investments	.00	183.73-
09/30/2022	17	LGIP Interest	80-000-40-650	Interest on Investments	.00	17.41-
09/30/2022	18	LGIP Interest	85-000-40-650	Interest on Investments	.00	6.60-
Total 922:					217,365.12	217,365.12-
Total JOURNAL ENTRIES (JE):					2,923.05	2,923.05-
References: 18 Transactions: 18						
Grand Totals:					217,365.12	217,365.12-

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
09/30/2022	PC	09/30/2022	9302022	Norton, Hilary	130		01-0001001	5,149.02-
09/30/2022	PC	09/30/2022	9302022	Andy Ridinger	210		01-0001001	4,168.51-
09/30/2022	PC	09/30/2022	9302022	Gangle, Larissa Michele	241		01-0001001	3,242.09-
09/30/2022	PC	09/30/2022	9302022	William Jones	245		01-0001001	2,809.34-
09/30/2022	PC	09/30/2022	9302022	Sara Cunningham Cooper	255		01-0001001	1,475.02-
09/30/2022	PC	09/30/2022	9302022	Madison LaCoste	256		01-0001001	1,488.63-
Grand Totals:			6					18,332.61-

Date	Check Number	Payee or Description	Check Amount
09/30/2022	1	Covering USDA Bond payment	23,800.00
09/30/2022	1	Trans MM to CK	6,000.00
09/30/2022	3	Trans CK to MM	30,000.00
09/30/2022	3	ACH Bank Fees	97.70
09/30/2022	5	USDA Bond Payment	23,666.00
09/30/2022	6	USDA Bond Payment	30,878.00
09/08/2022	19916	Alyrica Networks	39.99
09/08/2022	19917	AT&T	98.19
09/08/2022	19918	Brownsville Body Shop	16.00
09/08/2022	19919	Carlson Hardware Inc.	64.59
09/08/2022	19920	Civil West Engineering Services, Inc.	1,497.29
09/08/2022	19921	Devco Engineering Inc.	390.00
09/08/2022	19922	Executive Cleaning	624.00
09/08/2022	19923	JSG Lawn Maintenance	1,800.00
09/08/2022	19924	Kelley Connect Co.	381.97
09/08/2022	19925	Morley Thomas Law	300.00
09/08/2022	19926	One Call Concepts Inc.	14.40
09/08/2022	19927	Pacific Power	2,920.89
09/08/2022	19928	Petty Cash	256.81
09/08/2022	19929	Renewable Resource Group, Inc	620.00
09/08/2022	19930	Roome Telecommunications Inc.	404.14
09/15/2022	19931	Blumm USA, Inc.	2,145.20
09/15/2022	19932	CECO, Inc.	806.98
09/15/2022	19933	Linn County Planning and Building Dept	222.51
09/15/2022	19934	Local Government Law Group, PC	322.50
09/15/2022	19935	NW Natural Gas	47.48
09/15/2022	19936	Samaritan Occupational Medicine	125.00
09/15/2022	19937	Security Alarm Corp	122.51
09/22/2022	19938	Cardmember Service	2,794.71
09/22/2022	19939	Demco	79.71
09/22/2022	19940	Linn Benton Tractor Co.	140.41
09/22/2022	19941	Napa Auto Parts	149.01
09/22/2022	19942	National Business Solutions	785.00
09/22/2022	19943	Norm's Electric Inc.	225.55
09/22/2022	19944	Hilary Norton	66.36
09/22/2022	19945	Renewable Resource Group, Inc	134.00
09/22/2022	19946	Security Alarm Corp	76.16
09/22/2022	19947	State of Oregon	2,276.00
09/22/2022	19948	Government Ethics Commission	439.06
09/22/2022	19949	U.S. Postal Service	128.10
09/27/2022	19950	AT&T Mobility	78.50
09/27/2022	19951	Department of Transportation	29.50
09/27/2022	19952	RAIN Oregon	725.02
09/27/2022	19953	Renewable Resource Group, Inc	76.00
09/27/2022	19954	Riverland Rentals	204.65
09/30/2022	92201	DIRECT DEPOSIT TOTAL	18,332.61
09/27/2022	92720221	AFLAC	211.35
09/27/2022	92720222	EBS Trust, CIS- Benefits	9,051.46
09/27/2022	92720223	IRS Tax Deposit	5,595.27
09/27/2022	92720224	Oregon Dept of Revenue - WC/UI	1,713.31
09/27/2022	92720225	P.E.R.S.	5,402.51
09/27/2022	92720226	VOYA	900.00
09/30/2022	93020221	Norton, Hilary - DIR DEP	.00
09/30/2022	93020222	Andy Ridinger - DIR DEP	.00
09/30/2022	93020223	Gangle, Larissa Michele - DIR DEP	.00
09/30/2022	93020224	William Jones - DIR DEP	.00
09/30/2022	93020225	Sara Cunningham Cooper - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
09/30/2022	93020226	Madison LaCoste - DIR DEP	.00
09/27/2022	225201946	Oregon Dept of Revenue - OTT	72.18
Grand Totals:			177,348.58

