

Council Packet

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

Tuesday, February 14th, 2023
7:00 PM

B. OATHS OF OFFICE

Oath of Office		
Council Action:	<i>NONE</i>	February 14, 2023

Councilor Oaths

Councilor-Elect – Ken Lorensen will come forward to take oath. He 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 behind the dais.

E. PUBLIC HEARING

PUBLIC HEARING – Public Contracting Rule Changes		
Council Action:	<i>NONE</i>	June 14, 2022

Issue Statement: Council will be considering a Resolution updating the Halsey Public Contracting Rules.

Summary: Resolution 2023-715 will replace Resolution 2020-683 and update Halsey's Public Contracting Rules to remain compliant with changes in State Law. The updated rules were prepared by the City Attorney and the Local Government Law Group.

A summary of the changes and the full Public Contracting Rules document are included in the packet.

Public Hearing:

- Council must accept public comment when considering changes to the Public Contracting Rules.
- **No action will be taken as part of this agenda item. The Public Contracting Rules may be adopted as Resolution 2023-715, item N--1 on the agenda.**

F. CONSENT AGENDA

Consent Agenda	
Council Action: MOTION	February 14, 2023

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

1. Council Meeting Minutes – January 9, 2022

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

- **Council Options**

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

REGULAR CITY COUNCIL MEETING

January 9, 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 7:02 p.m.

ROLL CALL

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

Absent: Councilor Lorensen

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

Guests: Mary Granzow, Mary Price

Remote

Participants: Public Works Andy Ridinger, Librarian Sara Cooper, Sergeant Frambes, Tia Parrish

OATHS OF OFFICE

Michelle Isom and Scott LaCoste each took their oath of office as newly elected City Councilors.

Jerry Lachenbruch took his oath of office as a newly re-elected City Mayor.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

Council Meeting Minutes – December 13, 2022

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

Motion by: Councilor Isom, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Approving the December Financial Report includes approving check numbers 20040-20092 in the amount of \$35,891.33. The prior month's final check number was 20039.

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

Motion by: Councilor McMillen, Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

There were no agenda adjustments.

DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes/Michael Mattingly

Michael Mattingly the Community Services Coordinator spoke to council about his community engagement events. He left his business card to arrange for future events.

Sergeant Frambes delivered the Linn County Sheriff's office report. Two arrests were made in connection to theft at the market, one was an employee, and the other was a relative that was accepting the stolen property. Property crimes stayed low until the very end of the month- 4 vehicles were broken into. One vehicle contained firearms that were stolen from the vehicle. During a routine traffic stop for a moving violation, a traveler passing through was arrested with a large number of narcotics in their vehicle. Sergeant Frambes notified Council that this was not a local individual. Sergeant Frambes issued a statement encouraging all citizens to report *any* break-ins even if nothing of value was taken. This helps law enforcement track a pattern of break-ins in our area.

CITIZEN COMMENTS

There were no citizen comments.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

The City has received a grant of almost \$5000 from the Oregon Community Foundation to improve bicycle facilities at City Hall and the City Park, which includes a built in bicycle pump.

There are four citizen seats open on the Budget Committee this year. Applications are due by March 6th.

The City's first full page bills were mailed in the beginning of January for the month of December. There are some kinks to work out, but overall, it went smoothly. The bills mailed in February will include the newsletter.

Third Thursday in December was well attended. The City collected several bags of toys for Toys for Tots. Administrator Norton asked if those signed up for March and April Third Thursdays if they would be interested in doing an Arbor Day event and an Emergency Preparedness event, there was consensus.

The East B Street project is scheduled for this summer. The RFP will go out by the end of the month.

City Day is January 25th, 2023, in Salem. Administrator Norton asked if any members of Council would be interested in attending with her- Mayor Lachenbruch will be attending as well.

The Safe Drinking Water Revolving Loan Fund released their priority list and The City is not in the funded category. Administrator Norton updated Council on some conversations held with local legislators that have other possible options for The City.

RARE member Julia Fox updated Council on the Parks Committee progress. The committee has identified key areas to improve in Halsey's Parks. Oregon Parks and Recreation will be opening their grant cycle soon.

Public Works: Andy Ridinger

The annual SOC, VOC, nitrate, and Well 98 samples were completed in December and the Consumer Confident Report (CCR) was completed and sent off. Discharge season at the lagoon has begun and 10,000,000 gallons were discharged in December. Public Works helped decorate the Library and City Hall in December with Christmas lights. The roof at City Hall needs replaced, quotes are being collected prepare for next budget cycle. Public Works installed parking signs in the City Hall parking lots to reserve parking spaces for staff and customers.

Library: Sara Cooper

The daily threshold was 5.5 patrons per day and 104 patrons total in the month of December. The caroling and cider event was well attended with over 25 guests. The library sleepover will be Friday, January 13th. All the book donations have been sorted through. What is not being brought into the Library will be sold in the book mobile. Librarian Cooper stated she has been reorganizing the different genres to prepare for the purchase of new books for the Library. A new bookshelf may be going into the library to add more room for new books. Watercolor artist Alice Tetemore will be the next artist in the rotating art exhibit.

Sharing Hands: Ken Lorensen

Councilor Lorensen was not present.

Central Linn School District: Michelle Isom

There was nothing new to report.

Cascades West Area Commission on Transportation: Randy McMillen

Councilor McMillen reported that the 2023-2025 grant cycle has opened. CWAC is discussing changing their membership requirements for representatives.

NEW BUSINESS

Elect a Council President

Due to the absence of current Council President Lorensen, Council opted to postpone this appointment until next meeting.

Appoint Budget Officer – FY 2023-2024

The City Council needs to appoint a Budget Officer for the FY 2023-2024 Budget cycle.

Motion: I move that the governing body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2023-2024

Motion by: Councilor Strauss, Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

Approval of Budget Calendar – FY 2023-2024

The Council is asked to approve the FY 2023-2024 Budget Calendar.

Motion: I move that the governing body of the City of Halsey approve the 2023-2024 Budget Calendar as submitted.

Motion by: Councilor Strauss, Seconded by Councilor McMillen

Vote:

Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

ORDINANCE 2022-441 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code, Adding Chapter 4.35 Cost Recovery

Council is asked to review and consider adopting an ordinance that would establish an application process for creating zones of benefit inside the City of Halsey.

Motion: I move that the governing body of the City of Halsey adopt ORDINANCE 2022-441 – An Ordinance of the City of Halsey Amending the Halsey Municipal Code, Adding Chapter 4.35 Cost Recovery.

Motion by: Councilor Strauss, Seconded by Councilor Isom

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 7:42 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

G. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	February 14, 2023

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

Summary:

Approving the January Financial Report includes approving check numbers 20093-20141 in the amount of \$32,397.74. The prior month's final check number was 20092. Check 20070 from the prior month was voided and reissued as 20126.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the January 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
JANUARY 31, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	15,767.29
01-0001002	MONEY MARKET	66,678.16
01-0001003	INVESTMENT POOLED	2,208,431.18
		<hr/>
	TOTAL COMBINED CASH	2,290,876.63
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,290,876.63)
		<hr/>
TOTAL UNALLOCATED CASH		.00
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	411,429.04
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,381.82
20	ALLOCATION TO (20) STREET FUND	145,689.40
25	ALLOCATION TO (25) STREET & PATHWAY FUND	75,065.67
40	ALLOCATION TO (40) BOND FUND	55,072.45
55	ALLOCATION TO (55) LIBRARY FUND	14,580.55
60	ALLOCATION TO (60) WATER FUND	437,433.02
61	ALLOCATION TO (61) SEWER FUND	245,570.88
62	ALLOCATION TO (62) WATER RESERVE FUND	337,253.66
63	ALLOCATION TO (63) SEWER RESERVE FUND	189,379.95
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,651.63
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	22,215.68
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	108,488.60
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,103.27
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	136,428.43
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	11,381.86
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	5,750.72
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,290,876.63
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,290,876.63)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/>

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)
January 31, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	37,406.94	Book Balance Previous Month:	13,165.28
Outstanding Deposits:	.00	Total Receipts:	76,276.10
Outstanding Checks:	21,639.65	Total Disbursements:	73,674.09
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	15,767.29	Book Balance:	15,767.29

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 34 items Deposits Outstanding: 0 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18163	.85	19982	2.94	20138	604.00
7	3.86-	18170	.50	19987	29.68	20139	8.61
8	15.42-	18344	2,000.00	20022	84.63	20140	57.51
9	13.77-	18489	100.00	20061	75.00	20141	518.00
14206	27.52	18511	150.00	20115	600.00	122122	8,242.98
17523	23.44	18692	28.50	20124	67.35	127202	361.37
17752	316.65	19068	28.50	20127	45.00	127202	5,883.61
18058	53.23	19077	68.45	20134	39.99	225201	260.20-
18073	154.00	19120	120.00	20135	78.50		
18155	1.63	19423	154.84	20136	50.00	Total:	21,639.65
18156	13.27	19944	66.36	20137	1,898.02		

Checks cleared: 54 items Checks Outstanding: 41 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	66,678.16	Book Balance Previous Month:	49,774.05
Outstanding Deposits:	.00	Total Receipts:	37,002.51
Outstanding Checks:	.00	Total Disbursements:	20,098.40
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	66,678.16	Book Balance:	66,678.16

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 16 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 3 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
02/02/2023	1	Trans MM to CK	01-0001001	Combined Cash - Checking	8,000.00	
02/02/2023	2	Trans MM to CK	01-0001002	Money Market	.00	8,000.00-
02/02/2023	3	Trans MM to CK	01-0001001	Combined Cash - Checking	12,000.00	
02/02/2023	4	Trans MM to CK	01-0001002	Money Market	.00	12,000.00-
02/02/2023	5	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	98.40	
02/02/2023	6	ACH Bank Fees	01-0001002	Money Market	.00	98.40-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					20,098.40	20,098.40-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
02/02/2023	1	MM Interest	01-0001002	Money Market	.48	
02/02/2023	2	MM Interest	10-000-40-650	Interest on Investments	.00	.48-
02/02/2023	3	LGIP Trans Checking	01-0001001	Combined Cash - Checking	40,000.00	
02/02/2023	4	LGIP Trans Checking	01-0001003	Investment Pooled	.00	40,000.00-
02/02/2023	5	PERS Adj	01-0001001	Combined Cash - Checking	2.80	
02/02/2023	6	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	2.80-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					40,003.28	40,003.28-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
02/03/2023	1	LGIP Interest	01-0001003	Investment Pooled	6,416.95	
02/03/2023	2	LGIP Interest	10-000-40-650	Interest on Investments	.00	1,152.44-
02/03/2023	3	LGIP Interest	18-000-40-650	Interest on Investments	.00	87.90-
02/03/2023	4	LGIP Interest	20-000-40-650	Interest on Investments	.00	408.09-
02/03/2023	5	LGIP Interest	25-000-40-650	Interest on Investments	.00	210.27-
02/03/2023	6	LGIP Interest	40-000-40-650	Interest on Investments	.00	154.26-
02/03/2023	7	LGIP Interest	55-000-40-650	Interest on Investments	.00	40.84-
02/03/2023	8	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,225.29-
02/03/2023	9	LGIP Interest	61-000-40-650	Interest on Investments	.00	687.87-
02/03/2023	10	LGIP Interest	62-000-40-650	Interest on Investments	.00	944.68-
02/03/2023	11	LGIP Interest	63-000-40-650	Interest on Investments	.00	530.47-
02/03/2023	12	LGIP Interest	65-000-40-650	Interest on Investments	.00	91.46-
02/03/2023	13	LGIP Interest	68-000-40-650	Interest on Investments	.00	62.23-
02/03/2023	14	LGIP Interest	72-000-40-650	Interest on Investments	.00	303.89-
02/03/2023	15	LGIP Interest	73-000-40-650	Interest on Investments	.00	87.12-
02/03/2023	16	LGIP Interest	74-000-40-650	Interest on Investments	.00	382.15-
02/03/2023	17	LGIP Interest	80-000-40-650	Interest on Investments	.00	31.88-
02/03/2023	18	LGIP Interest	85-000-40-650	Interest on Investments	.00	16.11-
Total 123:					66,518.63	66,518.63-
Total JOURNAL ENTRIES (JE):					6,416.95	6,416.95-
References: 18 Transactions: 18						
Grand Totals:					66,518.63	66,518.63-

