



Council Packet

City of Halsey
Regular Council Meeting
City Hall – Council Chambers
Remote Attendance via Zoom
100 Halsey Street

Tuesday April 9th, 2024
7:00 PM

HALSEY CITY COUNCIL MEETING
Tuesday, April 9th, 2024 – 7:00 P.M.
Halsey City Hall – Council Chambers
100 Halsey Street, Halsey, OR 97348
(541) 369-2522 / TTY: 1-800-735-2900

AGENDA

A. MEETING CALLED TO ORDER

C. ROLL CALL

D. PLEDGE OF ALLEGIANCE

E. COUNCIL MINUTES [pg. 5 - 12](#)

1. Council Meeting Minutes – March 12, 2024

F. FINANCIAL REPORTS AND JOURNAL ENTRIES [pg. 13 - 42](#)

1. Financial Reports and Journal Entries
February 2024 & March 2024

G. AGENDA ADJUSTMENTS

H. DELEGATIONS

1. Linn County Sheriff's Office

I. CITIZEN COMMENTS (Non-Agenda items)

This is the time for interested citizens and anyone in the audience to address the Council on any items of concern.

J. REPORTS TO COUNCIL [pg. 43 - 56](#)

1. Employee Reports
 - a. City Administrator – Briana Parra
 - b. Public Works Department – Andy Ridinger
 - c. Library – Abi Vinson
2. Council Reports
 - a. Mayor's Report
 - b. Central Linn School District – Michelle Isom

K. OLD BUSINESS [pg. 65 - 68](#)

1. Inflow and Infiltration – Wastewater treatment plant compliance and actions

L. NEW BUSINESS

1. Utility Rates 2024-2025 [pg. 68 - 81](#)
2. Employee Handbook Updates [pg. 83 - 86](#)
 - a. Travel Reimbursement Policy

M. ORDINANCES & RESOLUTIONS [pg. 87 - 105](#)

1. RESOLUTION 2024-729 – A Resolution for the City of Halsey Proclaiming April 26, 2024 as Arbor Day in the City of Halsey
2. RESOLUTION 2024-730 – A Resolution for the City of Halsey Proclaiming April 2024 as Child Abuse Prevention and Awareness Month
3. RESOLUTION 2024-731 – Inflow and Infiltration Loan
4. RESOLUTION 2024-732 – Acceptance of American Library Association Grant
5. RESOLUTION 2024-733 – Oregon Parks and Recreation Grant

N. ADJOURNMENT

MEETING LOCATION AND FORMAT

The Halsey City Council will meet in person in the Council Chambers upstairs in City Hall. Members of the public may attend in person or remotely via telephone or Zoom.

Please use the following phone number:

1-253-215-8782

Meeting ID: 350-516-0831

Please contact city staff in advance for an invitation link to be emailed to you if you prefer to log in via computer or another device. An audio recording of the meeting will be posted on the website within 48 hours of the meeting.

SUBMISSION OF PUBLIC COMMENT

Please submit comment to Contact@HalseyOR.gov or by delivering written comment to City Hall.

Deadline to submit comment is 5pm the Monday before the monthly Council Meeting

Email or written public comment is limited to 400 characters.

To have public comment included in, commentor must provide
their name and address for verification purposes.

Please let city hall staff know if you would like your name removed from public materials.

Address information will never be shared.

The Halsey City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660 but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

All City Council meetings are recorded. Audio recordings of past meetings are available at www.cityofhalsey.com. The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Hall office at least 48 hours in advance of the meeting: cityrecorder@cityofhalsey.com | 541-369-2522/

E. COUNCIL MINUTES

Council Minutes		
Council Action:	<i>MOTION</i>	April 9, 2024

Issue Statement: Council is asked to review and approve the minutes from the Council Meeting on April 9th, 2024.

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

- **Council Options**

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

REGULAR CITY COUNCIL MEETING

March 12, 2024 | 7:00 p.m. | City Hall, 100 W Halsey St., Halsey, OR

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

MEETING CALLED TO ORDER

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

ROLL CALL

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

Absent: Councilor Jerry Gillson

Staff Present: City Administrator Briana Parra, Municipal Clerk Audrey Whiddon

Guests: Daphene Sampson, Randy McMillen, Mindi Romer, Silas Miller, John Miller, Anne Sunday

Remote

Participants: Assistant City Recorder Larissa Gangle, Matt Wadlington with Civil West

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council was asked to review and approve the minutes from the February 13, 2024 Council Meeting

Motion: I move that the Governing Body of the City of Halsey approve February 13th City Council Minutes as submitted

Motion by: Councilor Strauss, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council was asked to review and approve the January 2024 Financial Reports.

Motion: I move that the Governing Body of the City of Halsey approve the January financial report as submitted

Motion by: Council President Isom, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

Council was asked to review and approve the October 2023 Financial Reports.

Motion: I move that the Governing Body of the City of Halsey approve the December financial report as submitted

Motion by: Councilor LaCoste, Seconded by Council President Isom

Vote: Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

There were no adjustments

DELEGATIONS

Linn County Sheriff's Office-Sergeant Frambes

For the month of February there were eight citations, nineteen warnings, one traffic crash, one arrest, and a total of fifty-four complaints/incidents investigated. There were thefts that occurred at Diamond K Sales.

CITIZEN COMMENTS

Randy McMillen- Randy spoke in support of changes to the livestock ordinance. He also suggested that Council consider holding a worksession to review the ordinance. Also proposed was a permit process for lambs during the 4H show season, with a stipulation that a permit will not be issued the following year if permit guidelines/requirements are not adhered to by the applicant. Randy also suggested potentially increasing the minimum lot size requirement for livestock to the equivalent of two lot sizes.

Daphene Sampson- Daphene spoke on the value of the 4H program for kids. She is in support of reconsidering the lot size requirements for livestock, as well as implementing a permit process.

Silas Miler-Silas spoke in support of the 4H community and how allowing small animals in town would give more youth the opportunity to be involved in 4H. He is also in support of expanding the required lot size for livestock.

REPORTS TO COUNCIL

City Administrator: Briana Parra

- Codes and Ordinance - Enforcement and Budding Considerations-
 - The City recently connected with Linn County Code enforcement and discovered that the City has a long-time interagency partnership with Linn County for code enforcement

regarding building code issues. Administrator Parra described the process for building code violations for citizens, City Staff, and Linn County Enforcement Staff.

- Recently the City has been contacted regarding multiple cargo trailers in town. The Accessory Structure portion of the Development Code will be applied to these situations.
- Interim Audit- The mid-year audit is complete. The City received positive feedback regarding increased division of financial responsibilities. This is due to recent cross-training of all financial processes. This training provides additional protection for the City from potential fraudulent activity, as well as resilience in the event that there is an staff absence, planned or unplanned.
- Statement of Economic Interest- The annual statement of economic interest (SEI) is due April 15th, 2024. City Councilors, City Administrators, and Planning Committee members are all subject to SEI filing requirements. The filing opens Friday, March 15th.
- Budget Committee- There are four vacant seats on the Budget Committee. The City made multiple efforts to fill the positions, including posting to social media, the website, publishing information in the Halsey Happenings Newsletter in January and in March, as well as publishing an ad in the Brownsville times. In addition to posting on public platforms, the City displayed flyers in multiple locations at City Hall. Unfortunately, at this time no applications have been received.
- April Agenda
 - Council was reminded to submit any topics of interest to the Administrator if they wish to see them on a future Council Meeting agenda.
 - April is Child Abuse Awareness Month. A representative with the State reached out to see if the City would be willing to provide support via display of promotional flyers, flags, etc. as has been done in previous years. Council stated that they would like to move forward with the formal declaration in the April Council Meeting.
- Upcoming Events-
 - March 26th- Central Linn Rec Center Open House, 7 pm
 - April- Child Abuse Prevention Month
 - April 13th- BOOK-IT 5K at the Park

Public Works- Andy Ridinger

The following projects were completed in the month of February:

- DEQ is in the process of writing a new National Pollutant Discharge Elimination System wastewater monitoring permit for Halsey. To have the correct data for the new permit Public Works needed to make some corrections that were found on previous years in the net DMR reports. All corrections have been completed.

- 28 feet of 12" drainpipe was laid in the 400 block of W. C St to replace an undersized pipe.
- Public Works is constructing a custom sliding door to close off access to the elevator during Community Center activity, as well as building shutters to cover pass through opening to the kitchen.
- Billie replaced the deck boards, welded cracked areas, and wired new lights on the large utility trailer.

Library Report-Abi was on vacation, but the following items were in her Library report.

- Monthly Stats-There were 98 patrons in the month of February, for an average of 4.67 patrons per day. One hundred eleven books were checked out during the month, and seven new Library Cards were issued. Ninety books were added to the catalog, making a total of 5,012 items in the collection.
- 5K Update- So far there are nine participants registered for the race and five confirmed event sponsors.
- Story Time Event- A story time will be held at the Library on Saturday, March 23rd at 12pm.
- Grant Writing Course- Abi has completed her grant writing course and has applied for another free online course on library leadership.
- Grant Award- The Library was awarded the ALA LTC Grant in the amount of \$10,000, which will allow for the main entry door to be replaced.

REPORTS TO COUNCIL

Mayor Lachenbruch- Mayor participated in a virtual meeting with Administrator Parra and a representative from DLCD regarding the natural hazards mitigation assessment. DLCD is working on updating documents that pertain to Halsey.

Mayor also participated in a walk-through of both Central Linn School facilities with the advisory committee. He stated that the experience was very eye opening in regard to the facility needs. A plan is being constructed to determine how to move forward with the needed improvements.

Also mentioned, was that Mayor has noticed how well the new office staff is working together and the improved work environment in the office.

Sharing Hands-7:34

Central Linn School District- Councilor Isom

The Booster Club Auction is this weekend. There will also be a groundbreaking ceremony for the new CTE Building at the High School.

There is a “Soupathon” next Thursday, March 21st. The admission fee is \$5 for all you can eat soup. 5-7pm. All proceeds will go to Sharing Hands.

There are upcoming babysitting safety classes at the Fire Department on April 19th and May 10th from 9 am to 2:30 pm.

Oregon Cascades West Council of Governments Board- Councilor Romer-

He was not able to make the meeting, as the time is very inconvenient for his schedule. There was discussion about whether or not the City should continue participation in the board, but it was determined that there is beneficial information that can be passed onto citizens. Administrator Parra stated that she may be able to attend the meetings and include the information as part of her Council Report.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Engineer of Record

Administrator Parra would like to move forward with an RFQ for an engineer of record. There are a number of in-progress and upcoming projects. Contracting with an Engineer of Record would allow the City the option of working with that engineer while forgoing some components of the public procurement process. This would not require the City to work with the Engineer of Record exclusively. A question was asked regarding fees. There would be no monthly retainer fee. Charges would be billed as they are incurred.

There was consensus amongst Council to move forward with the RFQ (Request for Qualifications) Process for Engineer of Record

Land Use Ordinance Review

Council was asked to approve or deny the decision to review ORD 242 10.10, regarding Livestock in City Limits. The current Ordinance related to livestock in City limits outlines parameters for lot size, animal shelters, setback/proximity to neighbors, health and sanitation, and other provisions. Upon request from citizens and Council, this topic is being brought forward for consideration of possible review for updates to the ordinance. The City received two citizen letters regarding this agenda item, both in support and opposition of amending the ordinance.

Councilor Romer and Councilor Flores both declared a potential conflict of interest due to current or possible future participation of their children in the 4H program.

There was a consensus amongst Council to move forward with a worksession to discuss revisions to the livestock ordinance. The worksession will be held after the City budget process has been completed.

Inflow & Infiltration DEQ Loan - Council was asked to review the loan requirements for the Inflow & Infiltration Rehabilitation Wastewater System Improvement loan from DEQ. The loan is in the amount of \$330,000, 50% of which is forgivable. Funds would be used to address the issues identified in the 2022 Inflow & Infiltration Study. If Council chooses to do so, the City will accept the funding via a resolution in the next Council Meeting.

A question was asked regarding City fund availability to support the project, since interest over the life of the loan will bring the total repayment amount well above 50% of the original loan amount. There are not funds reserved for this particular infrastructure project (as it is one of many needed currently). There are some remaining ARPA Funds in addition to about \$300,000 that has been saved for the project. Administrator Parra will also look to see when the current bond is complete.

There was also a question asked about estimated potential savings after the repairs have been made and the project has been completed. Administrator Parra will gather that information.

There was a brief discussion regarding the Highway 99 Project and whether or not the City will continue to receive project updates from ODOT. Briana will check with Andrea with ODOT. Mayor Lachenbruch thanked everyone for their patience during the duration of the project.

ADJOURNMENT

Meeting adjourned at 8:05 pm.

Assistant City Recorder, Larissa Gangle

Mayor Jerry Lachenbruch

F. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	April 9, 2024

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for **February 2024**
Summary:

Approving the February Financial Report includes approving check numbers 20727 – 20770 in the amount of \$52,216.72

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the February 2024 Financial Reports and Journal Entries as submitted.

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

Issue Statement: Council is asked to review and approve the Financial Reports and Journal Entries for **March 2024**

Summary:

Approving the October Financial Report includes approving check numbers 20771- 20823 in the amount of \$40,436.64

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the March 2024 Financial Reports and Journal Entries as submitted.