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19916	09/08/2022	934	Alyrica Networks	Shop Internet-September 2022	60-310-55-5662	39.99
19917	09/08/2022	24	AT&T	LONG DISTANCE	10-110-55-5662	98.19
19918	09/08/2022	36	Brownsville Body Shop	Fuel	61-320-55-5691	16.00
19919	09/08/2022	46	Carlson Hardware Inc.	Shop Supplies-August 2022	61-320-55-5606	64.59
19920	09/08/2022	945	Civil West Engineering Services, I	Wastewater Study	61-320-55-5900	1,497.29
19921	09/08/2022	91	Devco Engineering Inc.	East B Street Road Improvements	20-210-60-6002	390.00
19922	09/08/2022	954	Executive Cleaning	Contract Janitorial Service-August 2022	10-110-55-5680	624.00
19923	09/08/2022	1062	JSG Lawn Maintenance	Monthly Landscape Services-September 2022	10-110-55-5910	1,800.00
19924	09/08/2022	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	381.97
19925	09/08/2022	957	Morley Thomas Law	City Municipal Judge-September 2022	10-110-55-5648	300.00
19926	09/08/2022	272	One Call Concepts Inc.	Line Locates-August 2022	61-320-55-5546	14.40
19927	09/08/2022	297	Pacific Power	5th & L Pump	60-310-55-5672	2,920.89
19928	09/08/2022	308	Petty Cash	Fun Flicks-BBQ & Movie Night Tip for Movie Pro	10-110-55-5892	256.81
19929	09/08/2022	19	Renewable Resource Group, Inc	Lab Testing-Water Treatment Plant	60-310-55-5860	620.00
19930	09/08/2022	332	Roome Telecommunications Inc.	Library	55-410-55-5664	404.14
19931	09/15/2022	1121	Blumm USA, Inc.	Meeting Tech Equipment	10-110-60-6016	2,145.20
19932	09/15/2022	47	CECO, Inc.	Fuel	61-320-55-5615	806.98
19933	09/15/2022	205	Linn County Planning and Buildin	Plan Review Fees	10-110-55-5561	222.51
19934	09/15/2022	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	322.50
19935	09/15/2022	263	NW Natural Gas	Natural Gas Service- Shop	60-310-55-5671	47.48
19936	09/15/2022	1098	Samaritan Occupational Medicine	DOT Physical-Ridinger	61-320-55-5543	125.00
19937	09/15/2022	688	Security Alarm Corp	Fire & Security Monitoring-October 2022	10-110-55-5771	122.51
19938	09/22/2022	665	Cardmember Service	CarQuest-Vactor Truck parts	68-330-55-5691	2,794.71
19939	09/22/2022	760	Demco	Book Processing Supplies	55-410-55-5616	79.71
19940	09/22/2022	203	Linn Benton Tractor Co.	Trackhoe- AC Repair & Oil Change Supplies	61-320-55-5691	140.41
19941	09/22/2022	632	Napa Auto Parts	Hydraulic Hose for Trackhoe	61-320-55-5691	149.01
19942	09/22/2022	1110	National Business Solutions	Contract IT Support-9/15-10/14/22	10-110-55-5770	785.00
19943	09/22/2022	258	Norm's Electric Inc.	Install Cooling Thermostat and Exhaust Fan at	60-310-55-5682	225.55
19944	09/22/2022	673	Hilary Norton	Reimbursement for Fuel for VW	10-110-55-5760	66.36
19945	09/22/2022	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	134.00
19946	09/22/2022	688	Security Alarm Corp	Linn County Permit Fee to Install AES Radio	10-110-55-5771	76.16
19947	09/22/2022	365	State of Oregon	Water Quality Permit Annual Invoice 2022/23	61-320-55-5895	2,276.00
19948	09/22/2022	365	Government Ethics Commission	Annual Billing for Government Ethics Commissi	10-110-55-5731	439.06
19949	09/22/2022	314	U.S. Postal Service	Newsletter Postage-May 2022	10-110-55-5610	128.10
19950	09/27/2022	24	AT&T Mobility	Public Works Tablet	60-310-55-5662	78.50
19951	09/27/2022	1122	Department of Transportation	Government Exempt Plates for VW	10-110-55-5690	29.50
19952	09/27/2022	990	RAIN Oregon	Rural Economic Development Support 7/2022-	10-110-55-5891	725.02
19953	09/27/2022	19	Renewable Resource Group, Inc	Lab Testing-Coliform	60-310-55-5860	76.00
19954	09/27/2022	1123	Riverland Rentals	Stump Grinder Rental	10-110-55-5893	204.65

Grand Totals:

21,628.19

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



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

This Report Encompasses: 9/ 1/22 to 9/30/22

Total Incidents This Month: **32**

Incident Information:	Description
CAD# 2022155132 TIME: 9/1/2022 9:33:17PM CASE# CAD Only HALS	NON 911 ISSUE Reported at Block of 500 E E ST HALS
CAD# 2022156267 TIME: 9/3/2022 12:56:25PM CASE# CAD Only HALS HALSEY	FOUND PROPERTY Reported at Block of 1100 W 3RD ST HALS Citizen located a license plate in the ditch alongside Hwy 99E. Deputy seized the plate and took it to property & evidence.
CAD# 2022156307 TIME: 9/3/2022 2:13:39PM CASE# CAD Only HALS HALSEY	ALARM LAW ONLY Reported at Block of 700 W 1ST ST HALS False alarm at a local business.
CAD# 2022158282 TIME: 9/6/2022 12:39:37PM CASE# CAD Only HALS CALL TRANSFERRED TO OTI	TRANSFER 911 INFO - LAW CALL Reported at Block of 500 W C ST HALS
CAD# 2022158794 TIME: 9/7/2022 7:40:16AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 200 W 2ND ST HALS Extra patrol complete

Incident Information:

Description

CAD# 2022158972
TIME: 9/7/2022 11:57:01AM
CASE# 2203539
HALS
REPORT TAKEN

Report Filed. CRIMINAL MISCHIEF 3 - CRIME DAMAGE Reported At Block Of 400 W D ST
Occurred between 1200 hours on 8/24/2022 and 1157 hours on 9/7/2022 . Reported:

Citizen reported someone shot his game camera with a pellet gun, causing approximately
\$50 worth of damage. Investigation ongoing.

CAD# 2022159483
TIME: 9/8/2022 7:44:56AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 700 W 2ND ST HALS

Follow up on a case

CAD# 2022160935
TIME: 9/10/2022 2:38:54AM
CASE# CAD Only
HALS
HALSEY

DISTURBANCE Reported at Block of 400 W D ST HALS

Reported yelling coming from residence. Deputy arrived and found all was quiet.

CAD# 2022161045
TIME: 9/10/2022 9:53:00AM
CASE# 2203581
HALS
REPORT TAKEN

Report Filed. ANIMAL ABUSE 2 Reported At Block Of 300 W 3RD ST Occurred between
0952 hours on 9/10/2022 and 0953 hours on 9/10/2022 . Reported: 9/10/2022 Officer

Animal complaint. Someone shot callers cat. Deputy investigated.

CAD# 2022161057
TIME: 9/10/2022 10:11:18AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

MAIL THEFT Reported at Block of 700 PUFFIN ST HALS

Caller reported a package with earrings valued at \$50 was stolen on 09-06-2022 sometime
after 1327 hours. No known suspects.

CAD# 2022161945
TIME: 9/11/2022 5:25:10PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 300 W 1ST ST HALS

Extra patrol request

Incident Information:

Description

CAD# 2022162581
TIME: 9/12/2022 6:13:18PM
CASE# CAD Only
HALS
HALSEY

HARASSMENT Reported at Block of 300 W 1ST ST HALS

Female reported a male, "Flipped her off," and sat near her residence after she trespassed him from a local business.