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
01/31/2023	PC	01/31/2023	1312023	Norton, Hilary	130		10-0002090	5,136.17-
01/31/2023	PC	01/31/2023	1312023	Andy Ridinger	210		10-0002090	4,467.93-
01/31/2023	PC	01/31/2023	1312023	Gangle, Larissa Michele	241		10-0002090	3,175.94-
01/31/2023	PC	01/31/2023	1312023	William Jones	245		10-0002090	2,773.26-
01/31/2023	PC	01/31/2023	1312023	Sara J Cunningham-Cooper	255		10-0002090	1,547.35-
01/31/2023	PC	01/31/2023	1312023	Madison LaCoste	256		10-0002090	1,359.88-
Grand Totals:								18,460.53-
			6					

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
02/02/2023	1	Trans MM to CK	8,000.00
02/02/2023	3	Trans MM to CK	12,000.00
02/02/2023	5	ACH Bank Fees	98.40
01/13/2023	20070	Easdale Backflow & Irrigation	6,677.45-
01/06/2023	20093	Carlson Hardware Inc.	78.90
01/06/2023	20093	Carlson Hardware Inc.	78.90
01/06/2023	20093	Carlson Hardware Inc.	78.89
01/06/2023	20094	Caselle, Inc.	686.00
01/06/2023	20094	Caselle, Inc.	40.00
01/06/2023	20094	Caselle, Inc.	40.00
01/06/2023	20095	Executive Cleaning	624.00
01/06/2023	20096	MacDonald Industrial Supply	65.63
01/06/2023	20096	MacDonald Industrial Supply	65.63
01/06/2023	20096	MacDonald Industrial Supply	65.63
01/06/2023	20097	OAWU	243.40
01/06/2023	20098	ODP Business Solutions, LLC	15.29
01/06/2023	20099	One Call Concepts Inc.	6.75
01/06/2023	20099	One Call Concepts Inc.	6.75
01/06/2023	20100	Renewable Resource Group, Inc	851.00
01/06/2023	20100	Renewable Resource Group, Inc	484.00
01/06/2023	20101	Roome Telecommunications Inc.	145.89
01/06/2023	20101	Roome Telecommunications Inc.	33.40
01/06/2023	20101	Roome Telecommunications Inc.	77.19
01/06/2023	20101	Roome Telecommunications Inc.	34.40
01/06/2023	20102	Dept. of Consumer & Business Services	197.12
01/10/2023	20103	AT&T	21.86
01/10/2023	20103	AT&T	21.86
01/10/2023	20103	AT&T	21.87
01/10/2023	20104	BMS Technologies	172.56
01/10/2023	20104	BMS Technologies	172.56
01/10/2023	20105	CECO, Inc.	116.91
01/10/2023	20105	CECO, Inc.	58.45
01/10/2023	20105	CECO, Inc.	184.36
01/10/2023	20105	CECO, Inc.	89.93
01/10/2023	20106	Aleman General Contractor LLC	562.50
01/10/2023	20107	Void Check	.00
01/10/2023	20108	Void Check	.00
01/10/2023	20109	Void Check	.00
01/10/2023	20110	Void Check	.00
01/10/2023	20111	Void Check	.00
01/10/2023	20112	Void Check	.00
01/10/2023	20113	Void Check	.00
01/10/2023	20114	Void Check	.00
01/10/2023	20115	JSG Lawn Maintenance	600.00
01/10/2023	20115	Void Check	.00
01/10/2023	20116	Kelley Connect Co.	156.61
01/10/2023	20116	Kelley Connect Co.	19.10
01/10/2023	20116	Kelley Connect Co.	126.05
01/10/2023	20116	Kelley Connect Co.	80.21
01/10/2023	20117	KS Chems	53.06
01/10/2023	20118	Legacy	600.00
01/10/2023	20118	Legacy	800.00
01/10/2023	20119	Norm's Electric Inc.	998.69
01/10/2023	20120	ODP Business Solutions, LLC	79.27
01/10/2023	20121	Renewable Resource Group, Inc	280.00
01/10/2023	20121	Renewable Resource Group, Inc	416.00

Date	Check Number	Payee or Description	Check Amount
01/10/2023	20122	Rice Heating & Air Conditioning	5,355.00
01/10/2023	20123	University of Oregon	6,750.00
01/18/2023	20124	Valerie Bevel	67.35
01/18/2023	20125	Cafe' Coffee	40.00
01/18/2023	20125	Cafe' Coffee	30.00
01/18/2023	20126	Easdale Backflow & Irrigation	6,527.45
01/18/2023	20127	Kristen Guse	45.00
01/18/2023	20128	Local Government Law Group, PC	1,354.50
01/18/2023	20129	National Business Solutions	832.00
01/18/2023	20130	NW Natural Gas	83.77
01/18/2023	20130	NW Natural Gas	273.71
01/18/2023	20131	Pacific Power	1,557.53
01/18/2023	20131	Pacific Power	112.43
01/18/2023	20131	Pacific Power	1,973.07
01/18/2023	20131	Pacific Power	817.54
01/18/2023	20131	Pacific Power	39.58
01/18/2023	20131	Pacific Power	96.50
01/18/2023	20132	Security Alarm Corp	122.51
01/18/2023	20133	Willamette Valley Refrigeration	192.00
01/27/2023	20134	Alyrica Networks	20.00
01/27/2023	20134	Alyrica Networks	19.99
01/27/2023	20135	AT&T Mobility	26.17
01/27/2023	20135	AT&T Mobility	26.17
01/27/2023	20135	AT&T Mobility	26.16
01/27/2023	20136	Bunce Equipment, Inc.	50.00
01/27/2023	20137	Cardmember Service	1,217.69
01/27/2023	20137	Cardmember Service	97.52
01/27/2023	20137	Cardmember Service	259.90
01/27/2023	20137	Cardmember Service	167.54
01/27/2023	20137	Cardmember Service	89.30
01/27/2023	20137	Cardmember Service	66.07
01/27/2023	20138	Crockett's Interstate	122.31
01/27/2023	20138	Crockett's Interstate	122.31
01/27/2023	20138	Crockett's Interstate	122.31
01/27/2023	20138	Crockett's Interstate	122.31
01/27/2023	20138	Crockett's Interstate	57.38
01/27/2023	20138	Crockett's Interstate	57.38
01/27/2023	20139	McLaren, Zack	8.61
01/27/2023	20140	Ferguson Enterprises	57.51
01/27/2023	20141	Renewable Resource Group, Inc	518.00
01/31/2023	92201	DIRECT DEPOSIT TOTAL	18,460.53
01/27/2023	12720231	AFLAC	361.37
01/27/2023	12720232	EBS Trust, CIS- Benefits	8,236.54
01/27/2023	12720232	EBS Trust, CIS- Benefits	6.44
01/27/2023	12720233	IRS Tax Deposit	3,103.42
01/27/2023	12720233	IRS Tax Deposit	725.78
01/27/2023	12720233	IRS Tax Deposit	1,772.56
01/27/2023	12720234	Oregon Dept of Revenue - WC/UI	20.22
01/27/2023	12720234	Oregon Dept of Revenue - WC/UI	1,629.00
01/27/2023	12720234	Oregon Dept of Revenue - WC/UI	176.88
01/27/2023	12720235	P.E.R.S.	1,515.79
01/27/2023	12720235	P.E.R.S.	4,367.82
01/27/2023	12720236	VOYA	900.00
01/31/2023	13120231	Norton, Hilary - DIR DEP	.00
01/31/2023	13120232	Andy Ridinger - DIR DEP	.00
01/31/2023	13120233	Gangle, Larissa Michele - DIR DEP	.00
01/31/2023	13120234	William Jones - DIR DEP	.00
01/31/2023	13120235	Sara J Cunningham-Cooper - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
01/31/2023	13120236	Madison LaCoste - DIR DEP	.00
Grand Totals:			<u>93,772.49</u>

