



## Council Packet

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

Tuesday, April 11<sup>th</sup>, 2023  
7:00 PM

**B. OATH OF OFFICE**

Oath of Office		
Council Action:	<i>NONE</i>	April 11, 2023

**Councilor Oath**

Council-elect Ken Lorensen will be asked to raise his right hand and repeat after the City Administrator. The oath is as follows.

"I, Ken Lorensen, the duly elected Councilor for the City of Halsey, do hereby solemnly swear that I will support the Constitution of the United States and the State of Oregon and the Charter and Ordinances of the City of Halsey, and that I will faithfully perform my duties as Councilor for the City of Halsey to the best of my ability, so help me God."

He will then take his seat at the dais.



## E. CONSENT AGENDA

Council Minutes		
Council Action:	<b>MOTION</b>	<b>April 11, 2023</b>

**Issue Statement:** Council is asked to review and approve the minutes from the Council meeting on March 14, 2023.

➤ **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. Approve with amendments
4. Provide further direction to staff
5. Deny request

## REGULAR CITY COUNCIL MEETING

March 14, 2023, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

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

### MEETING CALLED TO ORDER

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

### ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Randy McMillen, Councilor Stacy Strauss, Councilor Jeremy Romer, Councilor Michelle Isom

Absent: Council President Ken Lorensen

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Madison LaCoste, Librarian Sara Cooper, RARE Member Julia Fox

Guests: Andrea Mather, Holly Wilder, Philip Wilder, Ian Roholt, Steven Shultz, Anne Sunday, Josh Stanley, Sherri Brubaker, Ken Brubaker, Shane Brubaker

Remote

Participants: Public Works Andy Ridinger,

### PLEDGE OF ALLEGIANCE

### OATH OF OFFICE

Councilor Ken Lorensen was absent and will take his oath in the next meeting.

### CONSENT AGENDA

Council Meeting Minutes – February 14, 2023

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

**Motion by:** Councilor McMillen, Seconded by Councilor Strauss

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### FINANCIAL REPORTS

Approving the February Financial Report includes approving check numbers 20142-20178 in the amount of \$34372.37. The prior month's final check number was 20141.

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

**Motion by:** Councilor Strauss, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **AGENDA ADJUSTMENTS**

Administrator Norton requested to move the Highway 99 report from ODOT and appointing budget committee members under delegations.

## **DELEGATIONS**

### If I Were a Mayor Contest Winner

Elizabeth Brubaker presented her winning poster for the If I Were a Mayor Contest. Her poster has been submitted to the Statewide contest. She will also have lunch with the Mayor.

### Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes reported that property crimes have risen in the last month, with two stolen vehicles in town. Both vehicles were stolen while the owner was warming them up outside. Sergeant Frambes issued a reminder to keep your doors locked on your vehicles. Sergeant Frambes answered questions on the drug operation that was raided during February. Deputy Newman, who investigated the case was present to answer questions and tell his account from the operation.

### Sweet Home Sanitation Update and Rates 2023-2024

Josh Stanley from Sweet Home Sanitation presented to council and community members some facts and information about Sweet Home Sanitation as a company. He discussed the importance of safety in their company. Rate increases were discussed. The new rate increase will be a CPI of 8.1.

### ODOT

Andrea Mather gave an update on the Highway 99 project. Since last August 95% of the stormwater pipes are in the ground, both of the swales have been installed and planted. The new concrete walls have been poured and stamped and will be stained soon. Curbs will be poured in the next couple weeks weather permitting. Andrea explained this spring and summer we should expect to see the curbs and sidewalk get finished and the bottom layers of the street get paved. There will be a period of time where there will be a tuck detour navigating the large trucks to take I5 or HWY 99 West. There was some discussion about the updates.

### Appoint Budget Committee Members

The Council is asked to consider Budget Committee Applications from Marjean Cline and Anne Sunday.

**Motion:** I move that the Governing Body of the City of Halsey appoint Marjean Cline and Anne Sunday to the Budget Committee

**Motion by:** Councilor McMillen, Seconded by Councilor Romer

**Vote:**

**Ayes:** Unanimous

## **Motion Carries**

### **CITIZEN COMMENTS**

There were no citizen comments.

### **REPORTS TO COUNCIL**

#### City Administrator: Hilary Norton

Cascades West Regional Consortium met they are still looking for funding for the second half of the proposed pilot for a public mitigation bank. Administrator Norton provided a list of House Bills that pertain to wetlands that she is tracking.

A new Librarian has been hired. Abi Vinson will be training under current Librarian Sara Cooper for two weeks before Sara leaves. She has experience working in a small library similar to Halsey's.

Administrator Norton asked council for permission to combine the Parks Committee and Library Advisory Committee. They will meet quarterly. There was consensus.

The city does not qualify for the Water Resources Grant. However, staff is still exploring other options for funding.

Administrator Norton provided a list of upcoming events to council.

Administrator Norton updated council that Willamette Valley Refrigeration is donating a new commercial fridge to the Community Center.

#### Public Works: Andy Ridinger

Public works replaced a curbstop in the 1000 block of W 4<sup>th</sup> Street in order to finish backflow testing for the season. A new auto dialer has been installed at the lagoon. Public Works will now be notified if the power goes out or if the generator fails. Public Works is researching new ways to upgrade the effluent equipment.

#### Library: Sara Cooper

Daily threshold count was 4 patrons per day. Librarian Sara held a Lego Day at the library that was well attended. There will be a Puzzle Day on March 23<sup>rd</sup>. 23 books were added to inventory which bring the book inventory value to approximately \$80,000. 40 brand new books were donated from our Senator to add to the collection. The 5k planning is still underway. The date has been set to April 22<sup>nd</sup> at 9:00 am. The online race entry has been created.

#### Sharing Hands: Ken Lorensen

Councilor Lorensen was not present.

#### Central Linn School District: Michelle Isom

Councilor Isom reported on March 16<sup>th</sup> there will be a career day at the high school. Different businesses will have booths for the students to explore different career opportunities.

The Central Linn drama class is putting on the play Little Shop of Horror in April. The district has decided to not put cap put on transfers into the district from outside districts to welcome more students to the school.

The Ag building will be getting demolished and rebuilt. The new building will have three new bays that will offer a construction bay, culinary bay, and a mechanics bay to offer a wider range of classes for the students.

Cascades West Area Commission on Transportation: Randy McMillen

There is nothing new to report this month.

Oregon Cascades West Council of Governments Board: Jeremy Romer

SNAP households have been receiving emergency allotments since COVID, as of March 1<sup>st</sup>, the emergency allotments will be going away. Information was shared for assistance for families that will be affect by this change.

## OLD BUSINESS

Elect a Council President

Every odd year, in the January Council meeting, the position of Council President is elected from among the Councilors.

**Motion:** I move that the Governing Body of the City of Halsey appoint Councilor Michelle Isom to serve as City Council President for the 2023-2024 biennium.

**Motion by:** Councilor Strauss, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Councilor Isom was also added as a signer on the bank accounts.

**Motion:** I move that the Governing Body of the City of Halsey appoint Councilor Michelle Isom to be a signer on the city bank accounts.

**Motion by:** Councilor Romer, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## NEW BUSINESS

Multi-City Rural Coalition Proposal

Council is asked if they want Halsey to participate in a Regional Advocacy effort with several other small cities.

Administrator Norton presented a Power Point to show council the benefits of the program. The program would start with five local cities, but the goal would be to add thirty more across the state by

the end of the year. This would help amplify the voice of rural cities by working with a local lobbyist. The commitment would be a one-year contract. There was some discussion.

**Motion:** I move that the Governing Body of the City of Halsey approve Halsey's participation in the Multi City Rural Coalition.

**Motion by:** Councilor Isom, Seconded by Councilor LaCoste

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### Utility Rates 2023-2024

Administrator Norton presented proposed utility rate increases for the 2023-2024 budget. Inflation has continued, the index The City is using is at 6%. The suggested increase is water: \$2-3, sewer: \$2-3. The stormwater fees to not need to be increased this year. There was some discussion.

This item was for discussion only as rate increases cannot be adopted without a public hearing. The City Administrator was asking for Council guidance for preparing the proposed budget document. Consensus was to use the Western CPI as a guide.

### **ORDINANCES & RESOLUTIONS**

#### RESOLUTION 2023-716 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook

Council is asked to consider adopting a Resolution updating the Employee Handbook for the City of Halsey.

**Motion:** I move that the governing body of the City of Halsey adopt RESOLUTION 2023-716 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook

**Motion by:** Councilor McMillen, Seconded by Councilor Isom

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

#### RESOLUTION 2023-717 – A Resolution Adopting a Paid Leave Oregon Policy for the City of Halsey

Council is asked to consider adopting a Paid Leave Oregon policy for the City of Halsey

**Motion:** I move that the governing body of the City of Halsey adopt RESOLUTION 2023-717 – A Resolution Adopting a Paid Leave Oregon Policy for the City of Halsey

**Motion by:** Councilor Romer, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

RESOLUTION 2023-719 – A Resolution Adopting a Parks Master Plan for the City of Halsey

Council is asked to consider adopting a Paid Leave Oregon policy for the City of Halsey

**Motion:** I move that the governing body of the City of Halsey adopt RESOLUTION 2023-719 – A Resolution Adopting a Parks Master Plan for the City of Halsey

**Motion by:** Councilor McMillen, Seconded by Councilor LaCoste

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

ORDINANCE 2023-443 – Amending City of Halsey Municipal Code Chapter 7.05 Relating to Itinerant Merchants and Temporary Businesses

Council is asked to review and consider adopting an Ordinance amending Halsey Municipal Code Chapter 7.05.

**Motion:** I move that the governing body of the City of Halsey adopt ORDINANCE 2023-443 – Amending City of Halsey Municipal Code Chapter 7.05 Relating to Itinerant Merchants and Temporary Businesses

**Motion by:** Councilor Isom, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration

Council is asked to review and consider adopting an ordinance amending Halsey Municipal Code Chapter 7.10 to require Business Registration

**Motion:** I move that the governing body of the City of Halsey adopt ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 8:36 pm

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Municipal Clerk, Madison LaCoste

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Mayor Jerry Lachenbruch

## F. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<b>MOTION</b>	<b>April 11, 2023</b>

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

### Summary:

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

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the March 2023 Financial Reports and Journal Entries as submitted
  - **Council Options**
    1. Approve as recommended.
    2. Approve with amendments.
    3. Provide further direction to staff.
    4. Deny or Postpone request.



