



Council Packet

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

Tuesday June 11th, 2024
7:00 PM

D. PUBLIC HEARING

1. PUBLIC HEARING - Proposed Uses of State Shared Revenues		
Council Action:	NONE	June 11, 2024

Issue Statement: Council must hold a Public Hearing on the proposed uses of State Shared Revenues before adopting the FY 2024-2025 Budget.

Summary: The estimated revenue amount is \$10,000, proposed to be received and appropriated as follows:

Revenue (General Fund)

10-000-40-153	State Rev Sharing	\$11,000
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Expenditure (General Fund)

Community Development	\$3,000
10-110-60-6016	

Capital Outlay (Server)	\$5,000
10-110-60-6015	

Expenditure (Storm Water Drainage Fund)

Park Improvements	\$3,000
85-510-60-6016	

Public Hearing:

The Mayor will open the floor for public comment.

- No action will be taken as part of this Public Hearing. The proposed State Shared Revenue usage may be adopted with the rest of the budget as part of Resolution 2024-738, item L-1 on the agenda.

D. PUBLIC HEARING

2. PUBLIC HEARING - Fiscal Year 2024-2025 Budget		
Council Action:	NONE	June 11, 2024

Issue Statement: Council must hold a Public Hearing on the approved Fiscal Year (FY) 2024-2025 Budget prior to adoption.

Summary: The FY 2024-2025 Budget is attached. It was approved by the Budget Committee in the public meeting on April 30, 2024.

Public Hearing:

The Mayor will open the floor for public comment.

- No action will be taken as part of this Public Hearing. The proposed FY 2024-2025 Budget may be adopted as Resolution 2024-736, item J-1 on the agenda.

D. PUBLIC HEARING

3. PUBLIC HEARING – Proposed Utility Rate Increases		
Council Action:	NONE	June 11, 2024

Issue Statement: Council must hold a Public Hearing on any proposed utility rate increases prior to adoption.

Summary: The FY 2024-2025 Budget which was approved by the Budget Committee includes the following proposed rate increases:

- Water- There is no proposed increase for the water base rate (includes up to 3,000 gallons). However, there are slight proposed changes to the usage tier volumes and their corresponding rates, as well as an additional proposed tier that would apply to the highest users.
 - Tier 2 (3,001-6,000 Gallons) \$1.25 per 1,000 Gallons
 - Tier 3 (6,001-9,000 Gallons) \$1.90 per 1,000 Gallons
 - Tier 4 (9,001-16,000 Gallons) \$2.10 per 1,000 Gallons
 - Tier 5 (16,001 Gallons and Over) \$2.50 per 1,000 Gallons
- Sewer
 - Base Rate (0-3,000 Gallons)- \$41.50
 - Tier 2 (3,000 – 7,000 Gallons) \$46.00
 - Tier 3 (7,000 - 15,000 Gallons) \$51.00
 - Tier 4 (over 15,000 gallons) \$56.00
 - Tier 5 (Sewer Only) \$46.00
- 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.

Public Hearing:

The Mayor will open the floor for public comment.

- **No action will be taken as part of this Public Hearing. The proposed utility rate increases may be adopted by approving Resolution 2024-739, item J-4 on the agenda.**

E. COUNCIL MINUTES

Council Minutes		
Council Action:	<i>MOTION</i>	June 11, 2024

1. Council Meeting Minutes – May 14, 2024

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the May Council Meeting Minutes as submitted.

- **Council Options**

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

REGULAR CITY COUNCIL MEETING

May 14, 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 6:59 p.m.

ROLL CALL

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

Absent:

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

Guests: Ian Roholt, Andrea Mather

Remote

Participants: Assistant City Recorder Larissa Gangle, Librarian Abi Vinson, Public Works Lead Andy Ridinger, Tia Parrish

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council was asked to review and approve the minutes from the April 9, 2024 Council Meeting.

-Councilor Romer asked if the requested amendments to the March Council minutes had been made. The minutes were approved as amended and changes have been made.

Motion: I move that the Governing Body of the City of Halsey approve April 9th City Council Minutes as submitted

Motion by: Councilor Gillson, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

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

Motion: I move that the Governing Body of the City of Halsey approve the April financial reports as submitted

Motion by: Councilor Gillson, Seconded by Councilor Romer

Vote: Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

Administrator Parra requested to add Andrea Mather and Ian Roholt with ODOT to Delegations.

DELEGATIONS

Highway 99 Project Update & I-5 Paving Project-Andrea Mather & Ian Roholt

A slideshow of the Highway 99 Project was presented to Council by Andrea Mather, the Assistant Resident Engineer with ODOT. Andrea spoke about the progress made on the project in the last year, which has included the following work: 9,000 cubic yards of excavated material, 7,200 feet of curb, 33,000 square feet of sidewalks installed, 11,000 tons of trucked in rock, and 77,000 tons of asphalt laid.

Work is currently being conducted near Crowell Lane and there are plans this week to mix cement into the clay soil in that area to provide a more stable base. After that area is complete, work will begin in late summer to repair the railroad crossing. During that time, there will be a one day closure in which Highway 99 E will be closed for 12-24 hours. ODOT will provide notice to the City prior to the closure. Detour routes will likely be on I-5. The existing concrete panels south of the railroad for a span of about half a mile will not be removed during this project. The landscaping and planting aspects of the project will be completed this fall. ODOT anticipates that the project in its entirety will be completed by fall 2024, but that there could potentially be a few small aspects to finish up in the spring of 2025.

-Mayor Lachenbruch stated that he has received a considerable amount of feedback from community members stating that they appreciate Wildish and their professionalism and kindness while working.

-Council President Isom expressed thanks for ODOT's work to include improvements at the railroad crossing with the project.

-Councilor Romer asked if there is a solution for the insufficient width of the "bulb outs" on the side streets intersections with 99E. Andrea stated that the widths were built to the ODOT standard and cannot be changed at this point in the construction process, but noted that the width will improve once the asphalt is brought to full height before the conclusion of the project. She stated that she has voiced concerns about aforementioned width standards to her superiors, and directed Councilor Romer to the "Ask ODOT" website for additional information.

-Councilor Gillson asked if the project has gone as planned timewise. The project will not be completed within the original projected timeline due to complications that have extended the project a few months, as well as the added railroad improvements.

-Councilor Gillson asked a question about traffic control and detour locations during the work to repair/replace the railroad crossing. Andrea stated that there will be very clear signage at the intersection of Highway 99 E and Highway 228 that Highway 99 E is closed in Halsey except for local traffic.

-Councilor Strauss asked if O Street would be closed as well during the railroad project, as she is concerned about large truck traffic on West 3rd Street. O Street will remain open. Truck traffic will be encouraged to detour on Powerline Road.

Ian Roholt spoke about an upcoming paving project on I-5, which will start in early June just south of Halsey and continue about 13 miles to the Lane County border. Both directions will be paved, beginning with the northbound lanes. Interchange ramps at exits 216 and 209 will also be paved. The work will be conducted at night with single lane closures from 8 pm to 5:30 am. The contractor will be permitted to leave an approximate two-inch lip between travel lanes during the project. Appropriate striping will be in place, but motorists should be aware of a potential hazard when changing lanes.

Linn County Sheriff's Office-

For the month of April there were four traffic citations, ten warnings, and three arrests made. A total of fifty-two complaints/incidents were investigated. Seventy-six total hours were spent in Halsey. *This data is from the May Sheriff's Report. Sergeant Frambes was unable to attend the meeting.*

CITIZEN COMMENTS

No citizen comments.

REPORTS TO COUNCIL

City Administrator-Briana Parra

- Library 5K – The event was a success. Administrator Parra expressed thanks to all who helped with the event. A total of \$1,800 in net profit was raised to help fund the Summer Reading Program.
- Arbor Day
The City held Arbor Day activities at the Library, including a tree giveaway and crafts and activities for youth and families
- Lagoon Testing
A contractor through OAWU has been hired to conduct sludge depth testing at the Lagoon. The cost for testing and analysis is quoted at \$4000-\$4500 range and will be taking place in late May.
- City Clean-Up Day
Administrator Parra met with Sweet Home Sanitation to discuss the upcoming June clean-up day and to clarify the list of allowable items. There was discussion about how the City can support resident compliance with the rules for city clean-up days, such as following up post event when non-approved items are left in the City right-of-way. There are several areas in town in which residents have placed items in the right-of-way for the event that do not fall within the

parameters of accepted items. Staff are being proactive when possible by verbally notifying and providing residents with the event flyer that lists accepted/non-accepted items.

- Permits

The City has seen a considerable increase in permit and land use questions and applications in recent months. Staff have dedicated significant time to these requests and are partnering with Linn County Planning on projects happening in town.

- Park Use during City-Wide Garage Sale

A Halsey resident has reached out to City Hall to ask permission to place a table at the park to sell baked goods during the City-Wide Garage Sale. Administrator Parra asked the Council for their permission to allow this request. *There was consensus amongst Council to allow use of the park by a resident during the sale.*

-Councilor Gillson suggested that a booth event including food vendors could be held in conjunction with the city-wide garage sale. Council President Isom suggested that there may not be adequate time for staff to plan a such an event by this year's sale on June 1st. In addition, Briana stated that high traffic at the park could be problematic during this year's event due to the Highway 99E construction at the south end of town.

-Councilor Romer suggested establishing designated parking spots for potential food trucks. Guidelines may be necessary if several food trucks show interest.

- City Administrator Evaluations

Administrator evaluation packets are now available. Council was asked to return evaluation scoring sheets to the Mayor by Monday June 3rd.

- Upcoming Events

- The Month of May is Mental Health Awareness Month
- June 1st, City-Wide Garage Sale
- June 8th, Spring Clean-up Day
- June 13th, OSU Extension Service Jams and Jellies Class at the Halsey Community Center
- June 22nd-Summer Reading Program Kick-Off Event/BBQ

- Public Works- Andy Ridinger

- Sanitary Survey

The bi-annual sanitary survey from the OHA Drinking Water Program was conducted at the Water Treatment Plant. No deficiencies were found, and an outstanding performance stands.

- Lagoon Discharge

Discharging from the Lagoon ended for the season on April 30th. A total of 49,398,000 gallons have been released and the pond depth is down to 3'6" from 8'7".

- Sludge Testing at the Lagoons

Twenty-four samples will be taken from the primary 9-acre pond, and a total of 32 will be taken from the two secondary ponds. Some of the testing will be done using a probiotic, which will indicate if it will be useful in reducing sludge in lieu of dredging. This data will provide insight for future planning, as well as critical information for the wastewater master plan being conducted by Civil West Engineering.

Library Report-Abi Vinson

- Monthly Stats

There were a total of 176 visitors, including 62 runners in the 5K, for an average of 8.38 patrons per day. One hundred and eleven books were checked out throughout the month and 2 new Library cards were issued. Seventy-four books were added to the catalog.

- 5K Fundraiser

This year's 5K Fundraiser was a success with a total of 62 runners participating.

- Summer Reading Program

The Summer Reading Program is beginning to be promoted and a few participants have already registered. Abi spoke about the various events that are scheduled throughout the program.

- Arbor Day

The Library gave away free trees to celebrate Arbor Day.

- Door Replacement

The door replacement project at the Library has been initiated. Work is expected to be completed by June.

- Oregon Humanities Connectivity Grant

The Library has been awarded the Oregon Humanities Connectivity Grant in the amount of \$5,700, which is approximately \$1,700 more than was requested. Three laptops, eight to ten tablets with educational content, headsets, and a charging station/locker to house the new equipment will be purchased with the funds.