CAD# 2022164108
TIME: 9/14/2022 11:55:22PM
CASE# CAD Only
HALS
CITE NO INSURANCE

TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS

Deputy stopped vehicle for erratic driving. Driver was cited for driving without a license and driving uninsured.

CAD# 2022165098
TIME: 9/16/2022 2:37:15PM
CASE# CAD Only
HALS
HALSEY

INFORMATION ONLY REPORT Reported at Block of 1100 CROWELL LN HALS

Male requested a deputy cut a lock off a storage unit to get his property back from his ex-girlfriend. Deputy learned it was reported to Springfield PD and the deputy had no legal authority to open the unit without a search warrant from SPD. Deputy told the male to contact SPD to gather the necessary documents.

CAD# 2022165884
TIME: 9/17/2022 7:05:46PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 1100 W 3RD ST HALS

A mother called her 13-year-old daughter as missing, as she had not seen her since noon that day. Deputy responded, but while en route, the daughter showed up. Mother advised she would handle the issue internally.

CAD# 2022165924
TIME: 9/17/2022 8:37:14PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 500 W 1ST ST HALS

Deputy was called to a possible burglary in progress. Deputy found the suspects, who had written permission to be on the property, as the real estate agent had allowed them to come take a trailer.

CAD# 2022166192
TIME: 9/18/2022 10:15:11AM
CASE# 2203689
HALS
REPORT TAKEN

REPORT PENDING. Original Call Type: THEFT Reported At Block Of 500 EGRET AVE
Occurred between 1015 hours on 9/18/2022 and 1015 hours on 9/18/2022 . Reported:

22 year old female lost her wallet at the end of an out of state trip. She initially thought she dropped the wallet in the house while unpacking from the trip but now believes it was stolen. She discovered an authorized on-line transaction through Amazon for 15 dollars after she

Incident Information:

Description

CAD# 2022166272
TIME: 9/18/2022 12:34:38PM
CASE# CAD Only
HALS
HALSEY

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS

Deputy located an elderly female slumped over in the driver seat of a vehicle. Deputy learned she just flew in and was exhausted. Female did not need any assistance. Non-criminal.

CAD# 2022167125
TIME: 9/19/2022 5:22:16PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 400 AMERICAN DR HALS

CAD# 2022167191
TIME: 9/19/2022 7:30:22PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

THREATS Reported at Block of 300 W 1ST ST HALS

Deputy spoke with a caller about an ongoing issue with a male. The deputy provided information.

CAD# 2022169464
TIME: 9/23/2022 9:20:02AM
CASE# CAD Only
HALS
CALL TRANSFERRED TO OTI

TRANSFER 911 INFO - LAW CALL Reported at Block of 1200 W 2ND ST HALS

CAD# 2022169922
TIME: 9/23/2022 9:15:21PM
CASE# CAD Only
HALS
HALSEY

TRAFFIC HAZARD Reported at Block of 700 W 3RD ST/W H ST HALS

Traffic hazard. Deputy checked the area and was UTL.

CAD# 2022170371
TIME: 9/24/2022 3:06:16PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

PHONE HARASSMENT Reported at Block of 700 PUFFIN ST HALS

Caller requesting a neighbor be told to stop contacting them. The message was delivered.

Incident Information:	Description
CAD# 2022170784 TIME: 9/25/2022 2:11:56AM CASE# CAD Only HALS CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 000 E F ST HALS <hr/> Two males attending a party got into a verbal argument. No crimes.
CAD# 2022171120 TIME: 9/25/2022 4:29:01PM CASE# 2203802 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: DEATH INVESTIGATION Reported At Block Of 300 W 5TH ST Occurred between 1629 hours on 9/25/2022 and 1629 hours on 9/25/2022 . <hr/> Deputies conduct death investigation.
CAD# 2022173562 TIME: 9/29/2022 2:50:01AM CASE# 2203860 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: TRAFFIC STOP Reported At Block Of 00 W 1ST ST Occurred between 0250 hours on 9/29/2022 and 0250 hours on 9/29/2022 . Reported: <hr/> Traffic stop, Caleb Tom age 38 of Corvallis was cited in lieu of custody for his warrant.
CAD# 2022173568 TIME: 9/29/2022 3:08:21AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Traffic stop, warned for equipment violation.
CAD# 2022173569 TIME: 9/29/2022 3:22:59AM CASE# 2203861 HALS REPORT TAKEN	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Traffic stop, Shane Brown age 40 of Albany was cited in lieu of custody for his warrant.
CAD# 2022174280 TIME: 9/30/2022 8:49:22AM CASE# CAD Only HALS CITATION ISSUED	TRAFFIC STOP Reported at Block of 400 W 2ND ST HALS <hr/> Tammie Marie Riscili, 56, of Sisters, was stopped in Halsey for traveling at 37 in a 20 mile-per-hour zone. Tammie and cited for Violating the Posted Limit.

Incident Information:	Description
<p>CAD# 2022174322</p> <p>TIME: 9/30/2022 10:00:16AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITATION ISSUED</p>	<p>TRAFFIC STOP Reported at Block of 000 AMERICAN DR/NW 2ND ST HALS</p> <hr/> <p>Cesar Octavio Bautista II, 22, of Eugene, was cited for Driving Uninsured (in a highway work zone).</p>
<p>CAD# 2022174353</p> <p>TIME: 9/30/2022 10:48:01AM</p> <p>CASE# 2203879</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>REPORT PENDING. Original Call Type: THEFT Reported At Block Of 600 W 3RD ST Occurred between 1048 hours on 9/30/2022 and 1048 hours on 9/30/2022 . Reported:</p> <hr/> <p>Anne P. Sunday, of Halsey, advised someone had stolen some yard tools from her driveway on 09/26/2022. A theft report was taken.</p>
<p>CAD# 2022174568</p> <p>TIME: 9/30/2022 4:36:16PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 400 W D ST HALS</p> <hr/> <p>Deputy left a voicemail with caller asking for a return call on Monday at Animal Control during business hours so a deputy could answer questions caller had about coyotes possible killing her cat.</p>

I. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	October 11, 2022

1. Julia Fox

I would like to introduce Julia Fox, our RARE member for this year. She will be with us for eleven months. She will be working on the Park Project plan, Emergency Response Plan, Local Wetlands Inventory and Comprehensive Plan update, and some local and regional-rural economic development.