Print Sequence Detail

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20070	01/13/2023	100	Easdale Backflow & Irrigation	Annual Backflow Testing	60-310-55-5890	6,677.45- V
20093	01/06/2023	46	Carlson Hardware Inc.	Shop Supplies-December 2022	61-320-55-5606	236.69
20094	01/06/2023	49	Caselle, Inc.	Contract Support & Maintenance- February 202	60-310-55-5611	766.00
20095	01/06/2023	954	Executive Cleaning	Contract Janitorial Services-December 2022	10-110-55-5680	624.00
20096	01/06/2023	217	MacDonald Industrial Supply	Shop Supplies	61-320-55-5606	196.89
20097	01/06/2023	276	OAWU	Membership Renewal 2023	60-310-55-5730	243.40
20098	01/06/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	15.29
20099	01/06/2023	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	13.50
20100	01/06/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	1,335.00
20101	01/06/2023	332	Roome Telecommunications Inc.	LIBRARY	55-410-55-5664	290.88
20102	01/06/2023	365	Dept. of Consumer & Business Se	Elevator Operating Permit Renewal 2023	10-110-55-5689	197.12
20103	01/10/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	65.59
20104	01/10/2023	1129	BMS Technologies	Utility Bill Printing & Mailing	61-320-55-5610	345.12
20105	01/10/2023	47	CECO, Inc.	Fuel	61-320-55-5615	449.65
20106	01/10/2023	1128	Aleman General Contractor LLC	City Hall Roof Repair	10-110-55-5680	562.50
20115	01/10/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services- January 2023	10-110-55-5910	600.00
20116	01/10/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	381.97
20117	01/10/2023	567	KS Chems	Paper Products-City hall	10-110-55-5680	53.06
20118	01/10/2023	1100	Legacy	Lagoon- Annual Generator Inspection & Service	61-320-55-5679	1,400.00
20119	01/10/2023	258	Norm's Electric Inc.	Library Ductless Heat Pump Electrical	55-410-60-6002	998.69
20120	01/10/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	79.27
20121	01/10/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Plant	61-320-55-5860	696.00
20122	01/10/2023	980	Rice Heating & Air Conditioning	Library Ductless Heat Pump Unit	55-410-60-6001	5,355.00
20123	01/10/2023	1133	University of Oregon	RARE Program-Q1 & Q 2 Billing	10-110-55-5910	6,750.00
20124	01/18/2023	1134	Valerie Bevel	Credit Balance Refund-Utility Account # 1330.0	01-0001075	67.35
20125	01/18/2023	660	Cafe' Coffee	Water Service-PW Shop	60-310-55-5606	70.00
20126	01/18/2023	100	Easdale Backflow & Irrigation	Annual Backflow Testing	60-310-55-5890	6,527.45
20127	01/18/2023	1135	Kristen Guse	Facility Reservation Deposit Refund & Kitchen	10-110-55-5885	45.00
20128	01/18/2023	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	1,354.50
20129	01/18/2023	1110	National Business Solutions	Contract IT Support- 1/15-02/14/23	10-110-55-5770	832.00
20130	01/18/2023	263	NW Natural Gas	Shop	60-310-55-5671	357.48
20131	01/18/2023	297	Pacific Power	5th & L Pump	60-310-55-5672	4,596.65
20132	01/18/2023	688	Security Alarm Corp	Fire & Security Monitoring-	10-110-55-5771	122.51
20133	01/18/2023	902	Willamette Valley Refrigeration	Commercial Fridge Diagnosis and Coolant Rec	10-110-55-5619	192.00
20134	01/27/2023	934	Alyrica Networks	Internet-Shop	61-320-55-5662	39.99
20135	01/27/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20136	01/27/2023	1136	Bunce Equipment, Inc.	Sand blast & Paint Hardware for Sliding Door at	10-110-60-6016	50.00
20137	01/27/2023	665	Cardmember Service	Zoom-Monthly Membership	10-110-55-5770	1,898.02
20138	01/27/2023	1061	Crockett's Interstate	Vactor Truck Towing	68-330-55-5691	604.00
20139	01/27/2023	1137	McLaren, Zack	Credit Balance Refund- Account # 1107.03	01-0001075	8.61
20140	01/27/2023	1046	Ferguson Enterprises	Wastewater Chemical Tube Compression Fitting	61-320-55-5606	57.51
20141	01/27/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	518.00
Grand Totals:						32,397.74

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

2023

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

FOR THE MONTH OF:

JANUARY

TRAFFIC CITATIONS: -----	5
TRAFFIC WARNINGS: -----	2
TRAFFIC CRASHES: -----	1
ARRESTS MADE: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	32

TOTAL HOURS SPENT:

HALSEY 80.25
hours

CONTRACT HOURS= 72 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sgt. Steven Frambes



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

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

Total Incidents This Month: **32**

Incident Information:	Description
CAD# 2023000295 TIME: 1/1/2023 1:48:19PM CASE# CAD Only HALS LODGED AT ANIMAL CONTRC	FOUND DOG Reported at Block of 700 W 1ST ST HALS Deputy met with caller who found a small black and white Pomeranian near the rail road crossing on the south end of Halsey. The dog was lodged at Linn County Animal Control.
CAD# 2023000874 TIME: 1/2/2023 5:06:41PM CASE# CAD Only HALS CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 1200 W 2ND ST HALS Checked the building and all was secure.
CAD# 2023001901 TIME: 1/4/2023 12:45:41PM CASE# CAD Only HALS CAD CALL COMPLETE	JUVENILE COMPLAINT Reported at Block of 800 W 5TH ST HALS Caller reports her 15 year old daughter ran out the front door after becoming upset about the mother entering her daughters room. Deputies respond to area and observe the juvenile walking home under their own will power.
CAD# 2023003138 TIME: 1/6/2023 11:42:45AM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 100 NW 2ND ST HALS Follow up investigatino at post office
CAD# 2023005759 TIME: 1/10/2023 3:14:13PM CASE# CAD Only HALS CAD CALL COMPLETE	VIOLATION OF ORDER Reported at Block of 900 W O ST HALS Deputies spoke with citizen about him being harassed by someone.

Incident Information:	Description
CAD# 2023006364 TIME: 1/11/2023 1:29:20PM CASE# 2300146 HALS REPORT TAKEN	Report Filed. IDENTITY THEFT Reported At Block Of 1400 W 4TH ST Occurred between 1328 hours on 1/11/2023 and 1329 hours on 1/11/2023 . Reported: 1/11/2023 Officer Deputy took report of Identity Theft.
CAD# 2023006577 TIME: 1/11/2023 5:54:16PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 800 CENTENNIAL CT HALS Vehicle was parked in the area and the plate was documented.
CAD# 2023007231 TIME: 1/12/2023 3:23:59PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS C. Newton Stevens, 35, of Albany was cited for failure to renew vehicle registration.
CAD# 2023008159 TIME: 1/13/2023 11:32:11PM CASE# 2300188 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 1100 W 2ND ST Occurred between 2332 hours on 1/13/2023 and 2332 hours on 1/13/2023 . Reported: Burglary at Halsey Mini Storage. Deputy is investigating the entry of several units.
CAD# 2023008219 TIME: 1/14/2023 2:09:51AM CASE# CAD Only HALS HALSEY	OUT WITH A VEHICLE Reported at Block of 200 W 2ND ST HALS Suspicious vehicle. Female pulled over as she was not feeling well. NFA.
CAD# 2023008459 TIME: 1/14/2023 12:41:55PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 200 W 1ST ST HALS Deputy checked on male.

Incident Information:	Description
CAD# 2023008641 TIME: 1/14/2023 5:54:56PM CASE# 2300197 HALS REPORT TAKEN	Report Filed. ACCIDENT VEHICLE NO INJ Reported At Block Of 900 W 5TH ST/W J ST Occurred between 1753 hours on 1/14/2023 and 1754 hours on 1/14/2023 . Reported: <hr/> Deputies responded to a non-injury crash. The juvenile driver was cited for careless driving and driving without valid driving privileges.
CAD# 2023008825 TIME: 1/14/2023 11:58:03PM CASE# 2300199 HALS REPORT TAKEN	Report Filed. INFO-SUSPICIOUS CIRCUMSTANCE Reported At Block Of 800 W 1ST ST Occurred between 2358 hours on 1/14/2023 and 2358 hours on 1/14/2023 . Reported: <hr/> Deputy discovers open door on warehouse building while on patrol. Deputy's search building and discover nothing suspicious, and secured the building.
CAD# 2023009290 TIME: 1/15/2023 7:32:22PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 700 CENTENNIAL CT HALS <hr/> Caller reports cameras are not working at his residence, requests a deputy to preform an extra patrol. Deputy arrives at residence and discovers nothing suspicious.
CAD# 2023009387 TIME: 1/15/2023 11:27:44PM CASE# CAD Only HALS UTL GOA	SUSPICIOUS VEHICLE Reported at Block of 200 W O ST/W 2ND ST HALS <hr/> Caller wanted to report a vehicle parked at park for long period of time. The vehicle left before deputy arrived.
CAD# 2023010736 TIME: 1/17/2023 10:18:19PM CASE# CAD Only HALS	DOG COMPLAINT Reported at Block of 000 E H ST HALS <hr/> Barking dog complaint. Caller called back to advise barking has stopped and did not need LCSO.
CAD# 2023011618 TIME: 1/19/2023 10:45:34AM CASE# 2300258 HALS REPORT TAKEN	Report Filed. THEFT 2 - FROM VEHICLE Reported At Block Of 100 W HALSEY ST Occurred between 1044 hours on 1/19/2023 and 1045 hours on 1/19/2023 . Reported: <hr/> Vehicle was broken into at City Hall parking lot. Bank cards stolen and used at various location. Working with multiple businesses and law enforcement agencies to ID suspect.

Incident Information:	Description
CAD# 2023012155 TIME: 1/20/2023 3:12:15AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 100 W 2ND ST HALS <hr/> Deputy asks person stopped in the bike lane in the intersection to move to the sidewalk to change the light on their bike.
CAD# 2023012165 TIME: 1/20/2023 4:27:53AM CASE# CAD Only HALS CAD CALL COMPLETE	ABANDON VEHICLE Reported at Block of 1200 W 2ND ST HALS <hr/> Deputy checked on a previously tagged for removal vehicle in Halsey. Vehicle was gone on deputies arrival.
CAD# 2023012588 TIME: 1/20/2023 6:20:00PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 400 W D ST HALS <hr/> Follow up.
CAD# 2023014060 TIME: 1/23/2023 8:42:27AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 500 W 3RD ST HALS <hr/> Accidental call
CAD# 2023014525 TIME: 1/23/2023 10:11:10PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 1100 W 1ST ST HALS <hr/> : Deputy observes open gate after hours at business. Deputy checks property and observes nothing suspicious.
CAD# 2023015591 TIME: 1/25/2023 3:09:59PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 100 W HALSEY ST HALS <hr/> Royal Kropf, 52, of Halsey, the owner of Diamond K Sales, was cited for having multiple trailers parked in violation of posted signs in Halsey.

Incident Information:

Description

CAD# 2023016135
TIME: 1/26/2023 12:08:28PM
CASE# CAD Only
HALS
WARNING ISSUED

TRAFFIC STOP Reported at Block of 000 BLUE HERON ST/HWY 228 HALS

Juvenile driver stopped by a Deputy for peeling out as he left school. Driver was warned and advised.

CAD# 2023016140
TIME: 1/26/2023 12:13:25PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

MISSING PERSONS Reported at Block of 600 E 2ND ST HALS

A loved one called in a missing person's complaint on someone. The twenty-year-old female hadn't been heard from all night and day and her phone was off. The Deputy investigated and was able to reach the involved female, who had a peculiar story as to her whereabouts, but she confirmed she was okay.

CAD# 2023016209
TIME: 1/26/2023 1:47:56PM
CASE# CAD Only
HALS
WARNING ISSUED

TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS

Juvenile male stopped for registration violation. Juvenile warned and advised.

CAD# 2023016216
TIME: 1/26/2023 2:05:15PM
CASE# CAD Only
HALS
CITATION ISSUED

PARKING COMPLAINT Reported at Block of 100 W HALSEY ST HALS

Deputy issued a parking citation to a vehicle unlawfully parked in Halsey.