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

CITY OF HALSEY
COMBINED CASH INVESTMENT
FEBRUARY 29, 2024

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	10,393.41
01-0001002	MONEY MARKET	31,046.35
01-0001003	INVESTMENT POOLED	2,161,576.10
TOTAL COMBINED CASH		2,203,015.86
01-0001100	XPRESS DEPOSIT ACCOUNT	82,884.46
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,285,900.32)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	355,338.97
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	32,853.25
20	ALLOCATION TO (20) STREET FUND	142,375.33
25	ALLOCATION TO (25) STREET & PATHWAY FUND	78,585.31
40	ALLOCATION TO (40) BOND FUND	56,222.37
55	ALLOCATION TO (55) LIBRARY FUND	10,654.53
60	ALLOCATION TO (60) WATER FUND	418,077.86
61	ALLOCATION TO (61) SEWER FUND	266,624.55
62	ALLOCATION TO (62) WATER RESERVE FUND	359,362.04
63	ALLOCATION TO (63) SEWER RESERVE FUND	198,150.21
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,287.71
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	27,168.22
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	113,791.95
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	32,778.19
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	144,607.85
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	9,898.06
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	7,123.92
TOTAL ALLOCATIONS TO OTHER FUNDS		2,285,900.32
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		(2,285,900.32)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)

February 29, 2024

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	53,483.65	Book Balance Previous Month:	44,683.09
Outstanding Deposits:	939.40	Total Receipts:	101,372.37
Outstanding Checks:	44,029.64	Total Disbursements:	135,662.05
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	10,393.41	Book Balance:	10,393.41
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
5	.01	1182	354.77	1189	494.62	1190	90.00
Grand Totals:							939.40

Deposits cleared: 31 items

Deposits Outstanding: 4 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
14206	27.52	17523	23.44	17752	316.65	18058	53.23
18073	154.00	18155	1.63	18156	13.27	18163	.85
18170	.50	18344	2,000.00	18489	100.00	18511	150.00
18692	28.50	19068	28.50	19077	68.45	19120	120.00
19423	154.84	19944	66.36	19982	2.94	19987	29.68
20412	30.87	20440	7.21	20597	30.00	20640	300.00
20708	65.00	20761	450.00	20762	20.00	20763	28.25
20764	1,075.00	20765	23.18	20766	904.93	20767	28.76
20768	305.92	20769	440.00	20770	160.00	20781	13.78
20782	41.31	20783	41.69	20784	30.99	20785	64.26
92201	236.98	223242	9,896.73	223243	8,231.90	223244	2,529.49
223245	7,649.44	925235	8,169.88	20220231	173.91	225201931	260.20-
Grand Totals:							44,029.64

Checks cleared: 58 items

Checks Outstanding: 48 items

Bank Adjustments SectionBook Adjustments Section

Money Market Account (Money Market) (2)

February 29, 2024

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	31,046.35	Book Balance Previous Month:	30,679.88
Outstanding Deposits:	.00	Total Receipts:	50,493.22
Outstanding Checks:	.00	Total Disbursements:	50,126.75
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	31,046.35	Book Balance:	31,046.35
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	19 items	Deposits Outstanding:	0 items
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Checks cleared:	3 items	Checks Outstanding:	0 items
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Bank Adjustments SectionBook Adjustments Section

Xpress Deposit Bank () (99)

February 29, 2024

Account: 010001100

Bank Account Number: 10912

Bank Statement Balance:	82,599.96	Book Balance Previous Month:	71,108.65
Outstanding Deposits:	284.50	Total Receipts:	11,775.81
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	82,884.46	Book Balance:	82,884.46
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1183	91.50	1191	95.00	1192	98.00		
Grand Totals:							284.50

Deposits cleared: 27 items Deposits Outstanding: 3 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
02/29/2024	1	ACH Banking Fees	10-110-55-5545	Bank Fees/Misc Expense	20.26	
02/29/2024	2	ACH Banking Fees	01-0001001	Combined Cash - Checking	.00	20.26-
02/06/2024	3	CIS Benefits Adjustment	10-110-50-5300	Employee Health Insurance	2,421.03	
02/06/2024	4	CIS Benefits Adjustment	01-0001001	Combined Cash - Checking	.00	2,421.03-
02/06/2024	5	xPress Bill Pay Monthly Fees	61-320-55-5611	Autopay Billing Software	86.33	
02/06/2024	6	xPress Bill Pay Monthly Fees	60-310-55-5611	Autopay Billing Software	86.33	
02/06/2024	7	xPress Bill Pay Monthly Fees	01-0001001	Combined Cash - Checking	.00	172.66-
02/02/2024	8	Pathpoint Card Processing Merchant Fees	10-110-55-5545	Bank Fees/Misc Expense	133.42	
02/02/2024	9	Pathpoint Card Processing Merchant Fees	01-0001001	Combined Cash - Checking	.00	133.42-
02/29/2024	10	P.E.R.S Adjustment	10-110-50-5402	PERS Retirement-Employer	4,044.82	
02/29/2024	11	P.E.R.S Adjustment	01-0001001	Combined Cash - Checking	.00	4,044.82-
02/13/2024	12	Statewide Transit Tax- Q3 2023	10-0002090	State Taxes Withholding	87.98	
02/13/2024	13	Statewide Transit Tax- Q3 2023	01-0001001	Combined Cash - Checking	.00	87.98-
02/13/2024	14	Paid Family Leave- Q3 2023	10-0002090	State Taxes Withholding	518.10	
02/13/2024	15	Paid Family Leave- Q3 2023	01-0001001	Combined Cash - Checking	.00	518.10-
Total CASH DISBURSEMENTS (CD):					<u>7,398.27</u>	<u>7,398.27-</u>

References: 15 Transactions: 15

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
02/15/2024	1	Transfer- Money Market to Checking	01-0001001	Combined Cash - Checking	30,000.00	
02/15/2024	2	Transfer- Money Market to Checking	01-0001002	Money Market	.00	30,000.00-
02/26/2024	3	Transfer- Money Market to Checking	01-0001001	Combined Cash - Checking	20,000.00	
02/26/2024	4	Transfer- Money Market to Checking	01-0001002	Money Market	.00	20,000.00-
02/26/2024	5	Banking & Remote Deposit Fees	10-110-55-5545	Bank Fees/Misc Expense	126.75	
02/26/2024	6	Banking & Remote Deposit Fees	01-0001002	Money Market	.00	126.75-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					50,126.75	50,126.75-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
02/26/2024	1	Money Market Interest Earned	01-0001002	Money Market	.27	
02/26/2024	2	Money Market Interest Earned	10-000-40-650	Interest on Investments	.00	.27-
02/26/2024	3	Transfer LGIP to Checking	01-0001001	Combined Cash - Checking	40,000.00	
02/26/2024	4	Transfer LGIP to Checking	01-0001003	Investment Pooled	.00	40,000.00-
02/26/2024	5	PERS Adjustment-Rounding	01-0001001	Combined Cash - Checking	.01	
02/26/2024	6	PERS Adjustment-Rounding	10-110-50-5402	PERS Retirement-Employer	.00	.01-
02/21/2024	7	NW Natural Franchise Fee Payment	01-0001002	Money Market	10,984.61	
02/21/2024	8	NW Natural Franchise Fee Payment	10-000-40-204	NW Natural Gas Franchise Fee	.00	10,984.61-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					50,984.89	50,984.89-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
03/19/2024	1	LGIP Interest- February 2024	01-0001003	Investment Pooled	9,013.64	
		LGIP Interest- February 2024	10-000-40-650	Interest on Investments	.00	1,401.14-
		LGIP Interest- February 2024	18-000-40-650	Interest on Investments	.00	129.55-
		LGIP Interest- February 2024	20-000-40-650	Interest on Investments	.00	561.41-
		LGIP Interest- February 2024	25-000-40-650	Interest on Investments	.00	309.87-
		LGIP Interest- February 2024	40-000-40-650	Interest on Investments	.00	221.69-
		LGIP Interest- February 2024	55-000-40-650	Interest on Investments	.00	42.01-
		LGIP Interest- February 2024	60-000-40-650	Interest on Investments	.00	1,648.54-
		LGIP Interest- February 2024	61-000-40-650	Interest on Investments	.00	1,051.34-
		LGIP Interest- February 2024	62-000-40-650	Interest on Investments	.00	1,417.02-
		LGIP Interest- February 2024	63-000-40-650	Interest on Investments	.00	781.34-
		LGIP Interest- February 2024	65-000-40-650	Interest on Investments	.00	127.32-
		LGIP Interest- February 2024	68-000-40-650	Interest on Investments	.00	107.13-
		LGIP Interest- February 2024	72-000-40-650	Interest on Investments	.00	448.70-
		LGIP Interest- February 2024	73-000-40-650	Interest on Investments	.00	129.25-
		LGIP Interest- February 2024	74-000-40-650	Interest on Investments	.00	570.21-
		LGIP Interest- February 2024	80-000-40-650	Interest on Investments	.00	39.03-
		LGIP Interest- February 2024	85-000-40-650	Interest on Investments	.00	28.09-
Total JOURNAL ENTRIES (JE):					9,013.64	9,013.64-
References: 1 Transactions: 18						
Total 224:					117,523.55	117,523.55-
Grand Totals:					117,523.55	117,523.55-

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
02/29/2024	1	ACH Banking Fees	20.26
02/15/2024	1	Transfer- Money Market to Checking	30,000.00
02/06/2024	3	CIS Benefits Adjustment	2,421.03
02/26/2024	3	Transfer- Money Market to Checking	20,000.00
02/06/2024	5	xPress Bill Pay Monthly Fees	86.33
02/26/2024	5	Banking & Remote Deposit Fees	126.75
02/06/2024	6	xPress Bill Pay Monthly Fees	86.33
02/02/2024	8	Pathpoint Card Processing Merchant Fees	133.42
02/29/2024	10	P.E.R.S Adjustment	4,044.82
02/13/2024	12	Statewide Transit Tax- Q3 2023	87.98
02/13/2024	14	Paid Family Leave- Q3 2023	518.10
02/05/2024	20727	Aggregate Resource Crushing, LLC	59.49
02/05/2024	20727	Aggregate Resource Crushing, LLC	59.49
02/05/2024	20727	Aggregate Resource Crushing, LLC	59.48
02/05/2024	20728	Alyrica Networks	19.99
02/05/2024	20728	Alyrica Networks	20.00
02/05/2024	20729	AT&T Mobility	23.99
02/05/2024	20729	AT&T Mobility	30.77
02/05/2024	20729	AT&T Mobility	23.99
02/05/2024	20730	Carlson Hardware Inc.	20.99
02/05/2024	20730	Carlson Hardware Inc.	20.98
02/05/2024	20730	Carlson Hardware Inc.	20.98
02/05/2024	20731	CECO, Inc.	129.48
02/05/2024	20731	CECO, Inc.	64.74
02/05/2024	20731	CECO, Inc.	204.18
02/05/2024	20731	CECO, Inc.	99.61
02/05/2024	20732	KS Chems	73.62
02/05/2024	20733	Morley Thomas Law	300.00
02/05/2024	20734	Napa Auto Parts	10.47
02/05/2024	20734	Napa Auto Parts	10.47
02/05/2024	20734	Napa Auto Parts	10.48
02/05/2024	20734	Napa Auto Parts	10.47
02/05/2024	20735	Elan Financial Services	1,503.68
02/05/2024	20735	Elan Financial Services	58.66
02/05/2024	20735	Elan Financial Services	218.34
02/05/2024	20735	Elan Financial Services	1,576.23
02/05/2024	20735	Elan Financial Services	333.35
02/06/2024	20736	Petty Cash	107.60
02/15/2024	20737	AT&T	26.12
02/15/2024	20737	AT&T	26.12
02/15/2024	20737	AT&T	26.20
02/15/2024	20738	Caselle, Inc.	481.96
02/15/2024	20738	Caselle, Inc.	158.02
02/15/2024	20738	Caselle, Inc.	158.02
02/15/2024	20739	Cintas	41.86
02/15/2024	20740	Civil West Engineering Services, Inc.	860.00
02/15/2024	20740	Civil West Engineering Services, Inc.	10,470.00
02/15/2024	20741	Executive Cleaning	650.00
02/15/2024	20742	GSI Water Solutions, Inc.	812.00
02/15/2024	20743	Industrial Welding Supply, Inc.	22.58
02/15/2024	20743	Industrial Welding Supply, Inc.	22.58
02/15/2024	20743	Industrial Welding Supply, Inc.	22.58
02/15/2024	20744	Jerry's Home Improvement	318.80
02/15/2024	20744	Jerry's Home Improvement	66.90
02/15/2024	20744	Jerry's Home Improvement	66.90
02/15/2024	20744	Jerry's Home Improvement	66.90

Date	Check Number	Payee or Description	Check Amount
02/15/2024	20744	Jerry's Home Improvement	3.99
02/15/2024	20745	JSG Lawn Maintenance	600.00
02/15/2024	20745	JSG Lawn Maintenance	200.00
02/15/2024	20746	Kelley Connect Co.	175.96
02/15/2024	20746	Kelley Connect Co.	21.46
02/15/2024	20746	Kelley Connect Co.	142.92
02/15/2024	20746	Kelley Connect Co.	88.84
02/15/2024	20747	David Kinney	1,774.05
02/15/2024	20748	Linn County Sheriff's Office	17,811.25
02/15/2024	20749	Local Government Law Group, PC	658.00
02/15/2024	20750	Napa Auto Parts	23.99
02/15/2024	20750	Napa Auto Parts	23.99
02/15/2024	20750	Napa Auto Parts	23.99
02/15/2024	20750	Napa Auto Parts	23.99
02/15/2024	20751	National Business Solutions	415.00
02/15/2024	20752	Renewable Resource Group, Inc	84.00
02/15/2024	20752	Renewable Resource Group, Inc	764.00
02/15/2024	20753	Revize Software Systems	1,900.00
02/15/2024	20754	Varcomm	131.31
02/15/2024	20754	Varcomm	33.40
02/15/2024	20754	Varcomm	76.28
02/15/2024	20754	Varcomm	34.40
02/15/2024	20755	Security Alarm Corp	182.05
02/15/2024	20756	Kelly Snyder	3,552.50
02/15/2024	20757	Wells Fargo Financial Leasing, Inc.	123.50
02/15/2024	20757	Wells Fargo Financial Leasing, Inc.	39.00
02/15/2024	20757	Wells Fargo Financial Leasing, Inc.	123.50
02/15/2024	20757	Wells Fargo Financial Leasing, Inc.	39.00
02/15/2024	20758	Security Alarm Corp	53.49
02/23/2024	20760	Aggregate Resource Crushing, LLC	143.87
02/23/2024	20760	Aggregate Resource Crushing, LLC	143.88
02/23/2024	20761	Central Linn High School	450.00
02/23/2024	20762	Jano's Trophies	20.00
02/23/2024	20763	Ken & Tammy Gilbert	28.25
02/23/2024	20764	Legacy	200.00
02/23/2024	20764	Legacy	875.00
02/23/2024	20765	Napa Auto Parts	5.80
02/23/2024	20765	Napa Auto Parts	5.80
02/23/2024	20765	Napa Auto Parts	5.80
02/23/2024	20765	Napa Auto Parts	5.78
02/23/2024	20766	National Business Solutions	904.93
02/23/2024	20767	Hilary Norton	28.76
02/23/2024	20768	NW Natural Gas	95.02
02/23/2024	20768	NW Natural Gas	210.90
02/23/2024	20769	OAWU	220.00
02/23/2024	20769	OAWU	220.00
02/23/2024	20770	Renewable Resource Group, Inc	56.00
02/23/2024	20770	Renewable Resource Group, Inc	104.00
02/29/2024	92201	DIRECT DEPOSIT TOTAL	25,724.16
02/23/2024	223241	AFLAC	282.33
02/23/2024	223242	EBS Trust, CIS- Benefits	9,890.29
02/23/2024	223242	EBS Trust, CIS- Benefits	6.44
02/23/2024	223243	IRS Tax Deposit	4,213.62
02/23/2024	223243	IRS Tax Deposit	985.42
02/23/2024	223243	IRS Tax Deposit	3,032.86
02/23/2024	223244	Oregon Dept of Revenue - WC/UI	23.39
02/23/2024	223244	Oregon Dept of Revenue - WC/UI	2,196.00
02/23/2024	223244	Oregon Dept of Revenue - WC/UI	310.10