2. RAIN Power Hours

Nathan Conroy of RAIN will be hosting "Power Hours" in the Halsey Community Center on the third Saturday of every month from 9 to 11. He will be available to anyone who wants to get advice on how to start or grow their business. Please spread the word to your friends and neighbors.

3. If I Were a Mayor Contest

The city will be partnering with the Central Linn School District on the "If I were a Mayor" contest. Elementary students, Middle and High school age students all have the opportunity to participate. There will be prizes for the local winners in each age group, and the winners will go on to compete at the state level.

4. Third Thursday Sign-ups

The October Third Thursday will be hosted by Councilor Strauss and Mayor Lachenbruch. Since it is just before Halloween, it will include activities for kids and families, and seasonal snacks. If you are available, come on by, and be sure to let your friends and neighbors know.

There is a Third Thursday sign up sheet included in your packet. Please check your calendars and sign up for the days you can commit to attend. If you can bring those to the meeting, we can check for any dates that have no one signed up.

5. Energy Study Question

There was an energy efficiency study done in 2018 that suggested that replacing some equipment at the water station and the lift station would reduce energy consumption and operations cost. At the time, we didn't have the capital to make the improvements. Three members of Council have expressed interest in installing solar panels to reduce energy consumption and cost. If I can find the funding in the currently approved budget, would Council be interested in updating the energy study, and possibly incorporating a solar energy feasibility study? If there isn't enough space in the budget, I could try to work this in to the next fiscal year budget.

6. Assistance to the Central Linn School District

The school has lost a part of its parking lot to the Highway 99 project. I would like to ask Council's permission to pull \$1000 out of the Community Partners Donation fund to help with the cost of gravel, and to offer some public works staff time to some replacement parking solutions and to assist with repairing a leak in their water line.

7. Letter to the League of Oregon Cities Update

Patty Mullvihill, the interim Director of the LOC responded positively to Halsey's letter of concern. She has asked if she, the director of legislative affairs and the director of member services can come to Halsey to meet with the Mayor and myself. We don't yet know when that meeting will be. If any of you are interested in attending, please let us know and we will include you in scheduling logistics. I think it will be late October or early November, and probably during regular business hours.

8. Council and Staff Holiday Party

Please bring your calendars or know your unavailable dates if you can. The parade will be the first week in December, so possible dates to consider – Friday 12/9, Saturday 12/10, Saturday 12/17.

THIRD THURSDAY

7:00 PM, LOCATION VARIES

Date						
October 20th	Mayor		Halloween?			
	Stacy Strauss					
November 17th	Ken Lorensen		Sharing Hands? Food drive?			
December 15th						
January 19th						
February 16th						
March 16th						
April 20th						
May 18th						
June 15th						
July 20th						
August 17th						
September 21st						

I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	October 11, 2022

Water Distribution:

Water Produced	3,172,000 Gallons
Daily Average	106,000 Gallons

Wastewater Collected:

WW Collected	1,047,000 Gallons
Daily Average	35,000

Water:

Repaired 2- water leaks that the Highway project contractor created.

The 30 HP distribution pump at the water treatment plant stopped working properly, we have the pump in the shop for repair, installed stand by pump.

Sewer:

Sewer cleaning on W. 5th and W. 3rd St.

Mowing at the lagoon.

Streets:

Tree trimming around town in front of stop signs.

Cut stump and used stump grinder at the Elementary school.

City hall:

Repaired water leak to sprinkler system at city hall, installed new HALSEY sign on the wood train cover.

Park:

Major ditch cleaning where the poplar trees are in the park, and also major tree trimming in the park.

Miscellaneous:

Replaced blown hydraulic hose, oil change, installed new AC belt on the Track-hoe.

Welding repairs on two of our track- hoe buckets and dump truck

I. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	October 11, 2022

Circulation for September		Total Circulation since opening (Aug. 2015)	10,986
Fiction	100		
Non-Fiction	34	Total Number of Patrons to Date	554
Total	134		
Cities Represented in Circulation		Total Number of items in collection	4477
Halsey	131		
Shedd	0	Avg. Daily Threshold Count since opening	6.18
Corvallis	3	Average Daily Threshold Count for September	5.0
Sweet Home	0		
Value of Inventory Through September			
Fiction	\$46,935.59		
Non-Fiction	\$33,019.75	Books added to inventory in September	28
Total	\$79,955.34		

Updates

Daily threshold count was about 5 patrons per day. 110 patrons came into the library in the month of September.

We added 28 books to our collection. I weeded out books from the children's fiction and non-fiction section.

I am working on the statistical report that is due October 31.

The rotating art exhibit started on October 1 and we will have 4 artists rotate through over the next 12 months.

Bookmobile sale will be Saturday, November 19.

5K will be in April. Exact date to be determined.

I. REPORTS TO COUNCIL

2. Council Reports		
a. Sharing Hands		
Council Action:	<i>NONE</i>	October 11, 2022

Councilor Lorensen is currently serving on the board of Sharing Hands. He may provide an update to the Council.

I. REPORTS TO COUNCIL

2. Council Reports		
b. Central Linn School District		
Council Action:	<i>NONE</i>	October 11, 2022

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

K. NEW BUSINESS

1. Appoint a City Councilor		
Council Action:	MOTION	October 11, 2022

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

Summary: We have three applications for the position: Eldon Albertson, Jeremy Romer, and Anne Sunday.

The appointed Councilor will serve the remainder of the current term, which ends on December 31, 2024.

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. All three candidates meet this requirement.

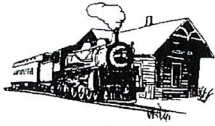
Council may invite candidates to speak and may ask them questions about their background or qualifications or reasons for wanting to serve.

Council may also postpone filling the position.

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

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

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



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

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

Application for City Council

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

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Eldon Albertson

Address: 491 West 3rd Street, Halsey, Oregon

Phone Number: 541-369-2450

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

Are you registered to vote in the City of Halsey? yes

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

Education: College Graduate From University of Oregon

Employer: Retired

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

HALSEY City Council For 6 years, HALSEY Planning Commission; Now, HALSEY Budget Committee, US ARMY Special Agent in Counter Intelligence - 3 1/2 years

Why do you wish to serve on City Council?

To Help maintain The ~~Present~~ Present good path That Halsey has been on into The Future.