CITY OF HALSEY  
COMBINED CASH INVESTMENT  
MARCH 31, 2023

COMBINED CASH ACCOUNTS		
01-0001001	COMBINED CASH - CHECKING	16,406.71
01-0001002	MONEY MARKET	41,944.90
01-0001003	INVESTMENT POOLED	2,232,370.04
	TOTAL COMBINED CASH	2,290,721.65
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,290,721.65)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION		
10	ALLOCATION TO (10) GENERAL FUND	376,274.14
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,566.70
20	ALLOCATION TO (20) STREET FUND	151,552.25
25	ALLOCATION TO (25) STREET & PATHWAY FUND	75,507.91
40	ALLOCATION TO (40) BOND FUND	56,733.12
55	ALLOCATION TO (55) LIBRARY FUND	14,366.56
60	ALLOCATION TO (60) WATER FUND	449,503.64
61	ALLOCATION TO (61) SEWER FUND	254,427.37
62	ALLOCATION TO (62) WATER RESERVE FUND	339,240.55
63	ALLOCATION TO (63) SEWER RESERVE FUND	190,495.66
65	ALLOCATION TO STORM WATER BLUE HERON FUND	33,390.54
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	23,010.82
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	109,127.75
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,286.51
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	137,232.18
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,448.91
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,557.04
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,290,721.65
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	( 2,290,721.65)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

## Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)  
March 31, 2023

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	39,433.83	Book Balance Previous Month:	60,615.80
Outstanding Deposits:	2,511.07	Total Receipts:	31,438.62
Outstanding Checks:	.00	Total Disbursements:	50,109.52
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	41,944.90	Book Balance:	41,944.90

## Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1114	2,511.07						
						Total:	2,511.07

Deposits cleared: 14 items    Deposits Outstanding: 1 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:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)  
March 31, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	39,520.14	Book Balance Previous Month:	13,498.91
Outstanding Deposits:	133.61	Total Receipts:	72,176.49
Outstanding Checks:	23,247.04	Total Disbursements:	69,268.69
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	16,406.71	Book Balance:	16,406.71

## Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1111	133.61						
						Total:	133.61

Deposits cleared: 33 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-	18155	1.63	19077	68.45	328231	361.37
7	3.86-	18156	13.27	19120	120.00	328232	7,396.61
8	15.42-	18163	.85	19423	154.84	328235	5,971.09
9	13.77-	18170	.50	19944	66.36	328236	900.00
14206	27.52	18344	2,000.00	19982	2.94	223202	5,388.49
17523	23.44	18489	100.00	19987	29.68	225201	260.20-
17752	316.65	18511	150.00	20022	84.63		
18058	53.23	18692	28.50	20157	19.77	Total:	23,247.04
18073	154.00	19068	28.50	20217	100.00		

Checks cleared: 55 items    Checks Outstanding: 33 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
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
04/04/2023	1	Trans MM to CK	01-0001001	Combined Cash - Checking	20,000.00	
04/04/2023	2	Trans MM to CK	01-0001002	Money Market	.00	20,000.00-
04/04/2023	3	Trans MM to CK	01-0001001	Combined Cash - Checking	30,000.00	
04/04/2023	4	Trans MM to CK	01-0001002	Money Market	.00	30,000.00-
04/04/2023	5	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	99.52	
04/04/2023	6	ACH Bank Fees	01-0001002	Money Market	.00	99.52-
04/04/2023	7	Bank Fee	10-110-55-5545	Bank Fees/Misc Expense	10.00	
04/04/2023	8	Bank Fee	01-0001002	Money Market	.00	10.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					50,109.52	50,109.52-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE)</b>						
04/04/2023	1	MM Interest	01-0001002	Money Market	3.00	
04/04/2023	2	MM Interest	10-000-40-650	Interest on Investments	.00	3.00-
04/04/2023	3	CIS Adj E+F to E+C	01-0001001	Combined Cash - Checking	3,176.68	
04/04/2023	4	CIS Adj E+F to E+C	10-110-50-5300	Employee Health Insurance	.00	3,176.68-
04/04/2023	5	Pers Adj	01-0001001	Combined Cash - Checking	.01	
04/04/2023	6	Pers Adj	10-110-50-5402	PERS Retirement-Employer	.00	.01-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					3,179.69	3,179.69-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>JOURNAL ENTRIES (JE)</b>						
04/04/2023	1	LGIP Interest	01-0001003	Investment Pooled	7,079.29	
04/04/2023	2	LGIP Interest	10-000-40-650	Interest on Investments	.00	1,162.86-
04/04/2023	3	LGIP Interest	18-000-40-650	Interest on Investments	.00	97.55-
04/04/2023	4	LGIP Interest	20-000-40-650	Interest on Investments	.00	468.36-
04/04/2023	5	LGIP Interest	25-000-40-650	Interest on Investments	.00	233.35-
04/04/2023	6	LGIP Interest	40-000-40-650	Interest on Investments	.00	175.33-
04/04/2023	7	LGIP Interest	55-000-40-650	Interest on Investments	.00	44.40-
04/04/2023	8	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,389.15-
04/04/2023	9	LGIP Interest	61-000-40-650	Interest on Investments	.00	786.29-
04/04/2023	10	LGIP Interest	62-000-40-650	Interest on Investments	.00	1,048.40-
04/04/2023	11	LGIP Interest	63-000-40-650	Interest on Investments	.00	588.71-
04/04/2023	12	LGIP Interest	65-000-40-650	Interest on Investments	.00	103.19-
04/04/2023	13	LGIP Interest	68-000-40-650	Interest on Investments	.00	71.11-
04/04/2023	14	LGIP Interest	72-000-40-650	Interest on Investments	.00	337.25-
04/04/2023	15	LGIP Interest	73-000-40-650	Interest on Investments	.00	96.69-
04/04/2023	16	LGIP Interest	74-000-40-650	Interest on Investments	.00	424.10-
04/04/2023	17	LGIP Interest	80-000-40-650	Interest on Investments	.00	35.38-
04/04/2023	18	LGIP Interest	85-000-40-650	Interest on Investments	.00	17.17-
Total 323:					60,368.50	60,368.50-
Total JOURNAL ENTRIES (JE):					7,079.29	7,079.29-
References: 18 Transactions: 18						
Grand Totals:					60,368.50	60,368.50-

## Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
03/31/2023	PC	03/31/2023	331231	Norton, Hilary	130		10-110-50-51	5,136.47-
03/31/2023	PC	03/31/2023	331232	Andy Ridinger	210		10-110-50-51	4,347.91-
03/31/2023	PC	03/31/2023	331233	Gangle, Larissa Michele	241		20-210-50-51	3,055.24-
03/31/2023	PC	03/31/2023	331234	William Jones	245		10-110-50-51	2,761.39-
03/31/2023	PC	03/31/2023	331235	Sara J Cunningham-Cooper	255		10-0002021	1,579.82-
03/31/2023	PC	03/31/2023	331236	Madison LaCoste	256		20-210-50-51	1,429.33-
03/31/2023	PC	03/31/2023	331237	Abrial Vinson	257		10-410-50-51	762.18-
Grand Totals:								19,072.34-
			7					

## Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
04/04/2023	1	Trans MM to CK	20,000.00
04/04/2023	3	Trans MM to CK	30,000.00
04/04/2023	5	ACH Bank Fees	99.52
04/04/2023	7	Bank Fee	10.00
03/03/2023	20179	Aggregate Resource Crushing, LLC	438.26
03/03/2023	20180	Alyrica Networks	19.99
03/03/2023	20180	Alyrica Networks	20.00
03/03/2023	20181	AT&T Mobility	26.17
03/03/2023	20181	AT&T Mobility	26.17
03/03/2023	20181	AT&T Mobility	26.16
03/03/2023	20182	Cafe' Coffee	39.20
03/03/2023	20182	660 Cafe' Coffee	.80-
03/03/2023	20182	Summary Transactions from AP System	.80
03/03/2023	20182	Cafe' Coffee	49.00
03/03/2023	20182	660 Cafe' Coffee	1.00-
03/03/2023	20182	Summary Transactions from AP System	1.00
03/03/2023	20183	Carlson Hardware Inc.	31.55
03/03/2023	20183	Carlson Hardware Inc.	31.55
03/03/2023	20183	Carlson Hardware Inc.	31.56
03/03/2023	20184	CECO, Inc.	248.14
03/03/2023	20184	CECO, Inc.	124.08
03/03/2023	20184	CECO, Inc.	391.30
03/03/2023	20184	CECO, Inc.	190.87
03/03/2023	20185	Caselle, Inc.	686.00
03/03/2023	20185	Caselle, Inc.	40.00
03/03/2023	20185	Caselle, Inc.	40.00
03/03/2023	20186	Code Publishing, Co.	680.00
03/03/2023	20187	Cardmember Service	5,349.49
03/03/2023	20187	Cardmember Service	4.50
03/03/2023	20187	Cardmember Service	145.35
03/03/2023	20187	Cardmember Service	315.53
03/03/2023	20187	Cardmember Service	137.20
03/03/2023	20187	Cardmember Service	113.00
03/03/2023	20187	Cardmember Service	45.09
03/03/2023	20188	Easdale Backflow & Irrigation	96.90
03/03/2023	20189	Furrow Pump	91.83
03/03/2023	20190	JSG Lawn Maintenance	600.00
03/03/2023	20191	Legacy	2,075.00
03/03/2023	20192	Linn County Planning and Building Dept	75.47
03/03/2023	20193	Morley Thomas Law	300.00
03/03/2023	20194	Norm's Electric Inc.	122.65
03/03/2023	20195	NW Natural Gas	92.20
03/03/2023	20195	NW Natural Gas	272.58
03/03/2023	20196	OAWU	120.00
03/03/2023	20197	Renewable Resource Group, Inc	109.00
03/03/2023	20197	Renewable Resource Group, Inc	448.00
03/03/2023	20198	State of Oregon	276.00
03/03/2023	20199	TMG Services	78.63
03/03/2023	20200	Wells Fargo Financial Leasing, Inc.	123.50
03/03/2023	20200	Wells Fargo Financial Leasing, Inc.	42.25
03/03/2023	20200	Wells Fargo Financial Leasing, Inc.	123.50
03/03/2023	20200	Wells Fargo Financial Leasing, Inc.	35.75
03/17/2023	20201	Aggregate Resource Crushing, LLC	35.37
03/17/2023	20201	Aggregate Resource Crushing, LLC	35.36
03/17/2023	20201	Aggregate Resource Crushing, LLC	35.36
03/17/2023	20202	AT&T	30.44