CAD# 2023016788
TIME: 1/27/2023 12:24:22PM
CASE# CAD Only
HALS
CITATION ISSUED

DOG COMPLAINT Reported at Block of 200 E B ST HALS

issued citation to dog owner Alex Lathrom of Halsey for Failure to Purchase a Dog License

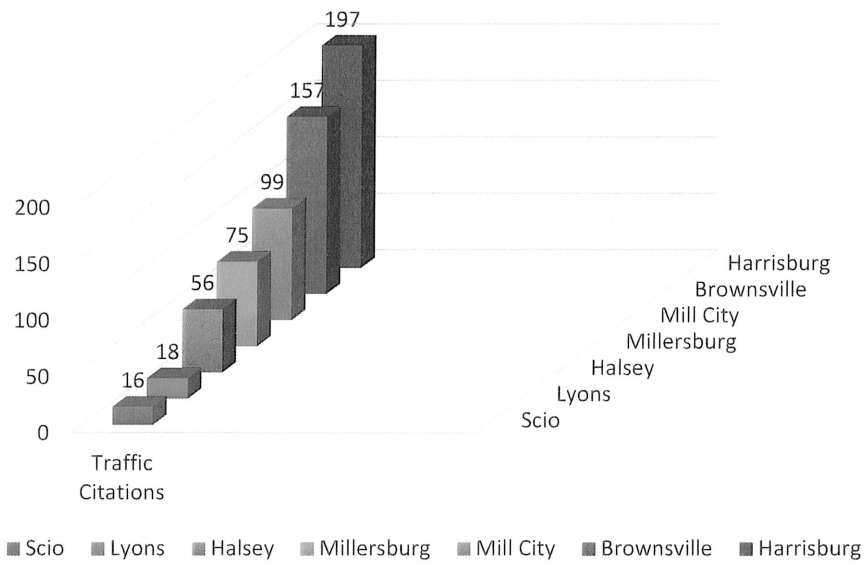
CAD# 2023017450
TIME: 1/28/2023 1:03:21PM
CASE# CAD Only
HALS

NON 911 ISSUE Reported at Block of 400 W D ST HALS

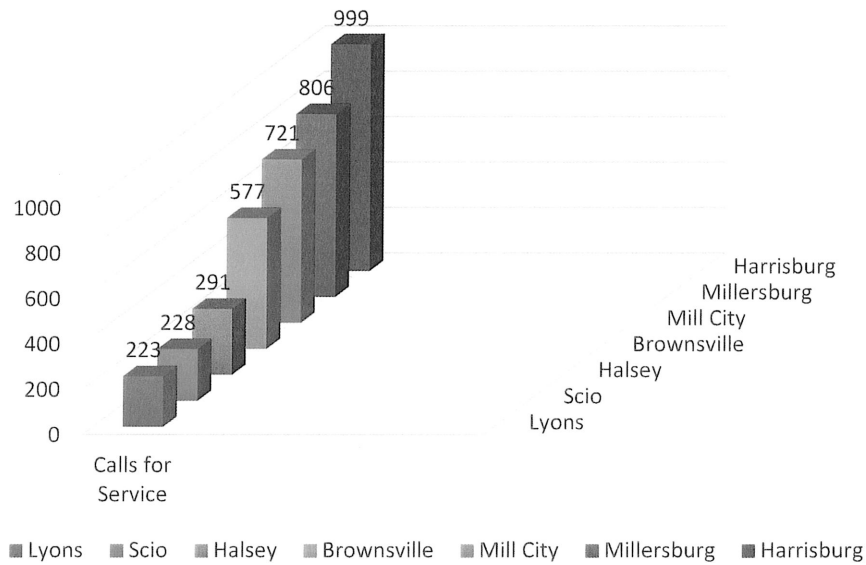
No Public Narrative.

Incident Information:	Description
CAD# 2023018671 TIME: 1/30/2023 12:42:53PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 200 W 2ND ST HALS <hr/> Spent time patrolling throughout the city
CAD# 2023018749 TIME: 1/30/2023 2:22:12PM CASE# CAD Only HALS HALSEY	SUSPICIOUS CIRCUMSTANCE Reported at Block of 1300 W 4TH ST HALS <hr/> Elderly female said she was unable to locate her husband. Halsey FD and LCSO searched the area and located the male alive and well behind one of his rental residences.
CAD# 2023018824 TIME: 1/30/2023 4:07:35PM CASE# 2300416 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: COUNTER TRAFFIC Reported At Block Of 500 W 4TH ST Occurred between 1607 hours on 1/30/2023 and 1607 hours on 1/30/2023 . <hr/> Caller lost \$18,500 to online scam.

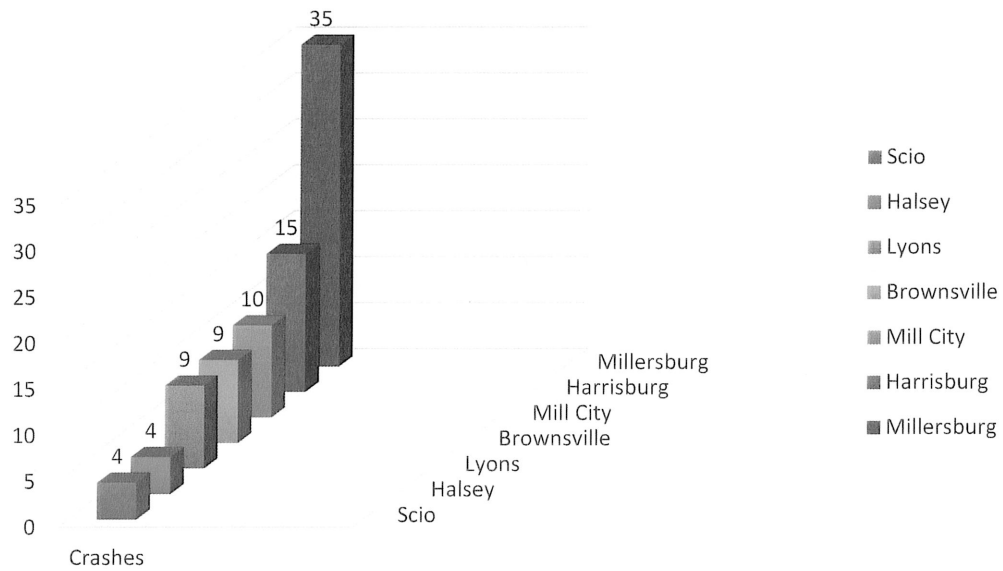
2022 Traffic Citations



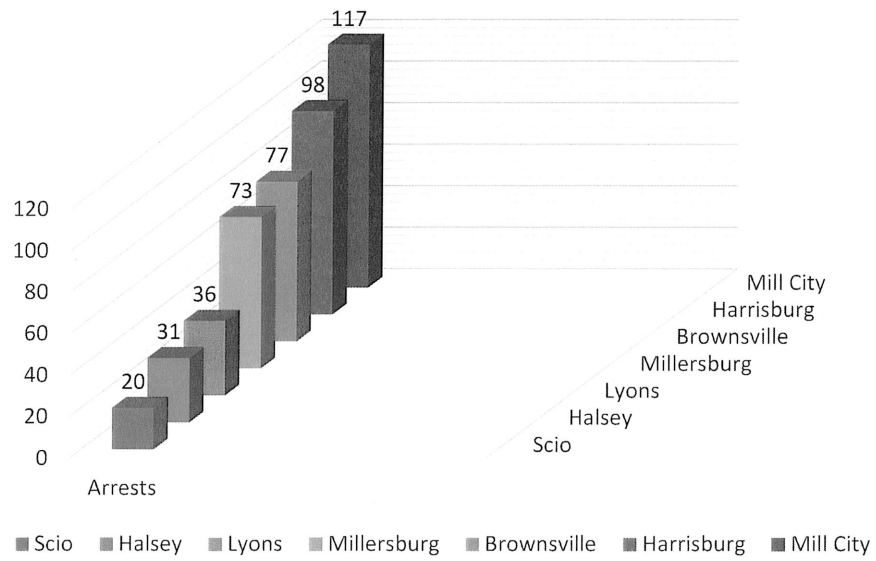
2022 Calls for Service



2022 Crashes



2022 Arrests



K. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	February 14, 2023

1. City Wide Garage Sale

The City-Wide Garage Sale has been the first Saturday in May for almost two decades. Last year, it rained hard and several households decided not to do it, and those that did had fewer customers than in previous years. We received several requests to move it to later in the summer, like Brownsville's and Harrisburg's. Does Council want to keep the date or move it? If we move it, should we move the clean up day as well?

2. Second Year RARE

If it fits into the budget, is Council interested in applying for a RARE member for the 2023-24 fiscal year? Next year projects could include – executing Phase 1 of the Park Plan if we get the OPRD grant or seeking additional sources of funding and reapplying to OPRD if we don't, continuing with the Comp Plan update, GIS mapping of Halsey's utilities, setting up the asset management system, building local partnerships and creating more community events, or similar.

3. Chip Seal

Linn County installs chip seal on various roads in the County every other year. We have an opportunity to partner with them when they come through. We do not have a grant to pay for it this time, but, budget permitting, we may be able to afford to chipseal a few blocks when they come through. The streets identified by Andy as most in need but still in good enough repair to be preserved by it are a section of West G Street and Centennial Court. Does Council want the city to continue to chipseal sections of streets when it fits in the budget?

4. Sewer Project Funding Update

It sounds like we will be able to get funding through the CWRLF program through DEQ. We don't yet know the terms of the loan or if there will be loan forgiveness, or if there would be required rate increases and how much. DEQ (or the CWRLF program) requires much more environmental studies to approve the project than the SDWRLF program we used for the water meters. Even to get a categorical exclusion, we have to contact and submit reports to all "cross cutting" agencies – the EPA, SHIPO, DSL, and several others. I have asked DEQ to estimate the loan terms, payments, rates, and loan forgiveness so we can do a cost-benefit analysis to determine if the loan is a good decision for Halsey. There may be opportunities with RCAC or the COG for assistance on the environmental review process, and Julia may be able to pick up some of the in-house work.

5. Well Project Funding Update

We did not get funding through the SDWRF, which means no loan forgiveness. If they have additional funds after they have funded the higher priority projects we may get financing through them but it will not include loan forgiveness. I submitted requests with both Senator Haden and Representative Cate to try to get funding directly from the legislature. If they have an opportunity to add our well project on to an infrastructure bill they will try. Senator Hayden was optimistic. If this doesn't happen our next option is to apply for financing through the Special Public Works fund. Interest rates may be higher than the SDWRLF fund, and there won't be loan forgiveness. However, we have until December 2024 to use our ARPA funds. If we go past that date, we'll be trying to fund or finance a \$500,000 project instead of a \$300,000 project. It makes sense to try to find a way forward while we still have the ARPA funding to reduce the burden on taxpayers and rate payers.