Date	Check Number	Payee or Description	Check Amount
02/23/2024	223245	P.E.R.S.	1,878.00
02/23/2024	223245	P.E.R.S.	5,771.44
02/02/2024	20220231	AFLAC	173.91
02/02/2024	20220232	EBS Trust, CIS- Benefits	5,669.57
02/02/2024	20220232	EBS Trust, CIS- Benefits	18.33-
02/02/2024	20220232	EBS Trust, CIS- Benefits	6.44
02/02/2024	20220233	IRS Tax Deposit	3,647.50
02/02/2024	20220233	IRS Tax Deposit	853.06
02/02/2024	20220233	IRS Tax Deposit	2,302.43
02/02/2024	20220234	Oregon Dept of Revenue - WC/UI	18.99
02/02/2024	20220234	Oregon Dept of Revenue - WC/UI	1,897.00
02/02/2024	20220234	Oregon Dept of Revenue - WC/UI	236.08
02/02/2024	20220235	P.E.R.S.	1,573.82
02/02/2024	20220235	P.E.R.S.	4,872.54
02/02/2024	20220236	VOYA	500.00
02/29/2024	22920241	Andy Ridinger - DIR DEP	.00
02/29/2024	22920242	Gangle, Larissa Michele - DIR DEP	.00
02/29/2024	22920243	William Jones - DIR DEP	.00
02/29/2024	22920244	Abrial Vinson - DIR DEP	.00
02/29/2024	22920245	Amber Murray - DIR DEP	.00
02/29/2024	22920246	Wesley Hare - DIR DEP	.00
02/29/2024	22920247	Audrey Whiddon - DIR DEP	.00
02/29/2024	22920248	Briana Parra - DIR DEP	.00
Grand Totals:			<u>185,788.80</u>

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
02/29/2024	PC	02/29/2024	2292024	Andy Ridinger	210		01-0001001	4,524.13-
02/29/2024	PC	02/29/2024	2292024	Gangle, Larissa Michele	241		01-0001001	1,956.61-
02/29/2024	PC	02/29/2024	2292024	William Jones	245		01-0001001	2,840.09-
02/29/2024	PC	02/29/2024	2292024	Abrial Vinson	257		01-0001001	1,725.61-
02/29/2024	PC	02/29/2024	2292024	Amber Murray	258		01-0001001	2,282.98-
02/29/2024	PC	02/29/2024	2292024	Wesley Hare	259		01-0001001	5,865.68-
02/29/2024	PC	02/29/2024	2292024	Audrey Whiddon	260		01-0001001	2,386.46-
02/29/2024	PC	02/29/2024	2292024	Briana Parra	261		01-0001001	4,142.60-
Grand Totals:								25,724.16-
				8				

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20727	02/05/2024	711	Aggregate Resource Crushing, LL	Drainage Project	20-210-55-5605	178.46
20728	02/05/2024	934	Alyrica Networks	Internet	61-320-55-5662	39.99
20729	02/05/2024	24	AT&T Mobility	Public Work Tablet	60-310-55-5662	78.75
20730	02/05/2024	46	Carlson Hardware Inc.	Shop Supplies	60-310-55-5606	62.95
20731	02/05/2024	47	CECO, Inc.	Fuel	61-320-55-5615	498.01
20732	02/05/2024	567	KS Chems	Toilet Tissue	10-110-55-5680	73.62
20733	02/05/2024	957	Morley Thomas Law	City Municipal Judge-February	10-110-55-5648	300.00
20734	02/05/2024	632	Napa Auto Parts	Dump truck air belt	61-320-55-5690	41.89
20735	02/05/2024	665	Elan Financial Services	Gasket water treatment meter	60-310-55-5681	3,690.26
20736	02/06/2024	308	Petty Cash	Lunch Meeting: Council Update-Jerry Lachenbr	10-110-55-5541	107.60
20737	02/15/2024	24	AT&T	LONG DISTANCE	10-110-55-5662	78.44
20738	02/15/2024	49	Caselle, Inc.	Split distribution	60-310-55-5611	798.00
20739	02/15/2024	1163	Cintas	City Hall Drinking Water	10-110-55-5542	41.86
20740	02/15/2024	945	Civil West Engineering Services, I	Wastewater Facilities Plan- 1/1-1/31/2024	61-320-55-5910	11,330.00
20741	02/15/2024	954	Executive Cleaning	Contract Janitorial Services-January	10-110-55-5680	650.00
20742	02/15/2024	1103	GSI Water Solutions, Inc.	Well 69 Replacement	60-310-60-6002	812.00
20743	02/15/2024	160	Industrial Welding Supply, Inc.	Oxygen/Acetylene	61-320-55-5601	67.74
20744	02/15/2024	170	Jerry's Home Improvement	Park Door Stopper	85-510-55-5865	523.49
20745	02/15/2024	1062	JSG Lawn Maintenance	Landscaping Service Memorial Park	80-510-55-5840	800.00
20746	02/15/2024	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	429.18
20747	02/15/2024	799	David Kinney	Land Use-Zher Site Design Review	10-110-55-5622	1,774.05
20748	02/15/2024	208	Linn County Sheriff's Office	Law Enforcement Contract-3rd Quarter Jan, Feb	10-110-55-5645	17,811.25
20749	02/15/2024	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	658.00
20750	02/15/2024	632	Napa Auto Parts	Trailer Parts	61-320-55-5690	95.96
20751	02/15/2024	1110	National Business Solutions	Replacement Hard-drives & Camera System	10-110-55-5765	415.00
20752	02/15/2024	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	848.00
20753	02/15/2024	1102	Revize Software Systems	Website Hosting	10-110-55-5726	1,900.00
20754	02/15/2024	332	Varcomm	Lagoon	61-320-55-5662	275.39
20755	02/15/2024	688	Security Alarm Corp	Fire & Security Monitoring-3/1-3/31/2024	10-110-55-5771	182.05
20756	02/15/2024	1223	Kelly Snyder	Contract Bookkeeper for 2023 Calendar year-en	10-110-55-5910	3,552.50
20757	02/15/2024	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20758	02/15/2024	688	Security Alarm Corp	Fire & Security Monitoring-1/30/2024-2/29/2024	10-110-55-5771	53.49
20760	02/23/2024	711	Aggregate Resource Crushing, LL	Shop Rock Stock	61-320-55-5605	287.75
20761	02/23/2024	1158	Central Linn High School	Camera	10-110-55-5893	450.00
20762	02/23/2024	166	Jano's Trophies	Name Plate- Briana Parra	10-110-55-5542	20.00
20763	02/23/2024	1227	Ken & Tammy Gilbert	Utility Account #1028.02- Refund for Overpaym	01-0001075	28.25
20764	02/23/2024	1100	Legacy	Annual Generator Inspection & Services- 1/30/2	61-320-55-5677	1,075.00
20765	02/23/2024	632	Napa Auto Parts	Oil Filter	61-320-55-5690	23.18
20766	02/23/2024	1110	National Business Solutions	Contract IT Support- 2/15-03/14/24	10-110-55-5770	904.93
20767	02/23/2024	673	Hilary Norton	Utility Account # 1123.03- Final Bill Refund	01-0001075	28.76
20768	02/23/2024	263	NW Natural Gas	Natural Gas Service- City Shop	60-310-55-5671	305.92
20769	02/23/2024	276	OAWU	Annual Conference- Andy Ridinger	61-320-55-5750	440.00
20770	02/23/2024	19	Renewable Resource Group, Inc	Lab Testing- Water Plant	60-310-55-5860	160.00
Grand Totals:						52,216.72

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF HALSEY
COMBINED CASH INVESTMENT
MARCH 31, 2024

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	5,154.35
01-0001002	MONEY MARKET	56,397.06
01-0001003	INVESTMENT POOLED	2,181,692.25
	TOTAL COMBINED CASH	2,243,243.66
01-0001100	XPRESS DEPOSIT ACCOUNT	37,402.49
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,280,646.15)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	343,033.16
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	32,991.40
20	ALLOCATION TO (20) STREET FUND	143,859.54
25	ALLOCATION TO (25) STREET & PATHWAY FUND	78,915.78
40	ALLOCATION TO (40) BOND FUND	57,755.95
55	ALLOCATION TO (55) LIBRARY FUND	20,695.77
60	ALLOCATION TO (60) WATER FUND	412,987.15
61	ALLOCATION TO (61) SEWER FUND	262,762.62
62	ALLOCATION TO (62) WATER RESERVE FUND	360,873.23
63	ALLOCATION TO (63) SEWER RESERVE FUND	198,983.47
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,565.68
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	26,122.04
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	114,270.47
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	32,916.03
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	145,215.95
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	9,738.84
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,959.07
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,280,646.15
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,280,646.15)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)

March 31, 2024

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	61,392.56	Book Balance Previous Month:	10,393.41
Outstanding Deposits:	829.90	Total Receipts:	82,672.18
Outstanding Checks:	57,068.11	Total Disbursements:	87,911.24
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	5,154.35	Book Balance:	5,154.35
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
5	.01	1194	603.27	1195	30.00	1202	196.62
Grand Totals:							829.90

Deposits cleared: 35 items

Deposits Outstanding: 4 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
14206	27.52	17523	23.44	17752	316.65	18058	53.23
18073	154.00	18155	1.63	18156	13.27	18163	.85
18170	.50	18344	2,000.00	18489	100.00	18511	150.00
18692	28.50	19068	28.50	19077	68.45	19120	120.00
19423	154.84	19944	66.36	19982	2.94	19987	29.68
20412	30.87	20440	7.21	20597	30.00	20761	450.00
20763	28.25	20767	28.76	20773	30.00	20781	13.78
20782	41.31	20783	41.69	20784	30.99	20785	64.26
20807	61.10	20815	1,914.75	20816	680.00	20821	34.38
20822	100.00	20823	50.00	92201	236.98	223243	8,231.90
223245	7,649.44	329242	10,371.52	329243	6,722.25	329244	2,055.97
329245	6,238.75	329246	500.00	925235	8,169.88	20220231	173.91
225201931	260.20-						
Grand Totals:							57,068.11

Checks cleared: 54 items

Checks Outstanding: 49 items

Bank Adjustments Section

Book Adjustments Section

Money Market Account (Money Market) (2)

March 31, 2024

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	56,397.06	Book Balance Previous Month:	31,046.35
Outstanding Deposits:	.00	Total Receipts:	25,593.46
Outstanding Checks:	.00	Total Disbursements:	242.75
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	56,397.06	Book Balance:	56,397.06
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	19 items	Deposits Outstanding:	0 items
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Checks cleared:	3 items	Checks Outstanding:	0 items
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Bank Adjustments SectionBook Adjustments Section

Xpress Deposit Bank () (99)

March 31, 2024

Account: 010001100

Bank Account Number: 10912

Bank Statement Balance:	37,100.53	Book Balance Previous Month:	82,884.46
Outstanding Deposits:	301.96	Total Receipts:	45,481.97-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	37,402.49	Book Balance:	37,402.49
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1203	205.28	1206	96.68				
Grand Totals:							301.96

Deposits cleared: 32 items Deposits Outstanding: 2 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
03/20/2024	1	Banking Maintenance Fees	10-110-55-5545	Bank Fees/Misc Expense	9.18	
03/20/2024	2	Banking Maintenance Fees	01-0001001	Combined Cash - Checking	.00	9.18-
03/06/2024	3	Xpress Bill Pay- Monthly Service Fees-Se	61-320-55-5611	Autopay Billing Software	84.25	
03/06/2024	4	Xpress Bill Pay- Monthly Service Fees-Wa	60-310-55-5611	Autopay Billing Software	84.24	
03/06/2024	5	Xpress Bill Pay- Monthly Service Fees	01-0001001	Combined Cash - Checking	.00	168.49-
03/06/2024	6	Pathpoint-Merchant/Card Processing Fees	10-110-55-5545	Bank Fees/Misc Expense	141.04	
03/06/2024	7	Pathpoint-Merchant/Card Processing Fees	01-0001001	Combined Cash - Checking	.00	141.04-
03/11/2024	8	State Transit Tax- Q4 2023	10-0002090	State Taxes Withholding	127.71	
03/11/2024	9	State Transit Tax- Q4 2023	01-0001001	Combined Cash - Checking	.00	127.71-
Total CASH DISBURSEMENTS (CD):					446.42	446.42-

References: 9 Transactions: 9

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
03/21/2024	1	Returned Check #255- Account # 1198.16	01-0001075	Utility Cash Clearing Account	100.00	
03/21/2024	2	Returned Check #255- Account # 1198.16	01-0001002	Money Market	.00	100.00-
03/21/2024	3	Returned Check Fee	10-110-55-5545	Bank Fees/Misc Expense	15.00	
03/21/2024	4	Returned Check Fee	01-0001002	Money Market	.00	15.00-
03/21/2024	5	Banking & Remote Deposit Fees	10-110-55-5545	Bank Fees/Misc Expense	127.75	
03/21/2024	6	Banking & Remote Deposit Fees	01-0001002	Money Market	.00	127.75-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					242.75	242.75-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
03/06/2024	1	XPRESS DEPOSIT ACCOUNT TRANSFE	01-0001001	Combined Cash - Checking	58,638.82	
03/06/2024	2	XPRESS DEPOSIT ACCOUNT TRANSFE	01-0001100	Xpress Deposit Account	.00	58,638.82-
03/26/2024	3	CIS BENEFITS ADJ- B. PARRA & PAYCO	01-0001001	Combined Cash - Checking	1,827.77	
03/26/2024	4	CIS BENEFITS ADJ- B. PARRA & PAYCO	10-110-50-5300	Employee Health Insurance	.00	1,827.77-
03/26/2024	5	ALA LIBRARY GRANT	01-0001001	Combined Cash - Checking	10,000.00	
03/26/2024	6	ALA LIBRARY GRANT	55-000-40-790	Grants	.00	10,000.00-
03/31/2024	7	MONEY MARKET-INTEREST EARNED	01-0001002	Money Market	.37	
03/31/2024	8	MONEY MARKET-INTEREST EARNED	10-000-40-650	Interest on Investments	.00	.37-
03/21/2024	9	Adjustment for Bank Error- AP Check # 20	01-0001001	Combined Cash - Checking	60.00	
03/21/2024	10	Adjustment for Bank Error- AP Check # 20	60-310-55-5750	Education/Training Expense	.00	60.00-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>70,526.96</u>	<u>70,526.96-</u>