-Councilor Gillson stated that he is bothered by spending this amount of money on technology for a Library. He feels that it threatens the Library in general and asked if there was any consideration as to what else the money could've been spent on. Abi stated that access to technology is a vital service provided by Libraries and that the grant is specifically for that purpose. Councilor Romer stated that modern day Libraries offer a wide array of services beyond books and complimented Abi on her improvements and vision for the Library.

-Councilor Gillson also asked if there has been an assessment at the Library regarding ADA access since the new shelving has been added. Abi stated that there was an assessment done during the process of replacing the door, and that she had not rearranged any shelving during her tenure as Librarian. She added that the shelves that were added were placed where the

previous heating system was, prior to the ductless heat pump being installed. Said shelves are also located near the entrance to the office, which is not accessible to the public.

- Lending Library

OSU extension services will be providing the Library with a few pieces of equipment to establish a lending library. Examples of potential available items to check out include a canner, food dehydrators, or gardening equipment. Another possibility is a seed library. This program is expected to begin by the end of summer.

-Councilor Gillson asked if the City will be liable if someone injures themselves or breaks the equipment. Renters will be required to sign a waiver prior to checking out the equipment and the OSU Extension Service will be servicing the equipment.

- BBQ Event

Varcomm Telecommunications will be sponsoring a barbecue event at the Veterans Memorial Park adjacent to the Library on Saturday, June 22nd to showcase recent improvements at the Library, celebrate the end of the school year, and promote the Summer Reading Program.

REPORTS TO COUNCIL

Mayor Lachenbruch

Mayor and Briana met with Representative Chavez-Deremer's staff member regarding wetlands, land use, funding for small communities, and mandates that are hurting small communities.

Mayor Lachenbruch also attended a meeting with the Oregon Emergency Management Division regarding response times for emergencies. Halsey is surrounded by bridges and there are concerns regarding a potential Cascadia earthquake and how small communities can prepare for a potential landlocked situation.

Mayor attended the monthly Central Linn School Bond Meeting. The process of bonding was discussed, including different types and lengths and how they affect the community. The bond request is being conducted differently this time with more community involvement and input being requested.

Central Linn School District- Council President Isom

The new school year calendar has been adopted. Next year's school schedule will be four and a half days per week. Prom is this weekend and graduation is on June 8th. A new vice principal has been hired at the High School. Councilor Isom encouraged everyone to visit the Central Linn School District website to submit input regarding the bond. Stem walls for the CTE building are up and the project is moving forward.

-Councilor Gillson stated that it may be helpful to the school district if the board were more transparent regarding the bond process. Mayor Lachenbruch stated that the process has been much more transparent this time around and that the board has asked for input via a survey, but has experienced a

very low response rate thus far. Councilor Gillson stated that the lack of response to the survey from the community should be a message to the schools that many in the community are unhappy regarding the issue. Administrator Briana stated that the school could potentially consider offering an incentive of some sort for completing the survey. Councilor Romer stated that the mailing that he received was not clear and that he did not realize it was requesting input for the bond process. He asked that in the future if it would be allowable for the school to include outreach info to the community in the Halsey Happenings Newsletter, which it would be.

OLD BUSINESS

1. Livestock Ordinance Work Session

City Council will be conducting a work session to review and discuss the Halsey Livestock Ordinance. Council was presented with several dates and times for the session. *There was consensus to hold the work session on Tuesday, May 28th.*

NEW BUSINESS

1. Natural Hazard Mitigation Plan- Agreement

Council was asked to consider approving the Natural Hazard Mitigation Plan Agreement.

The proposed agreement is between the City of Halsey and the Department of Land Conservation and Development (DLCD). Cities are expected to contribute financially, but this year the State is covering those costs. Some staff time will be needed, but at this point how much is unknown. Participating in this program will open the City for access to more streamlined FEMA funding. There is a termination clause that allows the City to opt out with thirty days' notice. The City has been involved with this agreement previously and this is a renewal.

-Councilor Romer asked if this program is separate from the Emergency Response Plan, which it is. Mayor Lachenbruch has nearly completed the Halsey Emergency Response Plan, which will work in conjunction with this agreement.

-Councilor Romer asked if there will be a need to appoint a representative. Administrator Parra will be the primary contact, but a secondary contact will be needed and can be a Council or staff member.

-Councilor Romer asked about the timeline and termination date of September 26, 2024 listed in the agreement. That is the date by which Council must determine if they wish to participate in the agreement.

Motion: I move that the Governing Body of the City of Halsey approve and sign DLCD Intergovernmental Agreement #21067-2-001

Motion by: Councilor LaCoste, Seconded by Councilor Gillson

Vote: Ayes: Unanimous

Motion Carries

2. Employee Handbook Updates- First Reading

Council was asked to review proposed changes to the Employee Handbook. Possible amendments include changes to the expense reimbursement policy, testing reimbursement, and updates to the weekend duty policy for Public Works. This was the first reading and all updates must be approved by Council via a resolution in a future meeting.

-Councilor Romer suggested that a provision be added to the handbook that prohibits employees from choosing to work on the weekend in lieu of a week day and simultaneously taking advantage of the weekend on-call pay policy.

-Councilor Gillson asked Administrator Parra what the timeline is for these changes and asked if she was attempting to move this update through as soon as possible. Briana reiterated that this was a first reading, and that any changes must be adopted via resolution in a future Council Meeting.

-Councilor Gillson asked how many hours per week Public Works Staff currently work. Forty hours per week.

Council reached a consensus to move on to a resolution to consider approving the proposed changes to the handbook at the next meeting.

3. OLCC License Renewals

Council was asked to consider the liquor license renewals for 7 Star Convenience Store and The Honey Hole Bar & Grill and recommend approval or denial.

Motion: I move that the Governing Body of the City of Halsey approve the liquor license Renewals for 7 Star Convenience and The Honey Hole Bar & Grill

Motion by: Council President Isom, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

4. 2024-2025 Wage Scale

Council was asked to review and consider approval for the 2024-2025 Employee Wage Scale. The scale includes a 3% cost of living increase (COLA)

-Council Flores asked if removing the City Administrator from the scale will also remove them from COLA increases. Administrator wages would be discussed annually during their review.

-Councilor Romer asked how Council will be aware of budget parameters when discussing Administrator pay increases. Administrator Parra will provide Council with budget information prior to the discussion. The Administrator contract allows for increases to be negotiated without redrafting a new contract.

Motion: I recommend that the Governing Body of the City of Halsey approve the 2024-2025 Wage Scale as submitted with the amendment to remove the City Administrator from the scale.

Motion by: Councilor Romer, Seconded by Councilor LaCoste

Vote: Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-734 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Connectivity Grant from the State Library of Oregon

The grant is in the amount of \$5,565 and will be used to purchase technology equipment for use by Library patrons.

Motion: I move that the Governing Body of the City of Halsey adopt 2024-734 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Connectivity Grant from the State Library of Oregon

Motion by: Councilor Romer, Seconded by Councilor Flores

Vote:

Ayes: Unanimous

Motion Carries

2. RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month

Council was asked to consider adopting a resolution to declare May 2024 as Mental Health Awareness Month in the City of Halsey.

-Councilor Gillson asked if making this declaration would cost the City any money. It will not.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month

Motion by: Councilor Gillson, Seconded by Council President Isom

Vote:

Ayes: Unanimous

Motion Carries

ADJOURNMENT :

Meeting adjourned at 8:43 pm

Assistant City Recorder, Larissa Gangle

Mayor, Jerry Lachenbruch

F. FINANCIAL REPORTS

Financial Reports & Journal Entries – May 2024		
Council Action:	<i>MOTION</i>	June 11, 2024

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

Summary:

Approving the May Financial Report includes approving check numbers 20873-20930 in the amount of \$54,583.24.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve May 2024 Financial Reports and Journal Entries as Submitted
 - **Council Options**
 1. Approve as recommended.
 2. Approve with amendments.
 3. Provide further direction to staff.
 4. Deny or Postpone request.

CITY OF HALSEY
COMBINED CASH INVESTMENT
MAY 31, 2024

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	54,872.54
01-0001002	MONEY MARKET	17,296.45
01-0001003	INVESTMENT POOLED	2,104,767.79
TOTAL COMBINED CASH		2,176,936.78
01-0001100	XPRESS DEPOSIT ACCOUNT	36,964.12
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,213,900.90)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	288,504.67
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	33,269.92
20	ALLOCATION TO (20) STREET FUND	147,810.98
25	ALLOCATION TO (25) STREET & PATHWAY FUND	79,582.00
40	ALLOCATION TO (40) BOND FUND	58,779.19
55	ALLOCATION TO (55) LIBRARY FUND	14,030.18
60	ALLOCATION TO (60) WATER FUND	415,636.96
61	ALLOCATION TO (61) SEWER FUND	241,369.69
62	ALLOCATION TO (62) WATER RESERVE FUND	363,919.80
63	ALLOCATION TO (63) SEWER RESERVE FUND	200,663.33
65	ALLOCATION TO STORM WATER BLUE HERON FUND	33,305.39
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	24,928.21
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	115,235.16
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	33,354.56
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	147,047.59
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	9,676.13
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,787.14
TOTAL ALLOCATIONS TO OTHER FUNDS		2,213,900.90
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		(2,213,900.90)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
04/08/2024	1	CIS Adjustment	10-110-50-5300	Employee Health Insurance	18.82	
04/08/2024	2	CIS Adjustment	01-0001001	Combined Cash - Checking	.00	18.82-
04/01/2024	3	xPress Bill Pay Monthly Service Fees-Sew	61-320-55-5611	Autopay Billing Software	91.33	
04/01/2024	4	xPress Bill Pay Monthly Service Fees-Wat	60-310-55-5611	Autopay Billing Software	91.32	
04/01/2024	5	xPress Bill Pay Monthly Service Fees	01-0001001	Combined Cash - Checking	.00	182.65-
04/01/2024	6	Pathpoint Merchant Fees	10-110-55-5545	Bank Fees/Misc Expense	171.88	
04/01/2024	7	Pathpoint Merchant Fees	01-0001001	Combined Cash - Checking	.00	171.88-
05/03/2024	8	Bank Maintenance/Service Fees- April 202	10-110-55-5545	Bank Fees/Misc Expense	29.74	
05/03/2024	9	Bank Maintenance/Service Fees- April 202	01-0001001	Combined Cash - Checking	.00	29.74-
05/03/2024	10	Adjust for Bank Error on AP Ck# 20812	01-0001001	Combined Cash - Checking	.00	60.00-
05/03/2024	11	Adjust for Bank Error on AP Ck# 20812	60-310-55-5750	Education/Training Expense	60.00	
04/30/2024	12	Transfer-Checking to LGIP	01-0001001	Combined Cash - Checking	.00	75,000.00-
04/30/2024	13	Transfer-Checking to LGIP	01-0001003	Investment Pooled	75,000.00	
Total CASH DISBURSEMENTS (CD):					75,463.09	75,463.09-

References: 13 Transactions: 13

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
04/08/2024	1	Transfer- Money Market to Checking	01-0001001	Combined Cash - Checking	50,494.90	
04/08/2024	2	Transfer- Money Market to Checking	01-0001002	Money Market	.00	50,494.90-
04/08/2024	3	Transfer- Money Market to Checking	01-0001001	Combined Cash - Checking	5,000.00	
04/08/2024	4	Transfer- Money Market to Checking	01-0001002	Money Market	.00	5,000.00-
04/08/2024	5	Banking & Remote Deposit Fees	10-110-55-5545	Bank Fees/Misc Expense	124.00	
04/08/2024	6	Banking & Remote Deposit Fees	01-0001002	Money Market	.00	124.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					55,618.90	55,618.90-