Date	Check Number	Payee or Description	Check Amount
03/17/2023	20202	AT&T	30.44
03/17/2023	20202	AT&T	30.45
03/17/2023	20203	BMS Technologies	195.23
03/17/2023	20203	BMS Technologies	195.22
03/17/2023	20204	Cascade Columbia Distribution	299.00
03/17/2023	20205	Executive Cleaning	624.00
03/17/2023	20206	Kelley Connect Co.	165.61
03/17/2023	20206	Kelley Connect Co.	20.20
03/17/2023	20206	Kelley Connect Co.	133.30
03/17/2023	20206	Kelley Connect Co.	84.82
03/17/2023	20207	Local Government Law Group, PC	236.50
03/17/2023	20208	National Business Solutions	832.00
03/17/2023	20209	Norm's Electric Inc.	240.00
03/17/2023	20210	Pacific Power	1,512.85
03/17/2023	20210	Pacific Power	71.22
03/17/2023	20210	Pacific Power	1,947.05
03/17/2023	20210	Pacific Power	771.08
03/17/2023	20210	Pacific Power	31.82
03/17/2023	20210	Pacific Power	87.83
03/17/2023	20211	Renewable Resource Group, Inc	518.00
03/17/2023	20212	Andy Ridinger	303.79
03/17/2023	20213	Roome Telecommunications Inc.	145.89
03/17/2023	20213	Roome Telecommunications Inc.	33.40
03/17/2023	20213	Roome Telecommunications Inc.	77.19
03/17/2023	20213	Roome Telecommunications Inc.	34.40
03/17/2023	20214	Security Alarm Corp	122.51
03/17/2023	20215	University of Oregon	3,375.00
03/17/2023	20216	Wells Fargo Financial Leasing, Inc.	123.50
03/17/2023	20216	Wells Fargo Financial Leasing, Inc.	42.25
03/17/2023	20216	Wells Fargo Financial Leasing, Inc.	123.50
03/17/2023	20216	Wells Fargo Financial Leasing, Inc.	35.75
03/17/2023	20217	Linn County Road Department	100.00
03/17/2023	20218	Linn County Road Department	50.00
03/17/2023	20219	Petty Cash	84.78
03/31/2023	92201	DIRECT DEPOSIT TOTAL	19,072.34
03/28/2023	328231	AFLAC	361.37
03/28/2023	328232	EBS Trust, CIS- Benefits	7,390.17
03/28/2023	328232	EBS Trust, CIS- Benefits	6.44
03/28/2023	328233	IRS Tax Deposit	3,193.42
03/28/2023	328233	IRS Tax Deposit	746.86
03/28/2023	328233	IRS Tax Deposit	1,835.19
03/28/2023	328234	Oregon Dept of Revenue - WC/UI	20.12
03/28/2023	328234	Oregon Dept of Revenue - WC/UI	1,645.00
03/28/2023	328234	Oregon Dept of Revenue - WC/UI	181.96
03/28/2023	328235	P.E.R.S.	1,559.77
03/28/2023	328235	P.E.R.S.	4,411.32
03/28/2023	328236	VOYA	900.00
03/28/2023	329231	Oregon Dept of Revenue - OTT	72.41
03/28/2023	329232	Oregon Paid Family Leave	723.79
03/31/2023	331231	Norton, Hilary - DIR DEP	.00
03/31/2023	331232	Andy Ridinger - DIR DEP	.00
03/31/2023	331233	Gangle, Larissa Michele - DIR DEP	.00
03/31/2023	331234	William Jones - DIR DEP	.00
03/31/2023	331235	Sara J Cunningham-Cooper - DIR DEP	.00
03/31/2023	331236	Madison LaCoste - DIR DEP	.00
03/31/2023	331237	Abrial Vinson - DIR DEP	.00
Grand Totals:			119,378.21

Report Criteria:  
Print Sequence Detail

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20179	03/03/2023	711	Aggregate Resource Crushing, LL	Crushed Rock-Lagoon	61-320-55-5679	438.26
20180	03/03/2023	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99
20181	03/03/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20182	03/03/2023	660	Cafe' Coffee	Water for City Hall & Shop	10-110-55-5616	88.20
20183	03/03/2023	46	Carlson Hardware Inc.	Shop Supplies-February 2023	61-320-55-5606	94.66
20184	03/03/2023	47	CECO, Inc.	Fuel	61-320-55-5615	954.39
20185	03/03/2023	49	Caselle, Inc.	Contract Support & Maintenance- 04/1-04/30/23	60-310-55-5611	766.00
20186	03/03/2023	736	Code Publishing, Co.	Annual Web Fees & Web Update Annual Fee	10-110-55-5725	680.00
20187	03/03/2023	665	Cardmember Service	Harbor Freight	60-310-55-5606	6,110.15
20188	03/03/2023	100	Easdale Backflow & Irrigation	Backflow Tests (2) & Repairs	60-310-55-5890	96.90
20189	03/03/2023	121	Furrow Pump	Rebuild Kits for CL2 Injector	61-320-55-5675	91.83
20190	03/03/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services- March 2023	10-110-55-5910	600.00
20191	03/03/2023	1100	Legacy	Autodialer Installation	61-320-60-6001	2,075.00
20192	03/03/2023	205	Linn County Planning and Buildin	Plan Review Fees- February 2023	10-110-55-5561	75.47
20193	03/03/2023	957	Morley Thomas Law	City Municipal Judge- March 2023	10-110-55-5648	300.00
20194	03/03/2023	258	Norm's Electric Inc.	Wastewater Treatment-Circuit for Generator Sys	61-320-55-5679	122.65
20195	03/03/2023	263	NW Natural Gas	Natural Gas- Shop	60-310-55-5671	364.78
20196	03/03/2023	276	OAWU	Cross Connection Certification Renewal- A. Ridi	60-310-55-5750	120.00
20197	03/03/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	557.00
20198	03/03/2023	365	State of Oregon	Water Quality Technical Activities Fee-Fifth Stre	61-320-55-5895	276.00
20199	03/03/2023	1043	TMG Services	Compression Fittings for Lagoon Effluent Equip	61-320-55-5679	78.63
20200	03/03/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	61-320-60-6001	325.00
20201	03/17/2023	711	Aggregate Resource Crushing, LL	Shop Rock	20-210-55-5605	106.09
20202	03/17/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	91.33
20203	03/17/2023	1129	BMS Technologies	Utility Bill Printing & Mailing	61-320-55-5610	390.45
20204	03/17/2023	48	Cascade Columbia Distribution	Sodium Bisulfate for Lagoon Treatment	61-320-55-5617	299.00
20205	03/17/2023	954	Executive Cleaning	Contract Janitorial Services- February 2023	10-110-55-5680	624.00
20206	03/17/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	403.93
20207	03/17/2023	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	236.50
20208	03/17/2023	1110	National Business Solutions	Contract IT Support-03/15-04/14/23	10-110-55-5770	832.00
20209	03/17/2023	258	Norm's Electric Inc.	Lift Station-Pump 2 Failure	61-320-55-5677	240.00
20210	03/17/2023	297	Pacific Power	5th & L Pump	60-310-55-5672	4,421.85
20211	03/17/2023	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	518.00
20212	03/17/2023	328	Andy Ridinger	Mileage-DOT Physical Exam	60-310-55-5760	303.79
20213	03/17/2023	332	Roome Telecommunications Inc.	Library Phone Service	55-410-55-5664	290.88
20214	03/17/2023	688	Security Alarm Corp	Fire & Security Monitoring- April 2023	10-110-55-5771	122.51
20215	03/17/2023	1133	University of Oregon	RARE Program-Q3 Julia Fox	10-110-55-5910	3,375.00
20216	03/17/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	61-320-60-6001	325.00
20217	03/17/2023	205	Linn County Road Department	Road Permit Deposit for Library 5K	55-410-55-5550	100.00
20218	03/17/2023	205	Linn County Road Department	Road Permit for Library 5K	55-410-55-5550	50.00
20219	03/17/2023	308	Petty Cash	Laundry Basket for Kitchen	10-110-55-5542	84.78

Grand Totals:

27,148.52

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

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

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

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



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

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

Albany, OR. 97322

Phone: 541-967-3950

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

## 2023

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

**FOR THE MONTH OF:**

**MARCH**

**TRAFFIC CITATIONS: -----**

**1**

**TRAFFIC WARNINGS: -----**

**9**

**TRAFFIC CRASHES: -----**

**1**

**ARRESTS MADE: -----**

**1**

**COMPLAINTS/INCIDENTS INVESTIGATED:-----**

**41**

**TOTAL HOURS SPENT:**

**HALSEY 81.50**

**hours**

**CONTRACT HOURS= 72 HOURS**

**Michelle Duncan,  
Sheriff, Linn County**

**By: Sgt. Steven Frambes**



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

This Report Encompasses: 3/ 1/23 to 3/31/23

Total Incidents This Month: **41**

Incident Information:	Description
CAD# 2023039047 TIME: 3/1/2023 11:25:33PM CASE# 2300831 HALS REPORT TAKEN	Report Filed. THEFT 2 - FROM VEHICLE Reported At Block Of 200 W O ST Occurred between 2300 hours on 3/1/2023 and 2300 hours on 3/1/2023 . Reported: 3/1/2023 Officer  Caller left his vehicle parked in the driveway, unlocked with the keys in the ignition. Someone stole the keys to the ignition, but did not steal the truck.
CAD# 2023040081 TIME: 3/3/2023 2:26:59PM CASE# CAD Only HALS CAD CALL COMPLETE	HARASSMENT Reported at Block of 300 W 1ST ST HALS  Caller concerned about seeing the same vehicle driving by her house multiple times.
CAD# 2023040238 TIME: 3/3/2023 6:15:21PM CASE# CAD Only HALS CAD CALL COMPLETE	HARASSMENT Reported at Block of 300 W 1ST ST HALS  Female is saying she is being stalked by two males who are following her, but are not talking to her. Since she lives next to her work, one of the males she identified in the store is allegedly the same male who has been coming and knocking on her house. No crime.
CAD# 2023041046 TIME: 3/5/2023 12:41:43AM CASE# CAD Only HALS EXTRA PATROL	EXTRA PATROL Reported at Block of 300 W 1ST ST HALS
CAD# 2023041361 TIME: 3/5/2023 1:21:02PM CASE# CAD Only HALS HALSEY	MENTAL HEALTH Reported at Block of 300 W 2ND ST HALS  Female reported an old employee acting off. Deputies conducted a welfare check and learned all was well, she was struggling with her mental health.



Incident Information:	Description
CAD# 2023042527 TIME: 3/7/2023 6:41:20AM CASE# CAD Only HALS CAD CALL COMPLETE	HARASSMENT Reported at Block of 300 W 1ST ST HALS <hr/> Caller concerned of people following her at work and showing up at her house. This is more than likely related to a males former employment and recent termination.
CAD# 2023042571 TIME: 3/7/2023 7:57:02AM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 600 W 2ND ST/W G ST HALS <hr/> Driver warned for moving violation
CAD# 2023042778 TIME: 3/7/2023 12:33:58PM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 1100 W 2ND ST/CROWELL LN HALS <hr/> J. Godinez- Martinez of Eugene, received a traffic citation for Violation of Driving without Driving Privileges.
CAD# 2023043689 TIME: 3/8/2023 7:13:05PM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 300 W 1ST ST HALS <hr/> Accidental dial
CAD# 2023043690 TIME: 3/8/2023 7:14:02PM CASE# CAD Only HALS UTL GOA	HARASSMENT Reported at Block of 300 W 1ST ST HALS <hr/> Suspicious vehicle call. I searched the area of 391 W.1st in Halsey. I attempted contact with RP with no response via phone or in person. UTL/GOA.
CAD# 2023044638 TIME: 3/10/2023 9:23:13AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 W 1ST ST HALS <hr/> Related to calls above, a female who believes she is being followed by multiple people, confronted one and took his ID. Deputy contacted both parties and learned there is nothing suspicious. The female was spoken to about the correct way to handle this.