6. Rural Economic Alliance (REAL) update

REAL is moving forward with the strategic planning process. We met on 1/26 and received data from the regional survey and interviews. We used that to lay out our highest priorities, and to discuss possible action steps and approaches on a regional level to reduce barriers and provide better support. This work will ultimately yield a strategic plan.

K. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	February 14, 2023

Water Distribution:

Water Produced	2,062,000 Gallons
Daily Average	88,000 Gallons

Wastewater Collected:

WW Collected	5,472,000 Gallons
Daily Average	177,000 Gallons
WW Discharged	12,049,000 Gallons
Daily Average	389,000 Gallons

Water:

We repaired a water leak in the 600 block of W.1st. Service line just off the main.
Raised 3 meter boxes, backflow box and customer shutoff box in town.

Sewer:

Graded roads at the lagoon.
Did annual I&I report and Biosolid/recycled water report.
Installed new auto dialer at the lagoon. We are waiting on power and some replays to finish the job.

Street:

Did the annual ODOT street milage report.
We did a road condition survey picking out the best candidates for chip sealing. We met with Linn County Road Department to get cost for this upcoming chip sealing season.

We have areas in town where we had water leaks or where the road is failing that needs to be patched or resurfaced, I met with Levi with Blackstone to get cost for asphaltting those areas.

City hall:

We finished and hung the closet door we made at city hall.
We trenched and laid conduit for power to the wood train station north of city hall.

K. REPORTS TO COUNCIL

1. Employee Reports		
c. Library		
Council Action:	NONE	February 14, 2023

Circulation for January		Total Circulation since opening (Aug. 2015)	11,250
Fiction	47		
Non-Fiction	29	Total Number of Patrons to Date	568
Total	76		
Cities Represented in Circulation		Total Number of items in collection	4461
Halsey	68		
Shedd	7	Avg. Daily Threshold Count since opening	6.15
Corvallis	0	Average Daily Threshold Count for January	5.00
Sweet Home	1		
Value of Inventory Through January			
Fiction	\$47,271.69		
Non-Fiction	\$32,487.91	Books added to inventory in January	39
Total	\$79,759.60		

Updates

Daily threshold count was about 5.0 patrons per day. 80 patrons came into the library in January.

I loved the sleepover at the Library. Three families signed up and came. We showed a movie on the wall, had popcorn, and then everyone read in their sleeping bags.

After I went through all our book donations, I invited the Friends of the Library to come and take what they wanted from the bookmobile. We unloaded a lot of books. Next time we do this, I will invite teachers to come.

I have weeded through all the books in the library. Done with giving it a minor facelift and now I am in the process of buying new books! We added 39 books to the library last month.

We are selling the remaining plaques of the Donor wall at the entrance to the library.

The 5K will be on Saturday, April 22 at 9 am. I am creating the 5K promotional poster and sponsorship request letter. The race entry profile (for online registration) has been created and the paramedics are on board to be there.

L. OLD BUSINESS

1. Elect a Council President		
Council Action:	MOTION	February 14, 2023

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

Summary: The Council President runs the Council Meeting if the Mayor is unavailable to do so. They do not lose their ability to vote if they are running a meeting. The Council President may serve as an additional or backup liaison between Council and staff.

Councilor Ken Lorensen has served as the Council President for the last four years.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey appoint Councilor _____[name]_____ to serve as City Council President for the 2023-2024 biennium.

- **Council Options**
 1. **Appoint Councilor to serve as Council President**
 2. **Postpone appointment**

M. NEW BUSINESS

1. TMDL Annual Update

Council Action: *NONE*

February 14, 2023

Issue Statement: Each year, as part of our Total Maximum Daily Load (TMDL) Implementation Plan, the TMDL Update is presented to Council for their review. The TMDL Update has also been submitted to Priscilla Woolverton at Oregon Department of Environmental Quality (DEQ).

Summary:

TMDL stands for “Total Maximum Daily Load.” Cities are required to submit a new TMDL Plan every 5 years. Each year in between, the city must submit an update report to DEQ.

We made some progress this year, including turning in our Tree Cities Application. We missed putting one of the notices about illicit and illegal stormwater contamination in the newsletter that we should publish annually. We documented that and will make sure we do it this year and going forward. We have applied for Clean Water Revolving Loan Fund (CWRLF) funds for the Inflow and Infiltration (I&I) repairs and for the Waste Water Facilities Plan. We are not sure what event or survey we will try to do to conduct a “qualitative assessment.” We will try to plan an event for spring or summer.

Under “Escalating enforcement for repeat offenders” we were originally told we would need to adopt new code language. Priscilla Woolverton recently let me know that the language in our current ordinance that allows a separate citation for each day a violation is in place meets this requirement and we won’t need to change our code to meet this requirement.

N. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2023-715 -- A Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Halsey
--

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

February 14, 2023

Issue Statement: Council is asked to consider adopting a Resolution updating the City of Halsey's public contracting rules.

Summary: The legislature amends contracting and purchasing rules almost every session. The Local Government Law Group drafts and updates public contracting standards for several small cities to keep them compliant with State law. As a city, we are allowed to opt out of some State requirements, but some we are required to follow. Our attorney tracks these and provides us with an updated Public Contracting Rules document when necessary.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-715 – A Joint Resolution of the City Council and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Halsey

- **Council Options**

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



RESOLUTION 2023-715

A JOINT RESOLUTION OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE CITY OF HALSEY

WHEREAS, it is the policy of the City of Halsey (City) that a sound and responsive public contracting system should allow impartial, meaningful, and open competition, preserving formal competitive selection as the standard for public contracts unless otherwise specifically exempted herein, by state law, or by subsequent ordinance or resolutions; and

WHEREAS, in 2019, the City opted out of the Public Contracting Model Rules adopted by the Attorney General under ORS subchapters 279A, 279B, and 279C, as set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48 and 49 (the "Model Rules") and adopted its own rules; and

WHEREAS, that 2019 Resolution confirmed City's governing body would continue as its local contract review board; and

WHEREAS, in 2020, the Council updated its rules via Resolution No. 2020-683; and

WHEREAS, since then state law has changed in ways requiring further updates to accommodate changes in Oregon's public contracting code; and

WHEREAS, City recognizes it may exempt certain public improvement contracts or classes of such contracts under ORS 279C.335; and

WHEREAS, the City Council additionally requests that the City's Local Contract Review Board approve the amendments to various classes of special procurements set forth in the attached rules, based upon the findings set forth in Exhibit A to this Resolution.

NOW, THEREFORE, it is resolved as follows:

1. The City Council (Council) shall continue as the Local Contract Review Board of the City and shall have all of the rights, powers and authority necessary to carry out the provisions of Chapters 279A, 279B, and 279C (the "Public Contracting Code") and attached Rules. Except as otherwise provided in this Resolution, the definitions established in the attached Rules apply herein. The term "Contracting Agency" as used in the attached Rules includes Contracting Agency's chief administrative officer, his or her designee, or any other purchasing agent, as designated by City policy.

Those individuals are hereby designated as City's Contracting Agency and may exercise all authorities, powers and duties granted to a Contracting Agency under the Public Contracting Code and attached Rules, unless otherwise established by City policy.

2. The above recitals and Exhibit A are hereby adopted by the Council, sitting as the Local Contract Review Board, as findings of fact supporting approval of the Council's request for amendments to classes of special procurement and public improvement contract exemptions.
3. The Model Rules adopted by the Attorney General pursuant to ORS 279A.065, including any implementing Oregon public contracting amendments from the 2021 legislative session, do not and will not apply to City. Instead, the City hereby prescribes the following Rules, which include portions of the Attorney General's Model Rules, as the Rules of Procedure that the City will use for its public contracting: Public Contracting Rules Chapter 137, Divisions 46, 47, 48 and 49. While the numbering of these Rules reflects the numbering system of the Attorney General's Model Rules, they incorporate City changes to the Model Rules, and, therefore, are not the Attorney General's promulgated administrative rules. City exemptions are also set forth in these Rules, as numbered Exemptions 1 through 18 (E-1 through E-18). All above-referenced Rules are attached to this Resolution as Exhibit B, and incorporated herein by this reference.
4. In accordance with ORS 279A.065(6)(b), the City shall review its Public Contracting Rules, adopted herein, each time the Attorney General modifies its Model Rules to implement Oregon Public Contracting Code amendments adopted after the 2021 legislative session in order to determine whether amendments are required to ensure statutory compliance.
5. Amendments to these Rules and new rules shall be adopted in accordance with this Resolution and the Public Contracting Code. Special procurement requests and approvals shall be made in accordance with Division 47 of the attached Rules and ORS 279B.085. Public improvement contract exemption procedures, including notice and public hearing requirements, shall be made in accordance with Division 49 of the attached Rules and ORS 279C.335.
6. The Model Cost Accounting Guidelines developed by the Oregon Department of Administrative Services pursuant to Section 3, Chapter 869, Oregon Laws 1979 are hereby adopted as the City's Cost Accounting System to apply to public improvement projects exceeding \$5,000 and constructed with City's own equipment or personnel. ORS 279C.310. For such public improvement projects estimated to cost more than \$200,000, or for certain road maintenance projects exceeding \$125,000, City shall also comply with the requirements of ORS 279C.305.
7. All previously adopted resolutions, including Resolution No. 2020-683, establishing public contracting rules for City are hereby repealed.

DATED this 14th day of February, 2023.

Jerry Lachenbruch, Mayor
City Council

Jerry Lachenbruch, Mayor, as President,
for the Local Contract Review Board

ATTEST:

ATTEST:

Hilary Norton, City Administrator

Hilary Norton, City Administrator,
as Secretary for the
Local Contract Review Board

EXHIBIT A

FINDINGS IN SUPPORT OF RESOLUTION NO. 2023-715 ADOPTING PUBLIC CONTRACTING CODE RULES

ORS 279B.085 and 279C.335 authorize City of Halsey's (City) City Council, sitting as City's local contract review board, to approve findings submitted and exemptions requested by City Council upon adoption of appropriate findings, to establish special selection, evaluation and award procedures for, or exempt from competition, the award of a specific contract or classes of contracts.

Pursuant to that authority, the Council makes the following findings in support of Resolution No. 2023-715, which establishes exempt classes of contracts and the solicitation methods for their award:

No Findings Required

Pursuant to ORS 279A.025 and 279A.055, the Council is not required to adopt findings with respect to the solicitation methods and awards of the following classes of contracts identified in City's Public Contracting Rules 2022, Class Exemptions:

E-4	Contracts for Price Regulated Items
E-6	Investment Contracts
E-12	Insurance, Employee Benefit
E-17	Personal Service Contracts
E-18	Liability Insurance Contracts

The above Rules govern subjects specifically authorized by state law and, therefore, require no local exemption.

Specific Findings for Public Improvement Class Exemption

The Council approves the following specific findings for the use of Request for Proposal alternative contracting method for public improvement contracts estimated to cost over \$100,000 and also finds that the establishment of this class of contracts and the method approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and
2. The awarding of public improvement contracts under each exemption will result in substantial cost savings to City.