References: 6 Transactions: 6

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
04/30/2024	1	Money Market Interest Earned	01-0001002	Money Market	.24	
04/30/2024	2	Money Market Interest Earned	10-000-40-650	Interest on Investments	.00	.24-
04/30/2024	3	PERS Adjustment-Rounding	01-0001001	Combined Cash - Checking	.01	
04/30/2024	4	PERS Adjustment-Rounding	10-110-50-5402	PERS Retirement-Employer	.00	.01-
04/02/2024	5	Transfer-xPress Deposit Account to Check	01-0001001	Combined Cash - Checking	12,000.00	
04/02/2024	6	Transfer-xPress Deposit Account to Check	01-0001100	Xpress Deposit Account	.00	12,000.00-
04/26/2024	7	Cash Receipting Adjustment- 4/26 Deposit	01-0001002	Money Market	.08	
04/26/2024	8	Cash Receipting Adjustment- 4/26 Deposit	60-000-40-350	Miscellaneous Income	.00	.08-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					12,000.33	12,000.33-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
04/05/2024	1	Reclass Receipt #99.001549 to Permit Fe	10-000-40-356	Misc Admin Fee/Misc Inc	500.00	
04/05/2024	2	Permit Deposit- Belcastro	10-000-40-451	Permit Fees	.00	160.91-
04/05/2024	3	Reclass to Library Fundraising	10-000-40-356	Misc Admin Fee/Misc Inc	30.00	
04/05/2024	4	5K Registration-Martha Chamberlain	55-000-40-770	Fund Raising	.00	30.00-
04/05/2024	5	Stormwater SDC Fees- Belcastro	74-000-40-660	SDC Reimbursements	.00	339.09-
04/08/2024	6	Reclass to Community Reservations- Neu	10-000-40-356	Misc Admin Fee/Misc Inc	60.00	
04/08/2024	7	Community Center Reservations (Reclass)	10-000-40-735	Cmty Ctr Reservation/Deposits	.00	60.00-
04/09/2024	8	Reclass to RTI Franchise Fees	10-000-40-356	Misc Admin Fee/Misc Inc	803.87	
04/09/2024	9	RTI Franchise Fee Payment	10-000-40-202	R.T.I. Phone Franchise Fee	.00	803.87-
04/09/2024	10	Reclass to Library Donations	10-000-40-356	Misc Admin Fee/Misc Inc	400.00	
04/09/2024	11	RTI Library Donation	55-000-40-760	Donations	.00	400.00-
04/09/2024	12	Reclass to Office Services/Misc Income- B	10-000-40-356	Misc Admin Fee/Misc Inc	8.50	
04/09/2024	13	Permit Fees- Copies- Belcastro	10-000-40-351	Office Svcs/Misc Inc	.00	8.50-
04/22/2024	14	American Rooter AP Reclass	60-310-55-5701	Water Sys Repair/Maint-Equip	.00	3,081.25-
04/22/2024	15	American Rooter AP Reclass	61-320-55-5910	Contracts/Professional Svcs	3,081.25	
04/30/2024	16	LGIP Interest- April 2024	01-0001003	Investment Pooled	9,316.19	
04/30/2024	17	LGIP Interest- April 2024	10-000-40-650	Interest on Investments	.00	1,319.60-
04/30/2024	18	LGIP Interest- April 2024	18-000-40-650	Interest on Investments	.00	136.81-
04/30/2024	19	LGIP Interest- April 2024	20-000-40-650	Interest on Investments	.00	605.60-
04/30/2024	20	LGIP Interest- April 2024	25-000-40-650	Interest on Investments	.00	327.25-
04/30/2024	21	LGIP Interest- April 2024	40-000-40-650	Interest on Investments	.00	240.57-
04/30/2024	22	LGIP Interest- April 2024	55-000-40-650	Interest on Investments	.00	80.04-
04/30/2024	23	LGIP Interest- April 2024	60-000-40-650	Interest on Investments	.00	1,713.95-
04/30/2024	24	LGIP Interest- April 2024	61-000-40-650	Interest on Investments	.00	1,046.95-
04/30/2024	25	LGIP Interest- April 2024	62-000-40-650	Interest on Investments	.00	1,496.49-
04/30/2024	26	LGIP Interest- April 2024	63-000-40-650	Interest on Investments	.00	825.15-
04/30/2024	27	LGIP Interest- April 2024	65-000-40-650	Interest on Investments	.00	136.00-
04/30/2024	28	LGIP Interest- April 2024	68-000-40-650	Interest on Investments	.00	103.51-
04/30/2024	29	LGIP Interest- April 2024	72-000-40-650	Interest on Investments	.00	473.86-
04/30/2024	30	LGIP Interest- April 2024	73-000-40-650	Interest on Investments	.00	137.16-
04/30/2024	31	LGIP Interest- April 2024	74-000-40-650	Interest on Investments	.00	604.68-
04/30/2024	32	LGIP Interest- April 2024	80-000-40-650	Interest on Investments	.00	40.39-
04/30/2024	33	LGIP Interest- April 2024	85-000-40-650	Interest on Investments	.00	28.18-
05/08/2024	34	LGIP Fees- ACH Redemption	10-110-55-5545	Bank Fees/Misc Expense	.05	
05/08/2024	35	LGIP Fees- ACH Redemption	01-0001003	Investment Pooled	.00	.05-
Total JOURNAL ENTRIES (JE):					14,199.86	14,199.86-
References: 35 Transactions: 35						
Total 424:					157,282.18	157,282.18-
Grand Totals:					157,282.18	157,282.18-

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
05/31/2024	1	ACH Banking Fees	9.04
05/31/2024	1	Transfer- Money Market to Checking	40,000.00
05/31/2024	3	P.E.R.S. Adj- Pension Contribution	15.00
05/31/2024	3	Banking & Remote Deposit Fees	99.75
05/31/2024	5	Sewer Auto Billing Fee	90.65
05/31/2024	6	Water Auto Billing Fee	90.64
05/31/2024	8	Pathpoint Merchant Fees	166.95
05/03/2024	20873	AT&T Mobility	26.22
05/03/2024	20873	AT&T Mobility	26.23
05/03/2024	20873	AT&T Mobility	26.30
05/03/2024	20874	Chown Hardware	181.50
05/03/2024	20875	Department of Environmental Quality	104.00
05/03/2024	20876	Napa Auto Parts	50.00
05/03/2024	20876	Napa Auto Parts	50.00
05/03/2024	20876	Napa Auto Parts	128.98
05/03/2024	20877	Renewable Resource Group, Inc	420.00
05/03/2024	20878	The Times	123.13
05/03/2024	20879	Wilbur-Ellis Company LLC	196.43
05/09/2024	20880	Alyrica Networks	13.33
05/09/2024	20880	Alyrica Networks	13.33
05/09/2024	20880	Alyrica Networks	13.33
05/09/2024	20881	AT&T	18.57
05/09/2024	20881	AT&T	18.57
05/09/2024	20881	AT&T	18.62
05/09/2024	20882	BMS Technologies	62.00
05/09/2024	20882	BMS Technologies	165.87
05/09/2024	20882	BMS Technologies	165.86
05/09/2024	20883	Briana Parra	40.70
05/09/2024	20883	Briana Parra	20.00
05/09/2024	20883	Briana Parra	20.00
05/09/2024	20884	Carlson Hardware Inc.	18.94
05/09/2024	20885	CECO, Inc.	127.75
05/09/2024	20885	CECO, Inc.	95.82
05/09/2024	20885	CECO, Inc.	261.90
05/09/2024	20885	CECO, Inc.	153.30
05/09/2024	20886	Caselle, Inc.	670.32
05/09/2024	20886	Caselle, Inc.	127.68
05/09/2024	20887	Cintas	41.86
05/09/2024	20888	Civil West Engineering Services, Inc.	1,518.00
05/09/2024	20888	Civil West Engineering Services, Inc.	14,453.00
05/09/2024	20889	Executive Cleaning	650.00
05/09/2024	20890	Illinois Library Association	1.94
05/09/2024	20891	JSG Lawn Maintenance	2,000.00
05/09/2024	20892	Kelley Connect Co.	128.76
05/09/2024	20892	Kelley Connect Co.	42.92
05/09/2024	20892	Kelley Connect Co.	128.75
05/09/2024	20892	Kelley Connect Co.	128.75
05/09/2024	20893	David Kinney	1,540.30
05/09/2024	20894	Left Coast Door & Glass LLC	4,523.15
05/09/2024	20895	Renewable Resource Group, Inc	104.00
05/09/2024	20896	Rice Heating & Air Conditioning	149.00
05/09/2024	20897	Varcomm	143.24
05/09/2024	20897	Varcomm	28.50
05/09/2024	20897	Varcomm	76.53
05/09/2024	20897	Varcomm	34.40
05/17/2024	20898	Stephen Drongesen	30.00

Date	Check Number	Payee or Description	Check Amount
05/17/2024	20899	Local Government Law Group, PC	188.00
05/17/2024	20900	Pacific Power	1,583.31
05/17/2024	20900	Pacific Power	61.53
05/17/2024	20900	Pacific Power	2,133.51
05/17/2024	20900	Pacific Power	724.43
05/17/2024	20900	Pacific Power	36.29
05/17/2024	20900	Pacific Power	93.93
05/17/2024	20901	Peterson Trucking	132.54
05/17/2024	20901	Peterson Trucking	800.00
05/17/2024	20901	Peterson Trucking	1,200.00
05/17/2024	20901	Peterson Trucking	1,200.00
05/17/2024	20901	Peterson Trucking	500.00
05/17/2024	20902	Renewable Resource Group, Inc	148.00
05/17/2024	20903	Wells Fargo Financial Leasing, Inc.	123.50
05/17/2024	20903	Wells Fargo Financial Leasing, Inc.	39.00
05/17/2024	20903	Wells Fargo Financial Leasing, Inc.	123.50
05/17/2024	20903	Wells Fargo Financial Leasing, Inc.	39.00
05/23/2024	20913	Easdale Backflow & Irrigation	1,106.20
05/23/2024	20914	Ferguson Waterworks # 3011	96.63
05/23/2024	20915	Ingram Library Services	351.72
05/23/2024	20916	National Business Solutions	904.93
05/23/2024	20917	NW Natural Gas	50.25
05/23/2024	20917	NW Natural Gas	116.47
05/23/2024	20918	Old Republic Surety Group	750.00
05/23/2024	20919	Pauly, Rogers and Co., P.C.	9,410.00
05/23/2024	20920	Security Alarm Corp	193.93
05/23/2024	20921	Elan Financial Services	792.37
05/23/2024	20921	Elan Financial Services	30.01
05/23/2024	20921	Elan Financial Services	404.48
05/23/2024	20921	Elan Financial Services	75.00
05/23/2024	20921	Elan Financial Services	118.76
05/23/2024	20921	Elan Financial Services	144.31
05/23/2024	20921	Elan Financial Services	42.10
05/30/2024	20922	AT&T Mobility	26.23
05/30/2024	20922	AT&T Mobility	26.22
05/30/2024	20922	AT&T Mobility	26.30
05/30/2024	20923	Chown Hardware	33.00
05/30/2024	20924	Devco Engineering Inc.	150.00
05/30/2024	20925	Ferguson Waterworks # 3011	931.07
05/30/2024	20926	Kenton Martin	117.54
05/30/2024	20927	National Business Solutions	198.00
05/30/2024	20928	Pape Machinery	55.62
05/30/2024	20929	Ferguson Enterprises	52.84
05/30/2024	20930	The Times	170.94
05/31/2024	92201	DIRECT DEPOSIT TOTAL	21,659.92
05/28/2024	528241	AFLAC	282.33
05/28/2024	528242	EBS Trust, CIS- Benefits	10,435.08
05/28/2024	528242	EBS Trust, CIS- Benefits	6.44
05/28/2024	528243	IRS Tax Deposit	3,597.90
05/28/2024	528243	IRS Tax Deposit	841.46
05/28/2024	528243	IRS Tax Deposit	2,381.76
05/28/2024	528244	Oregon Dept of Revenue - WC/UI	21.83
05/28/2024	528244	Oregon Dept of Revenue - WC/UI	1,862.00
05/28/2024	528244	Oregon Dept of Revenue - WC/UI	265.41
05/28/2024	528245	P.E.R.S.	1,766.96
05/28/2024	528245	P.E.R.S.	5,509.96
05/28/2024	528246	VOYA	500.00
05/31/2024	53120241	Andy Ridinger - DIR DEP	.00