References: 10 Transactions: 10

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
03/31/2024	1	LGIP INTEREST-MARCH 2024	01-0001003	Investment Pooled	9,550.41	
03/31/2024	2	LGIP INTEREST-MARCH 2024	10-000-40-650	Interest on Investments	.00	1,436.49-
03/31/2024	3	LGIP INTEREST-MARCH 2024	18-000-40-650	Interest on Investments	.00	138.15-
03/31/2024	4	LGIP INTEREST-MARCH 2024	20-000-40-650	Interest on Investments	.00	602.42-
03/31/2024	5	LGIP INTEREST-MARCH 2024	25-000-40-650	Interest on Investments	.00	330.47-
03/31/2024	6	LGIP INTEREST-MARCH 2024	40-000-40-650	Interest on Investments	.00	241.86-
03/31/2024	7	LGIP INTEREST-MARCH 2024	55-000-40-650	Interest on Investments	.00	86.67-
03/31/2024	8	LGIP INTEREST-MARCH 2024	60-000-40-650	Interest on Investments	.00	1,729.42-
03/31/2024	9	LGIP INTEREST-MARCH 2024	61-000-40-650	Interest on Investments	.00	1,100.34-
03/31/2024	10	LGIP INTEREST-MARCH 2024	62-000-40-650	Interest on Investments	.00	1,511.19-
03/31/2024	11	LGIP INTEREST-MARCH 2024	63-000-40-650	Interest on Investments	.00	833.26-
03/31/2024	12	LGIP INTEREST-MARCH 2024	65-000-40-650	Interest on Investments	.00	136.37-
03/31/2024	13	LGIP INTEREST-MARCH 2024	68-000-40-650	Interest on Investments	.00	109.39-
03/31/2024	14	LGIP INTEREST-MARCH 2024	72-000-40-650	Interest on Investments	.00	478.52-
03/31/2024	15	LGIP INTEREST-MARCH 2024	73-000-40-650	Interest on Investments	.00	137.84-
03/31/2024	16	LGIP INTEREST-MARCH 2024	74-000-40-650	Interest on Investments	.00	608.10-
03/31/2024	17	LGIP INTEREST-MARCH 2024	80-000-40-650	Interest on Investments	.00	40.78-
03/31/2024	18	LGIP INTEREST-MARCH 2024	85-000-40-650	Interest on Investments	.00	29.14-
Total JOURNAL ENTRIES (JE):					9,550.41	9,550.41-
References: 18 Transactions: 18						
Total 324:					80,766.54	80,766.54-
Grand Totals:					80,766.54	80,766.54-

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
03/20/2024	1	Banking Maintenance Fees	9.18
03/21/2024	1	Returned Check #255- Account # 1198.16	100.00
03/06/2024	3	Xpress Bill Pay- Monthly Service Fees-Sewer	84.25
03/21/2024	3	Returned Check Fee	15.00
03/06/2024	4	Xpress Bill Pay- Monthly Service Fees-Water	84.24
03/21/2024	5	Banking & Remote Deposit Fees	127.75
03/06/2024	6	Pathpoint-Merchant/Card Processing Fees	141.04
03/11/2024	8	State Transit Tax- Q4 2023	127.71
03/01/2024	20771	American Rooter Sewer & Septic	225.00
03/01/2024	20771	American Rooter Sewer & Septic	225.00
03/01/2024	20771	American Rooter Sewer & Septic	225.00
03/01/2024	20771	American Rooter Sewer & Septic	225.00
03/01/2024	20772	Cascade Columbia Distribution	563.00
03/01/2024	20773	Mariah Daugherty	30.00
03/01/2024	20774	HD Fowler	70.04
03/01/2024	20775	ODP Business Solutions, LLC	204.50
03/01/2024	20776	Pacific Power	1,609.73
03/01/2024	20776	Pacific Power	104.85
03/01/2024	20776	Pacific Power	2,446.01
03/01/2024	20776	Pacific Power	1,295.85
03/01/2024	20776	Pacific Power	63.15
03/01/2024	20776	Pacific Power	143.17
03/01/2024	20777	Peterson Trucking	100.00
03/01/2024	20777	Peterson Trucking	500.00
03/01/2024	20777	Peterson Trucking	1,099.92
03/01/2024	20777	Peterson Trucking	900.00
03/01/2024	20777	Peterson Trucking	1,200.00
03/01/2024	20778	Rainbow Carpet Cleaning	617.00
03/01/2024	20779	Renewable Resource Group, Inc	316.00
03/01/2024	20780	Elan Financial Services	535.34
03/01/2024	20780	Elan Financial Services	322.32
03/01/2024	20780	Elan Financial Services	30.48
03/01/2024	20780	Elan Financial Services	30.48
03/08/2024	20791	Alyrica Networks	20.00
03/08/2024	20791	Alyrica Networks	19.99
03/08/2024	20792	AT&T Mobility	26.22
03/08/2024	20792	AT&T Mobility	26.22
03/08/2024	20792	AT&T Mobility	26.31
03/08/2024	20793	BMS Technologies	365.84
03/08/2024	20793	BMS Technologies	365.85
03/08/2024	20794	Carlson Hardware Inc.	99.00
03/08/2024	20794	Carlson Hardware Inc.	99.00
03/08/2024	20794	Carlson Hardware Inc.	98.99
03/08/2024	20795	CECO, Inc.	52.49
03/08/2024	20795	CECO, Inc.	26.24
03/08/2024	20795	CECO, Inc.	82.77
03/08/2024	20795	CECO, Inc.	40.38
03/08/2024	20796	Caselle, Inc.	486.00
03/08/2024	20796	Caselle, Inc.	156.00
03/08/2024	20796	Caselle, Inc.	156.00
03/08/2024	20797	Central Linn Community Foundation	500.00
03/08/2024	20798	Cintas	41.86
03/08/2024	20798	Cintas	20.93
03/08/2024	20798	Cintas	20.93
03/08/2024	20799	Civil West Engineering Services, Inc.	3,332.77
03/08/2024	20799	Civil West Engineering Services, Inc.	6,213.50

Date	Check Number	Payee or Description	Check Amount
03/08/2024	20800	Executive Cleaning	676.14
03/08/2024	20801	JSG Lawn Maintenance	600.00
03/08/2024	20801	JSG Lawn Maintenance	200.00
03/08/2024	20802	Morley Thomas Law	300.00
03/08/2024	20803	OAWU	253.96
03/08/2024	20804	Renewable Resource Group, Inc	104.00
03/08/2024	20805	Varcomm	134.98
03/08/2024	20805	Varcomm	30.89
03/08/2024	20805	Varcomm	70.52
03/08/2024	20805	Varcomm	31.80
03/08/2024	20806	SAIF Corporation	689.28
03/15/2024	20807	AT&T	20.35
03/15/2024	20807	AT&T	20.35
03/15/2024	20807	AT&T	20.40
03/15/2024	20808	GSI Water Solutions, Inc.	628.75
03/15/2024	20809	Kelley Connect Co.	175.96
03/15/2024	20809	Kelley Connect Co.	21.46
03/15/2024	20809	Kelley Connect Co.	142.92
03/15/2024	20809	Kelley Connect Co.	88.84
03/15/2024	20810	Local Government Law Group, PC	282.00
03/15/2024	20811	Napa Auto Parts	167.76
03/15/2024	20812	Andy Ridinger	164.69
03/15/2024	20812	Andy Ridinger	100.00
03/15/2024	20813	Security Alarm Corp	182.05
03/15/2024	20814	Wells Fargo Financial Leasing, Inc.	123.50
03/15/2024	20814	Wells Fargo Financial Leasing, Inc.	39.00
03/15/2024	20814	Wells Fargo Financial Leasing, Inc.	123.50
03/15/2024	20814	Wells Fargo Financial Leasing, Inc.	39.00
03/26/2024	20815	ATEC Water Systems	1,914.75
03/26/2024	20816	Code Publishing, Co.	680.00
03/26/2024	20817	National Business Solutions	904.93
03/26/2024	20818	NW Natural Gas	82.45
03/26/2024	20818	NW Natural Gas	233.44
03/26/2024	20819	Pacific Power	1,637.46
03/26/2024	20819	Pacific Power	102.62
03/26/2024	20819	Pacific Power	2,537.73
03/26/2024	20819	Pacific Power	1,136.84
03/26/2024	20819	Pacific Power	45.96
03/26/2024	20819	Pacific Power	125.82
03/26/2024	20820	Pape Machinery	59.03
03/26/2024	20821	The Times	34.38
03/26/2024	20822	Linn County Road Department	100.00
03/26/2024	20823	Linn County Road Department	50.00
03/29/2024	92201	DIRECT DEPOSIT TOTAL	20,857.36
03/29/2024	329241	Andy Ridinger - DIR DEP	.00
03/29/2024	329241	AFLAC	282.33
03/29/2024	329242	Gangle, Larissa Michele - DIR DEP	.00
03/29/2024	329242	EBS Trust, CIS- Benefits	10,365.08
03/29/2024	329242	EBS Trust, CIS- Benefits	6.44
03/29/2024	329243	William Jones - DIR DEP	.00
03/29/2024	329243	IRS Tax Deposit	3,465.58
03/29/2024	329243	IRS Tax Deposit	812.92
03/29/2024	329243	IRS Tax Deposit	2,443.75
03/29/2024	329244	Abrial Vinson - DIR DEP	.00
03/29/2024	329244	Oregon Dept of Revenue - WC/UI	21.39
03/29/2024	329244	Oregon Dept of Revenue - WC/UI	1,778.00
03/29/2024	329244	Oregon Dept of Revenue - WC/UI	256.58
03/29/2024	329245	Amber Murray - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
03/29/2024	329245	P.E.R.S.	1,524.67
03/29/2024	329245	P.E.R.S.	4,714.08
03/29/2024	329246	Audrey Whiddon - DIR DEP	.00
03/29/2024	329246	VOYA	500.00
03/29/2024	329247	Briana Parra - DIR DEP	.00
03/29/2024	329248	Andy Ridinger - DIR DEP	.00
03/29/2024	329249	William Jones - DIR DEP	.00
03/29/2024	329250	Abrial Vinson - DIR DEP	.00
03/29/2024	329251	Amber Murray - DIR DEP	.00
Grand Totals:			88,153.99

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
03/29/2024	PC	03/29/2024	329241	Andy Ridinger	210		01-0001001	4,301.50
03/29/2024	PC	03/29/2024	329242	Gangle, Larissa Michele	241		01-0001001	3,154.35-
03/29/2024	PC	03/29/2024	329243	William Jones	245		01-0001001	2,855.80-
03/29/2024	PC	03/29/2024	329244	Abrial Vinson	257		01-0001001	1,706.07-
03/29/2024	PC	03/29/2024	329245	Amber Murray	258		01-0001001	2,299.20-
03/29/2024	PC	03/29/2024	329246	Audrey Whiddon	260		01-0001001	2,344.99-
03/29/2024	PC	03/29/2024	329247	Briana Parra	261		01-0001001	4,184.80-
03/29/2024	PC	03/29/2024	329248	Andy Ridinger	210		01-0001001	2.79-
03/29/2024	PC	03/29/2024	329249	William Jones	245		01-0001001	5.36-
03/29/2024	PC	03/29/2024	329250	Abrial Vinson	257		01-0001001	1.25-
03/29/2024	PC	03/29/2024	329251	Amber Murray	258		01-0001001	1.25-
Grand Totals:								20,857.36-
				11				

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20771	03/01/2024	18	American Rooter Sewer & Septic	503 W 2nd Vactor Work	68-330-55-5588	900.00
20772	03/01/2024	48	Cascade Columbia Distribution	Sodium Bisulfate	60-310-55-5675	563.00
20773	03/01/2024	1228	Mariah Daugherty	Reservation Deposit Refund	10-110-55-5885	30.00
20774	03/01/2024	1210	HD Fowler	Gasket for Water Plant	60-310-55-5606	70.04
20775	03/01/2024	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	204.50
20776	03/01/2024	297	Pacific Power	5th & L Pump	60-310-55-5672	5,662.76
20777	03/01/2024	1083	Peterson Trucking	Vactor Truck Repair	10-110-55-5691	3,799.92
20778	03/01/2024	837	Rainbow Carpet Cleaning	Annual Carpet Cleaning City Hall	10-110-55-5680	617.00
20779	03/01/2024	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	316.00
20780	03/01/2024	665	Elan Financial Services	CIS Conf. Briana Parra	10-110-55-5750	918.62
20791	03/08/2024	934	Alyrica Networks	Internet	60-310-55-5662	39.99
20792	03/08/2024	24	AT&T Mobility	Public Work Tablet	61-320-55-5662	78.75
20793	03/08/2024	1129	BMS Technologies	Utility Bill Printing & Mailing Costs	60-310-55-5610	731.69
20794	03/08/2024	46	Carlson Hardware Inc.	Shop Supplies	61-320-55-5606	296.99
20795	03/08/2024	47	CECO, Inc.	Fuel	61-320-55-5615	201.88
20796	03/08/2024	49	Caselle, Inc.	Split distribution	60-310-55-5611	798.00
20797	03/08/2024	845	Central Linn Community Foundati	Donation	10-110-55-5893	500.00
20798	03/08/2024	1163	Cintas	City Hall Drinking Water	10-110-55-5542	83.72
20799	03/08/2024	945	Civil West Engineering Services, I	Wastewater Facilities Plan- 2/1-2/29/2024	61-320-55-5910	9,546.27
20800	03/08/2024	954	Executive Cleaning	Contract Janitorial Services-February	10-110-55-5680	676.14
20801	03/08/2024	1062	JSG Lawn Maintenance	Veterans Memorial Park Landscaping Service-	80-510-55-5840	800.00
20802	03/08/2024	957	Morley Thomas Law	City Municipal Judge-March	10-110-55-5648	300.00
20803	03/08/2024	276	OAWU	Membership Renewal 2024	60-310-55-5730	253.96
20804	03/08/2024	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	104.00
20805	03/08/2024	332	Varcomm	Shop	60-310-55-5662	268.19
20806	03/08/2024	1054	SAIF Corporation	Worker's Compensantion Insurance	10-110-55-5590	689.28
20807	03/15/2024	24	AT&T	LONG DISTANCE	61-320-55-5662	61.10
20808	03/15/2024	1103	GSI Water Solutions, Inc.	Well 69 Project 02/01-02/29/2024	60-310-60-6002	628.75
20809	03/15/2024	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	429.18
20810	03/15/2024	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	282.00
20811	03/15/2024	632	Napa Auto Parts	Oil for truck & mowers	20-210-55-5655	167.76
20812	03/15/2024	328	Andy Ridinger	Mileage and Meals Reimbursement	61-320-55-5760	264.69
20813	03/15/2024	688	Security Alarm Corp	Fire & Security Monitorin	10-110-55-5770	182.05
20814	03/15/2024	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20815	03/26/2024	923	ATEC Water Systems	Backwash Control Panel Water Treatment Plant	60-310-55-5701	1,914.75
20816	03/26/2024	736	Code Publishing, Co.	Annual Web Fees & Web Update Annual Fee	10-110-55-5725	680.00
20817	03/26/2024	1110	National Business Solutions	Contract IT Support-3/15/24-4/14/2024	10-110-55-5770	904.93
20818	03/26/2024	263	NW Natural Gas	Natural Gas Service- City Shop	60-310-55-5671	315.89
20819	03/26/2024	297	Pacific Power	5th & L Pump	60-310-55-5672	5,586.43
20820	03/26/2024	666	Pape Machinery	Mower Maintenance Kit	68-330-55-5699	59.03
20821	03/26/2024	383	The Times	Legal Notice-Budget Committee Notice	10-110-55-5741	34.38
20822	03/26/2024	205	Linn County Road Department	Road Permit Deposit for Library 5K	55-410-55-5550	100.00
20823	03/26/2024	205	Linn County Road Department	Library Book-It 5k Road Permit Fee	55-410-55-5550	50.00

Grand Totals:

40,436.64

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

H. DELEGATIONS – Linn County Sheriff

1. Linn County Sheriff Reports		
a. Linn County Sherriff		
Council Action:	<i>NONE</i>	April 9, 2024



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

This Report Encompasses: 3/ 1/24 to 3/31/24

Total Incidents This Month: **60**

Incident Information:	Description
CAD# 2024042754 TIME: 3/2/2024 8:01:34AM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 1300 W 1ST ST/CROWELL LN HALS No Public Narrative.
CAD# 2024044693 TIME: 3/5/2024 8:45:18AM CASE# CAD Only HALS CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 900 W 3RD ST HALS Caller request welfare check on customer. Deputy preforms the welfare check and finds the person in good spirits needing no assistance from law enforcement.
CAD# 2024044751 TIME: 3/5/2024 10:22:14AM CASE# CAD Only HALS CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 31800 HWY 228/W 1ST ST HALS 20 year-old G. Miller-Marshall of Lebanon received a citation for driving uninsured
CAD# 2024044772 TIME: 3/5/2024 10:49:09AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS Operator issued equipment violation warning
CAD# 2024044911 TIME: 3/5/2024 2:32:42PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS Operator issued a speeding violation warning.