These conclusions are based on the following general findings:

- A. Operational, budget, and financial data. Where various criteria, which may or may not include cost, must be weighed in order to select an appropriate contractor for the desired project, the formal competitive bidding process costs of up to \$7,000 are a significant budgetary waste in that the most qualified contractor for the project may not be the lowest responsible bidder;
- B. Public benefits. Exempting contracts from competitive bidding requirements and instead utilizing statutory competitive proposal procedures will protect and preserve public funds, enable greater competition between the most qualified contractors, and result in a better product which meets the public's and City's needs;
- C. Value engineering, Specialized expertise required, Technical complexity. Only through a competitive proposal process can City weigh, evaluate and select the type of expertise needed to address the technical complexities of a particular public improvement project. Competitive proposal allow the City to determine which contractor may best provide such services. These are qualities not reflected in cost, where a determination on cost alone could forfeit these valuable and essential attributes;
- D. Public safety. Utilizing a competitive proposal process as opposed to competitive bidding can ensure high quality, more safely constructed facilities through the construction period, and after completion. Capitalizing upon design and construction planning and compatibility can also allow earlier use of public facilities even while construction continues;
- E. Market conditions. The increased availability of and need for technical expertise, value engineering, or other types of specialized expertise, as well as a need to investigate the compatibility, experience and availability of contractors require that certain public improvement contracts be awarded based upon an evaluation of a number of criteria, rather than simply cost.

Specific Findings for Special Classes and Methods of Award for Contracts Other Than Public Improvements.

The Council approves the specific findings for the establishment of special solicitation methods for the classes of public contracts described below and also finds that the establishment of each class of contracts and methods approved for their award:

1. Is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts because such exemptions still require alternative contracting procedures, ensuring:

- (1) reasonable competition; (2) the best contract price for the public; and (3) a cost-effective process for both contractors and City;
2. The awarding of public contracts under these exemptions will result in substantial cost savings to City because City will avoid costs associated with unnecessary documentation and procedures, where it is unmerited by the type and/or relatively low cost of the contracts; and
 3. The awarding of public contracts pursuant to any of the requested exemptions substantially promotes the public interest in a manner that could not practicably be realized by formal competitive solicitation procedures, given the fact that such exemptions facilitate smooth operation of City's administration and operations, include procedures and mechanisms to ensure the best product, service or outcome is obtained at the least cost to the public and City, and identified classes address areas of public contracting left unresolved by state statute which are essential for City's operations, such as awarding personal service contracts, purchasing used personal property, and disposing of surplus personal property.

Specifically, the Council finds:

E-2 – Advertising Contracts.

Alternate Award Process. In City's discretion. The process selected may be competitive or non-competitive.

Cost Savings and Other Benefits. Size of and frequency of average advertisement (including all notices required to be published by City) does not justify the cost of solicitation. Period of time from recognition of need to advertise until advertising date is too short to issue solicitation.

Effect on Competition. The potential market is limited because not all advertisers work in every market. Choice of advertising medium is somewhat price sensitive, but primarily driven by location and size of circulation in comparison with City's target audience.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-3 – Equipment Repair and Overhaul.

Alternate Award Process. As needed, in City's discretion.

Cost Savings and Other Benefits.

1. Pre-contract pricing is difficult to obtain and cannot be relied upon.

2. City has discretion to decide whether costs of solicitation are justified in relationship to size of contract and availability of skilled technicians to repair the specific equipment.
3. Delay required for solicitation would impair City's ability to respond to equipment breakdown and be injurious to the public interest.
4. Experience with contractor is crucial because reliability over the course of several projects is important.

Effect on Competition. Allows contractor to be selected based on ability to provide accurate, reliable and fast service.

Effect on Favoritism. Favoritism will not be greater than if statutory request for proposals process is used.

E-5 - Copyrighted Materials.

Alternate Award Process. As needed, in City's discretion.

Cost Savings and Other Benefits. Necessary to allow City to acquire special needs products that are unique.

Effect on Competition. None. There is no competitive market for a unique product. Copyrighted materials are generally acquired from a sole-source copyright holder, as used property, or by donation.

No Favoritism. Not applicable due to the lack of competitors and specialized contracting needs.

E-7 – Requirements Contracts.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years.

E-8 – Office Copier Purchases.

Alternate Award Process. Original contract must be based on a competitive process.

Cost Savings and Other Benefits. Size and frequency of procurements does not justify the cost of solicitation. Period of time from recognition of need until good or service required too short to issue solicitation.

Effect on Competition. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon multiple factors, not just cost.

Effect on Favoritism. Minimal, due to underlying competitive process and requirement to renew contract via formal solicitation at least every five years. In addition, rule requires evaluation and award based upon set factors, in addition to cost.

Other Factors. Allows Contracting Agency to address emergency circumstances. Cannot anticipate when immediate replacement or repairs will be needed to ensure normal operations.

E-9 - Manufacturer Direct Supplies.

Alternate Award Process. Subject to cost saving analysis.

Cost Savings and Other Benefits. Allowed only after a formal solicitation is completed and manufacturer's price is less than offers received. Cost of formal solicitation, therefore not merited.

Effect on Competition. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Effect on Favoritism. None. Allowed only after assessment of manufacturer's costs to distributor within the same pool of potential contractors that would be qualified to respond to an invitation to bid.

Other Factors. Allowed on a contract-by-contract basis and shall not result in an ongoing price agreement, further fostering competition.

E-10 – Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalt.

Alternate Award Process. Intermediate procurement process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-11 – Hazardous Material Removal; Oil Cleanup.

Alternate Award Process. Rule encourages competitive procedures to the extent reasonable under the circumstances.

Cost Savings and Other Benefits. Avoids unnecessary cost and delay associated with procurement procedures when most qualified available contractor required for immediate performance. Primary consideration is public safety and compliance with hazardous material laws.

Effect on Competition. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Effect on Favoritism. Minimal, given competitive procedures encouraged by Rule and supporting findings describing circumstance requiring clean up.

Other Factors. Exemption necessary to ensure City's ability to comply with State law governing hazardous materials.

E-13 – Medical and Laboratory Supplies.

Alternate Award Process. Direct award to different vendors allowed, following initial competitive solicitation process.

Cost Savings and Other Benefits. Frequency and amount of exempt item purchases do not justify the cost of solicitation. Period of time from recognition of need through contract award too long for needed purchases of exempt fungible goods.

Effect on Competition. Minimal. Intermediate procurement process surveys market and ensures level of competition appropriate for these frequently purchased goods.

Effect on Favoritism. Purchase based on cost. Intermediate procurement process sufficiently avoids any favoritism.

E-14 – Concession Agreements.

Alternate Award Process. When in City's best interest, a competitive proposal solicitation will be used.

Cost Savings and Other Benefits. Allows City to take advantage of unique revenue opportunities.

Effect on Competition. Responds to unique opportunities for which the number of competitors may range from none to many.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Not a contract for the acquisition or disposal of goods, or services or public improvements. Most similar to personal services contract because the quality of the concession may be more important than price factors. Variation in types and sizes of concession opportunities is too great to provide a single method of solicitation. Statutory public contracting requirements may not apply. May not be a public contract. Most similar to personal services contract. Findings may not be required.

E-15 – Used Personal Property, Purchase of.

Alternate Award Process. Rule requires individualized ORS 279B.085 findings and an intermediate procurement process, where feasible.

Cost Savings and Other Benefits. Allows City to take advantage of unique opportunity to acquire needed goods and services for discounted prices.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

E-16 – Surplus Personal Property, Disposition of.

Alternate Award Process. Any means in City's best interest, after making individualized ORS 279B.085 findings. Items with a residual value of more than \$10,000 require local contract review board prior authorization.

Cost Savings and Other Benefits.

1. Avoids unnecessary solicitation expense by allowing City to determine whether cost of solicitation is justified by value of surplus property.
2. Allows City to establish programs for donation to charitable organizations.

Effect on Competition. No impact. Responds to unique opportunities.

Effect on Favoritism. No impact. Responds to unique opportunities.

Other Factors. Variations in the type, quantity, quality and opportunities for recycling of surplus property are too large to have this class of contracts governed by a single solicitation method.

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N. ORDINANCES & RESOLUTIONS

2. 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 Action: **MOTION**

February 14, 2023

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

Summary: It has been two years since an update has been done on the Employee Handbook. The Halsey Employee Handbook is based on a model from CIS that incorporates best practices and any changes in State and Federal employment laws.

This update includes additions: “introductory Period of Employment” and “Leave Donation.” There are several other small changes either for best practices or for changes in HR law.

The new text in the handbook is in red in the copy in your packet, so you can find it easily. Small clerical changes that do not affect content, such as grammar, commas, word choice are not necessarily marked in red if they did not significantly alter the content or meaning of the document.

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

- **Council Options**

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



RESOLUTION 2023-716

A RESOLUTION OF THE CITY OF HALSEY UPDATING AND ADOPTING THE EMPLOYEE HANDBOOK FOR THE CITY OF HALSEY AND REPEALING AND REPLACING ALL PRIOR VERSIONS OF THE EMPLOYEE HANDBOOK

WHEREAS, the City Council of the City of Halsey, Oregon has determined that it is necessary to update policies to ensure conformance with the laws of the State of Oregon and the United States; and,

WHEREAS, the City of Halsey wants to ensure that all personnel matters are handled in a professional manner and are outlined for both employees and the City; and

WHEREAS, the City of Halsey wants to ensure its employees have guidance and clear expectations regarding their employment with the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Halsey, Oregon, as follows:

1. Resolution Numbers 2021-686 is hereby repealed.
2. The 2023 City of Halsey Employment Handbook is hereby adopted to be used by designees with regards to employment of City personnel.
3. A copy of the City of Halsey Employment Handbook is attached to this Resolution.

ADOPTED by the City Council this 14th day of February, 2023.

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator

N. ORDINANCES & RESOLUTIONS

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

Council Action: **MOTION**

February 14, 2023

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

Summary: The Paid Leave Oregon program begins this year. Payroll deductions start in January of 2023, and employees will be able to participate in the program starting in September of 2023.

Participation in the program is legally mandated, but there are variables in how the City does so. The attached policy defines details like requirements for notification, the use of accrued paid leave in conjunction with the PLO program and similar. This is based on a model policy from CIS.

CIS notes that the Oregon Department of Employment is still working out details of the program and how it will interact with other legally protected leaves. This policy may need to be adjusted if the Oregon Administrative Rules change.