Date	Check Number	Payee or Description	Check Amount
05/31/2024	53120242	Gangle, Larissa - DIR DEP	.00
05/31/2024	53120243	William Jones - DIR DEP	.00
05/31/2024	53120244	Abrial Vinson - DIR DEP	.00
05/31/2024	53120245	Amber Murray - DIR DEP	.00
05/31/2024	53120246	Audrey Whiddon - DIR DEP	.00
05/31/2024	53120247	Briana Parra - DIR DEP	.00
Grand Totals:			144,186.32

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
05/31/2024	PC	05/31/2024	5312024	Andy Ridinger	210		01-0001001	4,758.34-
05/31/2024	PC	05/31/2024	5312024	Gangle, Larissa	241		01-0001001	3,384.88-
05/31/2024	PC	05/31/2024	5312024	William Jones	245		01-0001001	2,999.65-
05/31/2024	PC	05/31/2024	5312024	Abrial Vinson	257		01-0001001	1,705.77-
05/31/2024	PC	05/31/2024	5312024	Amber Murray	258		01-0001001	2,583.57-
05/31/2024	PC	05/31/2024	5312024	Audrey Whiddon	260		01-0001001	2,059.93-
05/31/2024	PC	05/31/2024	5312024	Briana Parra	261		01-0001001	4,167.78-
Grand Totals:								21,659.92-
			7					

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20873	05/03/2024	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.75
20874	05/03/2024	559	Chown Hardware	BRIVO Subscription	10-110-55-5771	181.50
20875	05/03/2024	87	Department of Environmental Qua	Annual Operator Certification Program Support	61-320-55-5895	104.00
20876	05/03/2024	632	Napa Auto Parts	Dump truck alternator,VW wiper	61-320-55-5690	228.98
20877	05/03/2024	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	420.00
20878	05/03/2024	383	The Times	State Shared Revenue Legal Notice	10-110-55-5741	123.13
20879	05/03/2024	422	Wilbur-Ellis Company LLC	Herbaside Spray	20-210-55-5601	196.43
20880	05/09/2024	934	Alyrica Networks	Internet	10-110-55-5770	39.99
20881	05/09/2024	24	AT&T	LONG DISTANCE	61-320-55-5662	55.76
20882	05/09/2024	1129	BMS Technologies	Utility Bill Printing & Mailing Costs	10-110-55-5610	393.73
20883	05/09/2024	1239	Briana Parra	Sandwiches for Budget Committee Metting Rei	20-210-55-5760	80.70
20884	05/09/2024	46	Carlson Hardware Inc.	Boat Parts & Supplies	61-320-55-5679	18.94
20885	05/09/2024	47	CECO, Inc.	Fuel	61-320-55-5615	638.77
20886	05/09/2024	49	Caselle, Inc.	Split distribution	61-320-55-5611	798.00
20887	05/09/2024	1163	Cintas	City Hall Drinking Water	10-110-55-5542	41.86
20888	05/09/2024	945	Civil West Engineering Services, I	Wastewater Facilities Plan 4/1/24-4/30/24	61-320-55-5910	15,971.00
20889	05/09/2024	954	Executive Cleaning	Contract Janitorial Services-April	10-110-55-5680	650.00
20890	05/09/2024	1238	Illinois Library Association	iRead Purchase	55-410-55-5560	1.94
20891	05/09/2024	1062	JSG Lawn Maintenance	Monthly Landscape Services-May2024	10-110-55-5905	2,000.00
20892	05/09/2024	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	429.18
20893	05/09/2024	799	David Kinney	Belcastro Permit Review	10-110-55-5622	1,540.30
20894	05/09/2024	1240	Left Coast Door & Glass LLC	Deposit for Library ADA Door Install	55-410-60-6002	4,523.15
20895	05/09/2024	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	104.00
20896	05/09/2024	980	Rice Heating & Air Conditioning	Heater unit repair	10-110-55-5680	149.00
20897	05/09/2024	332	Varcomm	Lagoon	61-320-55-5662	282.67
20898	05/17/2024	1241	Stephen Drongesen	Reservation Deposit Refund	85-510-55-5885	30.00
20899	05/17/2024	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	188.00
20900	05/17/2024	297	Pacific Power	5th & L Pump	60-310-55-5672	4,633.00
20901	05/17/2024	1083	Peterson Trucking	Vactor Truck Repair	68-330-55-5691	3,832.54
20902	05/17/2024	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	148.00
20903	05/17/2024	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20913	05/23/2024	100	Easdale Backflow & Irrigation	Intall of Backflow Devices	60-310-55-5701	1,106.20
20914	05/23/2024	848	Ferguson Waterworks # 3011	Access Cover & Sewer Clean Out	61-320-55-5606	96.63
20915	05/23/2024	761	Ingram Library Services	Summer Reading Program Prizes	55-410-55-5560	351.72
20916	05/23/2024	1110	National Business Solutions	Contract IT Support-5/15/24-6/14/24	10-110-55-5770	904.93
20917	05/23/2024	263	NW Natural Gas	Natural Gas Service- City Shop	60-310-55-5671	166.72
20918	05/23/2024	748	Old Republic Surety Group	Annual Bond Payment	10-110-55-5551	750.00
20919	05/23/2024	303	Pauly, Rogers and Co., P.C.	Audit-June 2024	10-110-55-5775	9,410.00
20920	05/23/2024	688	Security Alarm Corp	Fire & Security Monitoring-Library	10-110-55-5770	193.93
20921	05/23/2024	665	Elan Financial Services	Summer reading program prizes	55-410-55-5560	1,607.03
20922	05/30/2024	24	AT&T Mobility	Public Work Tablet	10-110-55-5662	78.75
20923	05/30/2024	559	Chown Hardware	BRIVO Subscription	10-110-55-5770	33.00
20924	05/30/2024	91	Devco Engineering Inc.	Assistance and Drawing Review for Permitting	10-110-55-5622	150.00
20925	05/30/2024	848	Ferguson Waterworks # 3011	Gaskets, Water Treatment Meter, Meter Box	60-310-55-5701	931.07
20926	05/30/2024	1242	Kenton Martin	Over Payment Refund-Final Billed	01-0001075	117.54
20927	05/30/2024	1110	National Business Solutions	Windows 11 License Key	10-110-55-5770	198.00
20928	05/30/2024	666	Pape Machinery	Mower Blade	20-210-55-5699	55.62
20929	05/30/2024	1046	Ferguson Enterprises	Buffler PH Solution	60-310-55-5606	52.84
20930	05/30/2024	383	The Times	Legal Notice-Noxious Veg. Ordinance	10-110-55-5741	170.94
Grand Totals:						54,583.24

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

H. Delegations

Linn County Sheriff		
Council Action:	MOTION	June 11, 2024



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

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

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2024

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

FOR THE MONTH OF:

MAY

TRAFFIC CITATIONS: -----	10
TRAFFIC WARNINGS: -----	17
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	43

TOTAL HOURS SPENT:

HALSEY 73.75
hours

CONTRACT HOURS= 72 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sgt. Steven Frambes



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

This Report Encompasses: 5/ 1/24 to 5/31/24

Total Incidents This Month: **43**

Incident Information:	Description
CAD# 2024084448 TIME: 5/1/2024 2:44:06PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS Driver warned for equipment violation
CAD# 2024084465 TIME: 5/1/2024 2:59:46PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 000 W HALSEY ST HALS Deputy advised individuals they were illegally parked and would need to move. The individuals moved the vehicle.
CAD# 2024084515 TIME: 5/1/2024 4:11:42PM CASE# CAD Only HALS HALSEY	SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 E 3RD ST HALS NYPD requested a deputy contact a female in Halsey after they received a bomb threat from a phone number belonging to her. Deputy learned the number did not belong to her and she did not know who it belonged to. NYPD is continuing their investigation.
CAD# 2024084525 TIME: 5/1/2024 4:24:49PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 W 2ND ST HALS Parent called in about issues with school.
CAD# 2024085857 TIME: 5/3/2024 3:46:58PM CASE# CAD Only HALS CAD CALL COMPLETE	MENTAL HEALTH Reported at Block of 300 W G ST HALS Deputy spoke with family member of an individual experiencing a mental health crisis.

Incident Information:	Description
CAD# 2024086527 TIME: 5/4/2024 6:44:53PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 100 W A ST HALS <hr/> Extra patrol and traffic enforcement throughout town
CAD# 2024086585 TIME: 5/4/2024 8:23:40PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator warned for a stop sign violation when turning right from W 2nd St onto Hwy 228.
CAD# 2024087780 TIME: 5/6/2024 5:16:29PM CASE# 2401849 HALS REPORT TAKEN	Report Filed. MENTAL HOLD BY POLICE OFFICER-POH Reported At Block Of 300 W G ST Occurred between 1705 hours on 5/6/2024 and 1716 hours on 5/6/2024 . Reported: <hr/> Deputies responded to a residence for a suicidal female. The house was unsecured and entry was made to find the female unresponsive. Medics transported the female for treatment.
CAD# 2024088653 TIME: 5/7/2024 9:46:38PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 1ST ST HALS <hr/> Caller reported a vehicle parked near her residence. Deputies arrived and they vehicle had left.
CAD# 2024088700 TIME: 5/7/2024 11:33:17PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 300 W 1ST ST HALS <hr/> Follow-up on a previous call.
CAD# 2024091591 TIME: 5/11/2024 7:03:43PM CASE# CAD Only HALS FOLLOW UP COMPLETE	FOLLOW UP Reported at Block of 000 W 1ST ST HALS <hr/> No Public Narrative.

Incident Information:	Description
CAD# 2024092953 TIME: 5/13/2024 4:37:23PM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST HALS <hr/> Operator cited for running the stop sign of Hwy 99 and Hwy 228.
CAD# 2024095704 TIME: 5/17/2024 11:09:02AM CASE# CAD Only HALS UTL GOA	TRAFFIC COMPLAINT Reported at Block of 000 NW 2ND ST/AMERICAN DR HALS <hr/> Reckless driver on state highway, handled by State Police.
CAD# 2024096137 TIME: 5/17/2024 9:24:23PM CASE# CAD Only HALS CAD CALL COMPLETE	NOISE DISTURBANCE Reported at Block of 100 E A ST/E 3RD ST HALS <hr/> Deputy checked the area for a report of loud music and motorcycle engine being revved. However, all was quiet when the area was checked and the caller was anonymous.
CAD# 2024096208 TIME: 5/17/2024 10:52:31PM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 200 W O ST/W 2ND ST HALS <hr/> Ashton Woodall, 28-year-old Tangent resident, was stopped and cited for driving 44 mph in a posted 25 mph construction zone.
CAD# 2024096473 TIME: 5/18/2024 11:54:16AM CASE# CAD Only HALS CAD CALL COMPLETE	911 HANG UP CALL Reported at Block of 900 W O ST HALS <hr/> Accidental 911
CAD# 2024100604 TIME: 5/23/2024 10:00:34PM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 200 W C ST/W 2ND ST HALS <hr/> 38-year-old A. Brown of Walterville received a traffic citation for failing to Obey a Traffic Control Device.