Any other Comments:

Signed: Eldon Albertson

Date: 21 Sept 2022

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.



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

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

Application for City Council

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

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Jeremy Romer

Address: 287 W J St

Phone Number: (541) 990-8445

Have you been a resident of the City of Halsey for at least one year? Yes, since 2002

Are you registered to vote in the City of Halsey? Yes

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

Education: Masters Degree - Oregon St. University

Employer: Oregon Dept. of Fish and Wildlife (ODFW)

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

Vice President of OR Chapter American Fisheries Society 2016
OR Watershed & Enhancement Board ODFW Liaison 2004

Why do you wish to serve on City Council?

Better serve my local community, ensure our community stays safe, healthy and
retains our small-town rural values

Any other Comments:

Signed: Jeremy D. Romer

Date: 9/8/22

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CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

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

Application for City Council

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

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Anne Sunday

Address: 650-W. 3rd St.

Phone Number: 206-200-0890

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

Are you registered to vote in the City of Halsey? yes

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

Education: 2yr. Degree as Geomatic Engineer

Employer: Retired/Temp: Linn County Election Board

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

Halsey - Financial Committee x2; City Planning Commissioner; Infrastructure Committee; I have been actively involved in zone code changes that benefitted all in that zone. I am employed as needed w/ Linn County Election Board. I have many experiences w/ various grmt agencies over

Why do you wish to serve on City Council?

I have live here since 2002 and am a property owner. I care about what happens in this small town. I LOVE it here and want to be able to be a part of keeping it a viable community for everyone to be able to live here in peace and safety.

Any other Comments:

my lifetime that can benefit this small town and the people who live here. I AM Planning to live here for the rest of my life. I want a say so in what happens.

Signed: Anne Sunday

Date: 9-28-2022

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K. NEW BUSINESS

2. Appoint Park Committee Members		
Council Action:	MOTION	October 11, 2022

Issue Statement: Council is asked to appoint members to the Park Committee.

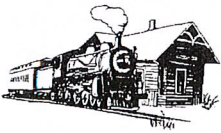
Summary: We have two applications for the Parks Committee: Daphne Sampson and Gabriel Flores. We will continue to advertise and hope to get some additional members appointed in November.

The Parks Committee will participate in the design process of a proposed parks improvement plan. They will make recommendations and help prioritize the use of space.

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

➤ **Possible Motion:** I move that the governing body of the City of Halsey appoint [name] to the Park Committee.

- **Council Options**
 1. Appoint candidates
 2. Postpone appointments
 3. Provide further direction to staff



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

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

Committee Application

The following vacancy has been declared by the City Council: Parks Committee

Name of Applicant: Gabriel Flores

Address: 91 W. 5th St. Halsey, OR 97348

Phone Number: (361) 774-4834

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

Volunteer farm hand, Oct-Dec 2018

Community Service Chair, National Society of Leadership + Success, Jun 2018-
Jun 2019

~~Safety~~ Unit Safety Chair, USDA-ARS-NCCGR, Dec 2021-Current

Explain why you are interested in joining the Parks Committee

Primarily, I am interested in having a part in creating
and maintaining natural areas that parks can provide. Further,
I am interested in learning more about the Halsey community
and serving it in a way that is beneficial to everyone. I am
also interested in gaining experience in grant writing.

Any other Comments:

I have a Bachelors in Biology with a minor in Environmental
studies from the University of Oregon. I have experience
in heavy duty equipment repair and currently I do nursery
and farm management for USDA-NCCGR

Signed: 

Date: 10/3/22



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

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

Committee Application

The following vacancy has been declared by the City Council: Parks Committee

Name of Applicant: Daphene Sampson

Address: 1325 W. 3rd St.

Phone Number: 541 790 1219

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

City of Eugene Parks & Open Space Park Specialist & Managed Owen Memorial Rose Garden
Willamalane Park & Recreation Park Specialist/Volunteer Coordinator 2008-2015 2015-2020
City of Veneta Park Board Chair/Board Member 2010 - 2012
MAC's Board Member (Maintenance & Construction Section of ORPA) 2010-2012

Explain why you are interested in joining the Parks Committee

With the vast knowledge, understanding & experience I bring to the board, I offer a good perspective of Park needs, and an understanding of maintenance & costs associated with that. I recognize the need of trust and transparency with the community when it comes to funding as well as the meeting the needs of the community.

Any other Comments:

Please review my resume for further detail of experience

Thank you

Signed: Daphene

Date: 9/8/22

As a Park Specialist 2

- Acquired CDL and assisted others to acquire theirs
- Right-of-way debris clean up during storm events and leaf season
- On call phone/weekend work required
- Supervising weekend staff

Willamalane Park and Recreation District

Springfield, OR

April 2008- April 2015 Park Specialist II

Oversaw and managed a designated region of parks within the District throughout the City of Springfield.

- Park Volunteer Coordinator, by collaborating park projects, organizing/leading volunteer work parties, volunteer safety and first aid, and providing snacks after project is completed
- Operation of park equipment both heavy equipment such as large mowers down to small engine power equipment
- Supervising seasonal and volunteer staff
- Plan, prepare and facilitate park landscape, plant design and maintenance schedule
- Collaborating with multiple government agencies for upcoming volunteer work parties within park district as well as large events welcoming thousands of citizens
- Written reports, daily safety topics, presentations, and served on safety committee board for 3-year term
- Law enforcement assistance with Springfield Police as needed to trespass at times hostile individuals not complying with park rules, city ordinances
- Implemented safety practices for both staff(trainings) and patrons (responding to concerns)

PROFESSIONAL EDUCATION, CERTIFICATION AND ASSOCIATIONS:

- | | |
|---|-----------------------|
| • Hazwoper 4 Hour Refresher | April 2022 |
| • APWA Developing Leader Certification | March 2022 |
| • Belonging-Inclusive Public Service/Respectful Workplace | July 2022 |
| • OSHA Heat Requirements Training | August 2022 |
| • Storm Scout Training | March 2021 |
| • Introduction to the Career Development Pgrm | October 2022 |
| • Preventing Workplace Violence | October 2020 |
| • Positive Communication to Build and Engaged Team | July 2020 |
| • Coaching and Correcting Job Performance | July 2020 |
| • Intro to Leadership Exploration and Development Pgrm | May 2020 |
| • Current Class A CDL/excellent driving record | November 2015 |
| • Oregon Tilth Organic Land Care Accreditation Training | October 2014 |
| • Ornamental Turf and Herbicide License | November 2008-current |
| • Flagger Certification | June 2021 |
| • MACS/ORPA Irrigation Workshop | December 2011 |
| • OSU Extension Master Gardener for Lane County | April 2011 |
| • Pacific Northwest Resource Management School | February 2010 |

OTHER ACHIEVEMENTS:

- | | |
|--|------------|
| • Willamalane Park and Recreation District-Achievement Award | 2014, 2011 |
| • Springfield Citizen Police Academy | 2013 |
| • City of Veneta Park Board-Chairperson, Board Member | 2010-2012 |

References Upon Request

K. NEW BUSINESS

3. Appoint Representatives to the Oregon Cascades West Council of Governments Board
--

Council Action: MOTION

October 11, 2022

Issue Statement: The Council is asked to appoint a representative and an alternate to the Oregon Cascades West Council of Governments (OCWCOG) Board.