Incident Information:	Description
CAD# 2023044910 TIME: 3/10/2023 3:49:57PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 500 E 1ST ST HALS <hr/> Caller reports neighbors vehicles horn is blaring, and no one is with or near the vehicle. Deputy responds and speaks to the vehicles owner and informs them of the malfunction with horns operation
CAD# 2023045410 TIME: 3/11/2023 11:13:54AM CASE# CAD Only HALS CAD CALL COMPLETE	CRIMINAL MISCHIEF Reported at Block of 400 CORMORANT AVE HALS <hr/> Deputy spoke with a caller about a neighbor using his mailbox post. Deputy answered the callers questions about his situation.
CAD# 2023045458 TIME: 3/11/2023 12:35:57PM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 300 W 1ST ST HALS <hr/> Accidental dial
CAD# 2023045461 TIME: 3/11/2023 12:36:30PM CASE# 2300991 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: DOMESTIC DISTURBANCE Reported At Block Of 600 W 1ST ST Occurred between 1236 hours on 3/11/2023 and 1236 hours on 3/11/2023 . <hr/> Brooks Buchakjan 33 of Harrisburg was involved a non-injury two vehicle crash involving John Robertson 74 of Eugene. Deputy arrived and conducted a crash investigation. Both vehicles were towed from the scene, and drivers informed to report crash to Oregon DMV.
CAD# 2023045501 TIME: 3/11/2023 1:39:14PM CASE# CAD Only HALS CAD CALL COMPLETE	INFORMATION ONLY REPORT Reported at Block of 1200 W 3RD ST/W M ST HALS <hr/> Caller reports person sleeping in park. Deputy arrives and learns person had been given a car ride to Albany, but the driver stopped and dropped him off in Halsey. The person had no resources in the immediate area. Deputy gave the person a courtesy ride to Albany.
CAD# 2023046258 TIME: 3/12/2023 5:53:30PM CASE# CAD Only HALS CALL TRANSFERRED TO OTI	TRANSFER 911 INFO - LAW CALL Reported at Block of 400 W 2ND ST HALS <hr/>



Incident Information:	Description
CAD# 2023046351 TIME: 3/12/2023 9:37:38PM CASE# CAD Only HALS UTL GOA	SUSPICIOUS VEHICLE Reported at Block of 300 W 1ST ST HALS <hr/> Deputies respond to report of vehicles speeding through area. Deputies did not locate any vehicles matching the callers description.
CAD# 2023046553 TIME: 3/13/2023 9:01:38AM CASE# CAD Only HALS NO REPORT	MVC NON INJURY Reported at Block of 600 W 4TH ST/W G ST HALS <hr/> RP reported damage to their Tesla Model 3. Unknown damage, due to multiple attempts at contact and RP taking 5 days to report anything. Call was cleared until owner reaches out with the information needed for the report. Phone number goes to voicemail each time. No report at this time.
CAD# 2023047442 TIME: 3/14/2023 1:04:11PM CASE# CAD Only HALS CAD CALL COMPLETE	SUICIDAL SUBJECT Reported at Block of 200 W 2ND ST HALS <hr/> Deputy responded to a report of a possibly suicidal juvenile at Central Linn Middle School.
CAD# 2023047736 TIME: 3/14/2023 7:04:06PM CASE# CAD Only HALS CAD CALL COMPLETE	EVENT DETAIL Reported at Block of 31800 HWY 228 HALS <hr/> city council meeting
CAD# 2023048287 TIME: 3/15/2023 3:08:38PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator warned for speeding violation.
CAD# 2023048298 TIME: 3/15/2023 3:24:20PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> Driver warned for speeding violation.



**Incident Information:****Description**

CAD# 2023048636  
TIME: 3/16/2023 1:03:45AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

911 HANG UP CALL Reported at Block of 500 W 4TH ST HALS

911 hangup call. Nobody needing assistance was located.

CAD# 2023048724  
TIME: 3/16/2023 7:28:24AM  
CASE# CAD Only  
HALS  
WARNING SPEEDING VIOLA1

TRAFFIC STOP Reported at Block of 500 AMERICAN DR/W 5TH ST HALS

Operator warned for speeding violation.

CAD# 2023048725  
TIME: 3/16/2023 7:34:38AM  
CASE# CAD Only  
HALS  
WARNING SPEEDING VIOLA1

TRAFFIC STOP Reported at Block of 31800 HWY 228/NW 2ND ST HALS

Deputy observed a speeding violation. Operator was given a verbal warning.

CAD# 2023048738  
TIME: 3/16/2023 8:04:26AM  
CASE# CAD Only  
HALS  
WARNING SPEEDING VIOLA1

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Operator of vehicle warned for speeding violation

CAD# 2023049065  
TIME: 3/16/2023 3:00:27PM  
CASE# CAD Only  
HALS  
WARNING SPEEDING VIOLA1

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

Operator warned for speeding violation.

CAD# 2023049079  
TIME: 3/16/2023 3:17:00PM  
CASE# CAD Only  
HALS  
WARNING SPEEDING VIOLA1

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

Operator warned for speeding violation.

Incident Information:	Description
CAD# 2023049255 TIME: 3/16/2023 7:38:53PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPECT FOLLOW UP Reported at Block of 000 E F ST HALS <hr/> Follow up for ongoing investigation that occurred in Brownsville
CAD# 2023050408 TIME: 3/18/2023 9:10:23AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 000 E F ST HALS <hr/> Deputies conducted follow up for an ongoing investigation that occurred in Brownsville.
CAD# 2023050858 TIME: 3/18/2023 7:45:05PM CASE# CAD Only HALS HALSEY	TRAFFIC COMPLAINT Reported at Block of 500 W 4TH ST HALS <hr/> Citizen reported an orange/black Jeep style vehicle tried to hit her daughter. Vehicle left the area south on Hwy 99E. Area checks were conducted.
CAD# 2023051172 TIME: 3/19/2023 6:37:14AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 000 E F ST HALS <hr/> Chase Barnes, 23, of Halsey was arrested for Assault III, Menacing, and Disorderly Conduct II.
CAD# 2023051937 TIME: 3/20/2023 1:49:20PM CASE# CAD Only HALS WARNING SPEEDING VIOLA	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator given warning for speeding violation
CAD# 2023053169 TIME: 3/22/2023 12:16:58PM CASE# 2301146 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 300 W 3RD ST Occurred between 1216 hours on 3/22/2023 and 1216 hours on 3/22/2023 . Reported: <hr/> Caller reported approximately \$535.00 worth of gardening materials were stolen from the attached garage at their Halsey residence. The victim believes she knows who took the items and stated they had a key to make entry.



Incident Information:	Description
CAD# 2023053224 TIME: 3/22/2023 1:45:34PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 300 W F ST HALS <hr/> No Public Narrative.
CAD# 2023053729 TIME: 3/23/2023 7:04:39AM CASE# CAD Only HALS CAD CALL COMPLETE	SECURITY CHECK Reported at Block of 700 CENTENNIAL CT HALS <hr/> SECURITY CHECK DONE, ALL SECURE.
CAD# 2023056568 TIME: 3/27/2023 3:25:10PM CASE# 2301218 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: CRIMINAL MISCHIEF Reported At Block Of 1100 CROWELL LN Occurred between 1525 hours on 3/27/2023 and 1525 hours on 3/27/2023 . <hr/> Deputy responded to Halsey Mini Storage and found someone had cut through the cyclone fencing. Several units appeared to be broken into, but it was undetermined what, if any, had been taken. The owners are aware and it appears they chose not to lock their storage units, per management.
CAD# 2023057239 TIME: 3/28/2023 3:58:05PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 200 E B ST HALS <hr/> dog complaint
CAD# 2023058038 TIME: 3/29/2023 6:41:43PM CASE# CAD Only HALS UTL GOA	DOG COMPLAINT Reported at Block of 300 W 5TH ST/W D ST HALS <hr/> Dog running in road. UTL GOA
CAD# 2023058062 TIME: 3/29/2023 7:22:17PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 500 ROYAL TERN AVE HALS <hr/> Deputies made driver move vehicle from blocking fire hydrants and spoke to them about parking complaints.

Incident Information:	Description
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## J. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	April 11, 2023

### 1. Staffing Request

I would like to request Council's permission to hire a second part time person in the office. One person has chosen to reduce her hours from full time to part time, and the other person does not have the ability to accept additional hours. We are looking at gaps in coverage that may occasionally lead to unscheduled closures at City Hall. The additional person would fit into the current budget. If this person is able to flex up, they may also be able to help cover paid leave Oregon leaves this winter.

### 2. Arbor Day in Halsey

Halsey will be giving away small trees again, from both City Hall and the Library. We'll start at City Hall on Third Thursday on April 20<sup>th</sup>. There is also a tree planting in the park on April 29<sup>th</sup> at 10 am. Please come! Let Julia know if you can help.

### 3. Library 5K

The library 5K is on April 22<sup>nd</sup> at 9 am at the park. Please consider walking, running, or volunteering. This is the first time we've offered the event since Covid, so we're trying to build it up again. It would be great to have your participation if you have time.

### 4. Third Thursday Signups

It is time for Third Thursday sign ups again. We have members of Council signed up through May. Madi will bring a clipboard with a sign up sheet to the meeting and have it at the dais. Please bring calendars or dates that you know you can do.

### 5. RARE Application

The RARE Application for next year is complete and has been submitted. The projects identified in the application are: Park Project; Comprehensive Plan Update; Regional Collaboration, Economic Development, and Rural Advocacy; Energy Modernization and Disaster Resilience. If you want more detail or to see the application, let me know and I can email it to you.

### 6. Umpqua Bank

The Umpqua Bank transition is complete.

## J. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	April 11, 2023

### Water Distribution:

Water produced 2,109,000 gallons.  
Daily average 68,000 gallons.

### Wastewater Collected:

WW collected 5,163,000 gallons.  
Daily average 167,000 gallons.  
WW discharged 9,473,000 gallons.  
Daily average 306,000 gallons.

### Water

Annual water usage report and the I&I report  
Water treatment plant cl2 tank repair

### Sewer:

We received a call that Pump #2 failed at the sewer lift station. We adjusted the valve switch to make contact when in the open position.  
Finished spreading base rock on the lagoon road.

### Streets:

We have been involved with the ODOT projects off and on.

### Stormwater

We have the Vactor truck back from the repair shop again with a second new transmission. This work was under warranty.  
We cleaned some sewer pipes, drainpipes and catch basins in town.  
We built a metal drainage catch basin for an area on J st that needs one.

### Park:

We spread some playground ground cover in the park.