Incident Information:	Description
CAD# 2024100632 TIME: 5/23/2024 10:50:14PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> Operator issued moving violation.
CAD# 2024101251 TIME: 5/24/2024 7:32:15PM 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, 09/2020
CAD# 2024101258 TIME: 5/24/2024 7:56:35PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS <hr/> Operator warned for expired temp tag.
CAD# 2024101334 TIME: 5/24/2024 9:52:08PM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 300 W O ST HALS <hr/>
CAD# 2024101837 TIME: 5/25/2024 6:21:37PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 200 W O ST HALS <hr/> Operator cited for expired tags, 01/2024
CAD# 2024101844 TIME: 5/25/2024 6:29:50PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 400 W L ST HALS <hr/> No Public Narrative.

Incident Information:	Description
CAD# 2024101850 TIME: 5/25/2024 6:40:19PM CASE# CAD Only HALS CAD CALL COMPLETE	CIVIL DISPUTE REPORT Reported at Block of 1200 W 4TH ST HALS <hr/> Civil issue between a couple where the male was kicked out by the girlfriend. The male was given a ride to Eugene.
CAD# 2024101851 TIME: 5/25/2024 6:40:50PM 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 08/2021
CAD# 2024102002 TIME: 5/25/2024 10:29:36PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS <hr/> Operator warned for a stop sign violation, but cited for an out of state suspension to his Driver's License which makes him suspended in OR. The warrant for the driver was only serviceable in Louisiana.
CAD# 2024102042 TIME: 5/25/2024 11:29:39PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS <hr/> Operator warned for a stop sign violation when traveling south on Hwy 99E at Hwy 228
CAD# 2024102594 TIME: 5/26/2024 8:53:11PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> Operator warned for a stop sign violation when turning left onto American Dr from W 2nd St.
CAD# 2024102605 TIME: 5/26/2024 9:20:40PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 NW 2ND ST/AMERICAN DR HALS <hr/> Operator warned for a stop sign violation when turning right from NW 2nd St onto American Dr.

Incident Information:	Description
CAD# 2024102875 TIME: 5/27/2024 10:04:02AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 W 2ND ST/W D ST HALS <hr/> Operator received warning for equipment violation
CAD# 2024102890 TIME: 5/27/2024 10:17:22AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> Operator received a equipment violation warning
CAD# 2024102912 TIME: 5/27/2024 10:44:54AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 W 2ND ST/W D ST HALS <hr/> Operator received equipment violation Waring
CAD# 2024102946 TIME: 5/27/2024 11:16:27AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 AMERICAN DR/W HALSEY ST HALS <hr/> Operator received equipment violation warning
CAD# 2024102979 TIME: 5/27/2024 12:01:33PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> Operator receives equipment violation warning
CAD# 2024102993 TIME: 5/27/2024 12:35:10PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 000 E 2ND ST HALS <hr/> Operator receives equipment violation waning.

Incident Information:	Description
CAD# 2024103014 TIME: 5/27/2024 1:04:02PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 31900 HWY 228 HALS <hr/> Operator issued moving violation warning.
CAD# 2024103061 TIME: 5/27/2024 2:16:57PM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> 73-year-old R. Guinn of Eugene received a traffic citation for failing to Obey a Traffic Control Device.
CAD# 2024103103 TIME: 5/27/2024 3:19:10PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 800 W 4TH ST HALS <hr/> 26-year-old S. Solesbee of Harrisburg received a citation for Fail to Renew Vehicle Registration.
CAD# 2024103113 TIME: 5/27/2024 3:38:54PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator issued equipment violation warning.
CAD# 2024103130 TIME: 5/27/2024 4:07:14PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 1500 W 2ND ST HALS <hr/> Operator issued equipment violation warning.
CAD# 2024103244 TIME: 5/27/2024 6:58:11PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 200 E G ST HALS <hr/> No Public Narrative.

Incident Information:	Description
CAD# 2024105288 TIME: 5/30/2024 1:10:23PM CASE# CAD Only HALS CAD CALL COMPLETE	INFORMATION ONLY REPORT Reported at Block of 400 W D ST HALS <hr/> <p>Caller reported her adult child moved out unexpectedly without providing information where they are moving to. The deputy learned there is no indication the individual is in any type of danger. Caller requested the information be documented.</p>
CAD# 2024105505 TIME: 5/30/2024 5:30:53PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 100 W A ST/W 2ND ST HALS <hr/> <p>Operator cited for expired tags, 07/2023</p>

J. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-736 – A Resolution of the City of Halsey Adopting the Budget for the 2023-24 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$54,102 for Bonded Debt

Council Action: <i>MOTION</i>

June 11, 2024

Issue Statement: Council must adopt a Resolution for appropriations of funds and imposing the tax for the 2024-2025 Fiscal Year.

Summary: The approved FY 2024-2025 Budget is submitted to the Council for consideration and adoption.

The proposed FY 2023-2024 Budget was approved by the Budget Committee in the public meeting held on April 30, 2024.

The budget must be adopted on or before June 30, 2024. Council can modify the approved budget up to 10% in any one fund, but any change larger than that must be referred back to the Budget Committee. If Council does not adopt the Budget in this meeting, Council should schedule a special meeting to reconvene to adopt the Budget prior to June 30th.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-736 – A Resolution Adopting the Budget for the 2024-2025 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$54,102 for Bonded Debt

Council Options:

- 1. Approve as recommended**
- 2. Approve with amendments**
- 3. Provide further direction to staff**
- 4. Schedule a 2nd June Meeting**



RESOLUTION 2024-736

A RESOLUTION OF THE CITY OF HALSEY ADOPTING THE BUDGET FOR THE 2024-2025 FISCAL YEAR AND IMPOSING THE TAX RATE OF 5.6014 PER \$1000 AND \$54,102 FOR BONDED DEBT

BE IT RESOLVED that the City Council for the City of Halsey, Linn County, Oregon hereby adopts the Budget for the 2024-2025 Fiscal Year in the amount of \$4,193,318.00, now on file at the City Hall, and:

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year beginning July 1, 2024 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Administration	\$562,940
Library	\$67,430
Parks	\$13,260
<u>Not Allocated:</u>	
Operating Contingency	\$20,000
Transfer to Other Funds	\$8,000
FUND TOTAL	\$671,630

STREET FUND

Streets Department	\$212,000
<u>Not Allocated:</u>	
Operating Contingency	\$20,000
Transfer to Other Funds	\$5,000
FUND TOTAL	\$237,000

STREET & PATHWAY FUND

Streets	\$110,000
FUND TOTAL	\$110,000

WATER FUND

Water	\$723,650
<u>Not Allocated:</u>	
Operating Contingency	\$30,000
Transfer to Other Funds	\$40,000
FUND TOTAL	\$793,650

SEWER FUND

Sewer Department	\$717,800
<u>Not Allocated:</u>	
Operating Contingency	\$30,000
Transfer to Other Funds	\$40,000
FUND TOTAL	\$787,800

STORM WATER DRAINAGE FUND

Storm Water	\$33,700
FUND TOTAL	\$33,700

LIBRARY FUND

Library	\$12,600
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Not Allocated:

Operating Contingency	\$1,000
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FUND TOTAL	\$13,600
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BOND FUND

Water/Debt Service	\$54,544
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FUND TOTAL	\$54,544
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STORM WATER BLUE HERON FUND

Storm Water	\$12,500
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Not Allocated:

Operating Contingency	\$5,000
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FUND TOTAL	\$17,500
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SEWER SDC FUND

Sewer	\$30,000
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FUND TOTAL	\$30,000
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HALSEY CITY PARK FUND

Parks	\$63,100
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Not Allocated:

FUND TOTAL	\$63,100
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VETERANS MEMORIAL PARK FUND

Parks	\$4,000
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FUND TOTAL	\$4,000
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WATER RESERVE FUND

Water	\$340,000
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FUND TOTAL	\$340,000
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SEWER RESERVE FUND

Sewer	\$189,500
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FUND TOTAL	\$189,500
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TOTAL APPROPRIATIONS	\$3,346,024
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TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS	\$847,294
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BE IT FURTHER RESOLVED that the City Council for the City of Halsey, Linn County, Oregon, hereby imposes the taxes provided for in the adopted budget in the aggregate rate of 5.6014 per \$1000, and in the amount of \$55,761 for bonds; and that these taxes are hereby imposed and categorized for tax year 2023-2024 upon the assessed value of all taxable property within the city.

	GENERAL GOVERNMENT	EXCLUDED FROM LIMITATION
PERMANENT RATE	\$5.6014/\$1000	-0-
GENERAL OBLIGATION BOND	-0-	\$ 54.102
		EXCLUDED FROM MEASURE 5 LIMITATION

DATED this 11TH day of June, 2024.

Jerry Lachenbruch, Mayor

Michelle Isom, Council President

J. ORDINANCES & RESOLUTIONS

2. RESOLUTION 2024-737 – A Resolution Certifying the Eligibility of the City of Halsey to Receive State Shared Revenues
--

Council Action: <i>MOTION</i>

June 11, 2024

Issue Statement: Council must adopt this Resolution for the City of Halsey to be eligible to receive State Shared Revenue Funds

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-725 – A Resolution Certifying the Eligibility of the City of Halsey to Receive State Shared Revenues

Council Options:

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



RESOLUTION 2024-737

A RESOLUTION OF THE CITY OF HALSEY CERTIFYING THE ELIGIBILITY OF THE CITY OF HALSEY TO RECEIVE STATE SHARED REVENUES

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

And;

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED, that the City of Halsey hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

- ☒ Police Protection
- ☐ Fire Protection
- ☒ Street construction, maintenance, & lighting
- ☒ Sanitary Sewer
- ☒ Storm Sewers
- ☒ Planning, zoning, and subdivision control
- ☒ One or more Utility Services

Approved by the City of Halsey this 11th day of June 2024

Attest:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

J. ORDINANCES & RESOLUTIONS

3. RESOLUTION 2024-738 – A Resolution of the City of Halsey Declaring the City’s Election to Receive State Revenues
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Council Action: <i>MOTION</i>

June 11, 2024

Issue Statement: Council must adopt this Resolution for the City of Halsey to receive State Shared Revenue Funds

Summary: This Resolution is done annually and must be done to receive State Shared Revenue. State Shared Revenues are estimated at \$11,000 and are budgeted in the General Fund for a replacement server and community engagement, and budgeted to the Park Fund for Park improvements (playground equipment)

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-738 – A Resolution Declaring the City of Halsey’s Election to Receive State Shared Revenues

Council Options:

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



RESOLUTION 2024-738

A RESOLUTION OF THE CITY OF HALSEY DECLARING THE CITY OF HALSEY'S ELECTION TO RECEIVE STATE REVENUES

BE IT RESOLVED by the City Council of the City of Halsey, Linn County, Oregon, ordains as follows:

Section 1:

Pursuant to ORS 221.770, the City of Halsey hereby elects to receive State Revenues for fiscal year 2024-2025

Section 2:

It is hereby certified that a public hearing before the Budget Committee was held on April 30, 2024 and a public hearing before the City Council was held on June 11, 2024 giving citizens an opportunity to comment on use of State Revenue Sharing.

Passed by the City Council this **11th** day of **June, 2024**.

Approved by the Mayor this **11th** day of **June, 2024**.