Summary:

Oregon Cascades West Council of Governments (OCWCOG) manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG helps businesses find appropriate capital; assists seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments. Each program works towards OCWCOG's mission of helping the region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

The OCWCOG **Board of Directors** is the governing Board of the association, composed of local elected officials, who serve on the Commissions and Councils, within, and including, the Counties of Benton, Lincoln, and Linn. The Board sets the policy for the association and approves OCWCOG's annual work plan and budget.

As a member of OCWCOG, Halsey is entitled to have a representative from the City Council sit (and vote) on the OCWCOG Board.

- **The COG Board meets from 2-4 pm on alternating 3rd Thursdays. Please see the attached calendar.**
- **Attendance can be in-person in the Albany office or remote via Zoom.**
- **The primary member does not have to attend every meeting. However, they are the only one who can vote at the COG Board Meetings.**

➤ **Possible Motion:** I move that the governing body of the City of Halsey appoint _____ [name] _____ as the Oregon Cascades West Council of Governments **representative**

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

➤ **Possible Motion:** I move that the governing body of the City of Halsey appoint _____ [name] _____ as the Cascades West Council of Governments **alternate representative**.

- **Council Options**
 1. **Appoint a new alternate representative**
 2. **Postpone appointment**
 3. **Provide further direction to staff**

K. NEW BUSINESS

4. Appoint Representatives to the Cascades West Area Commission on Transportation	
Council Action: MOTION	October 11, 2022

Issue Statement: The Council is asked to appoint a representative and an alternate to the Cascade West Area on Transportation (CWACT).

Summary:

CWACT provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Benton, Lincoln, and Linn County Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT) on State transportation plans and policies.

Halsey is entitled to one representative and one alternate representative. They participate in CWACT meetings, making sure Halsey's perspective is represented and bring reports back to the City Council.

The CWACT typically meets from 5:00 pm to 7:00 pm on the fourth Thursday of every other month. Meeting agenda packets are available approximately one week in advance of each meeting. The meetings can be attended in person or remotely via Zoom.

- **Possible Motion:** I move that the governing body of the City of Halsey appoint _____ [name] _____ as the Cascades West Area Commission on Transportation **representative**.

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

- **Possible Motion:** I move that the governing body of the City of Halsey appoint _____ [name] _____ as the Cascades West Area Commission on Transportation **alternate representative**.

- **Council Options**
 1. **Appoint a new alternate representative**
 2. **Postpone appointment**
 3. **Provide further direction to staff**

K. NEW BUSINESS

5. Well 69 Update		
Council Action:	NONE	October 11, 2022

Issue Statement: Council is provided an update on the Well 69 project.

Summary: Well 69 has failed. Council decided to move forward with replacing the well.

Funding

No direct access to Infrastructure Jobs Act funds has been found yet. Hilary will keep researching options. There may be a possibility for a Congressional directed spending. At the state level, IJA funds will be funneled through existing programs, such as the Safe Drinking Water Revolving Loan Program and the Clean Water State Revolving Loan Fund. IJA funds will be used to increase loan forgiveness amounts. This would involve some loan amount, which we could then pay part off immediately with some or all the ARPA funds. The application period opens only twice a year, so a letter of intent was submitted by the September 15th deadline. The city is not obligated to accept a loan, but it gets the project in the queue for review and approval. There is also the possibility that in the next few months Halsey may become eligible for USDA funds and grants. If so, this would give open another option.

Process

Process has been discussed with Civil West, OAWU, GSI, Oregon Water Resources Department, and Business Oregon. If the new well is drilled within 500 feet of the old well, the city may not need to apply to transfer the water rights. Instead, it would be an amendment to the existing permit. The GSI study will work as the well feasibility study. The city needs to secure funding, to have above ground and below ground engineering done, to do a competitive bid process for a contractor, and then build the well.

Engineering

We have applied for a \$20,000 TA grant through Business Oregon to help with the pre-engineering costs. An estimate from GSI for preplanning and pre-engineering is attached. The estimated cost is about \$80,000. We will seek multiple bids or do an RFP, but part of the budgeted ARPA funds will go to those engineering costs.



Proposed Scope of Work and Fee Estimate

To: Hillary Norton, City Administrator – City of Halsey

From: Chris Wick; Walt Burt, RG - GSI Water Solutions, Inc.

Date: September 21, 2022

RE: Design and Construction Management Services for the City of Halsey Well 69 Replacement

GSI Water Solutions, Inc. (GSI) is pleased to present this scope of work and fee estimate to the City of Halsey (City) to assist the City with developing a new municipal-supply water well that will replace the City's existing Well 69. For this new scope of work, it is assumed that the replacement well will be completed to a similar depth and construction to the existing Well 69 (LINN 13705) and nearby Well 98 (LINN 51585). The City will also submit a permit amendment application to add the replacement well to the City's existing water right permits (G-12998 and G-15551). This scope of work will also include support for the decommissioning of existing Well 69.