### Vehicles & Equipment

We have two of the three mowers tuned-up and ready for the mowing season.  
VW car tune-up.  
Jumping jack compactor bellow sleeve replacement.

### Miscellaneous

Worked on getting numbers for the public works Budget.

## J. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b>	<b>NONE</b> <span style="float: right;"><b>April 11, 2023</b></span>

<b>Circulation for March</b>		<b>Total Circulation since opening (Aug. 2015)</b>	11,380
Fiction	52		
Non-Fiction	20	<b>Total Number of Patrons to Date</b>	572
Total	72		
<b>Cities Represented in Circulation</b>		<b>Total Number of items in collection</b>	4525
Halsey	53		
Shedd	17	<b>Avg. Daily Threshold Count since opening</b>	6.11
Springfield	2	<b>Average Daily Threshold Count for March</b>	4.62
<b>Value of Inventory Through March</b>			
Fiction	\$48,186.60		
Non-Fiction	\$33,216.48	<b>Books added to inventory in March</b>	44
Total	\$81,403.08		

### Updates

Daily threshold count was about 4.60 patrons per day. 95 patrons came into the library in March.

The Book-It 5K is coming up on April 22<sup>nd</sup>.

Arbor Day is coming up on 29<sup>th</sup> and we will be giving away trees at the library.

44 books were added to inventory. Our total book inventory value is about \$81,400.

We purchased all the Oregon Battle of the Books titles for 2023, as well as 6 books for the upcoming heritage month observance.

I plan to have small displays at the library every month for whatever national history or heritage month is being observed by the White House. April is National Poetry Month and Arab American Heritage Month. I will not order books for this every month, but I will every now and then as the budget allows.

Our third artist, Lea Jordan, just brought in her pieces for the Spring. Sara set up two more lined up so that will fill the spots for the remainder of the calendar year.

The 5K is just about ready to go. We only have 5 runners registered so far as of March 31<sup>st</sup>, but we are hoping for more. Permits have been paid for and supplies have been ordered. 6-8 volunteers have committed to helping us out on race day. Details for the race day are all ironed out.

I am also starting to prepare for the Summer Reading Program, which will take place on Saturday 8<sup>th</sup>-29<sup>th</sup> in July. We received the \$250 coupon code from iRead again this year, which will be used to purchase prize incentives from their website.

## J. REPORTS TO COUNCIL

1. Employee Reports	
d. Council Priorities Report	
Council Action:	<i>NONE</i>
April 11, 2023	

In October of 2021, Council adopted City Council Priorities for 2022-2023. This is a quarterly update on staff progress toward these goals.

1. Water System Improvements: The engineering work will begin this month. If we get direct funding from the state, the engineering needs to be completed by June. I am still investigating back-up funding options if we don't get funding from the legislature.
2. Building Repairs and Facility Improvements: I paused researching asset management & maintenance tracker software while working on financing for the utility projects since we have a deadline on using the ARPA funds. I did find out that Linn County GIS can create an electronic map of our in the ground utilities (water distribution, wastewater collection systems) for free. We'll be working on that this coming year. The fuel tanks are on hold until we find out the location of the new well, and where that would go. The Community Center sign is on hold until after the Hwy 99 Project is complete.
3. Wastewater Treatment and Sewer I&I Improvements: The I&I report was complete in September 2022. We have applied for financing through DEQ for the whole project, hoping to receive some loan forgiveness grants as part of the loan. We also applied for a planning grant through DEQ for the Wastewater Facilities Plan. We are working on completing the environmental cross cutters, a required attachment to the application. The other attachments have been submitted.
4. Financial Stewardship: City revenue held steady through Covid, with small increases post Covid due to the housing market. Operation costs are certainly impacted by inflation. Utility revenue has held steady. The full-page bills started in January, and when the problems are resolved, we will work on setting up the e-billing portal. We still anticipate completing it this fiscal year.
5. RARE Program Participant: Julia has done an amazing job and is close to finishing the original four projects she was assigned. She is picking up additional projects. An application has been submitted for a RARE member for next year.
6. Emergency Response Plan: A second draft was completed in December. This went on hold while Julia finished the Park Master Plan and applied for the OPRD grant. She will be finishing this soon.
7. Halsey Park Improvements: The Park Master Plan is completed. The OPRD grant is submitted. We applied for \$110,000 with a \$60,000 match from the Streets and Pathways Fund. Julia will move on to working on the Conditional Use Application to Linn County for permission for the land north of City Hall to be used for a park.
8. Vehicle Replacements: The ditch mower was purchased last July. I have not found a nearby city interested in sharing purchase on a manlift but may have a couple of leads on where we may be able to access existing equipment through an Intergovernmental Agreement. This is paused due to work on high priority projects.
9. Improve Street Maintenance: The East B Street Project will be completed late summer. We also will be doing some additional chip sealing to preserve existing streets this summer in partnership with Linn County.
10. Council Leadership and Community Engagement: Several Councilors have joined local and regional community groups and boards. Is there a Councilor willing to join the Central Linn Lion's club? Third Thursdays have been happening for 6 months. Some have been more successful than others. Moving them to the park in the summer might improve attendance. Does Council want to continue these?



## J. REPORTS TO COUNCIL

<b>2. Council Reports</b>		
<b>a. Central Linn School District</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>April 11, 2023</b>

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

## J. REPORTS TO COUNCIL

2. Council Reports		
b. Cascades West Area Commission on Transportation		
Council Action:	<i>NONE</i>	April 11, 2023

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

## J. REPORTS TO COUNCIL

<b>2. Council Reports</b>		
<b>c. Oregon Cascades West Council of Governments Board</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>April 11, 2023</b>

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

**K. OLD BUSINESS**

<b>1. Councilor Lorensen</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>April 11, 2023</b>

**Issue Statement:** Councilor Lorensen has asked to discuss his seat with Council.

## L. NEW BUSINESS

1. Parks and Library Committee		
Council Action:	<b>MOTION</b>	<b>April 11, 2023</b>

**Issue Statement:** The Council is asked to consider combining the Parks Committee and the Library Advisory Committee.

**Summary:** Post-covid, the Library Advisory Committee is down to two members. A recruitment was posted about a year ago and didn't get any response. The Parks committee is down to three members. Interest was expressed by the Parks Committee to combine with the Library Advisory Committee so they will both have more members and share support and participation for both the parks and the library. Both Committees are ad hoc Council advisory committees.

They will probably meet quarterly to discuss suggestions and ideas and plan events, and if Council approves this change, we will put out a call for additional members through the newsletter and the website.

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

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

## L. NEW BUSINESS

### 2. Park Committee Application – Mary Granzow

**Council Action:** *MOTION*

**April 11, 2023**

**Issue Statement:** The Council is asked to consider approving an application from Mary Granzow to join the Parks Committee - Parks and Library Committee if they are combined.

**Summary:** Mary Granzow has applied to join the Parks and Library Committee or Parks Committee. The Parks Committee will continue to participate in the Parks project, including assisting with grants, making suggestions to Council, helping with Park events and volunteer days or fundraising.

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

- **Council Options**

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



**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 Halsey City Council: <sup>Parks/Library</sup> ~~Budget Committee~~, and is for the following term: from January 2023\_to June 2025

Name of Applicant: Mary Granzow  
Address: 1011 4th St, Halsey OR 97348 (PO Box 476)  
Phone Number: 541-401-3759 Email: zenfishing1@gmail.com

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: High School Graduate, Culinary Arts - Orange Coast College (CA)  
Employer: TOPS Malibu - Bookkeeper High Pass Winery - Bookkeeper

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.  
None

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

As a parent and grandparent I fully understand the importance of both the Park and the library in our town. They are so very critical for the youth in our little community. It would be an honor to serve on this committee.

Any other Comments:

I have an extensive background in business & finance, money management and project management.

Signed: Mary Granzow

Date: 4/1/23

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](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](mailto:program.intake@usda.gov).

**L. NEW BUSINESS**

<b>3. Oregon Cascades West Council of Governments Annual Report – Ryan Vogt</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>April 11, 2023</b>

**Issue Statement:** Ryan Vogt, Director of the Oregon Cascades West Council of Governments will present the annual report to Council.





# 2022 Annual Report



**Oregon Cascades West Council of Governments**  
1400 Queen Avenue SE, Suite 201  
Albany, OR 97322

# A Year In Review

I am proud and excited to provide you with the 2022 Oregon Cascades West Council of Governments (OCWCOG) annual report. This report gives a snapshot of the work that is done throughout the communities we serve in the Linn, Benton, and Lincoln County region.



Over the next few pages, you will see highlights of the services we provide and how they have impacted the region in the past year, whether it has been delivering hot meals to those in need, providing small business loans, or orchestrating multi-million dollar transportation initiatives. OCWCOG has 25 member governments throughout the region who provide financial and directional support to the OCWCOG on the region's priorities. This year, we are providing each member agency with an annual report which shows some of the impact of our services, directly in their community. Individual member reports can be found on our website at [OCWCOG.org/AnnualReports](https://ocwco.org/AnnualReports).

The work that is captured in this report is carried out by approximately 200 staff, 400 volunteers, and local contractors in every corner of the region. These dedicated individuals care deeply about the region and everyone in it, and are committed to promoting a thriving region through service, connectivity and innovation; making it a prosperous area for generations to come. It is an honor to serve alongside them each and every day.

I am grateful for the support of our staff and volunteers, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.

Ryan Vogt  
*Executive Director*



As Chair of the Board of Directors for the Cascade West Council of Governments (OCWCOG) it is my pleasure to offer a few opening remarks to this annual report.

OCWCOG is governed by elected officials from its member jurisdictions in Lincoln, Linn, and Benton Counties: this includes city and county governments, port districts and tribes. It is our job to provide fiscal and program oversight to the diverse portfolio of the business managed and carried out by this council. I consider it our responsibility and our privilege and honor to provide the foundation on which the council's dedicated staff and volunteers carry out their important work on behalf of the people of our region.

From building a stronger economy by helping businesses start and grow, to providing and overseeing care and services for our disabled and senior populations; from developing stronger road and public transportation systems to helping the veterans of our U.S. Military access the benefits they have earned; the people of OCWCOG are making a positive difference every day.

The area we serve encompasses a beautiful swath of Oregon, from the majestic Cascade Mountains to our rugged Pacific Ocean. We are all united in our dedication in developing stronger communities and improving the lives of all the citizens we serve.

Claire Hall  
*Lincoln County Commissioner*

# About Oregon Cascades West

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## MISSION & VISION

### Mission

To promote a thriving region through service, connectivity, and innovation.

### Vision

We are a regional leader and partner who provides inclusive services to meet individual and community needs.