Attest:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor of Halsey

L. ORDINANCES & RESOLUTIONS

4. RESOLUTION 2024-739 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Planning Requests, Water Services, Sewer Services, Facilities Reservation Rates, and Repealing Resolution 2023-723		
Council Action:	<i>MOTION</i>	June 11, 2024

Issue Statement: This resolution adopts the City of Halsey fee Schedule for the 2024-2025 fiscal year.

Summary: Changes are in red ink on the draft Resolution. Proposed changes to utility rates and the addition of a special livestock permit

- **Possible Motion:** I recommend that the Governing Body of the City of Halsey adopt Resolution 2024-739 A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, Facilities Reservation Rates and Repealing Resolution 2023-723.

Council Options

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



RESOLUTION 2024-739

A RESOLUTION UPDATING CITY HALL OPERATING FEES, FEES IN CONNECTION WITH LAND USE PLANNING REQUESTS, WATER SERVICES, SEWER SERVICES, FACILITIES RESERVATION RATES AND REPEALING RESOLUTION 2023-723

BE IT RESOLVED by the City Council of the City of Halsey, a municipal corporation of the State of Oregon, the schedule of fees are established as follows:

SECTION 1. The City of Halsey establishes the following schedule of Miscellaneous Fees and Licenses which are imposed outright for clerical/administrative services, materials, operation, maintenance, and equipment costs.

<u>TYPE</u>	<u>FEE</u>
Election Fee	\$10.00
Lien Search (Title companies)	\$15.00/search
Liquor License Application	\$25.00/application
Notary Fees as dictated by ORS 194.164	\$10.00/per document
NSF, Returned Checks	\$30.00/item
NSF, Bounced Direct Pay	\$30.00/item
Itinerant Merchant Permit	\$50.00/annual
Special Livestock Permit	\$25.00/annual

Faxes

Incoming	\$ 0.25/page
Outgoing	\$ 0.25/page

Photocopies/Printing

B&W Copies 8.5 x11	\$0.10/page
Color Copies 8.5x11	\$0.25/page
Larger than 8.5x11	\$0.25/page
Copy of Council/Committee Minutes	\$1.00/set
Copy of City Charter	No Fee
Copy of City Construction Standards	\$10.00/set
Copy of Comprehensive Plan	\$10.00/set
Copy of City Storm Drainage System Master Plan	\$30.00/set
Copy of City Water Master Plan	\$30.00/set
Copy of Development Code	\$25.00/set
Copy of Budget	No Fee

*The above cost is for printing. Many documents can be found for viewing or download free on the website. Staff can email electronic copies of some documents for free as well.

Public Records

Research fees for public records available under ORS 192.410 to 192.50, and Measure 37

Audio Recordings of Public Meetings	Free to download or email, cost of USB to provide on USB
City Attorney Research	Per Attorney's Hourly Rate, plus costs
Staff Research	\$30.00/hour (1/2 hr minimum), plus costs

Electric Vehicle Charging Station

EV Charging	\$1.00 per hour
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Facilities Reservations (Rate charges are per day)

DEPOSIT REQUIRED

A \$30.00 deposit is required in addition to a rental fee. The deposit will be refunded upon verification that the facility is left clean and in the condition it was in when initially rented.

COMMUNITY CENTER ROOM

Regular	\$45.00
Halsey Resident	\$35.00

COMMUNITY CNTR ROOM & KITCHEN

Regular	\$60.00
Halsey Resident	\$50.00

PARK PAVILLION

Regular	\$45.00
Halsey Resident	\$35.00

EDUCATIONAL/RECREATIONAL RATE

Educational programs may be scheduled with costs to be determined, based upon the type of class offered. If the facility is rented for a reoccurring weekly rental, a one-time deposit may be paid. The deposit in these cases will be refunded when the weekly rental ceases to exist providing the facility is left in the condition it was initially rented taking into consideration normal wear and tear.

Non-Profit Organizations may qualify for a discounted rate if they regularly serve the citizens of Halsey. Programs offered free to the public may also qualify for a discounted rate.

SECTION 2. The City of Halsey establishes the following schedule for Utility Service fees which are imposed outright for clerical/administrative services, materials, operation, maintenance, and equipment costs and are a requirement of federal funding guidelines.

TYPE**FEE*****Labor***

Public Works	\$70.00/hr. (1 hr. minimum)
Scoop of Gravel Delivered	\$30.00
Abatement	\$110.00/hr. (1 hr. minimum)

Connection

- *All Connection fees may be subject to additional project costs. Please refer to your permit for additional information.*

Water Connection Permit-Residential	\$1,500.00/each residential unit
Water Connection Permit-Multiple Family	\$1,500.00/each apartment unit
Water Connection Permit-Commercial	\$1,500.00 (3 or fewer fixtures) \$1,700.00 (4 - 10 fixtures) \$2,000.00 (11 or more fixtures)
Sewer Connection Permit-Residential	\$1,500.00/each residential unit
Sewer Connection Permit-Multiple Family	\$1,500.00/each apartment unit
Sewer Connection Permit-Commercial	\$1,300.00 (3 or fewer fixtures) \$1,700.00 (4 - 10 fixtures) \$2,100.00 (11 or more fixtures)

Deposits

Water/Sewer Deposits for Residential	\$88.00
Water/Sewer Deposits for Commercial	\$100.00

System Development Charges

Water System Development Charge	\$48.94/WSFU
Sewer (Wastewater) System Development Charge	\$40.07/DFU
Stormwater System Development Charge	\$0.59/Square Foot of Impervious Surface

Misc. Charges

Backflow Device Testing	\$25.00 annual fee October 1 st .
Expansion Tank	\$20.00
Blue Heron Storm Water Pump Station	\$7.00 per month per lot
Storm Water Drainage Utility Fee	\$3.00 per month per lot (Halsey)

After Hours Turn On or Shut Off fee	\$40.00
<i>Water Service - Inside City Limits</i>	
Monthly Water Service -- Residential	\$48.50/each residential unit Allotment from 0-3000 gallons
For each 3001 - 6000 gallons above the minimum allotment per connection per month:	\$1.25 per 1,000 gal.
For each 6001 -9000 gallons above the minimum allotment per connection per month:	\$1.90 per 1,000 gal.
For each 9001 – 15000 gallons above the minimum allotment per connection per month:	\$2.10 per 1,000 gal.
For each 15000+ gallons above the minimum allotment per connection per month:	\$2.50 per 1,000 gal.
Monthly Water Service -- Commercial	\$48.50/each commercial unit minimum allotment of 3,000 gal.
For each 1,000 gallons above the minimum allotment per connection per month:	\$2.00 per 1,000 gal.
<i>Monthly Sewer Service</i>	
Charge-Residential—Sewer Only	\$46.00/each residential unit
Charge-Residential	\$41.50/each residential unit Allotment from 0-3000 gallons
	\$46.00/each residential unit Allotment from 3001-7000 gallons
	\$51.00/each residential unit Allotment from 7001-15000 gallons
	\$56.00/each residential unit Allotment from 15000+ gallons
<i>Sewer Service – Inside City Limits</i>	
Monthly Sewer Service	
Charge-Commercial	
One to Two Fixtures	\$40.00
Three Fixtures	\$44.00

Four Fixtures	\$48.00
Five Fixtures	\$52.00
Six Fixtures	\$56.00
Seven Fixtures	\$58.00
Eight Fixtures	\$60.00
Nine Fixtures	\$62.00
Ten Fixtures	\$64.00
Eleven Fixtures	\$66.00
Twelve Fixtures	\$68.00
Thirteen Fixtures	\$70.00
Fourteen Fixtures	\$72.00
Fifteen Fixtures	\$74.00
Thirty-nine Fixtures	\$122.00

Outside City Limits

City Services Outside City Limits: The water and sewer fee will be doubled for customers located outside the city limits, but using City services.

Delinquent Accounts - Applicable to both Water and Sewer

- Bills will be mailed on the last day of the month.
- Payment is due on the 25th of the following month.
- Penalty Charge assessed if payment not received on or before the 5th of the month following the due date.

DELINQUENT CHARGES

\$ 5.00	Penalty Charge (per service)
\$ 15.00	24 Hour Notice
\$ 25.00	Shut-Off/Turn-On Fee

OTHER CHARGES

Owner/Occupant Requested Turn-Off Fees

\$ 25.00	Voluntary Turn-Off Fee
\$ 25.00	Voluntary Turn-On Fee

The base rate will be prorated for partial months. Usage charges still apply.

COLLECTIONS

If a delinquent balance is submitted for collections, a fee of 25% of the balance will be added to cover collections costs.

SECTION 3. The City of Halsey establishes the following schedule for Land Use fees which are imposed outright for administrative/clerical services, materials, planning, engineering, legal and publication costs.

<u>TYPE</u>	<u>FEE</u>
Construction/Right of Way Permit Fee	\$30.00
Pre-Application Conference	\$200.00

<u>TYPE</u>	<u>DEPOSIT</u>
Code Interpretation	\$200.00 to be drawn on for costs incurred
Type I Applications	\$250.00 to be drawn on for costs incurred
Type II Applications	\$500.00 to be drawn on for costs incurred
Type III Applications	\$1,000.00 to be drawn on for costs incurred
Type IV Applications	\$1,500.00 to be drawn on for costs incurred
Street Vacation Deposit	\$1,000.00 to be drawn on for costs incurred
Measure 37 Filing Fees	\$1,000.00 to be drawn on for costs incurred

- *Any or all of the above land use fees shall be actual costs for Attorney, Planner, and Engineering, as well as actual costs for staff time, postage, notary, photocopies, publication, and any other costs incurred by the City. The developer/person(s) requesting the above land use shall make a deposit with the City to be drawn on for costs incurred. The City shall return any monies left over from the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other development permits being withheld.*

The City of Halsey has determined that the fees identified herein are not subject to section 11 or 11b, Article XI of the Oregon Constitution. Any petition challenging this determination shall be filed within 60 days after the action of the governing body approving this resolution pursuant to ORS 305.385.

The above fees ensure the continued provision of these services, and the fees provided for herein shall be effective July 1, 2024.

ADOPTED by the City Council this 11th day of June 2024

ATTEST:

Briana Parra, City Administrator

Jerry Lachenbruch, Mayor

J. ORDINANCES & RESOLUTIONS

5. RESOLUTION 2024-740 – A Resolution of the City of Halsey Updating and Adopting the Employee Handbook for the City of Halsey and Repealing All Prior Versions of the Employee Handbook		
Council Action:	MOTION	June 11, 2024

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

Summary: During the May 2024 Council Meeting, Council reviewed updates to portions of the handbook related to employee reimbursement for work expenditures, and employee compensation for weekend duty. At that time council made suggestions for edits and reached consensus on updates. The item is ready for consideration by council to adopt via resolution.

➤ **Possible Motion:** I move that the City of Halsey adopt RESOLUTION 2024-740 – A Resolution Updating and Adopting the Employee Handbook for The City of Halsey and Repealing All Prior Versions of the Employee Handbook

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

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.
 - Meal reimbursement for day trips requires prior approval by City Administrator.
- *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 a maximum of 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.

Emergency Call Out

Non-exempt employees may be required to work overtime in an emergency. Examples of such call out times are the responding to an alarm going off at the water plant, power outages and other weather-related conditions, **and responding to issues related to city facility rentals.**

- These non-exempt employees will be compensated with two hours minimum overtime pay if required to physically return to work for an emergency.
- If the non-exempt employee is required to work longer than two hours, they will be compensated for the additional hours worked.
- **Response to phone calls that do not require a physical call for service (i.e. leaving your home) will be compensated for overtime based on the actual time worked (minutes). Employees will log their actual work.**

Weekend Rounds

Non-exempt employees may be required to perform weekend round duties for the City. These duties include recording readings at the water plant, lift station and the sewer lagoon on Saturdays and Sundays and Holidays. The time for performing weekend rounds will be set between the hours of 6:30 a.m. and 8:30 a.m.