Scope of Work

The proposed scope of work for completion of the replacement well is broken into several tasks as follows:

- Task 1 – Design and Contractor Selection Services
- Task 2 – Water Rights Permitting Support
- Task 3 – Drinking Water Source Permitting
- Task 4 – Construction Management and Oversight during Well Drilling and Testing
- Task 5 – Well Decommissioning Support
- Task 6 – Well Construction Report

Task 1 – Design and Contractor Selection Services

GSI will complete the planning and design work necessary to select a qualified drilling contractor for the drilling and construction of the below-ground portion of the replacement well. Work under this task will include formulating a drilling and testing plan, developing a preliminary well design, developing technical specifications and supporting materials for bidding the well drilling; and preparing a bid package for public advertisement of the project, using general conditions and contract requirements provided by the City. Specific work elements of this task will include:

- Meet with the City to review the drilling approach and design tradeoffs for the project, and identify and/or finalize alternatives and requirements for the drilling project, including, but not limited to a source of water needed for drilling, water and cuttings management, erosion control, site security, noise restrictions, and safety.
- Finalize the drilling and testing plan
- Finalize a preliminary well design

- Develop and submit technical specifications for drilling and testing of the replacement well, including a bid sheet and engineer's estimate. The technical specifications will include work schedule, noise mitigation and other requirements for the drilling project.
- Develop and integrate the technical specifications for decommissioning existing Well 69.
- Assist the City with developing qualifications to be required of licensed drilling contractors bidding on the project.
- GSI will synthesize the technical specifications with the City's contract and bid shell documents and solicit interest for the project by contacting qualified contractors.
- Lead a mandatory pre-bid meeting and provide assistance to the City in responding to questions from potential bidders on the project.
- Assist the City with preparing addenda to the contract documents, as necessary.
- Review submitted bids and qualifications; follow up with bidders to obtain clarification of bid assumptions, as needed.
- Provide the City with an assessment of our bid review and recommendation for selection based on responsiveness and considering whether submitted bids are balanced and are deemed to be in the public interest.

Assumptions

Assumptions for Task 1 include:

- One site visit is assumed for field verification of well setbacks and one site visit for the pre-bid meeting
- The City will provide contract and other boiler plate bid shell documents
- It is anticipated that the well drilling contract will be publicly bid and the City will award the contract directly.
- No more than two addenda will be prepared

Deliverables

Deliverables for Task 1 include:

- Bid package including the including the City's contract documents or bid-shell with GSI's technical specifications for the new replacement well and decommissioning the existing well including a bid sheet and engineer's estimate.
- Up to two addenda addressing Contractor questions on the technical specifications.

Task 2 – Water Rights Permitting Support

Water right transactions to authorize groundwater use from the replacement well will be required and processed by Oregon Water Resources Department (OWRD). Use of the City's existing wells is authorized by two water right permits (G-12998 and G-15551). This task will include developing and submitting a permit amendment application to add the replacement well to both of the City's existing water right permits. We anticipate that this task will be initiated as soon as the well location is finalized. Work activities completed under this task include, but are not necessarily limited to:

- Work with the City to compile data and information needed to prepare the transfer application.
- As needed, assist the City to coordinate any land use review with the City or County required as part of the permit amendment application.
- Develop a draft permit amendment application and required attachments for City review.
- Submit the final permit amendment application to OWRD and facilitate OWRD review of the application.
- Respond to any questions from OWRD staff and review draft processing documents developed by OWRD.
- Communication with the City, as needed

Assumptions:

Assumptions for Task 4 include:

- The City will pay all OWRD fees and costs associated with the permit amendment application.
- The City will pay the OWRD permit amendment application fee estimated at \$2,450 based on OWRD fees as of September 2022. These fees are not expected to increase until July 2023.

Task 3 – Drinking Water Source Permitting

Oregon Health Authority (OHA) rules require submittal of design and construction plans for a new public water supply for review and approval prior to beginning construction. In practice, this “plan review” process for a new well is completed in phases, with an initial submittal being focused on well location siting requirements and preliminary design of the well, and subsequent submittal after construction of the well to document the construction and testing of the well. (Note: plan review submittals relating to the pump station for the well and water system connection are required in addition to the plan review documents prepared by GSI, but those tasks will be completed by Civil West Engineering Services (Civil West) under a separate scope of work to the City). GSI’s work under this task is expected to include:

- Prepare an initial plan review submittal including well location and sanitary setback information, proposed well construction details documented in technical specifications, and a land use compatibility statement signed by the County planning authority.
- After construction of the below ground portion of the replacement well, prepare a second plan review submittal including the final as-built, State Water Well Report, aquifer testing results, and water quality analysis results.
- Facilitate OHA review, as needed.

Assumptions

Assumptions for Task 2 include:

- The City will pay the OHA-DWS plan review fee (\$3,300), and fee funds are not included in the budget.

Deliverables

Deliverables for Task 2 include:

- Two submittals in support of a plan review for the replacement well.

Task 4 – Construction Management and Oversight during Well Drilling and Testing

GSI will provide technical and budgetary oversight during drilling of the replacement well, with specific focus on key periods during drilling and construction, to document that the well is completed in accordance with the design specifications. Based on the anticipated depth of the replacement well, it is anticipated that drilling and construction of the well will take approximately 6 to 8 weeks. Specific work elements of this task will include:

- Coordinate a pre-construction meeting with the selected drilling contractor to review the drilling project and respond to questions from the drilling contractor on the project.
- GSI will subcontract, coordinate, and oversee a private utility locate to clear the selected drilling location of subsurface utilities prior to drilling.
(Assumes 1 site visit)
- Provide oversight during drilling of the replacement well, including daily communication with the driller when not on-site and provide the City, at a minimum weekly progress updates.
(Assumes 4 site visits during drilling of the borehole, including daily oversight during drilling of the target aquifer)
- Review drilling contractor submittals and assist the City with review of drilling contractor progress invoices based on our field observations during drilling and installation of the well.
- Develop a stratigraphic log of the geologic materials encountered during drilling based on visual inspection of drill cuttings and driller observations. Compile two chip trays of the drill cuttings for archival purposes.

- Work with the drilling contractor to finalize the design for the well based on the subsurface conditions encountered, including well depth, filter pack gradation, well screen slot size, well screen length, and placement of the well screen interval(s).
- Provide oversight during installation of the well, including inspection of well screen, installation of the well screen assembly, filter pack installation, and development of the completed well.
(Assumes daily oversight for 1 week)
- Provide, install, and remove instrumentation for collection of water level data during the aquifer testing and periodic observation during the aquifer testing.
(Assumes 3 site visits)
- Analyze the data collected from the step-rate drawdown test to evaluate well performance and to select a pumping rate for the constant-rate test. (Assumes a 24-hour constant rate test – final test duration will be determined during the design process)
- Collect a sample of the groundwater near the end of the constant-rate drawdown test to be submitted to a City-approved Oregon certified laboratory for analysis of Safe Drinking Water Act (SDWA) constituents and general geochemical parameters (e.g., common ions). The results from this sampling is a required submittal for the OHA Plan Review process. Our fee estimate includes \$3,000 in laboratory analytical costs for this sample
- Provide oversight during alignment and plumbness testing of the completed well and review testing results to confirm compliance with design specifications.
(Assumes 1 site visit)
- Provide oversight during video survey of the completed well.
(Assumes 1 site visit)

Assumptions

Refer to itemized underlined assumptions listed in work scope above.