#### We commit to:

- Measure ourselves by staff developed agency values
- Align our daily work with our strategic priorities
- Identify and respond to service gaps in the region
- Use data and consumer input to continually improve

## VALUES

**Compassion** Actively caring for others

**Collaboration** Working together to achieve common goals

**Diversity, Equity & Inclusion** Creating an environment where everyone is welcomed, supported, and given the resources to thrive

**Integrity** Always doing the right thing

**Respect** Honoring one another

## SERVICES

### Senior and Disability Services

OCWCOG's Senior and Disability Services department serves as both the Area Agency on Aging (AAA), and the Medicaid long-term care agency for our region of Linn, Benton, and Lincoln Counties.

### Community Service Programs

The Community Services Program department serves the region's older adult population, adults with long-term physical disabilities, and Veterans through a variety of programs.

### Community and Economic Development

The Community and Economic Development Department provides the Region's economic development strategy, works on priority efforts under a regional action plan, provides comprehensive transportation and implementation work, and promotes coordinated economic development efforts.

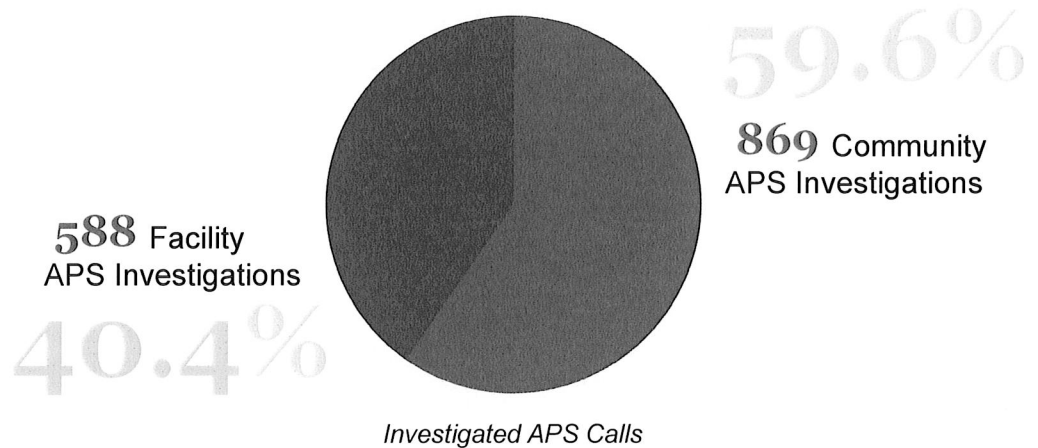
# Senior & Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and support to keep older adults and people with disabilities independent, safe, secure, and healthy in our communities. SDS staff provide case management and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

## ADULT PROTECTIVE SERVICES

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

APS received **3,657** calls regarding elderly citizens throughout Linn, Benton and Lincoln Counties. Of those calls, **1,457** resulted in investigations by APS staff.



## HOUSING SYMPOSIUM JOINS LOCAL LEADERS

OCWCOG brought together local leaders and decision makers for a Housing Symposium in October of 2022. This work session brought together those dedicated to improving services and support for medically fragile, care dependent, older adults and people with disabilities who are experiencing homelessness. Through a collaborative discussion, the attendees identified gaps and barriers to service and explored our current systems. Moving forward, input and data from the symposium will be compiled and work groups will be formed to begin work on the identified top priorities. There will also be discussion and planning related to future housing symposiums, with the goal of expanding the discussion and bringing more parties to the table.



## AGING AND DISABILITY RESOURCE CONNECTION

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information, and assistance on issues affecting older adults and people with disabilities regardless of their income.



**7,943**  
**TOTAL NUMBER**  
**OF CALLS RECEIVED**

3 Call Center Agents answered a total of 7,943 calls from residents across the region requesting information and assistance.



**7,845**  
**TOTAL CASES**  
**COMPLETED**

Of the 7,943 calls received, 7,845 of them resulted in access to resources and assistance. This is a 99% completion rate.

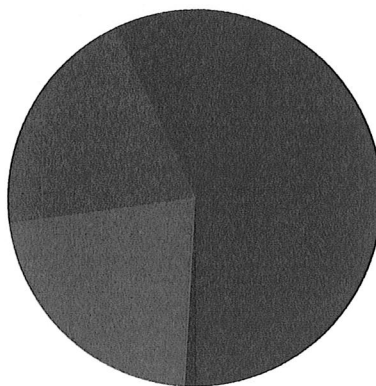


**5,529**  
**TOTAL**  
**CONSUMERS**

5,529 unduplicated customers reached out regarding services and assistance throughout the region.

Calls for  
Information  
**20%**  
**1,584**

Calls for  
Assistance  
**22%**  
**1,731**



*Types of ADRC Calls*

Referral  
Calls  
**57%**  
**4,531**

Unspecified  
Calls  
**1%**  
**97**

## ELIGIBILITY

Eligibility workers processed **18,401** applicants for food and medical benefits in Linn, Benton, and Lincoln Counties. Of those applicants, **10,901** were eligible to receive services.

Staff processed **9,074** Medicaid Renewal applications in 2022.

OCWCOG has **30,889** active medical cases across the region. This accounts for **31%** of all active medical cases in the district. There are **12,568** non-medical cases active in the region, which accounts for **24%** of all non-medical cases in the district.



**111 INDIVIDUALS**  
**REFERRED**  
for utility assistance

OCWCOG Eligibility Services and Community Services Consortium (CSC) created a partnership to streamline referrals between the two units. 2022 was the first successful year of this partnership and resulted in 111 individuals being referred.

## SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

OCWCOG's Senior and Disability Services administers the Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program, for Linn, Benton, and Lincoln Counties on behalf of the State of Oregon to eligible, low-income individuals and families. SNAP assists those who are eligible to receive "Oregon Trail Cards" to use at grocery stores to purchase food.



**28,739**  
TOTAL SNAP  
CASES

### TOTAL SNAP ISSUANCES

**7,428**  
LINN & BENTON  
COUNTY

**2,441**  
LINCOLN  
COUNTY

## ADULT FOSTER HOMES

Adult Foster Homes (AFH) are single-family residents that offer 24 hour care for the elderly and adults with intellectual or developmental disabilities. These unique homes provide individuals with necessary care in a home-like setting, allowing residents to function at the highest level of independence possible.



**50** ADULT FOSTER HOMES  
provided up to 230 residents  
safe housing in 2022.

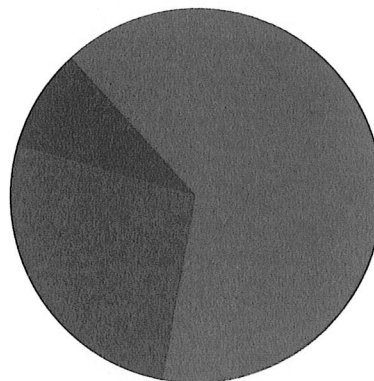
There are **2** OCWCOG staff members that license all Adult Foster Homes in the county that house older adults and people with disabilities.

## CARE SERVICES AND SUPPORT

OCWCOG assisted a total of **2,536** residents in Linn, Benton, and Lincoln Counties with care services in 2022. Of these services, there were **1,636** that received in-home care, **671** that received community based care, and **229** were nursing facility consumers.

**8.9%**  
Nursing Facilities

**26.5%**  
Community Care



**64.6%**  
In-Home Care

*Types of Care Services*

## ACTIVE HOME CARE WORKFORCE

**440** PROVIDERS  
in Lincoln County

**1,340** PROVIDERS  
in Linn & Benton Counties

# Community Service Programs

## MEALS ON WHEELS

Meals on Wheels (MOW) serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/ life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced meal, MOW provides a daily safety check and social connection, assisting limited-income, low mobility clients to remain safe and independent in their own home for as long as possible.

**240,103 TOTAL MEALS SERVED**

**228,841 HOME DELIVERED MEALS**

**11,262 CONGREGATE DINING MEALS**

**4,361 BLIZZARD BOXES**



**\$172,974**  
**COMMUNITY**  
**DONATIONS**



**2,082**  
**CLIENTS**  
**SERVED**

## STAND BY ME

Stand By Me - Oregon (\$BM) is a financial empowerment program with a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit scores, and building savings.



**\$125,000**  
**AMERICORPS**  
**SENIOR FUNDS**

AmeriCorps Senior Demonstration Funds received in 2022 were specifically used to hire administrative staff to help coordinate and train \$BM coaches.



**\$41,920**  
**SAVINGS BY**  
**PARTICIPANTS**

Clients work to build savings for various life events such as college, retirement, the purchase of a home, a safety net and more.



**\$12,102**  
**TOTAL DEBT**  
**REDUCED**

Coaches work with clients to reduce their overall debt and increase their credit score, improving their financial health and wellbeing.



**\$32,400**  
**GRANT FUNDS**  
**RECEIVED**

Stand By Me received a \$32,400 grant from the Oregon Community Foundation to train bilingual coaches on financial issues specifically impacting Latinos and ensure that all coaching materials were translated in a culturally sound way with Latino-based Spanish.

## **MONEY MANAGEMENT**

The Money Management program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe. It is offered free of charge to eligible individuals.

**78** residents across the region were served in 2022.

**27** **BILL PAY PROGRAM**  
**CLIENTS**

Bill Pay clients receive assistance with their finances in the areas of budgeting and check writing.

**51** **REPRESENTED PAYEE**  
**PROGRAM CLIENTS**

A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.

## **OREGON PROJECT INDEPENDENCE**

Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal preparations, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

**152** **CASE MANAGED CLIENTS**  
**IN OREGON PROJECT INDEPENDENCE**

**OCWCOG Community Service Programs are supported  
by over 400 volunteers across the region.**





## AmeriCorps Seniors Programs

### FOSTER GRANDPARENT PROGRAM

Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.



**18,651**  
VOLUNTEER  
HOURS

24 Foster Grandparent volunteers served in 2022, making a significant difference in the lives of youth across the region.



**\$251,788**  
WORTH OF  
SERVICE

The hours served by Foster Grandparents in 2022 provided over \$250,000 worth of service to the region.



### SENIOR HEALTH INSURANCE BENEFIT ASSISTANCE PROGRAM

The Senior Health Insurance Benefit Assistance Program (SHIBA) is administered by OCWCOG on behalf of the State of Oregon. This program educates local residents on Medicare benefit elections. SHIBA counselors provide free one-on-one counseling services and are certified by the State.

**1,598** residents in the region were served by SHIBA volunteers in 2022.

A total of **10** free "New to Medicare" seminars were held in-person or virtually to assist those new to the program in understanding their benefits.

### SENIOR COMPANION PROGRAM

Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers. 2022 saw a spike in requests for Companionship Plans due to social isolation during Covid.

**26** volunteers provided **8,152** hours of direct one-to-one service to older adults.

**36** COMPANIONSHIP  
CARE PLANS

Total Companionship Care Plans provide respite care, phone chats, and socialization for older adults across the region.

**9** TRANSPORTATION  
CARE PLANS

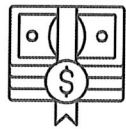
Total Transportation Care Plans provide rides to homebound seniors to assist them in completing important tasks such as grocery shopping and doctor appointments.