- Non-exempt employees are compensated two hours at the overtime rate of pay for performing the weekend round duties regardless of how long the employee takes to perform such tasks. If additional work is required while performing weekend rounds the employee will be compensated for the additional hours worked at the overtime rate of pay.
- **In addition to overtime compensation for hours worked as defined above, employees assigned to weekend duty will receive daily flat rate shift differential pay of \$60 for a maximum total pay of \$120 per weekend.**
 - **Weekend duty shift differential pay is not eligible when an employee is using flex time to work weekend duty. For example, the employee elects to work a weekend day as part of their 40 hour work week in exchange for a weekday off.**

Any non-exempt employee assigned weekend duty will be prohibited from consuming alcohol or any un-prescribed controlled substances, or intoxicants of any kind. The time for weekend rounds begins at 5:00 p.m. on Friday night and goes through 8:00 a.m. Monday morning. Any violation will result in disciplinary action up to and including termination.

K. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	June 11, 2024

1. City water outage

The city of Halsey will conduct system maintenance on the water treatment plant, replacing the water master meter. This work will require a full city water outage to take place on June 13th, 2024. Public works anticipates the work will take approximately 5 hours if all goes according to plan. In preparation for the outage, we have put notifications of the water outage on social media, on the website, in the newsletter, in the Brownsville Times, and have put out a mass mailing to the area. We provided targeted communications well in advance to the Fire District and the School District. We have also rented portable toilets and handwash stations that will be placed at City Hall, the Library, and the Halsey Memorial Park.

2. Georgia Pacific Donation

The Georgia Pacific Mill is donating \$500 to the Halsey City Library. GP has consistently and generously donated to help support the library ever since it was opened in 2015.

3. City Wide Garage Sale

The city-wide garage sale took place on June 1st. I did a cruise around the community and saw many sales and a lot of traffic. I was unfortunately unable to secure food truck vendors to come to town for the event. I received feedback from several that responded with an array of reasons. One vendor has come in the past and said the foot traffic was not good – it ended up being a low money day for them. Others needed access to power, which would require more planning on the part of the city to accommodate, lastly – we were in competition with the Function in Junction and the Lebanon Strawberry Festival that weekend. We may consider reevaluating the weekend we choose in the future, and/or investing in making it more of an event with booths etc. at the park to entice more vendors to come.

5. Summer Reading Program

If you have kids, or know families that do, please remember to sign up for the Summer Reading Program at the library. It is a really fun line-up of events this year, including an origami workshop, a traveling rock museum, and puppets.

6. OSU Extension Food Preservation Workshops

Jenny Gilbert from the OSU Extension Service will be doing a series of workshops in the Community Center. The cost for each is \$15, which covers the cost of materials. If she is able to get food donated for a particular class she may be able to wave the fee for that class. If you are interested, please sign up! And please help spread the word. The better attendance we have at workshops like this, the easier it is to get more of them to come here. Please see the attached flyer for dates. If you want extra copies to distribute, please let us know.

7. City Ordinance Efforts

There has been an increase in inoperable vehicles, boats, and RVs parked for extended periods of time in the city Right of way. We have been investing in targeted efforts to address compliance related to these items and ensure safe and clear avenues of traffic on city streets

8. City Clean-up Day

The city did targeted outreach to residents with restricted items left out for clean-up day in an effort to help people understand and benefit fully from this event. I also conducted a ride along with Sweet Home sanitation on the morning of the event to better understand the reasoning behind certain item restrictions, and gauge who we will need to reach out to following the event.

K. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	June 11, 2024

Halsey Public Work Report May 2024

Water Distribution:

Water produced 2,334,000 Gallons

Daily Average 75,000 Gallons

Waste water Collection:

WW Collected 4,098,000 Gallons

Daily Average 132,000 gallons

This month we had a lot of small projects, so not much highlights to report.

We repaired 2 water leaks both were on the water service just off the main line. One on W. 1st st. and one on E. 2nd st.

At the 100 block of W. A st. we spent some time with the contractor inspecting the sewer lateral tie-in. We ended finding a buried sewer clean out.

We sprayed and mowed in town and out at the lagoon.

We went down into the sewer lift stations dry vault and inspected the pumps.

We will be installing a new distribution master meter at the water treatment plant on June 13th. The city will be without water during the installation. Water will be off at 9:00 with a project time frame of 4 to 5 hours. City hall and the public works are being diligent in reaching out to the business owners and residents in town.

K. REPORTS TO COUNCIL

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

Circulation for May		Total Circulation since opening (Aug. 2015)	
Fiction	101		
Non-Fiction	19	Total Number of Patrons to Date	611
Total	120		
Cities Represented in Circulation		Total Number of items in collection	5,115
Halsey	110		
Shedd	0	Avg. Daily Threshold Count since opening	6.0
Brownsville	3	Average Daily Threshold Count for May	5.45
Sweet Home	7		
Value of Inventory Through May			
Fiction	\$55,400.59		
Non-Fiction	\$36,359.98	Books added to inventory in May	5
Total	\$91,760.57		

Updates

We had 123 visitors for an average of 5.35 per day. 120 books were checked out and 1 new library card was issued.

5 books were added to the catalog, including purchases and donations. More new books are in the process of being catalogued.

The library's summer barbeque is on Saturday, June 22nd. We will have free food and drinks. We will use this as an opportunity to show off recent changes and editions to the library.

We are still waiting to schedule the new door installation, as Left Coast Door is still waiting for the parts.

I will be purchasing the new technology with the Oregon Humanities Connectivity Grant this month.

Most prizes and supplies for Summer Reading Program have been purchased using the Read 2 Read grant funds and proceeds from the 5k.

K. REPORTS TO COUNCIL

2. Council Reports		
c. Mayor's Report		
Council Action:	NONE	June 11, 2024

K. REPORTS TO COUNCIL

2. Council Reports		
b. Central Linn School District		
Council Action:	NONE	June 11, 2024

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

L. NEW BUSINESS

1. Library of Things Agreement		
Council Action:	<i>None</i>	June 11, 2024

Issue Statement:

Summary:

The Halsey Library received a number of food preservation equipment items donated by the OSU Extension Service. These items will be the launch of a Library of Things.

The Council needs to review waiver options and provide feedback to City Staff for the development of a waiver of liability for citizens renting library of things items from the Halsey Library. City staff will post the vacancy, and anyone interested can apply by filling out an application. The council will then review those applications at an upcoming City Council Meeting and may appoint a replacement.

- Council discuss and provide feedback on waiver.

HALSEY LIBRARY

Request to use Library of Things Equipment and Supplies

I, _____, request to use City of Halsey Library (the "Library") equipment and supplies from their Library of Things. I acknowledge that I have read or will read the directions for the equipment and supplies provided and will use the equipment and supplies in accordance with manufacturer specifications and safe practices.

If any equipment is not properly cleaned upon return, I agree to pay the Library a \$5.00 cleaning fee. If any equipment is damaged or is not returned during my use, I agree to pay the Library, the replacement cost of such equipment damaged or not returned.

In furtherance of this request, I hereby agree to the following Release, Hold Harmless, and Agreement Not to Sue:

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I fully understand that my use of Library equipment and supplies exposes me to the risk of personal injury, death, or property damage. I hereby acknowledge that I am using the equipment and supplies for my personal benefit and agree to assume any risks. I hereby release, discharge and agree not to sue the City of Halsey Library or their officers, agents, and employees for any injury, death, or damage to or loss of personal property arising out of or in connection with my use of Library of Things equipment and/or supplies from whatever cause, including the active or passive negligence of the City of Halsey or their officers, agents, and employees. In consideration for using the equipment and supplies, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless the City of Halsey and their officers, agents, and employees from any and all claims, demands, actions, or suits arising out of or in connection with my use of the equipment and supplies.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

ITEM BORROWED: _____

REPLACEMENT COST: _____

Signed: _____

Print Name: _____

Date: _____

L. NEW BUSINESS

2. First Read of Ordinance 2024-447 – Livestock

Council Action: *Consensus*

June 11, 2024

Issue Statement: The Council is asked to review and provide feedback on the draft Ordinance

Summary: A work session to discuss changes to Halsey Municipal Code (HMC) chapter 10.10 – Livestock and Poultry. During the work session council proposed amendments to the current HMC. Council is asked to review the draft Ordinance and provide instructions to the City Administrator on how to proceed.

- **Possible Options:** Council can discuss and reach a consensus, providing instructions to City Administrator on next steps for Halsey municipal code.

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



ORDINANCE 2024-447

AN ORDINANCE AMENDING HALSEY MUNICIPAL CODE TO ADD PROVISIONS ON LAMBS and GOAT KIDS, AMENDING CHAPTER 10.10 LIVESTOCK AND POULTRY

The City of Halsey does ordain as follows:

Section 1. CHAPTER 10.05 DOGS IS ADDED TO THE CODE TO READ AS FOLLOWS:

10.05.010 Purpose. The purpose of this chapter is to set forth regulations as they apply to the keeping of dogs within the City of Halsey.

10.05.020. Definitions. As used in this ordinance, the following words and phrases shall have the meaning ascribed:

City: City means the City of Halsey, Oregon

Dog: Dog shall mean male or female dog, including a dog which has been neutered or spayed, or a puppy.

Keeper: shall mean any person who is responsible for harboring a dog

Leash: shall mean a leash, cord, chain, rope or other physical constraint

Person: A natural person, firm, partnership, association or corporation.

Running at Large: shall mean a dog that is off the premises of the keeper of the dog and not under the immediate control of the keeper.

Unreasonable Noise: shall mean barking, whimpering, howling or other noise that a typical person would find disturbing because of its volume, duration or frequency.

10.05.030. Dogs as Public Nuisances.

No keeper shall permit a dog to be a public nuisance. A dog shall be considered a public nuisance if it:

- (1) Bites, injures or causes injury to a person or other animal;
- (2) Chases or threatens vehicles or persons;
- (3) Damages or destroys property of persons other than the keeper of the dog;
- (4) Scatters garbage;
- (5) Trespasses on private property;
- (6) Disturbs any person by causing unreasonable noise;
- (7) Is found to be running at large;
- (8) Is rabid; or
- (9) Defecates on public or private property other than the keeper of the dog and the excrement is not immediately removed and properly disposed of.

10.05.040. Animal Waste. No person shall permit or allow to accumulate or remain in, on, or about any yard, lot, place, or premises owned or resided in by such person any dead animals, or the refuse or offensive part of any dead animals, or any animal waste or excrement; nor shall such person suffer such yard, lot, place, or premises, to be or remain in such condition as to cause or create excessive, unacceptable noise or offensive smell or atmosphere or thereby to become, cause or create a public nuisance.

10.05.050. Dogs must be on a leash. It shall be unlawful for any person to take any dog within the boundaries of any municipal park or City-owned right-of-way in the City of Halsey without it being confined by a leash, unless an off-leash area is duly posted and recognized by the City.

Linn County Animal Control may seize and impound any animal causing a public nuisance, and a violation of this section is hereby declared a public nuisance.

10.05.060. Penalty. A violation of this chapter is punishable upon conviction by a fine not to exceed \$500. Each day of occurrence of such violation shall constitute a separate violation of this chapter.

10.05.070. Severability. The sections and subsections of this ordinance are severable. The invalidity of any section or subsection shall not affect the validity of the remaining sections or subsections.

Section 2. Chapter 5.15 LIVESTOCK AND POULTRY IS RECODIFIED AS CHAPTER 10.10 AND AMENDED TO READ AS FOLLOWS:

10.10.010. Purpose. The purpose of this chapter is to set forth regulations as they apply to the keeping or raising of livestock or poultry within the City of Halsey.