➤ **Possible 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

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



RESOLUTION 2023-717

A RESOLUTION ADOPTING A PAID LEAVE OREGON POLICY FOR THE CITY OF HALSEY

WHEREAS, the City Council of the City of Halsey, Oregon has determined that it is necessary to update policies to ensure conformance with the laws of the State of Oregon and the United States; and,

WHEREAS, the City of Halsey wants to ensure its employees have guidance and clear expectations regarding their use of the Paid Leave Oregon program and their obligations to the City relating to that use;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Halsey, Oregon, as follows:

1. The attached Paid Leave Oregon Policy is hereby adopted.
2. This Resolution shall take effect immediately upon passage and shall continue in full force until revoked or replaced.

ADOPTED by the City Council this 14th day of February, 2023.

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator



Paid Leave Oregon Policy

Objective

The City of Halsey recognizes the value Paid Leave Oregon (PLO) contributes to the wellbeing of employees and their families. The following policy is intended to integrate PLO requirements with other City of Halsey policies to minimize operational impact and opportunities for miscommunication.

Reasons for Leave and Leave Length

PLO is a state-run program that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- Family leave – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- Medical leave – for an employee experiencing their own serious health condition or disability due to pregnancy.
- Safe leave – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave may be allowed under the PLO program for other OFLA protected reasons.

Notification Requirements

Although the plan is administered by Paid Leave Oregon, the City of Halsey requires employees to notify the City Administrator when they have applied for PLO leave.

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide the City of Halsey at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitting the PLO Request Notification form to the City Administrator

Unforeseeable Leave: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to the City of Halsey within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted using the PLO Request Notification Form.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify the City Administrator within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City of Halsey's normal call-in procedures.

Accrued Leave and Holiday Pay While on Leave

Employees on PLO leave will not accrue sick, vacation, or other employer-provided leave, and employees will not receive holiday pay.

Benefits While on Leave

If an employee is on an approved PLO leave, the City of Halsey will continue the employee's medical, dental, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage during a period of approved PLO leave absence is responsible for paying his/her share of premiums, the same as when premiums were paid by the employee, prior to the PLO leave.

Job Protection

Employees who worked for the City of Halsey for more than 90 consecutive calendar days prior to taking PLO leave may be reinstated to their former position if the position still exists. If the position has been eliminated, the employee may be restored to a different position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of a PLO leave, reinstatement may not be available unless the law requires otherwise.

Employees who work for other employers while taking PLO leave may be subject to discipline up to and including termination. Additionally, an employee who uses PLO leave for reasons other than the reason for which leave has been granted may be subject to discipline up to and including termination.

Use of Accrued Leave to Supplement PLO Benefit

PLO benefits will not provide most employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to supplement their PLO benefits with other available paid leave such as accrued paid leave (sick, vacation, paid time off, and/or comp time), up to 100% of the employee's regular gross wage. When PLO Benefits and supplemental employer compensation are added together, the amount paid cannot exceed the employee's regular gross monthly wage.

To request use of employer compensation, employees are required to complete, sign, and then submit, a Supplemental Compensation Request Form, along with their PLO Benefit Determination Letter, no later than the last date and time the City of Halsey requires employees' regular payroll submissions to be submitted. The City Administrator will then determine the amount of accrued leave and/or other eligible compensation needed, to equal 100% of the employee's regular gross wages. Failure to complete, sign, and return the Supplemental Leave Authorization Form to the City Administrator in a timely manner may result in the employee not being allowed to use employer compensation to supplement PLO benefits.

Who to contact for more information

For more information about the City of Halsey's Paid Leave Oregon policy, contact the City Administrator.

For more information about the state's Paid Leave Oregon program, employees need to contact Paid Leave Oregon directly. Paid Leave Oregon contact information is available at the following website:

[Paid Leave Oregon: Employees: Employees: State of Oregon](#)

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

N. ORDINANCES & RESOLUTIONS

4. RESOLUTION 2023-718 -- -- A Resolution Authorizing the City of Halsey to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at the Halsey Memorial Park and Delegating Authority to the City Administrator to Sign the Application

Council Action: <i>MOTION</i>

February 14, 2023

Issue Statement: Council is asked to consider adopting a Resolution giving staff permission to apply for an Oregon Parks and Recreation Department Grant for improvements to the Halsey Memorial Park.

Summary: The OPRD Park grant is open. The grant is due on April 1st, and Julia is already working on the grant and the required attachments. One of their required attachments is a Resolution from Council to apply for the grant. This project is one of the 2022-2023 Council Priorities.

The park plan has not been finalized, but based on community feedback both from the surveys and from the park committee, and on the cost and feasibility research conducted by staff, a draft of the plan identifies “Phase I” and “Phase II” improvements to the Memorial Park and “Phase I” and “Phase II” projects to build a new park on the land north of city hall.

The plan is being finalized now and will be reviewed by the park committee and then presented to Council for approval.

The projects we intend to apply for in this first grant are all in the Phase I list for the Memorial Park. They include replacing the pathway, installing a new play structure, and rehabilitating the basketball court and making it a multi-use court. There are other smaller projects we will do concurrently including planting additional trees and removing the poplars with their destructive roots.

The matching funds for this first part of the project would come from the “Streets & Pathways” reserve and would help to pay for the new pathway.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-718 -- -- A Resolution Authorizing the City of Halsey to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Improvements at the Halsey Memorial Park and Delegating Authority to the City Administrator to Sign the Application

- **Council Options**

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



RESOLUTION 2023-718

A RESOLUTION AUTHORIZING THE CITY OF HALSEY TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR IMPROVEMENTS AT THE HALSEY MEMORIAL PARK AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Halsey desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, The City Council has identified these improvements at the Halsey Memorial Park as a high priority need in Halsey; and

WHEREAS, the project includes those improvements identified in Phase I of the park project plan, including installing a new pathway, new playground equipment, and modifying the basketball court into a multi-use court; and

WHEREAS, the City of Halsey has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Halsey will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HALSEY AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for improvements at the Halsey Memorial Park.

Section 2: This Resolution shall be effective following its adoption by the City Council.

ADOPTED by the City Council this 14th day of February, 2023.

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator

N. ORDINANCES & RESOLUTIONS

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

Council Action: *NONE*

February 14, 2023

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

Summary: This Chapter was updated about a year ago. Recently, a question came up about a background check that had to be referred to the City Attorney. He recommended some changes to the Chapter to make it easier to enforce in the future. This retains much of the content from the prior ordinance, however it has some important changes.

The biggest change is that it does not empower or commit the city to conduct background checks on itinerant and temporary vendors. In recent years, background checks have become complicated and expensive. They also require more time and expertise than we can meet with our existing staff capacity. They can trigger legal issues both in the process of performing them and in the effect of how the results are used. Finally, having the city in a position of “vetting” or “approving” itinerant merchants creates liability if one does something wrong.

The attorney’s recommendation is to remove this requirement from the code, and to instead use the code to set reasonable “time, place, and manner” restrictions on itinerant merchants.

They will still need to get a license prior to conducting any business activities. As part of the process, they will need to show ID, and they will sign an agreement to follow the rules in the Municipal Code. If they break them, they can receive a citation and the penalties in the code. They also wouldn’t be able to get another license for two years.

It also establishes regulations for temporary vendors, such as produce stands, street vendors, and similar.

It does allow the city to charge a fee. Itinerant merchants and temporary vendors use and benefit from infrastructure paid for and maintained by the city. If they do not have a physical address inside the city, they are not contributing taxes toward those expenses, as local businesses in permanent locations do.

This is a first reading of the Ordinance.



ORDINANCE 2023-443

AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE CHAPTER 7.05 RELATING TO ITINERENT MERCHANTS AND TEMPORARY BUSINESSES.

WHEREAS Unregulated itinerant and temporary merchants, such as peddling and door to door sales can become a nuisance to residents by interfering with peace or privacy; and

WHEREAS Itinerant or temporary merchants that obstruct sidewalks, streets or driveway accesses can create a safety hazard; and

WHEREAS Itinerant and temporary merchants benefit from city infrastructure and services, including streets, sidewalks, streetlights, police, and fire protection; and

WHEREAS Itinerant and temporary merchants without a physical address do not pay taxes to help fund those infrastructure and services; and

WHEREAS The Halsey City Council wishes to ensure regulation of itinerant and temporary merchants in the City of Halsey;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Section 1: The Halsey Municipal Code Chapter 7.05 is amended, in total, to read as follows:

Chapter 7.05 – ITINERENT MERCHANTS AND TEMPORARY BUSINESSES

7.05.005 - Purpose.

The purpose of this chapter is to provide a safe, profitable, and peaceful method for itinerant and temporary businesses to operate within city limits. It is necessary for businesses regulated by this chapter to contribute to the costs of city infrastructure and services that they use and benefit from. It is also necessary for the city to regulate itinerant and temporary merchants to protect the safety and peace of the public.

7.05.010 - Definitions.

"Itinerant Merchant" includes any person traveling by any means from place to place, house to house or street to street, offering or exposing goods, wares, merchandise or services for sale, or making sales and delivering articles to purchasers or taking or attempting to take orders for sale of goods or services for future delivery or seeking money or contributions for charitable causes.

"Nonprofit organization" means any educational institution, association, society or other organization which is organized or associated together on a nonprofit basis and the purpose of such organization is conducted without the intent to produce profit in money.

"Person" includes the singular and plural, and any firm, corporation, association, partnership, society or other organization.

"Temporary Business" includes any person traveling by any means from place to place, business to business, street to street, or located in any open space outside an enclosed building, and utilizing or employing any cart, trailer, vehicle, tent, canopy, table, or other temporary structure offering or exposing goods, wares, merchandise or services for sale, but not possessing a physical street address inside the city limits.

7.05.020 - License—Required.

It is unlawful for any itinerant merchant or temporary business entity, as defined in this chapter, to operate or to engage in business activities within the city limits of Halsey without first obtaining a temporary sales license as provided in this chapter, except those businesses exempted under HMC 7.05.030.

7.05.030 – License - Exemptions.

- (1) Regular Business Calls. "Itinerant Merchant" shall not be interpreted to include those persons calling upon business firms, either in delivery of goods or soliciting orders for merchandise, goods or services which are regularly handled or used by the business firms in their regular course of business.
- (2) Certain Deliveries. This chapter shall not be interpreted to apply to milk, grocery or other merchandise deliveries, or services ordered by a resident or sold by an area merchant and delivered to the purchaser as a service.
- (3) Subscriptions and Application. No license shall be required of a newspaper carrier soliciting subscriptions or a nonprofit organization making applications on behalf of its members recognized under provisions of the Internal Revenue Code Section 501c.
- (4) Direct Contact. These provisions shall not apply to any individual, or group, desiring to contact persons on a door-to-door basis for personal, political, charitable, religious or philanthropic purposes provided that there is no selling of merchandise or services, or solicitation of contributions.
- (5) Youth Businesses. Any unincorporated business activity carried on by individuals under the age of 18.