Task 5 – Well Decommissioning Support

The City has requested that existing Well 69 be decommissioned by the drilling contractor following the completion of the replacement well. This task will include periodic field oversight and documentation of the decommissioning of existing Well 69 in compliance with Oregon Administrative Rules (OAR) well decommissioning standards. GSI will monitor the decommissioning activities to verify that Contractor activities are completed with OAR standards and is protective of the new replacement well and groundwater resource.

Specific work elements by GSI for this task will include:

- Provide periodic field observation to document well decommissioning activities by the drilling contractor, including during the pre- and post-perforation well videos, well perforation, and grouting of the decommissioned well.
- Review drilling contractor submittals for OAR well decommissioning standards.
- Provide regular project updates to the City during decommissioning activities

Assumptions:

Assumptions for Task 5 include:

- Well decommissioning will occur after the replacement well has been permitted and operational for the City.
- Assume a total of approximately 3 site visits by GSI field staff during the pre- and post-perforation well video inspections (to view the videos in real-time), well perforation, and other well decommissioning activities.

Task 6 – Well Construction Report

GSI will prepare a report that documents the results of the drilling, construction, development, and testing of the replacement well. The report will include copies of project submittals, testing results, as-built drawing, and GSI's recommendations for pumping rate, pump setting, and pumping level for design of the pump system for the new well. The report will also include documentation on the decommissioning of existing Well 69.

GSI's work under this task is expected to include:

- Prepare a draft report for review by the City and Civil West.
- Meet with City and Civil West to go over the report content.
- Prepare a final report that incorporates comments received on the draft review from the City and Civil West.

Assumptions

Assumptions for Task 6 include:

- The meeting to go over the results of the draft report with the City and Civil West will be conducted by phone or Teams (virtual) conference.

Deliverables

Deliverables for Task 6 include:

- Draft and final versions of the well construction report.

Budget Estimate

GSI's proposes to complete this work on a time-and-materials basis for a total fee of **\$82,685**. We will not exceed this fee estimate without written approval. The table below provides a cost breakdown by major task.

Our scope of work and fee estimate is based upon our current project understanding. GSI will work closely with the City to adjust and refine the scope and fee estimate, if necessary, based on the City's project needs.

Table 1. Estimate Budget

Tasks	Labor Hours	Labor Cost	Outside Services	Direct Expenses	Total
Task 1 – Design & Contractor Services	127	\$18,050	\$0	\$260	\$18,310
Task 2 – Water Rights Permitting Support	43	\$5,700	\$0	\$0	\$5,700
Task 3 – Drinking Water Source Permitting	59	\$8,915	\$0	\$0	\$8,915
Task 4 – Construction & Testing Oversight	241	\$29,570	\$3,960	\$2,200	\$35,730
Task 5 – Well Decommissioning Support	36	\$4,520	\$0	\$390	\$4,910
Task 6 – Well Construction Report	67	\$9,120	\$0	\$0	\$9,120
Project Totals	571	\$75,875	\$3,960	\$2,850	\$82,685

Schedule

We are prepared to begin working on Task 1 immediately upon receipt of written authorization to proceed. We anticipate coordinating with the City to establish a schedule for deliverables, contractor selection and drilling depending on anticipated costs and City budgetary considerations.

GSI would like to thank you for this opportunity to continue providing consulting services to the City of Halsey. If you find this scope of work acceptable, please sign the signature line at the end of this Contract letter (final page) and return a copy to us as your authorization for us to proceed with the project. Please call me at (971) 200-8533 if you have any questions.

Sincerely,
GSI Water Solutions, Inc.

Chris Wick
Consulting Hydrogeologist

Walt Burt, RG
Principal Hydrogeologist

K. NEW BUSINESS

6. Inflow & Infiltration Study (I&I)		
Council Action:	CONCENSUS	October 11, 2022

Issue Statement: The Inflow and Infiltration (I&I) Report is complete. It has been submitted to Business Oregon to close out the technical assistance grant. Council is asked to consider making repairs to the wastewater system, and what the timeline for those repairs should be.

Summary: Resolving I&I issues reduces the amount of material processed each year, which reduces operations cost, and reduces how much treated wastewater must be discharged. The I&I Study identified several high priority I&I repairs. It may be worth the investment to reduce reserve contributions for the next few years to make these repairs to the system.

The study identified and prioritized needed I&I repairs into three groupings.

Priority 1 Project (expected to fail within the next 5 years)	\$70,977
Priority 2 Project (expected to fail within the next 5-10 years)	\$85, 911
Priority 3 Project (expected to fail within the next 5-10 years)	<u>\$93,900</u>
	\$250,788

Existing Revenue

If we use the funds normally budgeted for ongoing I&I work, and reduce contributions to the sewer reserve fund, we may be able to complete these projects every two to three years without debt. The proposed timeline would be:

Priority 1 Project – Spring of 2024
Priority 2 Project – Spring of 2026
Priority 3 Project – Spring of 2029

Extending the timeline will reduce the impact on reserve contributions, but each year that passes will increase the costs of the projects. This might mean some additional funds need to be pulled from the reserve fund at some point to complete the work, or the work just takes longer. This timeline can be accelerated by tapping the Sewer Reserve initially, but this risks not having sufficient funds on hand for a future emergency.

Financing

Another option is to finance the repair and do the whole project at once. This would mean taking on debt initially, but could involve loan forgiveness up to 50%, which would mean ultimately the city would pay only half the cost of the repairs. There is no penalty for early repayment of the debt, so the City could repay it aggressively out of the funds usually budgeted for I&I repairs, or more gradually. Alternatively, the ARPA could be split between paying down the debt for the well and for the I&I repairs, leaving some debt with each utility.

Note: The I&I Study was included in the September packet. It was not reprinted for this packet. If you need a new copy, please let us know and we will print you one.

K. NEW BUSINESS

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Council Action: *CONCENSUS*

October 11, 2022

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