10.10.020. Definitions. As used in this ordinance, the following words and phrases shall have the meaning ascribed:

Butcher: shall mean to cut up and/or preparation of domestic or game meat for consumption

City: City means the City of Halsey, Oregon

Goat Kid: shall mean any male or female goat under the age of 12 months, and under 175 pounds

Harvest: shall mean the act of slaughter and/or butchering of an animal for the purpose of meat consumption

Lamb: shall mean any male or female sheep under the age of 12 months, and under 175 pounds

Livestock: Any domesticated animals commonly kept for use on a farm or raised for sale and profit. The term includes, but is not limited to: cows, calves, bulls, horses, mares, colts, mules, goats, kids, sheep, lambs, and swine.

Person: A natural person, firm, partnership, association or corporation.

Poultry: Any domesticated birds that commonly serve as a source of food. The term includes, but is not limited to" chickens, domesticated pigeons, turkeys, ducks, and geese.

Slaughter: shall mean putting the animals to death and does not include butchering, meat cutting and/or preparation of domestic and/or game meat for consumption.

10.10.030. Animals Running Loose.

- (1) No person owning, in possession of, or having control of any livestock or poultry shall permit the livestock or poultry to run loose in a public place, or on property of others without their permission

- (2) No person owning, in possession of, or having control of any livestock or poultry shall permit the livestock or poultry to be tethered or pastured in any manner upon a public place, or on property of others without their permission.

10.10.040. Exceptions for riding, herding and leading livestock.

- (1) No person shall ride, herd or lead livestock over the right-of-way of any major street except for the purpose of reaching an area where the livestock are permitted.
- (2) The council may grant exceptions to the provisions of this section for community activities such as parades, special promotions, etc., upon application to the council in a manner prescribed by the City Administrator.
- (3) Nothing in this ordinance shall prohibit the transportation of an animal by any reasonable means to a veterinarian for medical treatment or examination or for commercial purposes.

10.10.050. Health and Sanitation.

- (1) The keeping or raising of poultry or livestock must not be conducted so as to create an unsanitary condition resulting in a nuisance as may be determined by the City Council or County Health Department. No person keeping or raising such livestock shall create or maintain a nuisance by allowing or permitting unusual or excessive:
 - a. Noise.
 - b. Accumulation of manure.
 - c. Presence of flies.
 - d. Presence of rodents.
 - e. Production of odors.
 - f. Accumulation of surface water without adequate sanitary drainage in or about any barn, stable, roofed structure for the shelter of livestock, corral, fenced area, or pasture.
- (2) All persons keeping or raising poultry or livestock shall be required to have the following:
 - a. A metal or other rodent-proof container for storage of animal feed.
 - b. When keeping lambs and goat kids on lots under 30,000 square feet as described HMC 10.10.070, a fly proof and watertight receptacle for collection of manure, which will be emptied sufficiently often and in such a manner as to prevent it becoming a nuisance
- (3) Harvesting of animals on residential property shall meet the following criteria:
 - a. Only poultry and rabbits may be slaughtered on site
 - b. The slaughter of all other livestock is prohibited on residential property.
 - c. Any allowable harvesting of animals shall not occur in view from any public area or any adjacent property.

10.10.060. Secondary Use.

The keeping and raising of livestock shall be secondary to the principal residential use of the property.

10.10.070. Area Requirements.

- (4) Livestock shall only be kept or raised on lots of 30,000 square feet (approximately three-fourths of one acre) or more, and shall be kept within an adequately fenced area in a back or side yard. **Unaltered male livestock are not permitted.** The total number of all such livestock is subject to the following land area limitations:
- (a) Not to exceed one horse or three sheep, or one swine, or similar livestock for each 20,000 square feet of area devoted to livestock.
 - (b) Not more than four horses or twelve sheep or two swine or similar livestock shall be kept at one location.
- (5) **Lambs and goat kids shall per permitted on lots under 30000 square feet or more if the following criteria are met:**
- a. **The lot size shall not be less than 9000 square feet**
 - b. **Lambs and goat kids on lots under 30000 square feet are only permitted from February 1st through October 1st**
 - c. **Each lamb or goat kid requires the equivalent of a 5' x 8' feet area (40 square feet of space) within a dedicated holding pen. Holding pen must provide adequate shelter from rain and sun.**
 - d. **Lambs and goat kids must be leashed, haltered, or in a fenced yard at all times when not in a dedicated enclosure.**
 - e. **Not more than a maximum of 3 lambs and/or goats shall be kept at one location.**
 - f. **Prior to bringing the animal onto the property a Special Livestock permit shall be applied for at the City, a fee for which shall be established by Council Resolution.**
 - g. **A Special Livestock permit shall be issued by the City:**
 - i. **After a notice has been sent to adjoining property owners and renters, other than the City, informing them of the request to place lambs and or goats kids on adjoining property and informing them they have 10 days to let the City know in writing if they have an objection or concern; and**
 - ii. **No objection is made to the City.**

10.10.080. Animal Shelters.

- (1) All barns, stables, or roofed structures for the shelter of livestock shall be located no closer than 60 feet to any existing dwelling or swimming pool on property adjacent to the property where said livestock is kept, nor closer than 25 feet from a residence on the subject property.
- (2) Any corral, fenced area, or restraint for livestock, except swine, shall not be located closer than 25 feet to an existing dwelling on property adjacent to the property where said livestock are kept, nor within 30 feet of the center line of a public street.
- (3) Any fenced area or roofed structure restraint for swine shall not be located closer than 100 feet to an existing dwelling or swimming pool on property adjacent to the property where said swine are kept, nor within 100 feet of the center line of a public street.

10.10.090. Poultry.

The keeping of poultry is permitted in the residential zoning district subject to these limitations and restrictions:

- (1) The maximum number of chickens allowed on a residential lot shall be limited to one chicken hen per 1,000 square feet of lot size, up to a maximum of 15 chickens. Roosters are not permitted. Chicks under the age of four months shall not count towards the maximum numbers allowed. Other poultry are limited to: 12 pigeons and two of any other kind of poultry.
- (2) Poultry must be kept confined to a single lot. No poultry shall be allowed to be within 25 feet of a dwelling on an adjoining lot.

10.10.100. Penalty.

- (1) A violation of this chapter is punishable upon conviction by a fine not to exceed \$500. Each day of occurrence of such violation shall constitute a separate violation of this chapter.
- (2) Removal of livestock from property can be required under the following conditions:
 - a. Livestock are located on a site that does not meet the meet area requirements as described in HMC 10.10.070 and 10.10.080
 - b. A livestock owner is found to be abusive or negligent of the animal under their care
 - c. When there is a public risk to health or safety as determined by the City Administrator or Oregon Health Authority.
 - d. Upon the determination of a third violation of this chapter
 - e. If two notices of a single violation have been sent and there has been no response to the City, and the violation has not been addressed within 14 days
- (3) Livestock will not be permitted for 1 year following the removal of livestock off property that otherwise meet area requirements as described in HMC 10.10.070 and 10.10.080

10.10.110. Severability. The sections and subsections of this ordinance are severable. The invalidity of any section or subsection shall not affect the validity of the remaining sections or subsections.

FIRST READ to the Council the 11th Day of June, 2024

Second READ to the Council the TBD

PASSED by the Council this TBD

SIGNED by the Mayor this TBD

Effective this TBD

ATTEST:

APPROVED:

DRAFT

L. NEW BUSINESS

3. First Read of Special Livestock Permit		
Council Action:	Consensus	June 11, 2024

Issue Statement: The Council is asked to review and provide feedback on the draft Special Livestock Permit

Summary: A work session to discuss changes to Halsey Municipal Code (HMC) chapter 10.10 – Livestock and Poultry. During the work session council proposed a Special Livestock Permit to accompany proposed changes to the HMC. Council is asked to review the draft Permit and provide instructions to the City Administrator on how to proceed.

➤ **Possible Options:** Council can discuss and reach a consensus, providing instructions to City Administrator on next steps.

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

Halsey Special Livestock Permit

[No permit required for lot sizes 30,000 square feet (~0.69 acre) or larger]

Purpose: To provide opportunity people raising lambs or goat kids to do so within Halsey City Limits, subject to verification and a signed agreement with the City regarding conditions and care of keeping animals, and in compliance with all other Halsey Municipal and Development codes.

Area & Pen Requirements

1. Minimum tax lot size requirement 9000 square Feet (approximately .2 acres)
2. Animal pen cannot be located in the front yard.
3. Designated pen with the minimum equivalent of a 5'x 8' ft (40 square feet) area for each animal, and provide adequate shelter from sun and rain.
4. Designated pen must comply with all setbacks described in Municipal Code 10.10.080 and Development Code 2.2.120
5. Animals must be on leash, halter, tied up, staked out or within a fenced yard at all times when not in a designated pen.

Animal Restrictions

1. Lamb and/or goat kids are only permitted on site from **February 1st – October 1st** of a calendar year.
2. Lamb and goat kids allowed under this permit must be under 12 months of age and under 175 pounds
3. No more than 3 sheep or goats per tax lot.

Health and Sanitation

1. Animal feed must be stored in a metal or other rodent-proof container.
2. A covered, self-contained, waterproof receptacle must be used for holding accumulations of solid waste to prevent flies and odor. This receptacle should be emptied sufficiently to prevent it from becoming a nuisance.

Requirements checklist

(check boxes following completion of each task, all boxes must be checked to acquire a permit).

☐ Review and understand City of Halsey ordinance section 10.10 LIVESTOCK and POULTRY with special attention to sections:

- ☐ 10.10.050 Health and sanitation
- ☐ 10.10.070 Area Requirements
- ☐ 10.10.080 Animal Shelters, and
- ☐ 10.10.100 Penalty

☐ Fill out Special Livestock Permit Form and Provide site map (can be hand drawn but must be clear).

☐ Pay Annual fee \$25 to City of Halsey (for processing).

☐ Pass on-site inspection conducted by City of Halsey Staff

Applicant information

Landowner name: _____

Site address: _____

Size of taxlot (square feet): _____

Telephone: _____

Email: _____

1. Description of livestock on site and the purpose: number, species, and gender of animals
(*example 2 Hampshire/Suffolk cross, whether lambs*)

2. Description of Waste/Manure management plan
(*example: storage location, disposal plan and frequency*)

3. Site information (attach separately):
Site map should include:

- Shape of the property/tax lot
- Street name(s) for orientation
- Names of neighbors on each adjoining tax lot
- Location of other buildings on the property
- Location where animals will be housed/held on the property with dimensions of enclosure
- Distance of animal enclosure from:
 - Dwelling on subject property,
 - Dwelling(s) on neighboring property
 - Property lines.
- Location where animal refuse container will be kept

The applicant/owner understand and agree that:

- Any approvals associated with this request may be revoked if found in conflict with information represented in this application.
- The approval of this request does not grant any right to erect any structure or use any premises described for any purposes or in any manner prohibited by City of Halsey ordinances, codes or regulations.
- The applicant hereby authorizes City of Halsey officials to enter the property and inspect activity in conjunction with the proposed use.
- Any penalties incurred as a result of violation of the provisions of Halsey Municipal Code chapter 10.10 are the responsibility of the Landowner

Applicant Signature: _____

Date: _____

This Section for 4-H and FFA Applicants Only

1. Participant Information

4-H/FFA Member name: _____

Mailing address: _____

Telephone: _____

Email: _____

To ensure the applicant is enrolled in a 4-H or FFA Market lamb or goat project:

1. Group Leader Information

4-H/FFA Group leader name: _____

Name of group: _____

Mailing address: _____

Telephone: _____

Email: _____