- (6) Public Events. Persons selling goods or services exclusively during a permitted public event activity where the sponsor of the event has obtained a public event permit as long as they comply with the rules of the event.
- (7) Garage, moving, or similar sales provided no more than four such sales are conducted annually, and each sale lasts no longer than three days.
- (8) Nothing in this Chapter shall be construed to apply to any person transacting and carrying on business within the City which is exempt from a license fee of the City by virtue of the Constitution of the United States, the Constitution of the State of Oregon, or applicable federal or state law.
- (9) Any person paying a City of Halsey franchise tax or fee is exempt from the requirements of this Chapter.

7.05.040 - License—Application.

- (1) Every person that engages or seeks to engage in itinerant merchant or temporary business activities inside the city limits of Halsey must first submit an application for a temporary sales license to staff at City Hall during regular business hours. The application shall be on a form prepared by the City and shall contain, at least, the following information:
 - a. Address, both permanent and local, if any;
 - b. A brief description of the nature of business and the goods or services to be sold. In the case of products of farms or orchards, a statement whether the produce to be sold is grown by the applicant;
 - c. If the applicant is employed, the name and address of the employer, together with credentials establishing an exact relationship;
 - d. The period of time during which the solicitation is to be carried on including hours and days of the week;
 - e. Proposed business location(s), if any, and written approval from the respective property owner(s);
 - f. A copy of vehicle registration information of any vehicle to be driven inside the city limits during the itinerant business activity; and
 - g. A copy of a valid government issued identification.
- (2) No itinerant merchant or temporary sales activities may begin until the license has been issued by the City.

7.05.050 - License—Groups.

Persons employing several individuals as itinerant merchants may apply for a single license and shall provide such information as required in HMC 7.05.040 for each individual conducting business activities in Halsey on their behalf.

7.05.060 License – Fee

- (1) Except as herein specifically exempted for payment of fees, all persons applying for a license shall pay a fee as established by city council resolution.
- (2) No license fee shall be required on a vender selling products of the farm or orchard produced by the seller or a nonprofit or educational organization soliciting donations for a charitable cause.

7.05.070 License – Term

The temporary sales license expires one year and a day after the date of issue. It may be renewed each year for up to 3 years by paying a fee as established by city council resolution.

7.05.080 License – Non-transferable

Temporary sales licenses are non-transferable. No license shall be used at any time by any person other than the one to whom it is issued.

7.05.090 Exhibition of license

Itinerant merchants and temporary businesses are required to exhibit their license while conducting business activities in the City of Halsey.

7.05.100 Denial or Revocation

A license may be denied or revoked by the City Administrator if:

- (1) False or misleading information is submitted on the application.
- (2) The applicant's proposed business violates other local, state, or federal laws, as determined by the appropriate governmental authority.
- (3) The applicant has been convicted of a violation of this chapter within the two years prior.
- (4) The applicant engages in business activities that are not described in the application.

7.05.110 Notice

A notice of denial or revocation of a temporary sales license shall be given in writing setting forth the grounds of denial or revocation. Such notice shall be mailed to the licensee at the last known address. The notice shall contain a statement that the licensee has the right to appeal the revocation.

7.05.120 Appeal

Any applicant or license holder aggrieved by the action of the City Administrator in the denial or revocation of a temporary sales license shall have the right to appeal to the Halsey City Council. Such appeal shall be taken by filing with the city, within 10 days after notice has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The Council shall set a time and place for the hearing of such appeal and notice of such hearing shall be given to the appellant in the same manner as notice of denial or revocation. The appellant will have the opportunity to offer oral or written testimony. The decision of the Council on such appeal shall be final.

7.05.130 No solicitation sign.

- (1) If a residence or business has a posted sign advising that solicitation and or solicitors are not welcome, or unwanted, then persons shall not solicit or call upon such locations.
- (2) Signs posted pursuant to this section shall be posted on or near the boundaries of the property at the normal point of entry; and
 - a. Must be reasonably visible; and
 - b. Must contain the words "NO SOLICITATION."

7.05.140 Prohibited activities.

- (1) Door to door solicitation is prohibited between the hours of 7:00 pm and 9:00 am. There shall be no door-to-door solicitation on Sundays.
- (2) Except as part of a city event, setting up a temporary business or displaying goods for sale on the public streets and sidewalks in the City of Halsey is prohibited. If a city event allows street sales, participants will not need a solicitation license, but they must follow the rules established for the event.
- (3) No temporary business shall operate on or from privately owned property without permission from the property owner. The property owner may rescind permission at any time.
- (4) No itinerant merchant or temporary business shall obstruct access or usage of sidewalks, streets, public signage, clear vision areas, driveways or accesses, or otherwise impair or impede the safe use of public or private property.

- (5) No itinerant merchant or operator of a temporary business shall enter into a street to accept payment, deliver merchandise, or otherwise conduct business with an occupant of or driver of a motor vehicle.

7.05.150 Penalty for violation

Any person violating any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$200.00 per violation. A separate penalty shall be assessed for each day such person is found guilty of violating the provisions of this chapter.

Section 2 – Severability

If any provision, section, sentence, or phrase of this chapter shall for any reason be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment or decision shall not affect the validity of the remaining portions of this chapter.

Section 3 - Effective Date

This ordinance will go into full force and effect on the 30th day after City Council enactment as provided in the Halsey Charter.

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

READ before the Council this 14th day of February 2023

READ before Council this ____ day of _____ 2023

Adopted this ____ day of _____ 2023

Effective this ____ day of _____ 2023

APPROVED:

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator/Recorder

N. ORDINANCES & RESOLUTIONS

6. ORDINANCE 2023-444 – Amending City of Halsey Municipal Code Chapter 7.10 Relating to Business Registration
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Council Action: <i>NONE</i>

February 14, 2023

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

Summary: The existing Chapter 7.10 is an Ordinance from 2014. It establishes a Business License Fee. Many years ago Council decided not to charge the fee to remove a barrier for small businesses. Currently the city has a Business License Application form that is free to submit and often is not completed.

There is no need to charge a Business License Fee, as it would not be a significant source of revenue for the city. However, having an accurate listing of businesses operating in the city and contact information for those businesses would be very useful. It would help us with economic development activities, allow us to notify local businesses when there is state or federal grants or other resources available to them, assist in ordinance enforcement and code compliance, and an accurate list of contact information may also be helpful in an emergency.

The new chapter would not require a license or a fee but does require businesses to register with the City and update their contact information annually. City staff would send out a form and a request for this annually.

This is a first reading of the Ordinance.



ORDINANCE 2023-444

AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE CHAPTER 7.10 RELATING TO BUSINESS REGISTRATION.

WHEREAS the Halsey City Council has identified a need to maintain a list of businesses operating inside the City of Halsey; and

WHEREAS it is needful to ensure businesses operate in compliance with the provisions of the Halsey Municipal Code, the Halsey Development Code, and zoning map of the city; and

WHEREAS a business registration process will ensure the city has contact information for local businesses in event of an emergency and to provide services and resources efficiently; and

WHEREAS a Business Registry will yield useful economic development information;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Section 1: The Halsey Municipal Code Chapter 7.10 is amended, in total, to read as follows:

Chapter 7.10 – BUSINESS REGISTRATION

7.10.005 - Purpose.

The purpose of this chapter is to maintain information about local businesses, to be able to deliver services more efficiently, to share economic development or support services when available, to be able to contact businesses in an emergency, and to ensure the businesses operating in the City of Halsey are doing so in compliance with the Halsey Municipal Code and the Halsey Development Code.

7.10.010 - Definitions.

"Business" means profession, trade, occupation, and every other kind of calling carried on for profit or livelihood which is operated, in whole or in part, in or on any structure, building, lot, or other premises, located within the City limits.

"Home Occupation" A small commercial venture operated in conjunction with a residential use by a conducted by a resident occupying the dwelling on the subject property. Home occupations are incidental and accessory to the residential use and may be operated within the residence without disruption to surrounding residences.

"Itinerant Merchant" includes any person traveling by any means from place to place, house to house or street to street, offering or exposing goods, wares, merchandise or services for sale, or making sales and delivering articles to purchasers or taking or attempting to take orders for sale of goods or services for future delivery or seeking money or contributions for charitable causes.

"Nonprofit organization" means any educational institution, association, society or other organization which is organized or associated together on a nonprofit basis and the purpose of such organization is conducted without the intent to produce profit in money.

"Person" includes the singular and plural, and any firm, corporation, association, partnership, society or other organization.

"Temporary Business" includes any person traveling by any means from place to place, business to business, street to street, or located in any open space outside an enclosed building, and utilizing or employing any cart, trailer, vehicle, tent, canopy, table, or other temporary structure offering or exposing goods, wares, merchandise or services for sale, but not possessing a physical street address inside the city limits.

7.10.020 – Business Registration Required

Except as exempted under HMC 7.10.030, persons engaging in business activity in the City of Halsey must be registered with the city.

7.10.030 – Business Registration Exemptions

The following are exempt from registering:

- (1) Itinerant Businesses and Temporary Businesses do not need to register, but must comply with the standards in HMC chapter 7.05.
- (2) Home Occupations do not need to register, but must comply with the standards in the Halsey Development Code 4.9.110.
- (3) Mobile Food Units do not need to register, but must comply with the standards in HMC chapter 7.30.
- (4) Nonprofit, charitable, religious, or educational organizations which have received a tax exempt certificate from the Internal Revenue Service.
- (5) Any unincorporated business activity carried on by individuals under the age of 18.

7.10.040 – Business Registration – Submission Requirements

Each person wishing to engage in business shall submit a business registration form to the City. Unless otherwise given permission in writing, the City shall treat information other than the name, type and location of the business as confidential to the extent permitted by State public records law but may use the information in connection with the provision of City services and code enforcement. The registration shall be on a form prepared by the City and shall contain, at least, the following information:

- (1) A description of the nature of the business.
- (2) The date that business operations commenced or will commence.
- (3) The name, address and contact information of the business.
- (4) All addresses in the City where the business will be located.
- (5) Anticipated days and hours of operation.
- (6) Emergency contact information.
- (7) Any other information relevant to the type and location of the business the City determines that the application should contain.
- (8) The signature of an authorized representative.

7.10.050 – False Information

Knowingly submitting false information on a business registration form is prohibited.

7.10.060 Conditions of business registration.

- (1) Business registrations are non-transferrable.
- (2) If ownership, address, mailing address, or other contact information changes, the owner is responsible for updating that information with the City.

7.10.070 Registration Renewal

To remain valid, business registrations must be renewed by businesses each January, on forms provided by the City.

7.10.080 Penalty

Any person violating any of the provisions of this chapter shall, upon conviction thereof, be punished by a fine not to exceed \$100.00 per violation. A separate penalty shall be assessed for each day such person is found guilty of violating the provisions of this chapter.

Section 2 – Severability

If any provision, section, sentence or phrase of this chapter shall for any reason be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment or decision shall not affect the validity of the remaining portions of this chapter.

Section 3 - Effective Date

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APPROVED:

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator/Recorder