Incident Information:	Description
CAD# 2024044927 TIME: 3/5/2024 2:47:22PM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 100 W H ST HALS <hr/> 56 year-old J. Lonney received a traffic citation for Violation of Posted Speed Limit
CAD# 2024045631 TIME: 3/6/2024 2:02:09PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Operator cited for expired tags
CAD# 2024045640 TIME: 3/6/2024 2:17:54PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Operator cited for expired tags
CAD# 2024045654 TIME: 3/6/2024 2:35:01PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Operator was cited for expired tags
CAD# 2024045667 TIME: 3/6/2024 2:48:47PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 000 AMERICAN DR HALS <hr/> Strict warning issued to Diamond K trailer sales due to ongoing issues with the company parking trailers in no parking zones and on city right of ways.
CAD# 2024045678 TIME: 3/6/2024 2:59:32PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Operator cited for expired tags 06/2023.

Incident Information:	Description
CAD# 2024045685 TIME: 3/6/2024 3:08:12PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 100 W A ST/W 1ST ST HALS <hr/> I have noticed an increase in trailers owned by Diamond K being parked on Carson Oil property. I contacted Carson Oil who was not aware of this happening. They did not want LCSO assistance, and would be contacting the trailer company themselves.
CAD# 2024045706 TIME: 3/6/2024 3:33:45PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> Operator cited for expired tags,
CAD# 2024045745 TIME: 3/6/2024 4:38:24PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS <hr/> Operator cited for expired tags 05/2023
CAD# 2024046831 TIME: 3/8/2024 11:19:32AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 W 5TH ST HALS <hr/> Deputy responds to a suspicious circumstance and finds no suspicious people.
CAD# 2024047069 TIME: 3/8/2024 4:26:23PM CASE# 2400976 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: IDENTITY THEFT Reported At Block Of 500 W 3RD ST Occurred between 1626 hours on 3/8/2024 and 1626 hours on 3/8/2024 . Reported: <hr/> Caller reports personal information stolen after receiving calls from unknown number.
CAD# 2024047600 TIME: 3/9/2024 12:04:19PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 500 W 3RD ST HALS <hr/> Deputy conducts follow up

Incident Information:	Description
<p>CAD# 2024048562</p> <p>TIME: 3/11/2024 12:28:04AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>HALSEY</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS</p> <hr/> <p>Deputies initially responded to a reported domestic disturbance. A neighborhood disturbance ensued over the noise caused from the initial disturbance. Deputies investigated and determined there were no crimes. Everyone agreed to separate.</p>
<p>CAD# 2024049587</p> <p>TIME: 3/12/2024 2:00:48PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>WELFARE CHECK Reported at Block of 1300 W 4TH ST HALS</p> <hr/> <p>Welfare check requested of two teenage girls by their mother who lives out of state and hasn't seen them in two years. They reside with their father and are doing just fine.</p>
<p>CAD# 2024049779</p> <p>TIME: 3/12/2024 7:04:02PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EVENT DETAIL Reported at Block of 000 AMERICAN DR HALS</p> <hr/> <p>city council meeting</p>
<p>CAD# 2024050064</p> <p>TIME: 3/13/2024 7:41:22AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>OUT WITH A VEHICLE Reported at Block of 900 E 1ST ST HALS</p> <hr/> <p>Deputy contacted a male and female sleeping in their vehicle in a parking lot. They were requested to find somewhere else to go.</p>
<p>CAD# 2024050134</p> <p>TIME: 3/13/2024 9:33:32AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>CITIZEN CONTACT Reported at Block of 000 NW 2ND ST HALS</p> <hr/> <p>Deputy provides assistance to person attempting to travel to Corvallis</p>
<p>CAD# 2024050157</p> <p>TIME: 3/13/2024 9:47:46AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS PERSON Reported at Block of 31800 HWY 228 HALS</p> <hr/> <p>Deputy provides assistance to male attempting to walk to the near by truck stop.</p>

Incident Information:	Description
CAD# 2024050341 TIME: 3/13/2024 1:38:34PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 800 W 2ND ST HALS <hr/> Deputy conducts extra patrol in work zone
CAD# 2024050392 TIME: 3/13/2024 2:39:41PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 000 AMERICAN DR/NW 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2024050908 TIME: 3/14/2024 9:00:37AM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 300 W 1ST ST/W D ST HALS <hr/> 45-year-old M. Pope of Eugene was issued a citation for Fail to Obey a Traffic Control Device.
CAD# 2024050947 TIME: 3/14/2024 10:22:22AM CASE# CAD Only HALS CAD CALL COMPLETE	911 HANG UP CALL Reported at Block of 200 W 2ND ST HALS <hr/> Deputy responds to 911 hangup. New employee mistakenly dials 911, no assistance at the school was needed.
CAD# 2024051853 TIME: 3/15/2024 2:09:31PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 800 W 4TH ST HALS <hr/> Deputies responded to a traffic complaint.
CAD# 2024052464 TIME: 3/16/2024 10:37:46AM CASE# 2401098 HALS REPORT TAKEN	Report Filed. ANIMAL ABUSE 1 Reported At Block Of 300 W 3RD ST Occurred between 1036 hours on 3/16/2024 and 1037 hours on 3/16/2024 . Reported: 3/16/2024 Officer <hr/> Blake Warren, 28, of Halsey was arrested on animal abuse 1.

Incident Information:	Description
CAD# 2024052465 TIME: 3/16/2024 10:38:29AM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC HAZARD Reported at Block of 000 AMERICAN DR/NW 2ND ST HALS <hr/> veh is cleared out of the intersection
CAD# 2024053288 TIME: 3/17/2024 1:46:27PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 200 W 1ST ST HALS <hr/> No Public Narrative.
CAD# 2024053727 TIME: 3/18/2024 7:41:58AM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> Operator issued speeding violation warning.
CAD# 2024054607 TIME: 3/19/2024 8:39:09AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 400 W D ST HALS <hr/> Contacted caller and learned call was accidental
CAD# 2024054946 TIME: 3/19/2024 5:22:14PM CASE# CAD Only HALS CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 1200 W 2ND ST HALS <hr/> Deputies responded to an alarm. Building was secure. False alarm.
CAD# 2024055282 TIME: 3/20/2024 5:23:36AM CASE# CAD Only HALS HALSEY	SUSPICIOUS VEHICLE Reported at Block of 31800 HWY 228 HALS <hr/> Deputy checked on vehicle parked at closed business.

Incident Information:	Description
CAD# 2024055796 TIME: 3/20/2024 8:46:48PM CASE# CAD Only HALS CITE DWS NO ODL	TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS <hr/> Larry Strong, 55 of Harrisburg was issued a citation for driving while suspended.
CAD# 2024056694 TIME: 3/22/2024 7:46:45AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> Operator issued warning for equipment violation
CAD# 2024057310 TIME: 3/23/2024 12:00:39AM CASE# CAD Only HALS HALSEY	SUSPICIOUS VEHICLE Reported at Block of 300 W 2ND ST HALS <hr/> Report of suspicious vehicle, gone on arrival.
CAD# 2024057455 TIME: 3/23/2024 8:42:33AM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 400 W 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2024057460 TIME: 3/23/2024 8:58:37AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 500 W 2ND ST HALS <hr/> Operator issued equipment violation warning
CAD# 2024057627 TIME: 3/23/2024 2:06:34PM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> 64-year-old S. Carter of Albany received a citation for Violation of Posted Speed Limit

Incident Information:	Description
CAD# 2024057634 TIME: 3/23/2024 2:31:37PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 1600 W 2ND ST HALS <hr/> operator issued speeding violation warning
CAD# 2024057853 TIME: 3/23/2024 9:51:36PM CASE# 2401204 HALS REPORT TAKEN	Report Filed. TOW, HAZARD Reported At Block Of 100 E 1ST ST/E B ST Occurred between 2150 hours on 3/23/2024 and 2151 hours on 3/23/2024 . Reported: 3/23/2024 <hr/> Vehicle left in roadway towed as a hazard.
CAD# 2024058276 TIME: 3/24/2024 4:33:46PM CASE# CAD Only HALS CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Traffic stop, Jessica Frees age 36 of Eugene was cited for driving while suspend violation and driving uninsured.
CAD# 2024059331 TIME: 3/26/2024 11:47:45AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 100 W H ST HALS <hr/> Accidental dial
CAD# 2024059871 TIME: 3/27/2024 8:36:36AM CASE# CAD Only HALS HALSEY	MOTORIST ASSIST Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Motorist ran out of gas, deputy stood by while more gas was put in.
CAD# 2024060064 TIME: 3/27/2024 2:45:53PM CASE# CAD Only HALS CAD CALL COMPLETE	FOUND DOG Reported at Block of 500 W 3RD ST/W F ST HALS <hr/> Dogs keep getting out of gate.

Incident Information:	Description
<p>CAD# 2024060428</p> <p>TIME: 3/28/2024 1:34:47AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>TRESPASS Reported at Block of 200 W 2ND ST HALS</p> <hr/> <p>Deputies responded to reports of juveniles trespassing on school property. Three juveniles were contacted and transported back home where they were given back to a very upset mother....</p>
<p>CAD# 2024060536</p> <p>TIME: 3/28/2024 8:40:57AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING SPEEDING VIOLAT</p>	<p>TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS</p> <hr/> <p>Operator issued warning for speeding violation.</p>
<p>CAD# 2024060570</p> <p>TIME: 3/28/2024 9:45:19AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 000 E 3RD ST/E A ST HALS</p> <hr/> <p>Checked on parked vehicles.</p>
<p>CAD# 2024060571</p> <p>TIME: 3/28/2024 9:46:39AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>INFORMATION ONLY REPORT Reported at Block of 100 W HALSEY ST HALS</p> <hr/> <p>Questions about stolen trailers from Diamond K.</p>
<p>CAD# 2024060866</p> <p>TIME: 3/28/2024 5:12:02PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 300 W 2ND ST/W D ST HALS</p> <hr/> <p>Caller reports suspicious vehicle, vehicle left area prior to Deputy arrival.</p>
<p>CAD# 2024061177</p> <p>TIME: 3/29/2024 8:45:11AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>WARRANT SERVICE Reported at Block of 600 W 3RD ST HALS</p> <hr/> <p>Attempted contact on warrant service</p>

Incident Information:	Description
CAD# 2024061184 TIME: 3/29/2024 8:53:02AM CASE# CAD Only HALS CAD CALL COMPLETE	WARRANT SERVICE Reported at Block of 1200 W 4TH ST HALS <hr/> Attempted warrant service
CAD# 2024061914 TIME: 3/30/2024 12:50:53PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> Operator warned for license plate issues.
CAD# 2024061927 TIME: 3/30/2024 1:22:27PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> The operator was cited for expired tags (06/2023), DWS - Violation, and for Driving w/out Insurance. The passenger (husband) took over driving after obtaining insurance on his cell phone.
CAD# 2024062033 TIME: 3/30/2024 4:23:02PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 1500 W 2ND ST HALS <hr/> Operator cited for expired tags, 11/2023.
CAD# 2024062060 TIME: 3/30/2024 4:57:19PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator cited for expired tags 09/2023
CAD# 2024062077 TIME: 3/30/2024 5:37:58PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator was warned

Incident Information:	Description
CAD# 2024062534 TIME: 3/31/2024 2:40:06PM CASE# CAD Only HALS CAD CALL COMPLETE	WARRANT SERVICE Reported at Block of 600 W 3RD ST HALS Attempted warrant service

J. REPORTS TO COUNCIL – City Administrator

1. Employee Reports

a. City Administrator Report

Council Action: **NONE**

April 9, 2024

1. Codes and Ordinance - Enforcement and Budding Considerations

The City of Halsey was notified by a citizen and by law enforcement regarding a disturbing incident related to firearm discharge in Halsey on Saturday, March 16th. We are very appreciative of the actions of law enforcement to be responsive to the situation and to take appropriate legal action as they deem fit. Any potential legal proceedings related to the incident are the prevue of Linn County Sheriff and the court system. The city felt the allegations were serious enough to warrant some action to address the issue as it relates to our ordinances. The city sent a letter to the person alleged of the crime, and posted our ordinance related to discharge of firearms in city limits in our April newsletter. As always, our goal is to make sure our community is safe. We encourage all citizens to participate alongside us in that pursuit.

2. Projects

Parks

The city of Halsey has successfully met the requirements for finalizing the acceptance of the OPRD grant for improvements at the Halsey Memorial Park. I am in the process of acquiring permits from ODOT to remove the poplar trees that are in ODOT right of way. I do not anticipate any issue with getting those permits approved. I was able to negotiate to include funding in the grant for tree removal despite the trees' location in the right of way. I have met with our public works team to discuss timelines for work. We are hoping to have trees, a playground, and multi-use court complete by the end of June for minimal disruption to park use during our peak season. We plan to wait on path demolition and installation until September. Andy is working on quotes for tree removal which we anticipate landing in the small procurement category. I am preparing RFBs for playground equipment, upgrades to the walking path, and court resurfacing.

ODOT

As many of you have seen, the Highway 99 park project is moving forward. I am working with Andrea at ODOT to get a copy of the contract ODOT has with the nursery subcontractors for the landscaping on the 99 corridors, and to get a formal introduction so I might ask some questions regarding trees and their recommendations for care. While adding trees to our main street will be a great improvement to the aesthetic of our community, we want to ensure that Halsey is prepared for the ongoing maintenance of trees in our city.