# Community & Economic Development

## Economic Development

### CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts, and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDS).



**\$171,616**  
**CARES FUNDS**  
**DISPERSED**

CWEDD dispersed \$171,616 of Coronavirus Aid, Relief, and Economic Security (CARES) funding to assist with 23 projects in various cities and economic development offices.



**\$300,000**  
**BROADBAND**  
**STUDY**

In 2022, CWEDD began managing the Broadband Feasibility Study grant, which was formerly with Lincoln County.



**\$86,045**  
**RURAL CAPACITY**  
**FUND**

An \$86,045 Rural Capacity Fund was received to assist communities throughout the region with identifying projects and grant opportunities.

### CASCADES WEST BUSINESS LENDING

Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities and promote a stable and diversified economy in the region. In 2022, loan administration was transferred to CCD, freeing up time for outreach and activities leading to more lending.

In 2022, **7** businesses successfully paid off their loans from CWBL.

**4** new Small Business Loans totaling **\$759,000** were funded in 2022.



**Seventeen**  
**ACTIVE SMALL**  
**BUSINESS LOANS**



**\$2.5 Million**  
**OF LOAN FUNDS IN**  
**THE COMMUNITY**

## Community Development

### ALBANY AREA METROPOLITAN PLANNING ORGANIZATION

The Albany Area Metropolitan Planning Organization (AAMPO) represents the cities of Albany, Millersburg, Tangent and Jefferson, Linn and Benton Counties, and the Oregon Department of Transportation.



#### STATE FUND EXCHANGE PROGRAM

AAMPO facilitated conversations about changes in the State Fund exchange program and drafted a letter of support to maintain the program.



#### TRANSPORTATION IMPROVEMENT PROGRAM

AAMPO began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.

### CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION

The Corvallis Area Metropolitan Planning Organization (CAMPO) represents the cities of Corvallis, Adair Village, and Philomath, Benton County and the Oregon Department of Transportation.



#### DRAFTED LETTERS OF SUPPORT

CAMPO submitted a letter to the Oregon Transportation Commission regarding flexible funds from the Infrastructure Investment and Jobs act and wrote a letter of support to continue Mobility Hub design at Oregon State University and Linn Benton Community College.



#### DEVELOPED IMPROVEMENT PROGRAM

Began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.



#### ADOPTED REGIONAL PLAN

Adopted the 2043 Regional Transportation Plan (RTP), which is a 20 year plan to guide transportation investments. This work was completed entirely in house, resulting in an estimated savings of over \$150,000.

## PLANNING AND ECONOMIC DEVELOPMENT



#### BROWNFIELD WORKPLANS

OCWCOG developed an Environmental Protection Agency (EPA) Brownfield workplan for the region. Staff assisted The Confederated Tribes of the Siletz Indians with a Brownfield Request for Proposal (RFP) and began assisting Lincoln City with a Brownfield RFP.



#### WETLAND MITIGATION FEASIBILITY STUDY

Cascades West Regional Consortium (CWRC) completed phase one of the work with ECONorthwest on the Wetland Mitigation Bank Feasibility Study. Findings were presented in October of 2022.

## Transportation

### CASCADES WEST RIDE LINE

Cascades West Ride Line is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. In 2022, Ride Line was able to expand to Medicare consumers through benefits with the Samaritan Advantage Health Plan. Ride Line made an incredible impact on the residents of the region in 2022 by:



Answering **84,500** calls for service with a **95%** answer rate.

Providing **168,780** trips for a total of **3,868,739** miles. This is an average of **14,000** trips per month.

 **28** CONTRACTED PROVIDERS

 **95** CONTRACTED VEHICLES

 **600** AVERAGE WEEKDAY TRIPS

### CASCADES WEST TRANSPORTATION OPTIONS

OCWCOG coordinates the regional Transportation Options Program, which supports people who commute to work via means other than driving alone in a vehicle and encourages more trips taken by foot, bike or bus. In 2022, the program assisted 4 large employers in setting up employee commute options. They also completed travel training, educating members of the public on how to safely navigate public transportation options.

 **684 Trips**  
DURING MAY  
BIKE MONTH

 **402 New**  
GET THERE CONNECT  
ACCOUNTS

 **3,700 Trips**  
DURING THE GET  
THERE CHALLENGE

### CASCADES WEST TRAINING CENTER

Cascades West Training Center offers nationally certified training to OCWCOG's Regional transportation providers, including non-emergent medical transport, public transportation, human services transport, and volunteer drivers. Classes include Red Cross Adult CPR/First Aid and Blood Borne Pathogen Certification, National Safety Council Defensive Driving Certification, and Community Transportation Association of America (CTAA) Passenger Assistance Safety and Sensitivity (PASS) Certification.

**43** FIRST AID/CPR  
CERTIFICATIONS

**43** DEFENSIVE DRIVING  
CERTIFICATIONS

**55** CTAA PASS  
CERTIFICATIONS

NATIONAL SAFETY COUNCIL DEFENSIVE DRIVING CERTIFICATIONS

**14** SENIOR  
COMPANIONS

**19** FOSTER  
GRANDPARENTS

# CASCADES WEST AREA COMMISSION ON TRANSPORTATION

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Linn, Benton, and Lincoln, 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.



## OREGON DEPARTMENT OF TRANSPORTATION

Staff coordinated closely with the Oregon Department of Transportation (ODOT) regional staff on statewide plans and programs and made sure local input was provided to the Oregon Transportation Commission.



## DEVELOPED IMPROVEMENT PROGRAM

Began development of the FY2024-27 Metropolitan Transportation Improvement Program and coordinated with Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program.

## TRANSPORTATION PROJECTS



## MOBILITY HUB DESIGN

This project aims to design two mobility hubs for regional/local transit connections at both Oregon State University and Linn Benton Community College. Conceptual plans (30%) were completed for both sites and reviewed. Site and utility surveys were conducted and a pre-application meetings were held with both cities.



## HUMAN SERVICES COORDINATED PLANS

Human Services Coordinated Plans are long range plans that address the transit needs of seniors and people with disabilities in rural areas. They are required by counties in order to access rural transit funding. Provider surveys were distributed to transit providers, human service providers, volunteer programs, and private citizens regarding transportation services and gaps in the region.



## SEAMLESS TRANSIT/ CASCADES WEST RIDE

The Seamless Transit and Cascades West Ride program implemented in 2022 saved transit partners hundreds of hours of staff time with real-time bus information via the Transit App and Cascades West Ride website.





## L. NEW BUSINESS

### 4. Playground Equipment Funding Request

**Council Action:** *MOTION*

**April 11, 2023**

**Issue Statement:** Council is asked to consider a request for a Community Partnership Donation to the Central Linn Parent Teacher Club (PTC) for playground equipment installation at the Elementary School

**Summary:** The equipment is already purchased but they found out that installation will cost \$14,000. They wrote to request assistance. In the fall, Council gave permission to use \$1,000 of the Community Partners Donation fund for gravel for a parking project at the school to help defray parking problems created by the Hwy 99 project. A contractor ended up donating and installing parking at the elementary school, and there was discussion about parking to be installed at the high school, but I have not been asked for those funds. When I got the request for assistance with installing the playground equipment, I asked the Superintendent if these funds could be given to this instead. She said yes.

Community Partnership Donation amounts are usually capped at \$500 per organization per year. The Council made an exception last fall based on hardship.

Council is asked to consider a community partnership donation to the elementary school to assist with installation of the new playground equipment.

There is \$1500 remaining in this line item of the budget this year.

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

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

## Hilary Norton

---

**From:** DeAnna Thoma.<deanna.kildea@centrallinn.k12.or.us>  
**Sent:** Monday, March 20, 2023 4:30 PM  
**To:** DeAnna Thoma  
**Subject:** New Playground Need

Hello!

You are receiving this email because you have shown great support for the Central Linn School District, and we need your help.

Thanks to the Central Linn Elementary School PTC we have been able to purchase a new jungle gym for the playground. Unfortunately, it is costing us a lot more than expected to install the playground. The install will cost us around \$14,000, but will include a warranty in case anything happens to the jungle gym.

We desperately need new playground equipment as it hasn't been upgraded in years. We already have the new equipment, we just need your help to get it installed. If you are able to donate, it would be appreciated by all current and future attendees of CLES. If you are able to donate, please let me know and I will get you a donation form.

Thanks again for your unending support of Central Linn.

--

**DeAnna Kildea**  
6th Grade Teacher  
Central Linn Elementary School  
541-369-2851

*This email is solely intended for use by the recipient to whom it was addressed. It's contents and any attachments may contain information that is confidential and proprietary, and protected from disclosure. If you are not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error, please reply and notify the original sender and immediately delete this message from your computer. Thank you.*



## L. NEW BUSINESS

### 5. OLCC License Renewal Recommendations

Council Action: **MOTION**

**April 11, 2023**

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

**Summary:** This is the annual review of liquor licenses in the City of Halsey. If you want to deny a renewal, please see the attached list of reasons a license may be denied or restricted. Loss of a liquor license may put a local business out of business, so the OLCC requires a good faith basis on specific criteria if you recommend a denial.

**Council may choose to do separate motions for each applicant if needed.**

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

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

City of Halsey, Ronda Fischer  
HALSEY  
PO Box 10  
Halsey, OR 97348

## RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2023**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

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\$25.00 Renewal Fee for ON-PREMISES      \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.  
**PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT**

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## HOW TO MAKE A RECOMMENDATION

**You have until 6/2/2023 to make your recommendation. Below are your options for renewals:**

### RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **6/2/2023**, the OLCC will process the renewal application as a favorable recommendation.

### RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to [OLCC.Renewals@oregon.gov](mailto:OLCC.Renewals@oregon.gov) or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

**REASONS WE MAY DENY OR RESTRICT A LICENSE**  
**ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322**  
**845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations  
public drunkenness  
fights or altercations  
harassment  
unlawful drug sales  
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking  
increase in traffic  
too many licenses in a specific area (saturation)  
entertainment type - nude dancing, gambling, live bands, etc.  
increased noise  
zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

<u>License No./ Premises No.</u>		<u>Tradename/Licensee/License Type</u>	<u>Premises Address &amp; Phone</u>	<u>Premises Mailing Address</u>
Lic.	349752	<b>7 STAR CONVENIENCE STORE #3</b>	360 W 2ND ST	PO BOX 442
Prem.	4954	BABA DEEP SINGH INC 9 O - OFF-PREMISES SALES	HALSEY, OR 97348 541-369-2225	HALSEY, OR 97348
Lic.	352236	<b>JULIE'S HALSEY TAVERN</b>	10 W 1ST ST	91375 COBURG RD
Prem.	48887	JM SPICER LLC F-COM - FULL ON-PREMISES SALES	HALSEY, OR 97348 541-520-2915	EUGENE, OR 97408

Count for HALSEY

2

## L. NEW BUSINESS

### 6. RV Camping Question

Council Action: **NONE**

**April 11, 2023**

**Issue Statement:** Council is asked to consider and give guidance on a future ordinance amending the Halsey Municipal Code regulating camping in a vehicle on public property inside the City of Halsey

**Summary:** HB 3115 passed by the Oregon Legislature in 2021 requires local governments to amend their ordinances regulating camping, sitting, lying, sleeping, or keeping warm or dry outside on public property to be “objectively reasonable” based on the totality of circumstances as applied to all stakeholders, including homeless people. It essentially codifies *Martin v. City of Boise* and *Johnson v. City of Grants Pass*. The Grants Pass case relates to the right to camp in vehicles. This would probably include RVs. Halsey currently limits living or camping in an RV to 4 days out of 14 on public property inside the city limits and 14 days out of 30 on private property. The new law does not require the city to change its regulations on private property, but it does impact the language we are allowed to use about living or camping in a vehicle on public property.