3. Statement of Economic Interest

The annual statement of economic interest (SEI) is due April 15th, 2024. You all should have received an email by now that you have been listed as a person required to file. The statement of economic interest is a way that the state of Oregon documents potential economic interest of people serving the public in an effort to provide accountability. City Councilors, City Administrators, and Planning Committee members are all subject to SEI filing requirements. If you have any questions about SEI filing please reach out.

4. Budget Committee

As a reminder, budget committee is coming up at the end of April and into early May. As you know, we have a number of vacant citizen seats on the committee, so it is very important that our council budget committee members attend in order for us to meet quorum. ALSO – if any citizens are curious about the budget committee process, the meeting is open to the public. If you are interested in joining the budget committee for next year, it is never too soon to put in an application with city hall. We are available for questions and happy to help. Citizen involvement is an important part of good public process, and we encourage anyone who is curious or interested to join in public hearings, committee participation, council meetings, or other venues that fit your availability.

5. May Agenda

As a reminder – if any items are coming up as items of interest in town, please reach out to me if you would like to get them on a future meeting agenda. While it is important that we stay focused on the priorities the council defined in their October 2023 work session, we want to be sure that we provide a mechanism for community issues to be heard before council.

During May council we will set the date for the work session for the land use ordinance review. We have another ordinance related to Accessory Dwelling Units (ADUs) that will need to be updated as well to bring it into compliance for state regulation. Would the council like to add this to our work session list and tackle them all at once?

a. Upcoming Event

April – Child Abuse Prevention Month

April 13th at the park – BOOK IT Library 5K

April 26th – April 27th – Halsey Arbor Day, Activities at the Library and tree giveaway

April 30th – Budget Committee Meeting and Public Hearing, 6pm at City Hall

May 7th – 2nd Budget Committee Meeting, 6pm at City Hall

J. REPORTS TO COUNCIL – Public Works

1. Employee Reports	
b. Public Works Department	
Council Action:	<i>NONE</i> April 9, 2024

Water Distribution:

Water Produced	1,903,000 Gallons
Daily Average	61,000 Gallons

Wastewater Collected:

WW Collected	7,170,000 Gallons
Daily Average	231,000 Gallons
Effluent Discharged	11,177,000 Gallons
Daily Average	361,000 Gallons

Hear are some of the high lights for the Month of March

We spent a Majority of our time building the elevator barn door and kitchen shutters for city hall.

Mowing season is here, we have started mowing and did tune-ups and mower maintenance on our mowers. Spraying is also on the list once the weather changes.

We have been working on Public Works budget gathering information and costs for Briana.

Wastewater Discharging season has been going well besides **an issue we are having with meeting our TSS (Total suspended solids) % removal for the month of January and February.** Our NPDE system permit requires us to have a minimum of 65% removal for both BOD (Biochemical oxygen demand) and TSS. Each non-compliance violation has to be reported explaining suspected cause, actions taken, and actions scheduled for recurrences of the non-compliances.

There are 2 major factors that can come into play with not reaching our % removal.

It is high I&I in our collection system that we are treating at the lagoon and or high sludge depth in our primary ponds.

High I&I can dilute the sample creating a low result.

High sludge levels can prevent detention time creating short circuiting for the biological wastewater treatment process. Sludge depth testing in being planned to gather data for trouble shooting for future planning and can be added to the upcoming wastewater master plan. Stay tuned!

J. REPORTS TO COUNCIL: Library

1. Employee Reports	
c. Library	
Council Action: <i>NONE</i>	April 9, 2024

Circulation for March		Total Circulation since opening (Aug. 2015)	
Fiction	80		
Non-Fiction	39	Total Number of Patrons to Date	607
Total	118		
Cities Represented in Circulation		Total Number of items in collection	5,037
Halsey	102		
Shedd	7	Avg. Daily Threshold Count since opening	6.0
Brownsville	2	Average Daily Threshold Count for March	5.45
Sweet Home	3		
Value of Inventory Through March			
Fiction	\$54,148.22		
Non-Fiction	\$36,063.13	Books added to inventory in March	25
Total	\$90,211.35		

Updates

We had 109 visitors for an average of 5.45 per day. 111 books were checked out and 1 new library card was issued.

25 books were added to the catalog, but we have a few boxes of donations to be cataloged.

We have 38 people registered for the 5k so far and 6 confirmed sponsors for the event. Everything is ready to go for the event.

Last month's story time was successful, with 14 kids and a few adults present.

We will be doing a tree giveaway and activities on April 26th and 27th for Arbor Day.

We won the ALA LTC grant for \$10,000 so we will be having a new door installed soon. We will have a community meeting before the door is installed, where community members can share their thoughts. Date and time TBD. We went with Left Coast Doors, who should be able to install the door in the next 6 weeks.

I am currently working on a technology grant for \$5,000 from Oregon Humanities.

J. REPORTS TO COUNCIL

2. Council Reports		
a. Sharing Hands		
Council Action:	<i>NONE</i>	April 9, 2024

Vacancy for appointment pending

J. REPORTS TO COUNCIL

2. Council Reports		
b. Central Linn School District		
Council Action:	<i>NONE</i>	April 9, 2024

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

K. OLD BUSINESS

1. Inflow and Infiltration		
Council Action:	No Action	April 9, 2024

Issue Statement: The Council is asked to discuss the issue of Inflow and Infiltration repairs, and review the Loan requirements for the Inflow & Infiltration Rehabilitation Wastewater System Improvement Loan from the DEQ

Summary:

In 2022 the city of Halsey received a finalized Inflow and Infiltration study conducted by Civil West engineering. The study identified a list of areas of concern, with some being identified as critical concerns with a recommendation to repair over a 7-year period. Given the new information provided by our Public Works Lead, Andy regarding DEQ compliance in our Waste Water treatment elevates the importance of addressing repairs. **The DEQ has approved the city to receive another partially forgivable loan for a utility infrastructure project.** This loan is to address issues identified in the 2022 Inflow & Infiltration (I & I) study conducted by Civil West. I have **included below a brief description of the project the loan addresses and the funding. We will need to review this funding and if council chooses, we will agree to accept funding via resolution.**

LOAN AMOUNT: \$330,000 – 50% forgivable totaling \$165,000 in principal loan balance subject to repayment.

DESCRIPTION OF THE PROJECT: In this design and construction loan the borrower has identified priority pipe rehabilitation projects to address inflow and infiltration through an I&I study that was recently performed. This will include 21 pipe patches and two pipe linings. The two pipelining replacements may include digging a new trench, in the existing footprint of the wastewater system. All repairs would be made through existing manholes, and the two pipe linings would be repaired using the cure-in-place process.

REPAYMENT PERIOD: Ending no later than (a) thirty (30) years after the Completion Date or (b) thirty (30) years after the estimated Completion Date set forth in ARTICLE 3(A)(10), whichever date is earlier.

Summary of Results

Two field studies were coordinated by Civil West to locate I/I sources within the system. The flow rate monitoring study identified five sections with elevated I/I following precipitation, and the CCTV inspections identified more than 30 active sources of infiltration and many additional issues which may not be contributing to infiltration.

These studies led to the identification of more than twenty rehabilitation projects. After analyzing the specific problems and appropriate rehabilitation methods, this report recommends:

- 21 Pipe Patching Projects
- 2 Pipe Lining Projects

These projects include repair work to approximately 625 feet of pipe and one manhole.

Pipe replacement is the most invasive type of repair work, where a new trench must be dug and provisions for maintaining or bypassing sewer service during construction may be needed.

Lining, bursting, and patching rehabilitation methods are less invasive and result in little ground disturbance, short interruptions to sewage flows, and are generally less costly. They can often be completed in several hours after preparation work. Consequently, these less invasive rehabilitation methods were preferred during the evaluation process when determined to be feasible.

Given the limitations of the investigations, it's likely that not all deficiencies have been identified. A regular inspection program for the sanitary sewer system may help identify additional deficiencies which were not located during this study or which may develop as the system continues to age.

Summary of Capital Improvement Plan

This study recommends projects estimated to cost approximately \$251,000. In order to better organize rehabilitation efforts by the City, the projects have been grouped by severity according to the grade provided by the NASSCO CCTV inspection and prioritized to allow the City to manage their resources and receive the greatest benefit for each dollar invested in I/I rehabilitation.

The Capital Improvement Plan (CIP) has grouped projects into three priority levels.

- **Priority 1:** Projects which should be completed in the next 2 years with the greatest infiltration rate according to visual inspection.
 - **Total Repairs: \$71,000**
-

- **Priority 2:** Projects which should be completed in the next 4 years.
 - **Total Repairs: \$85,900**
- **Priority 3:** Projects which should be completed within the next 7 years.
 - **Total Repairs: \$93,900**

L. NEW BUSINESS

2. Utility Rates for 2024-2025

Council Action: *None*

April 9, 2024

Issue Statement: Council is asked to consider utility rate increases for the 2023-2024 fiscal year.

Summary: This is a preliminary discussion to guide the City Administrator when preparing the proposed FY 2024-2025 Budget. Council cannot adopt rate increases without a public hearing. No action will be taken in this meeting.

- Inflation and the steadily increasing costs of utility materials and contracts continue to place a burden on the Water and Sewer funds. The 2023 Western Region CPI shows an average increase of 4.32%. The CPI is a measure of goods and services that is a common tool for estimating the cost increase associated with operations.
- Based on Council Minutes from March 2023, previous discussion related to Utility Rates by council concurred that Western Region CPI was a reasonable tool to use when reviewing Water and Sewer Rates.
- RCAC Staff and Business Oregon both state that yearly small increases are more manageable for households on limited incomes as opposed to having years with no increase followed by larger increases.
- The 2022 RCAC Water Rate Study suggests larger rate increases over the next 5 years to grow the reserves. However, a smaller increases are advisable as Council may want to prioritize Sewer utility rates.
- The city is planning a series of Wastewater Infrastructure projects to address growing critical need to our treatment facility and to address stormwater Inflow and Infiltration issues.
- Building up water and sewer reserve will give the city more funding options and may help protect citizens from an emergency bond or sudden emergency rate increase.
- The Sewer Reserve is still recovering from the lift station pump replacement in 2009. The City currently has options for funding through DEQ with loan forgiveness/grant funds for the I&I project and for the Wastewater Facilities Plan. The city will need to repay the debt, and the least burden on households would be to do so out of the service revenue stream.
- The Stormwater fees do not need to be increased this year.

Reserve Funds

2022-2023	Water Reserve	\$ 309,000
2022-2023	Sewer Reserve	\$ 156,600

Estimated revenue generated for Water/Sewer per \$1.00 increase:

Water	\$ 4,620
Sewer	\$ 4,680

Suggested: Water - Update tier structure creating a new tier that is more aligned with use models utilized by other cities. No changes to rates at lower tiers and larger tier increase to higher use tiers (see attachments)
Sewer - Increase based on Western CPI - \$1.50 - \$2.00
In lieu of Water Increase – adopt a Utility Capital improvement Fee of \$2.00

- **This item is for discussion. The Budget Officer is requesting Council discussion and recommendation for the purpose of preparing the proposed budget document. No final decision can be made tonight. There will be public notice and a public hearing before any rate increase can be adopted.**

Copies of the 2022 RCAC Water Rate Study are available upon request.

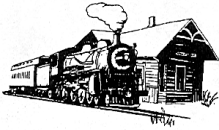
Included in this rate review are:

1. City of Halsey current Utility Rates
2. A rate comparison Table of similar communities
3. Graphs depicting
 - a. average total bill
 - b. average water bill
 - c. average sewer bill
 - d. average fees
4. Tables depicting potential rate models for council consideration
 - a. It is not the recommendation of the city that all models be adopted, rather models are introduced as a tool for consideration
5. City of Halsey Water Rate Study from 2022

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

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

MEMO

DATE: July 2023
TO: All Citizens
FROM: Hilary Norton, City Administrator
RE: UTILITY RATES – Effective July 1, 2023

WATER

Residential Use:

0 - 3000 gallons	\$48.50
3001 - 7000 gallons	\$1.25/1000 gallons
7001 - 15000 gallons	\$1.75/1000 gallons
15000+ gallons	\$2.25/1000 gallons

Commercial Use:

Up to 3000 (base) gallons	\$48.50
3001+ gallons	\$2.00/1000 gallons

Stormwater Drainage \$ 3.00

Stormwater Pump Chg – Blue Heron \$ 7.00

BACKFLOW DEVICE CHARGE \$25.00

(Automatic charge to all accounts in October)

SEWER

Residential Use

Sewer Only	\$44.00
0 - 3000 gallons	\$40.00
3001 - 7000 gallons	\$44.00
7001 – 15000 gallons	\$49.00
15001+ gallons	\$54.00

Commercial Use:

1-2 Fixtures	\$40.00	9 Fixtures	\$62.00
3 Fixtures	\$44.00	10 Fixtures	\$64.00
4 Fixtures	\$48.00	11 Fixtures	\$66.00
5 Fixtures	\$52.00	12 Fixtures	\$68.00
6 Fixtures	\$56.00	13 Fixtures	\$70.00
7 Fixtures	\$58.00	14 Fixtures	\$72.00
8 Fixtures	\$60.00	15 Fixtures	\$74.00
		39 Fixtures	\$122.00

- **BILLS WILL BE MAILED ON THE LAST DAY OF THE MONTH**
- **PAYMENT IS DUE ON THE 25TH OF THE FOLLOWING MONTH**

DELINQUENT ACCOUNTS: Apply to both Water & Sewer

- (1) Penalty Charge assessed if payment is not received on
or **before 5PM on the 5th** of the month following the due date.....\$ **5.00 (per service)**
- (2) Charge for 24-hour notice (15th of the month).....\$ **15.00**
- (3) Turn Off/Turn On Fee (16th of the month).....\$ **25.00**

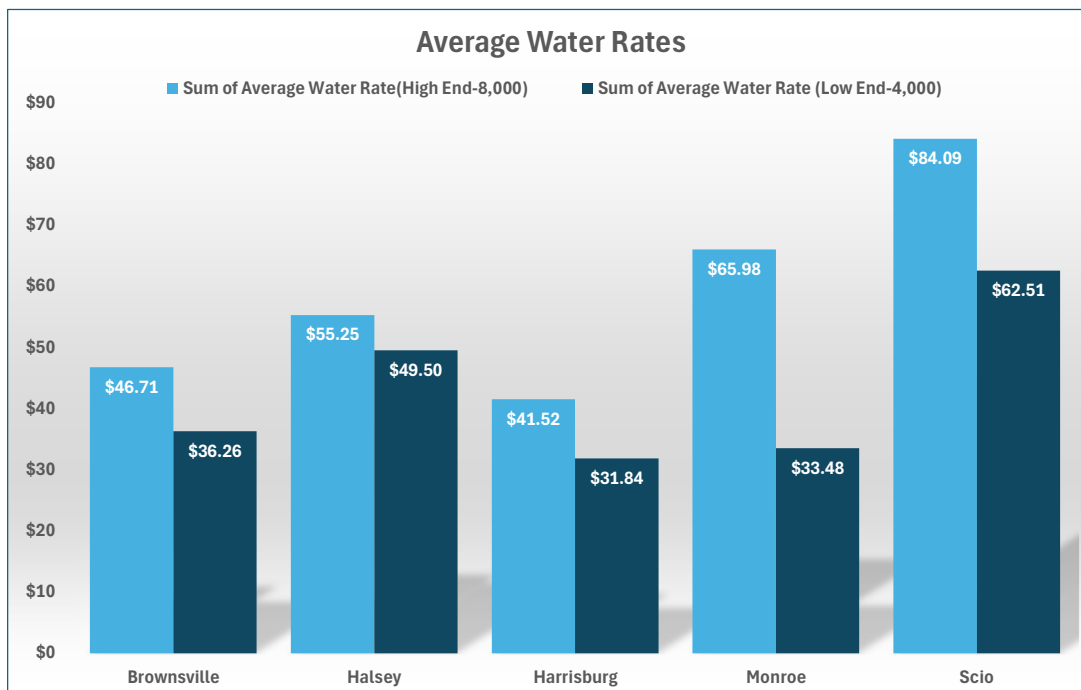
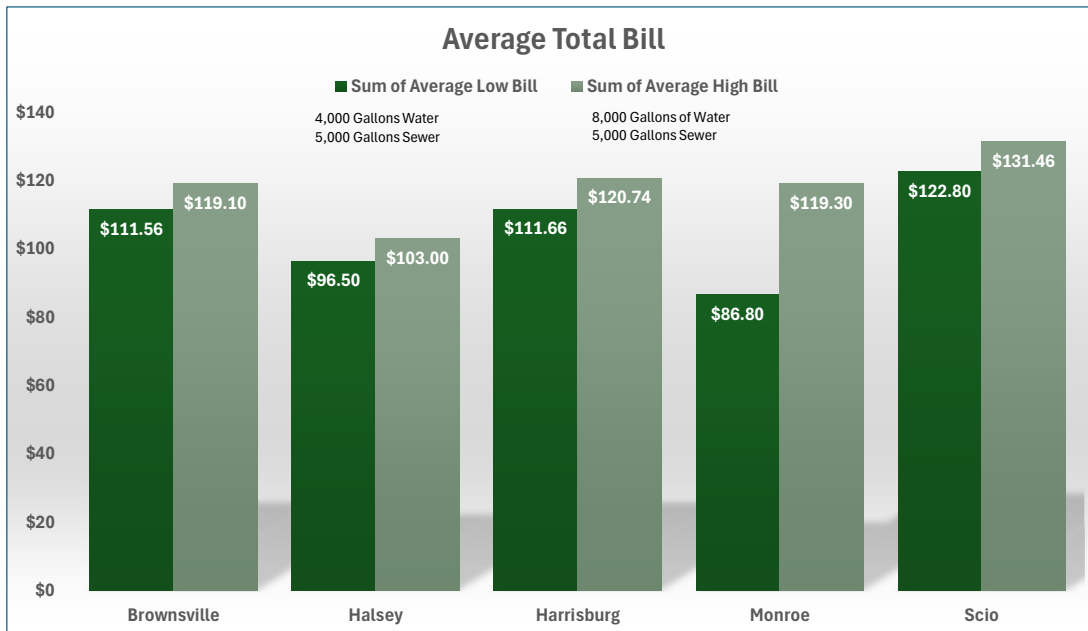
*****The City finds it necessary to enforce a strict payment policy on all delinquent accounts*****

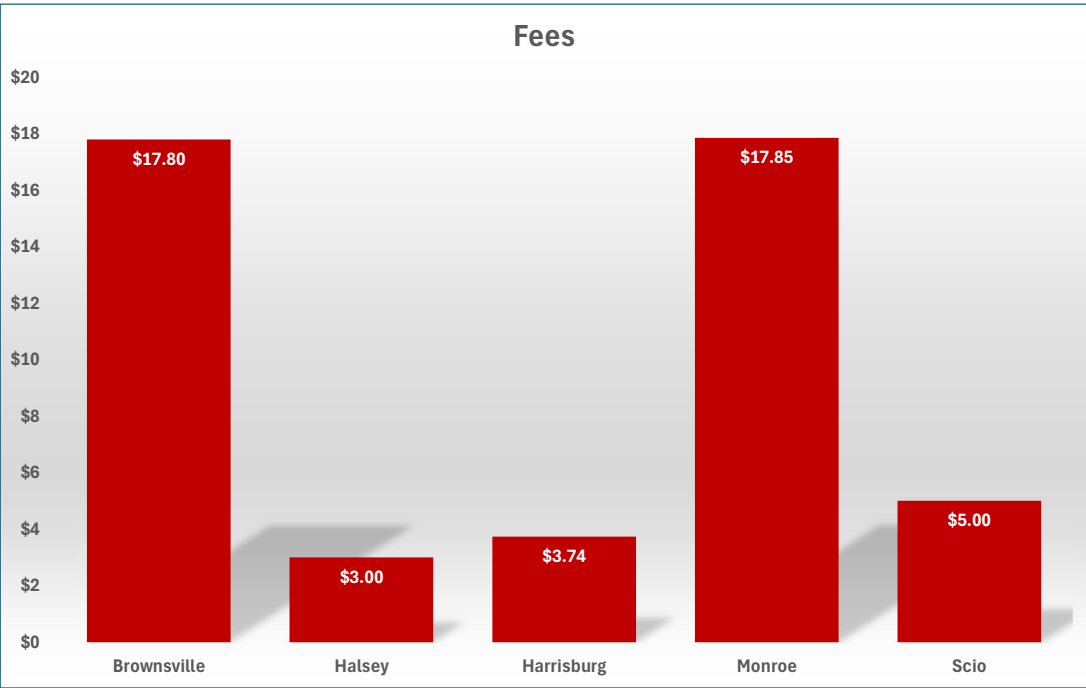
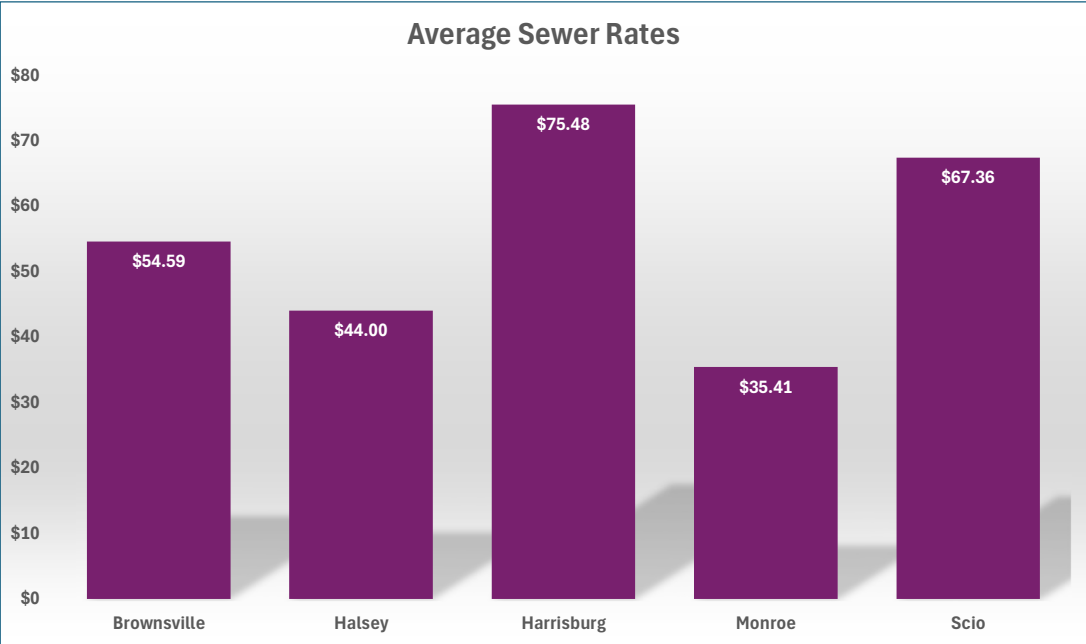
Meters are read on the 26th of each month. Bills will be mailed on the last day of the month for the PRIOR month's usage. Payment is due on the 25th of the next month.

2023-2024 RATES

Calculations based on average water usage of 4000- 8000 gals a month for water and at 5000 gals per month for sewer

CITY	Tier category	SEWER	WATER	OTHER	AVERAGE MONTHLY BILL TOTAL
Brownsville	BASE	0 - 300 cu.ft. (2250 gals) \$42.96	BASE = 0 - 300 cu. Ft. (2250 gals) \$31.51 per c.f.	Sewer Debt fee \$15	Water = \$36.26 - \$46.71
Pop. 1842	Tier 2	400 - 500 cu ft (3740) \$50.53	301 - 600 cu ft (4488) \$2.04 per 100 c.f.	Water Capital Improvement Fee \$2.50	Sewer = \$54.59
	Tier 3	600 - 800 cu ft (5984) \$54.59	601 - 1000 cu ft (7481) \$2.27 per 100 c.f.		Fees = \$17.80
	Tier 4	900+ cu ft (over 6732 gals) \$60.59	1001-1500 cu ft (11221) \$2.34 per 100 c.f.		TOTAL avg range = \$111.56 - 119.10
	Tier 5	Sewer only \$54.59	1500 + (over 11221 gals) \$2.54 per 100 c.f.		Total Avg Bill = \$115.33
Harrisburg	BASE	Base \$22.03	Base \$22.16	Stormwater fee \$3.74	Water = \$31.84 - \$41.52
Pop. 3683	Tier 2	\$7.99 per Unit (748 gal)	\$1.81 per Unit (748 gal)	sewer based on winter average water use	Sewer = \$75.48
	Tier 3				Fees = \$3.74
*Sewer tiers calculated based on averages	Tier 4				TOTAL avg range = \$111.66 - \$120.74
					Total Avg Bill = \$118.74
Scio	BASE	0-2500 gal \$42.41	0-2500 gal \$54.93	Monthly Stormwater Fee = \$5.00	Water = \$62.51 - \$84.09
Pop. 951	Tier 2	Over 2500 gal \$9.98 per 1000 gal	2500-5000 gal \$5.05 per 1000 gal		Sewer = \$67.36
	Tier 3		5000 - 8000 gal \$5.51 per 1000 gal		Stormwater Fee = 5.00
	Tier 4		\$5.95 per 1000 gal	sewer based on winter average water use	TOTAL avg range = \$122.80 - \$131.46
	Tier 5				Total Avg Bill = \$127.13
Monroe	BASE	Flat Rate = 35.47	0-5000 gal \$33.48	Stormwater fee = \$7.00	Water = \$33.48 - 65.98
Pop. 672	Tier 2		5000 - 6000 gal Add \$11.50	Sewer Debt fee \$10.85	Sewer = \$ 35.47
	Tier 3		6000 - 7000 gal Add \$21.50	Sewer rate assumes avg 5000gal	Fees = 17.85
	Tier 4		7000 - 8000 gal Add \$32.50	Minimum monthly charge utility bill = \$86.80	
	Tier 5		8000 - 9000 gal Add \$44.00		TOTAL Avg range = \$86.80 - \$119.30
*Monroe fees last updated in 2022	Tier 6		over 9000 gal Add \$15 per 1000 gal		Total Avg Bill = \$103.05
Halsey	BASE	0 - 3000 gal \$40.00	0-3000 gal Add \$48.50	Annual \$25 backflow charge	Water = \$49.50 - \$55.25
Pop. 949	Tier 2	3000-7000 gal \$44.00	3000-7000 \$1.25 per 1000 gal	Stormwater Fee = \$3.00	Sewer = \$44.00
	Tier 3	7000 - 15000 gal \$49.00	7000-15000 \$1.75 per 1000 gal		Fees = \$3.00
	Tier 4	over 15000 gal \$54.00	over 15000 gal \$2.25 per 1000 gal		TOTAL avg range = \$96.50-103.00
	Tier 5	Sewer only \$44.00			TOTAL avg bill = \$99.75





Estimated Rates For Proposed Rates/Tiers			
Tiers	SEWER	Increase By Avg CPI for 2023	Increase (Rounded to nearest Half Dollar)
BASE	0 - 3000 gal \$40.00	\$41.73	\$41.50
Tier 2	3000-7000 gal \$44.00	\$45.90	\$46.00
Tier 3	7000 - 15000 gal \$49.00	\$51.12	\$51.00
Tier 4	over 15000 gal \$54.00	\$56.33	\$56.00
Tier 5	Sewer only \$44.00	\$45.90	\$46.00

Estimated Rates For Proposed Rates/Tiers			
Tiers	WATER	Average increase in monthly bill	Estimated Bill For Proposed sample Usage
BASE	0-3000 gal \$48.50	\$ -	4000 Gallons \$49.75
Tier 2	3000-6000 \$1.25 per 1000 gal	\$ -	6000 Gallons \$52.25
Tier 3	6000-9000 \$1.90 per 1000 gal	\$0.65 -\$0.95	8000 Gallons \$56.05
Tier 4	9000 - 16000 \$2.25 per 1000 Gal	\$1.45 -\$4.45	12000 Gallons \$64.70
Tier 5	over 16000 gal \$2.75 per 1000 gal	\$ 6.25+	18000 Gallons \$70.20

Estimated Rates For Proposed Rates/Tiers			
Tiers	Capital Improvement Fee	Revenue	
Option 1	\$ 1.50	\$	6,840.00
Option 2	\$ 2.00	\$	9,120.00
Option 3	\$ 2.50	\$	11,400.00
Option 4	\$ 3.00	\$	13,680.00

**Sample rate increase tables are for reference only. It is not the recommendation of the City administrator to adopt all of these options. Rather, these provide a framework for discussion related to potential rate changes*



City of Halsey, OR Drinking Water Rate Study

**Rural Community
Assistance Corporation**



Completed with funding from
a USDA Technitrain Grant

by
Jeremy Peirsol

10/2022

Preliminary results letter to community

August 17, 2021

Halsey, OR Proposed Drinking Water Rate Alternatives

Introduction

The city of Halsey, Oregon is conducting a review of its drinking water rates after receiving a loan from the State Revolving Fund (SRF). With its new annual payment now due, this rate study analyzed the necessary revenue needed for Halsey to both meet its needs and also adequately contribute to reserves for asset replacement. The following document looks at two scenarios with different approaches to gathering sufficient revenue. The first approach generates more revenue through usage rate increases to minimize base increases. The second approach does increase usage rates; however, more emphasis is placed on increases to the base rates.

Current Rate Structure

Base Rate

Service Connection Size	Residential	Commercial
All Sizes	\$44.00	\$44.00

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$1.25		4,001-7,000	\$2.00
7,001-15,000	\$1.75		7,001-15,000	\$2.00
15,001+	\$2.25		15,001+	\$2.00

Alternative 1: Changes to Base and Tier Rates

In Alternative 1, Halsey would increase both the base and usage rates each year. The changes to the base rates are increased annually with a smaller rate of increase each year until revenue targets are met. After that, Halsey would need to continue to adjust rates to account for inflation each year.