The City is allowed to establish reasonable “time, place, and manor” restrictions. This means that you can restrict camping to a particular part of town – a particular zone (such as commercial or industrial) or particular street (s) that are wide enough or sturdy enough. The City of Sweet Home allows them only in the Police Station parking lot. You can also require RVs to move at least 200 feet after four nights. This would ensure that vehicles being used for camping are operational, which reduces the risk of their being abandoned. An abandoned RV can cost about \$5,000 to have removed.

The other question for Council to consider – if we have to allow camping in an RV on public property, does it make sense to prohibit it on private property. Camping in an RV on private property may be less disruptive of public peace, creating less of an obstruction on the street, or damage to unpaved street verges.

RV residency sometimes leads to issues with accumulated household debris, and with discharging illegally into storm drainage or wastewater systems, so there are still valid reasons to limit it where possible.

Council is asked to discuss this issue, seek consensus, and provide guidance for what language you would like to see in an RV or Vehicle Camping Ordinance.

## L. NEW BUSINESS

7. City Administrator Evaluation		
Council Action:	NONE	April 11, 2023

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

**Summary:** Please complete the evaluation and bring it to the May City Council meeting. If you will not be at the May City Council meeting, please turn it in to the Mayor before the meeting. You can also seal it in an envelope and return it to the city – it will be placed in the Mayor’s box, and he will be notified.

In the May meeting, Council will enter executive session to discuss and come to consensus on areas of accomplishment and areas of opportunity to improve.

The Mayor will combine the numerical scores after the meeting.

In the June meeting, Council will enter a second executive session with the City Administrator to deliver the evaluation as a group.

Please remember you are creating a personnel document which will need to be retained in the performance file. The Administrator will see the evaluation, as it is part of her record of employment.

Personnel actions are confidential and you must complete the evaluation yourself, without outside input.

If you have questions or concerns, please contact the Mayor.

**CITY OF HALSEY**  
**CITY ADMINISTRATOR/RECORDER PERFORMANCE EVALUATION**  
**JUNE 2023**

\_\_\_\_\_  
Councilor's Name

Each member of the governing body should complete this evaluation form, sign it in the space below and return it to the Mayor. **The deadline for submitting this performance evaluation is Tuesday, May 9<sup>th</sup> at the City Council meeting.** Evaluations that are submitted late will still be placed in the Personnel file but may not be included in the numerical averages or the combined evaluation.

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Councilor's Signature

\_\_\_\_\_  
Date Submitted



## **PURPOSE**

The purpose of this document is to maintain a dialogue between the City Council and the City Administrator/Recorder. Its goal is to review the performance of the City Administrator/Recorder as compared to the City Administrator/Recorder Position description and governing body's stated goals and objectives.

## **PROCESS**

The City Council shall conduct an annual review and evaluation of the City Administrator/Recorder's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It may also be the basis for compensation decisions.

1. Evaluation forms are distributed to all Council Members at the April City Council meeting.
2. Each Council member completes the form, signs, dates, and brings the evaluations to the May City Council Meeting.
3. In an Executive Session during the May Council Meeting, Councilors discuss and come to consensus about what feedback to give the City Administrator about her performance.
4. The Mayor tabulates the numerical results of the evaluations, and includes the areas of achievement and improvement agreed upon by Council in the Executive Session.
5. In the June Council meeting, Council enters a second executive session with the City Administrator to deliver the combined evaluation.

## **INSTRUCTIONS**

- Evaluate the City Administrator/Recorder on the basis of standards established in the Job Description. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.
- Review the City Administrator/Recorder's work performance for the entire current year: July 2022 through June 2023.
- You must fill out the evaluation yourself. This is a confidential personnel document. Spouses, friends, neighbors are not allowed to participate in this process.
- Try to refrain from basing judgment solely on recent events or isolated incidents, or events from a prior year.
- The purpose of an evaluation is to communicate successes, appreciation, and opportunities to improve to the employee. The employee will see the evaluation you write. It will be retained in the personnel file.

# CITY ADMINISTRATOR/RECORDER PERFORMANCE EVALUATION

DATE: \_\_\_\_\_

## RATING SCALE DEFINITIONS (1-5)

**Unsatisfactory (1)** Employee's work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

**Needs Improvement (2)** Employee's work performance does not consistently meet the standards of the position. Serious effort is needed to meet expectations

**Satisfactory (3)** Employee's work performance normally fulfills the requirements of the position.

**Exceeds Standards (4)** Employee's work performance consistently fulfills the requirements of the position and occasionally performs beyond expectations.

**Outstanding (5)** Employee's work performance consistently exceeds the expected level of performance

**N/O NOT OBSERVED.** If you did not have an opportunity to observe a factor during this evaluation period, please indicate as "N/O" (Not Observed).

\*\*\*\*\*

## I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

### 1. City Council Relationships

A. Effectively implements policies and programs approved by the City Council. 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

B. Reporting to the City Council is timely, clear, concise and thorough. 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

C. Accepts direction/instructions in a positive manner 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

D. Effectively aids the City Council in establishing long range goals. 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

E. Makes recommendations where appropriate, but allows the Council to make policy decisions without exerting undue pressure. 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

F. Anticipates issues which may require Council involvement 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_ N/O\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Public Relations

A. Demonstrates a dedication to service to the community and its citizens

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Responsive to requests by citizens

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Is accessible to the public by phone or in City Hall

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Courteous and helpful – is a good ambassador for the city.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3. Effective Leadership of Staff

A. Maintains current knowledge of HR law and ensures city is compliant to limit risk and liability

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Delegates appropriate responsibilities, effectively manages staff performance

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Provides and encourages training opportunities to increase employees skills and competencies

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Professionally manages the compensation and benefits plan

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4. Fiscal Management

A. Prepares a realistic, balanced annual budget.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Makes the best possible use of available funds, conscious of the need to operate government efficiently.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Keeps City Council informed about revenues and expenditures, actual and projected.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Ensures that the budget addresses the City Council's goals and objectives.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Communication

A. Oral communication is clear, concise and articulate.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Written communications are clear, concise and accurate.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Listens well.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Accepts feedback graciously

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. Professional Skills

A. Maintains knowledge of current developments affecting the practice of local government management

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Demonstrates a capacity for innovation and creativity

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Willing to try new ideas proposed by governing body members and/or staff

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Attempts to obtain all available facts prior to making a decision.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 7. Intergovernmental Relationships

A. Maintains effective communication with local, regional, state, and federal government agencies.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

B. Pursues financial resources (grants) from other agencies

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

C. Contributes to good government through regular participation in local, regional and state committees and organizations

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

D. Lobbies effectively with legislators and state agencies regarding City programs and projects.

1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ N/O\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:**

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**III. SUMMARY RATING**

Overall Performance Rating - Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory \_\_\_ Needs Improvement \_\_\_ Meets Expectations \_\_\_ Exceeds Expectations \_\_\_ Outstanding \_\_\_

Comments:

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**IV. FUTURE GOALS AND OBJECTIVES**

Specific goals and objectives to be achieved in the next evaluation period:

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## M. ORDINANCES & RESOLUTIONS

<b>1. RESOLUTION 2023-720 – A Resolution for the City of Halsey Proclaiming April 28, 2023 as Arbor Day in the City of Halsey</b>
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<b>Council Action:     <i>MOTION</i></b>
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<b>April 11, 2023</b>
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**Issue Statement:** Council is asked to consider adopting a Resolution declaring April 28, 2023 as Arbor Day in the City of Halsey

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

- **Council Options**

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



## **RESOLUTION 2023-720**

### **A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 28, 2023 AS ARBOR DAY IN THE CITY OF HALSEY**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and;

**WHEREAS**, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

**WHEREAS**, Arbor Day is now observed throughout the Nation and the World, and;

**WHEREAS**, trees can reduce the erosion of precious topsoil by wind and water, lower heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide more habitat for wildlife, and;

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood-based products, and;

**WHEREAS**, trees in our community increase property values, enhance the economic vitality of business areas and beautify our community, and;

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal;

**NOW THEREFORE** I, Mayor Jerry Lachenbruch, Mayor of the City of Halsey, do hereby proclaim April 28, 2023, as Arbor Day in the City of Halsey and I urge citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

**Dated this 11th day of APRIL, 2023.**

**ATTEST:**

\_\_\_\_\_  
**Hilary Norton**  
**City Administrator**

**APPROVED:**

\_\_\_\_\_  
**Jerry Lachenbruch**  
**Mayor**

## M. ORDINANCES & RESOLUTIONS

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

**Council Action:** *MOTION*

**April 11, 2023**

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

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

#### Council Options

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





## RESOLUTION 2023-721

### **A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 2023 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH**

**WHEREAS** children are vital to our state's future success, prosperity, and quality of life as well as being our most vulnerable assets;

**WHEREAS** all children deserve to have safe, stable, nurturing, and healthy homes and communities that foster their well-being;

**WHEREAS** preventing child abuse and neglect is a community value that depends on involvement from the whole community, support for families and access to the resources needed for healthy living;

**WHEREAS** abuse and neglect affect children from every social economic group and children of all races and ethnicities are victims of child abuse.

**WHEREAS** in 2020, 14% Linn County children age 0-17 were living in poverty, 18.5% (2021) were food insecure and 4.7% (2019-20) students lacked stable housing; and

**WHEREAS** There were 306 substantiated cases of child abuse and neglect in Linn County during 2021. Statewide for 2021, 41.5% of abused children were 5 years old or younger. And;

**WHEREAS** During 2021, there were 17 Oregon children who died from causes related to familial/caregiver abuse and/or neglect; 12 of those who died were five years old or younger with 8 of these 12 being less than one year old; and

**WHEREAS** effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

**NOW THEREFORE** the City of Halsey proclaims **April, 2023** to be **CHILD ABUSE PREVENTION MONTH** and calls upon all citizens, community agencies, public and private institutions, schools, elected leaders and businesses of Halsey to increase participation in efforts to support children and their families in living safe and healthy lives.

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Jerry Lachenbruch, Mayor of Halsey

Dated: 04/11/2023