Growth Factor of Rates			Year 2	Year 3	Year 4	Year 5
	Base		8.00%	6.00%	4.00%	2.00%
	Usage		8.00%	6.00%	4.00%	2.00%

Base Rate

Draft Base Rates

Classes: Residential, Commercial

Meter Size	Year 1	Year 2	Year 3	Year 4	Year 5
All Sizes	50.00	54.00	57.24	59.53	60.72

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$2.00		4,001-7,000	\$3.00
7,001-15,000	\$2.50		7,001-15,000	\$3.00
15,001+	\$3.00		15,001+	\$3.00

The tables above show the planned rate increases for Alternative 1. In year 1 after increases, the base rate increases from \$44.00/month to \$50.00/month before ultimately reaching over \$60/month in year 5. The tier breaks remain the same as current levels; however, the usage rate increases for both residential and commercial customers.

Five-year Budget Projection for Alternative 1

Results of the new rates	2022	2023	2024	2025	2026	5 Years
TOTAL EXPENSES	\$296,303	\$300,710	\$305,214	\$309,817	\$309,658	\$1,521,700
TOTAL REVENUE	\$257,970	\$278,373	\$294,707	\$306,316	\$313,178	\$1,450,544
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$38,333	-\$22,336	-\$10,507	-\$3,500	\$3,520	-\$71,157
NET CASH FLOW (Contribution to Reserves)	\$123	\$16,119	\$27,949	\$34,956	\$37,113	\$116,260
Affordability assuming MHI of \$50238 for residential meters.	1.42%	1.53%	1.62%	1.69%	1.73%	

The increases will balance the budget in year 1 with increasing contributions to reserves each year until reserve target contributions have been met. This is a phased-in rate increase over several years, so revenue margins will be close when balancing budgets in year 1. Some past projects in the DW system, such as meter replacement, are set to be completed and thus require less funds than previous years. This is expected to provide more of a buffer in budget projections.

Alternative 2: Changes to Base Rate, Small Tier increase

In Alternative 2, the city would raise rates to \$52/month instead of the \$50/month in Alternative 1. The effect of this increase is to generate more year 1 revenue from base rates. Revenue projections are similar to Alternative 1 because usage rates are not increased as much in this scenario.

Growth Factor of Rates			Year 2	Year 3	Year 4	Year 5
	Base		10.00%	5.00%	2.00%	2.00%
	Usage		10.00%	5.00%	2.00%	2.00%

The table above marks the growth in base and usage rates after the initial increase is implemented. The tables below show the actual planned monthly base rate by class and diameter size over the five-year period.

Base Rate

Draft Base Rates

Classes: Residential, Commercial

Meter Size
All Sizes

Year 1	Year 2	Year 3	Year 4	Year 5
52.00	57.20	60.06	61.26	62.49

Use Rate (per 1,000 gallons)

Tier Break (gal)	Residential		Tier Break (gal)	Commercial
0-3,000	\$0.00		0-4,000	\$0.00
3,001-7,000	\$1.50		4,001-7,000	\$2.50
7,001-15,000	\$2.00		7,001-15,000	\$2.50
15,001+	\$2.50		15,001+	\$2.50

As mentioned above, this alternative implements larger base increases up front, resulting in a base rate of \$62.49 in year 5. Tier breaks remain the same as those that are currently in place. Usage rates see a \$0.25/1,000 gallon increase across the board, which keeps them closer to current usage rates.

Five-year Budget Projection for Alternative 2

Results of the new rates	2022	2023	2024	2025	2026	5 Years
TOTAL EXPENSES	\$296,303	\$300,710	\$305,214	\$309,817	\$309,658	\$1,521,700
TOTAL REVENUE	\$258,195	\$283,533	\$297,437	\$303,406	\$310,063	\$1,452,634
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$38,108	-\$17,177	-\$7,776	-\$6,411	\$405	-\$69,067
NET CASH FLOW (Contribution to Reserves)	\$348	\$21,279	\$30,680	\$32,045	\$33,998	\$118,350
Affordability assuming MHI of \$50238 for residential meters.	1.42%	1.56%	1.64%	1.67%	1.71%	

Like Alternative 1, budget margins are projected to be slim; however, reductions in expenses due to capital projects finishing should add more of a buffer in year 1. In each subsequent year, contributions to reserves increase until meeting the target reserve contribution rate in 2026.

Conclusion

The above analysis offers two different approaches to addressing Halsey's revenue needs. Alternative 1 provides an approach that is more focused on usage rate increases than Alternative 2. Both approaches raise base rates with phased increases over a five-year period that result in balanced budgets and fully funded reserves. Alternative 1 projects a fifth year base rate of \$60.72/month vs \$62.79/month in Alternative 2, which results in a better base rate affordability for customers. Each approach will achieve the same goal for Halsey, it just depends on what alternative approach will be best suited for the system.

L. NEW BUSINESS

6. Employee Handbook – Travel Reimbursement First Read		
Council Action:	Consensus	April 9, 2024

Issue Statement: The Council is asked to review the updates to the employee reimbursement section of the employee handbook.

Summary:

I identified gaps in the employee reimbursement section of the employee handbook related to the following components:

Eligible Mileage
Meals
Employee Training

I am submitting edits to the handbook for council review. At this time I would ask for council consensus approving the edits, which will be adopted via resolution during the next council meeting.

A. Employee-Incurred Expenses and Reimbursements

The City of Halsey will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the City Administrator before they are incurred. The City of Halsey will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Halsey -approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Halsey will reimburse/pay for are:

- *Conferences or Workshops:*
 - All Conferences or Workshops must be approved in advance by the City of Halsey. In most cases, the City of Halsey will pay for the conference directly, rather than reimburse the attendee.
- *Meals:*
 - Meals shall be reimbursed at actual cost-plus gratuity (up to 20%) not to exceed \$50.00 per day. Any expenses exceeding this limit must have ~~prior~~ approval by the City Administrator/Recorder.
 - All receipts are required to be reimbursed for meal expenses.
 - The city will not reimburse an employee for the cost of any alcoholic beverage.
 - If meals are included as part of the conference, the City will not reimburse elective meals out.
 - **Meals for day trips are not reimbursable – except in instances where a meeting is held at a restaurant, and the meal is not provided by the hosting organization.**
- *Mileage and Parking:*

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service.

 - Insurance and Liability
 - An employee assumes liability for his/her vehicle when using it for business purposes. All employees using personal vehicles for City business must have a current driver's license and the minimum vehicle liability insurance required by state law. The employee's auto insurance will be the primary. The employee will be responsible for the vehicle upkeep, premiums and deductibles related to its use.
 - Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Halsey.

- Eligible Miles
 - Mileage for personal reasons such as entertainment during business travel are not reimbursable.
 - *Mileage to and from restaurants is considered a business expense only when (a) there are no restaurants within 0.15 miles of the hotel, and (b) the event/conference does not provide a meal.*
 - Eligible miles are based on the most direct route according to a GPS map tool such as Google Maps. Deviations from the most direct route must be justified.
 - Mileage calculations generally start at the employee's official workstation, but home is used if it is a shorter distance.
 - **For trips totaling 100+ miles or more**, employees who elect to use their personal vehicle instead of the city owned vehicle may be reimbursed for 50% of the total business-related miles (one way) with prior approval by City Administrator.
- Parking
 - Reasonable parking costs are reimbursed upon submission of receipts on an expense report.
- Lodging:
 - Lodging shall be reimbursed at the necessary and reasonable charges for rooms including taxes at the single room rate. All lodging accommodation must be approved by the City Administrator prior to making final arrangements.
 - **Traveler must provide lodging receipt when submitting reimbursement request.**
- Training:
 - Training includes all activities designed to develop and maintain job-related knowledge and skills of City employees.
 - The courses must be job related or related to an identified promotional opportunity that the employee is working toward. All training is subject to available funding.
 - Costs for tuition or instructional fees may be paid by the City for approved training activities with prior approval of the City Administrator.
 - Employees assigned to mandatory training activities, lectures, conferences, or conventions will be paid at the regular rate of pay.
 - Employees will receive no compensation for time spent outside regular work hours participating in training activities or in activities for which they receive tuition reimbursement.
 - If an employee fails to successfully pass a test on his/her first attempt to receive a certification, **the city will pay one additional testing fee for the certificate for a total of two attempts. However,** all **additional** expenses associated with that same certification will be paid by the employee if the employee requests to take the training a second or subsequent time.

M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-729 – A Resolution for the City of Halsey Proclaiming April 26, 2024 as Arbor Day in the City of Halsey		
Council Action:	<i>MOTION</i>	April 9, 2024

Issue Statement: Council is asked to consider adopting a Resolution declaring April 26, 2024 as Arbor Day in the City of Halsey

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-729 – A Resolution of the City of Halsey Proclaiming April 26, 2024 as Arbor Day in the City of Halsey

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



RESOLUTION 2024-729

A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 26, 2024 AS ARBOR DAY IN THE CITY OF HALSEY

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

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

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

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

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

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

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

NOW THEREFORE I, Mayor Jerry Lachenbruch, Mayor of the City of Halsey, do hereby proclaim April 26, 2024, as Arbor Day in the City of Halsey and I urge citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

Dated this 11th day of APRIL, 2024.

ATTEST:

Hilary Norton
City Administrator

APPROVED:

Jerry Lachenbruch
Mayor

M. ORDINANCES & RESOLUTIONS

2. RESOLUTION 2024-730 – A Resolution for the City of Halsey Proclaiming April 2024 as Child Abuse Prevention and Awareness Month		
Council Action:	MOTION	April 09, 2024

Issue Statement: Council is asked to consider adopting a Resolution declaring April 2024 as Child Abuse Prevention and Awareness Month.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-730 – A Resolution of the City of Halsey Proclaiming April 2024 as Child Abuse Prevention and Awareness Month

Council Options

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



A RESOLUTION FOR THE CITY OF HALSEY PROCLAIMING APRIL 2024 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH

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

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

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

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

WHEREAS in 2022, 14% Linn County children age 0-17 were living in poverty, 16.9.% (2022) were food insecure and 4.4% (2019-20) students lacked stable housing; and

WHEREAS There were 321 substantiated cases of child abuse and neglect in Linn County during 2022. Statewide for 2022, 41.6% of abused children were 5 years old or younger. And;

WHEREAS During 2022, there were 19 Oregon children who died from causes related to familial/caregiver abuse and/or neglect; 15 of those who died were five years old or younger with 10 of these 15 being less than one year old; and

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

NOW THEREFORE, the City of Halsey proclaims **April, 2024** to be **CHILD ABUSE PREVENTION MONTH** and calls upon all citizens, community agencies, public and private institutions, schools, elected leaders and businesses of Halsey to increase participation in efforts to support children and their families in living safe and healthy lives.

Dated this 11th day of April, 2024.

ATTEST:

Hilary Norton
City Administrator

APPROVED:

Jerry Lachenbruch
Mayor

L. ORDINANCES & RESOLUTIONS

M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-731 -- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water State Revolving Fund by Entering into A Financing Contract with the Oregon Department of Environmental Quality		
Council Action:	MOTION	April 9, 2024

Issue Statement: Council is asked to approve a Resolution that will allow the City to sign contracts with the Oregon Department of Environmental Quality for funds Inflow and Infiltration Repairs.

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

- **Possible Motion:** I move that the City of Halsey adopt RESOLUTION 2024-731 -- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water Revolving Loan Fund by Entering into a Financing Contract with the Oregon Department of Environmental Quality

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



RESOLUTION 2024-731

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

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

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

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

1. Financing Loan Authorized. The Governing Body authorizes the City Administrator/Recorder to execute the Financing Contract and such other documents as may be required to obtain financial assistance including a loan from the ODEQ on the condition that the principal amount of the loan from the ODEQ to the Recipient is not more than \$330,000 with \$165,000 eligible for principal forgiveness if contract conditions are met and the interest rate is not more than 2.57% if contract conditions are met. The proceeds of the loan from the ODEQ must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.
2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4J of the Financing Contract which include:
 - (a) Net Operating Revenues
3. Additional Documents. The City Administrator/Recorder is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the ODEQ for the Project pursuant to the Financing Documents.
4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The City Administrator/Recorder of the Recipient may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the ODEQ or their bond counsel to protect the tax-exempt status of such interest.

ADOPTED by the City Council on this 9th day of April 2024.

ATTEST:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-732 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Libraries Transforming Communities Grant Awarded by the American Library Association		
Council Action:	<i>MOTION</i>	April 9, 2024

Issue Statement: **This is a Resolution to receive and appropriate the 2024 Transforming Communities Grant from the American Library Association.**

The grant is for \$10,000 and will be used to install an ADA compliant automatic door at the City Library.

- Possible Motion: **I move that the Governing Body of the City of Halsey adopt 2024-732 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Libraries Transforming Communities Grant Awarded by the American Library Association**

Council Options:

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



RESOLUTION 2024-732

A RESOLUTION OF THE CITY OF HALSEY TO RECEIVE AND APPROPRIATE THE 2024 LIBRARIES TRANSFORMING COMMUNITIES GRANT AWARDED BY THE AMERICAN LIBRARY ASSOCIATION

WHEREAS The American Library Association (ALA) has granted \$10,000 to the City of Halsey for installing an ADA compliant automatic door at the Library; and

WHEREAS the City of Halsey has identified the need for such work; and

NOW THEREFORE, the City Council of the City of Halsey acknowledges the receipt of a grant in the amount of \$10,000 from the American Library Association and the appropriation of the funds for the Library automatic door project.

ADOPTED by the City Council this 9th day of April 2024.

ATTEST:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-733 -- A Resolution of the City of Halsey to Receive and Appropriate the grant awarded by the Oregon Parks and Recreation Department		
Council Action:	<i>MOTION</i>	April 9, 2024

Issue Statement: **This is a Resolution to receive and appropriate the grant awarded by the Oregon Parks and Recreation Department**

The grant is for \$135,000 and will be used improve the Halsey Memorial Park as defined in the Halsey Parks Master Plan

- Possible Motion: **I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-733 -- A Resolution of the City of Halsey to Receive and Appropriate the grant awarded by the Oregon Parks and Recreation Department**

Council Options:

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



RESOLUTION 2024-733

A RESOLUTION OF THE CITY OF HALSEY TO RECEIVE AND APPROPRIATE GRANT AWARDED BY THE OREGON PARKS AND RECREATION DEPARTMENT

WHEREAS The Oregon Parks and Recreation Department (OPRD) has granted \$135,000 to the City of Halsey for improvements to the Halsey Memorial Park defined in the Halsey Park Master Plan; and

WHEREAS the City of Halsey has identified the need for such work; and

NOW THEREFORE, the City Council of the City of Halsey acknowledges the receipt of a grant in the amount of \$135,000 from the Oregon Parks and Recreation Department and the appropriation of the funds for the Memorial Park project.

ADOPTED by the City Council this 9th day of April 2024.

ATTEST:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor