



Council Packet

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

Tuesday March 12th, 2024
7:00 PM

AGENDA

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COUNCIL MINUTES – PGs 5-11

1. Amended or Approve Council Meeting Minutes – February 13, 2024

E. FINANCIAL REPORTS AND JOURNAL ENTRIES PG 13-40

1. January 2024
2. October 2023

F. AGENDA ADJUSTMENTS

G. DELEGATIONS PG 41 - 54

1. Linn County Sheriff's Office

H. CITIZEN COMMENTS (Non-Agenda items)

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

I. REPORTS TO COUNCIL

1. Employee Reports
 - a. City Administrator – Briana Parra PG 55 - 56
 - b. Public Works Department – Andy Ridinger PG 57
 - c. Library – Abi Vinson PG 59
2. Council Reports PG 61
 - a. Mayor's Report
 - b. Central Linn School District – Michelle Isom
 - c. Oregon Cascades West Council of Governments – Jeremy Romer

J. OLD BUSINESS

K. NEW BUSINESS

1. Land Use Ordinance PG 63 - 83
2. Engineer of Record PG 85 - 94
1. Review of Inflow & Infiltration Rehabilitation Wastewater System Improvement Loan PG 95

L. ORDINANCES & RESOLUTIONS

M. ADJOURNMENT

MEETING LOCATION AND FORMAT

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

Please use the following phone number:

1-253-215-8782

Meeting ID: 350-516-0831

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

D. COUNCIL MINUTES

| Council Minutes | | |
|-----------------|----------------------|-----------------------|
| Council Action: | <i>MOTION</i> | March 12, 2024 |

Issue Statement: Council is asked to review and approve the minutes from the Council Meeting on February 13th, 2024.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve February 13th City Council minutes as submitted.

- **Council Options**

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

REGULAR CITY COUNCIL MEETING

February 13th, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

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

MEETING CALLED TO ORDER

Meeting called to order at 7:04 p.m.

ROLL CALL

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

Absent: Councilor Scott LaCoste, Councilor Gabriel Flores,

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

Guests: Joselyn Morales, Josh Stanley, Joe Ashcraft

Remote

Participants: Librarian Abi Vinson, Admin Assistant Amber Murray, Tia Parrish, Kang, David Kinney

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council Meeting on January 9, 2024.

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

Motion by: Council President Isom, Seconded by Councilor Romer

Vote: Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Council is asked to review and approve the November 2023 Financial Reports.

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

Motion by: Councilor Romer, Seconded by Councilor Strauss

Vote: Ayes: Unanimous

Motion Carries

Council is asked to review and approve the December 2023 Financial Reports.

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

Motion by: Councilor Romer, Seconded by Councilor Strauss

Vote: Ayes: Unanimous

Motion Carries

AGENDA ADJUSTMENTS

No adjustments

DELEGATIONS

Linn County Sheriff's Office: Sargent Frambes

There was no arrest made, 14 traffic stops were made during the month of January.

7 Stars Market OLCC Liquor License Request

Mr. Kang is co-owner of the 7 Stars Market. They plan on changing the name to Halsey Food Market. He is requesting approval for OLCC liquor license.

Josh Stanley Sweet Home Sanitation

There are 299 residential customers and 28 commercial customers in Halsey. 622 tons of waste was removed residentially. 248 tons of yard waste was removed residentially. 122 tons of recycling was removed residentially. Clean up days are scheduled for June 8th and October 12th this year.

David Kinney Council Priorities Presentation

If the council adopts the priorities for 2024-2025, Mr. Kinney suggests that it may be appropriate to start with the smaller items then move on to the larger item priorities. The priorities do not need to be accomplished in numeric order as listed. Mr. Kinney brought up priority number 5 regarding training, he suggested that with the new laws the council would benefit from training.

CITIZEN COMMENTS

Joselyn Morales gave an update on the camera that Central Linn High School wants to purchase. They still need \$450 to meet their goal.

REPORTS TO COUNCIL

City Administrator: Briana Parra

- State Funding Request- A funding request was submitted via Oregon House Representative Jami Cate to put forward for consideration. The funding would be used for the Public Works water line update.
- Parks Project- Funding for the project is pending decision regarding tree removal. Andy has been working on getting quotes to have the trees in the ODOT easement removed so that we can move forward with our park project. We need to get a permit to have the trees removed, which we are in the process of.
- Engineer of Record- Would the council like to start the process for engineer record? The council decided that yes, they would like to move forward.
- Budget Committee- There are four open seats. So far, we have not received any applications.
- Year-end- The bookkeeper we hired has completed our quarterly and monthly financial reporting. Along with our tax filings. She has helped to identify things that could be done differently.
- IT Update- We had two laptops that did not connect to the drives and were not up to security compliance standards. That has now been rectified and now backups if needed. The cameras were not working properly due to the server going down. Our IT has resolved that issue, and they are now in working order.
- Banking Permissions- Working on getting signing permission. City Administrator Briana does have access to the LGIP account.
- March Agenda- This month had a packed council agenda resulting in some items being moved to March.
- Upcoming Events- February 19h is Presidents Day. City Hall will be closed. March 26th at 7pm Central Linn Rec Center open house – at the Central Linn Rec Center. April 13th at the park – BOOK-IT Library 5k.

Library: Abi Vinson

- Patrons- There were 85 patrons in the month of January. There were 75 items checked out for the month of January. 2 new library cards were issued in January.
- Collection Update- 111 books were added to the collection, resulting in a total of 5,111 items available at the library.
- Grant Writing Course- Librarian Abi has about three weeks left of the second half of the course.
- 5K- So far four people have registered for the race. Currently the Parks & Library Committee are in the process of looking for sponsors for the race.

Mayor's Report: Jerry Lachenbruch

- League of Small Cities Conference- City Administrator Briana, and Mayor Lachenbruch attend the conference in Tangent.
- Land Conservation & Development Meeting- It was a natural hazards mitigation meeting in Tangent. They are trying to put together a plan to look forward and not reactive to natural hazards. It was the third meeting.

- Short Session- Mayor Lachenbruch had conversations with Conner from Representative Cati's office and Senator Haden's office about the Short Session and issues regarding small cities and housing.

Central Linn School District: Michelle Isom

- Sports- The Cheer team won 4th place at the State competition. The Basketball team won the first round of the playoffs.
- FFA- They are having a Tri-tip dinner drive through from 12-2 on 2/17/2024 to earn money.
- Booster Club- They will be holding an auction to raise money on March 16th.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There is nothing new to report this month.

OLD BUSINESS

There was no old business.

NEW BUSINESS

7 Stars Market OLCC Liquor License Request

Motion: I move that the Governing Body of the City of Halsey approve the liquor license application for The 7 Stars Market

Motion by: Council President Isom, Seconded by Councilor Romer

Vote: Ayes: Unanimous

Motion Carries

Sweet Home Sanitation Rate Change

Sweet Home Sanitation presented the 2024 rates for Council review. The ordinance allows them to adjust pricing based on the CPI, but they came to Council to be available to answer questions.

Adopt 2024-2026 Council Priorities

Motion: I move that the Governing Body of the City of Halsey adopt the 2024-2025 Council Goals as submitted.

Motion by: Council President Isom, Seconded by Councilor Romer

Vote: Ayes: Unanimous

Motion Carries

Approval of Budget Calendar

Motion: I move that the Governing Body of the City of Halsey approve the 2024-2026 Budget Calendar as submitted.

Motion by: Councilor Romer, Seconded by Council President Isom

Vote: Ayes: Unanimous

Motion Carries

Appoint the City Budget Officer for 2024-2025

Motion: I move that the Governing Body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2024-2025

Motion by: Councilor Gillson, Seconded by Council President Isom

Vote: Ayes: Unanimous

Motion Carries

ORDINANCES & RESOLUTIONS

Resolution #2024-728 - A Resolution of the City of Halsey Authorizing a Loan from the Clean Water Revolving Loan Fund by Entering into A Financing Contract with the Oregon Department of Environmental Quality

Motion: I move that the City of Halsey adopt Resolution #2024-728- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water Revolving Loan Fund by Entering into A Financing Contract with the Oregon Department of Environmental Quality.

Motion by: Council President Isom, Seconded by Councilor Gillson

Vote: Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:36pm.

Admin Assistant, Amber Murray

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

| Financial Reports & Journal Entries | | |
|-------------------------------------|---------------|-----------------------|
| Council Action: | MOTION | March 12, 2024 |

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

Summary:

Approving the January Financial Report includes approving check numbers 20686-20724 in the amount of \$63,581.45

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

- **Council Options**

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

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

Summary:

Approving the October Financial Report includes approving check numbers 20545 – 20591 and ACH numbers 225201948 - 225201953 in the amount of \$146,496.47

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

- **Council Options**

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

CITY OF HALSEY
COMBINED CASH INVESTMENT
JANUARY 31, 2024

COMBINED CASH ACCOUNTS

| | | |
|------------|-------------------------------|-----------------|
| 01-0001001 | COMBINED CASH - CHECKING | 67,226.42 |
| 01-0001002 | MONEY MARKET | 30,679.88 |
| 01-0001003 | INVESTMENT POOLED | 2,189,792.94 |
| 01-0001075 | UTILITY CASH CLEARING ACCOUNT | (223.50) |
| | TOTAL COMBINED CASH | 2,287,475.74 |
| 01-0001100 | XPRESS DEPOSIT ACCOUNT | 71,108.65 |
| 01-0001000 | CASH ALLOCATED TO OTHER FUNDS | (2,358,584.39) |
| | TOTAL UNALLOCATED CASH | .00 |

CASH ALLOCATION RECONCILIATION

| | | |
|----|---|-----------------|
| 10 | ALLOCATION TO (10) GENERAL FUND | 406,130.03 |
| 18 | ALLOCATION TO VEHICLE & EQUIP RESERVE | 32,723.70 |
| 20 | ALLOCATION TO (20) STREET FUND | 143,297.19 |
| 25 | ALLOCATION TO (25) STREET & PATHWAY FUND | 78,275.44 |
| 40 | ALLOCATION TO (40) BOND FUND | 55,660.79 |
| 55 | ALLOCATION TO (55) LIBRARY FUND | 10,673.26 |
| 60 | ALLOCATION TO (60) WATER FUND | 426,591.59 |
| 61 | ALLOCATION TO (61) SEWER FUND | 283,543.95 |
| 62 | ALLOCATION TO (62) WATER RESERVE FUND | 357,945.02 |
| 63 | ALLOCATION TO (63) SEWER RESERVE FUND | 197,368.87 |
| 65 | ALLOCATION TO STORM WATER BLUE HERON FUND | 31,911.50 |
| 68 | ALLOCATION TO (68) STORM WATER DRAINAGE FUND | 27,274.37 |
| 72 | ALLOCATION TO (72) WATER SYSTM DEVELOP CHG | 113,343.25 |
| 73 | ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG | 32,648.94 |
| 74 | ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP | 144,037.64 |
| 80 | ALLOCATION TO (80) VETERANS MEMORIAL PARK | 10,059.03 |
| 85 | ALLOCATION TO (85) HALSEY CITY PARK FUND | 7,099.82 |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 2,358,584.39 |
| | ALLOCATION FROM COMBINED CASH FUND - 01-0001000 | (2,358,584.39) |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)

January 31, 2024

Account: 010001001

Bank Account Number: 25500067

| | | | |
|-------------------------|-----------|---|-----------|
| Bank Statement Balance: | 84,406.26 | Book Balance Previous Month: | 60,019.85 |
| Outstanding Deposits: | 403.55 | Total Receipts: | 40,602.80 |
| Outstanding Checks: | 17,391.36 | Total Disbursements: | 33,204.20 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 67,418.45 | Book Balance: | 67,418.45 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

| Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1190 | 96.73 | 1195 | 306.82 | | | | |
| Grand Totals: | | | | | | | 403.55 |

Deposits cleared: 35 items

Deposits Outstanding: 2 items

Outstanding Checks Section

| Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 4 | 247.95- | 5 | 247.96- | 6 | 22.03- | 7 | 3.86- |
| 8 | 15.42- | 9 | 13.77- | 14206 | 27.52 | 17523 | 23.44 |
| 17752 | 316.65 | 18058 | 53.23 | 18073 | 154.00 | 18155 | 1.63 |
| 18156 | 13.27 | 18163 | .85 | 18170 | .50 | 18344 | 2,000.00 |
| 18489 | 100.00 | 18511 | 150.00 | 18692 | 28.50 | 19068 | 28.50 |
| 19077 | 68.45 | 19120 | 120.00 | 19423 | 154.84 | 19944 | 66.36 |
| 19982 | 2.94 | 19987 | 29.68 | 20372 | 30.00- | 20372 | 30.00 |
| 20412 | 30.87 | 20440 | 7.21 | 20597 | 30.00 | 20640 | 300.00 |
| 20708 | 65.00 | 20719 | 41.86 | 20722 | 105.28 | 20724 | 108.47 |
| 925235 | 8,169.88 | 1221235 | 5,503.62 | 225201931 | 260.20- | 225201953 | 500.00 |
| Grand Totals: | | | | | | | 17,391.36 |

Checks cleared: 52 items

Checks Outstanding: 40 items

Bank Adjustments Section

Book Adjustments Section

Money Market Account (Money Market) (2)

January 31, 2024

Account: 010001002

Bank Account Number: 25500059

| | | | |
|-------------------------|-----------|---|-----------|
| Bank Statement Balance: | 30,679.88 | Book Balance Previous Month: | 30,012.73 |
| Outstanding Deposits: | .00 | Total Receipts: | 31,044.40 |
| Outstanding Checks: | .00 | Total Disbursements: | 30,377.25 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 30,679.88 | Book Balance: | 30,679.88 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

| | | | |
|-------------------|----------|-----------------------|---------|
| Deposits cleared: | 16 items | Deposits Outstanding: | 0 items |
|-------------------|----------|-----------------------|---------|

| | | | |
|-----------------|---------|---------------------|---------|
| Checks cleared: | 4 items | Checks Outstanding: | 0 items |
|-----------------|---------|---------------------|---------|

Bank Adjustments SectionBook Adjustments Section

Xpress Deposit Bank () (99)

January 31, 2024

Account: 010001100

Bank Account Number: 10912

| | | | |
|-------------------------|-----------|---|-----------|
| Bank Statement Balance: | 70,927.57 | Book Balance Previous Month: | 58,649.37 |
| Outstanding Deposits: | 181.08 | Total Receipts: | 12,459.28 |
| Outstanding Checks: | .00 | Total Disbursements: | .00 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 71,108.65 | Book Balance: | 71,108.65 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

| Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1196 | 84.00 | 1197 | 97.08 | | | | |
| Grand Totals: | | | | | | | 181.08 |

Deposits cleared: 27 items Deposits Outstanding: 2 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

Report Criteria:

Include transaction count

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--------------------------------|------------------|--|----------------|--------------------------|--------------|---------------|
| CASH DISBURSEMENTS (CD) | | | | | | |
| 01/02/2024 | 1 | Card process merchant fees for Jan | 10-110-55-5545 | Bank Fees/Misc Expense | 141.64 | |
| 01/02/2024 | 2 | Card process merchant fees for Jan | 01-0001001 | Combined Cash - Checking | .00 | 141.64- |
| 01/22/2024 | 3 | ACH Banking fees for Jan | 10-110-55-5545 | Bank Fees/Misc Expense | 8.76 | |
| 01/22/2024 | 4 | ACH Banking fees for Jan | 01-0001001 | Combined Cash - Checking | .00 | 8.76- |
| 01/05/2024 | 5 | Xpress - Sewer autobilling fee for Jan | 61-320-55-5611 | Autopay Billing Software | 95.61 | |
| 01/05/2024 | 6 | Xpress - Sewer autobilling fee for Jan | 01-0001001 | Combined Cash - Checking | .00 | 95.61- |
| 01/05/2024 | 7 | Xpress - Water autobilling fee for Jan | 60-310-55-5611 | Autopay Billing Software | 95.60 | |
| 01/05/2024 | 8 | Xpress - Water autobilling fee for Jan | 01-0001001 | Combined Cash - Checking | .00 | 95.60- |
| Total CASH DISBURSEMENTS (CD): | | | | | 341.61 | 341.61- |

References: 8 Transactions: 8

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--|---------------------|---------------------------------|----------------|--------------------------|--------------|---------------|
| CASH DISBURSEMENTS - MoneyMkt (CD2) | | | | | | |
| 01/09/2024 | 1 | Transfer to checking for Jan AP | 01-0001001 | Combined Cash - Checking | 30,000.00 | |
| 01/09/2024 | 2 | Transfer to checking for JAN AP | 01-0001002 | Money Market | .00 | 30,000.00- |
| 02/09/2024 | 3 | ACH Bank Fees | 10-110-55-5545 | Bank Fees/Misc Expense | 75.00 | |
| 02/09/2024 | 4 | ACH Bank Fees | 01-0001002 | Money Market | .00 | 75.00- |
| 02/09/2024 | 5 | Bounced Checks | 10-110-55-5545 | Bank Fees/Misc Expense | 223.50 | |
| 02/09/2024 | 6 | Bounced Checks | 01-0001002 | Money Market | .00 | 223.50- |
| 02/09/2024 | 7 | Bounced Checks Fees | 10-110-55-5545 | Bank Fees/Misc Expense | 78.75 | |
| 02/09/2024 | 8 | Bounced Checks Fees | 01-0001002 | Money Market | .00 | 78.75- |
| Total CASH DISBURSEMENTS - MoneyMkt (CD2): | | | | | 30,377.25 | 30,377.25- |

References: 8 Transactions: 8

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--|------------------|----------------------|----------------|-------------------------|--------------|---------------|
| CASH RECEIPTS - MANUAL ENTRIES (CRJE) | | | | | | |
| 02/09/2024 | 1 | MM Interest | 01-0001002 | Money Market | .19 | |
| 02/09/2024 | 2 | MM Interest | 10-000-40-650 | Interest on Investments | .00 | .19- |
| Total CASH RECEIPTS - MANUAL ENTRIES (CRJE): | | | | | .19 | .19- |

References: 2 Transactions: 2

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|---------------------------------|------------------|---|----------------|-------------------------|--------------|---------------|
| JOURNAL ENTRIES (JE) | | | | | | |
| 03/01/2024 | 1 | LGIP Interest - revenue dispersement 1/20 | 01-0001003 | Investment Pooled | 9,230.04 | |
| 03/01/2024 | 2 | LGIP Interest - revenue dispersement 1/20 | 10-000-40-650 | Interest on Investments | .00 | 1,583.52- |
| 03/01/2024 | 3 | LGIP Interest - revenue dispersement 1/20 | 18-000-40-650 | Interest on Investments | .00 | 129.75- |
| 03/01/2024 | 4 | LGIP Interest - revenue dispersement 1/20 | 20-000-40-650 | Interest on Investments | .00 | 568.12- |
| 03/01/2024 | 5 | LGIP Interest - revenue dispersement 1/20 | 25-000-40-650 | Interest on Investments | .00 | 310.37- |
| 03/01/2024 | 6 | LGIP Interest - revenue dispersement 1/20 | 40-000-40-650 | Interest on Investments | .00 | 220.70- |
| 03/01/2024 | 7 | LGIP Interest - revenue dispersement 1/20 | 55-000-40-650 | Interest on Investments | .00 | 43.32- |
| 03/01/2024 | 8 | LGIP Interest - revenue dispersement 1/20 | 60-000-40-650 | Interest on Investments | .00 | 1,691.56- |
| 03/01/2024 | 9 | LGIP Interest - revenue dispersement 1/20 | 61-000-40-650 | Interest on Investments | .00 | 1,005.34- |
| 03/01/2024 | 10 | LGIP Interest - revenue dispersement 1/20 | 62-000-40-650 | Interest on Investments | .00 | 1,419.28- |
| 03/01/2024 | 11 | LGIP Interest - revenue dispersement 1/20 | 63-000-40-650 | Interest on Investments | .00 | 782.58- |
| 03/01/2024 | 12 | LGIP Interest - revenue dispersement 1/20 | 65-000-40-650 | Interest on Investments | .00 | 125.54- |
| 03/01/2024 | 13 | LGIP Interest - revenue dispersement 1/20 | 68-000-40-650 | Interest on Investments | .00 | 108.14- |
| 03/01/2024 | 14 | LGIP Interest - revenue dispersement 1/20 | 72-000-40-650 | Interest on Investments | .00 | 449.42- |
| 03/01/2024 | 15 | LGIP Interest - revenue dispersement 1/20 | 73-000-40-650 | Interest on Investments | .00 | 129.46- |
| 03/01/2024 | 16 | LGIP Interest - revenue dispersement 1/20 | 74-000-40-650 | Interest on Investments | .00 | 594.91- |
| 03/01/2024 | 17 | LGIP Interest - revenue dispersement 1/20 | 80-000-40-650 | Interest on Investments | .00 | 39.88- |
| 03/01/2024 | 18 | LGIP Interest - revenue dispersement 1/20 | 85-000-40-650 | Interest on Investments | .00 | 28.15- |
| Total JOURNAL ENTRIES (JE): | | | | | 9,230.04 | 9,230.04- |
| References: 18 Transactions: 18 | | | | | | |
| Total 124: | | | | | 39,949.09 | 39,949.09- |
| Grand Totals: | | | | | 39,949.09 | 39,949.09- |

| Date | Check Number | Payee or Description | Check Amount |
|---------------|--------------|--|--------------|
| 01/02/2024 | 1 | Card process merchant fees for Jan | 141.64 |
| 01/09/2024 | 1 | Transfer to checking for Jan AP | 30,000.00 |
| 01/26/2024 | 1 | Payroll Transfer for Madi Final check | 236.98 |
| 01/22/2024 | 3 | ACH Banking fees for Jan | 8.76 |
| 02/09/2024 | 3 | ACH Bank Fees | 75.00 |
| 01/05/2024 | 5 | Xpress - Sewer autobilling fee for Jan | 95.61 |
| 02/09/2024 | 5 | Bounced Checks | 223.50 |
| 01/05/2024 | 7 | Xpress - Water autobilling fee for Jan | 95.60 |
| 02/09/2024 | 7 | Bounced Checks Fees | 78.75 |
| 01/03/2024 | 20686 | Alyrica Networks | 39.99 |
| 01/03/2024 | 20687 | CECO, Inc. | 499.38 |
| 01/03/2024 | 20688 | Jano's Trophies | 150.00 |
| 01/09/2024 | 20689 | Airgas USA, LLC | 3,122.86 |
| 01/09/2024 | 20690 | American Rooter Sewer & Septic | 1,650.00 |
| 01/09/2024 | 20691 | AT&T | 71.83 |
| 01/09/2024 | 20692 | BMS Technologies | 1,024.96 |
| 01/09/2024 | 20693 | Carlson Hardware Inc. | 156.58 |
| 01/09/2024 | 20694 | Cascade Columbia Distribution | 563.00 |
| 01/09/2024 | 20695 | Caselle, Inc. | 798.00 |
| 01/09/2024 | 20696 | Cintas | 41.86 |
| 01/09/2024 | 20697 | Civil West Engineering Services, Inc. | 5,709.58 |
| 01/09/2024 | 20698 | Easdale Backflow & Irrigation | 6,846.00 |
| 01/09/2024 | 20699 | Executive Cleaning | 650.00 |
| 01/09/2024 | 20700 | Kelley Connect Co. | 403.93 |
| 01/09/2024 | 20701 | KS Chems | 73.62 |
| 01/09/2024 | 20702 | Napa Auto Parts | 80.58 |
| 01/09/2024 | 20703 | Norm's Electric Inc. | 1,524.19 |
| 01/09/2024 | 20704 | One Call Concepts Inc. | 7.00 |
| 01/09/2024 | 20705 | Renewable Resource Group, Inc | 224.00 |
| 01/09/2024 | 20706 | Varcomm | 290.08 |
| 01/19/2024 | 20707 | Cascade Columbia Distribution | 507.50 |
| 01/19/2024 | 20708 | Erin Haines | 65.00 |
| 01/19/2024 | 20709 | iSecure | 40.00 |
| 01/19/2024 | 20710 | Knife River | 192.00 |
| 01/19/2024 | 20711 | Local Government Law Group, PC | 164.50 |
| 01/19/2024 | 20712 | Napa Auto Parts | 3.29 |
| 01/19/2024 | 20713 | NW Natural Gas | 301.48 |
| 01/19/2024 | 20714 | Jaywil Software Development Inc. | 199.00 |
| 01/19/2024 | 20715 | Rice Heating & Air Conditioning | 129.00 |
| 01/19/2024 | 20716 | Security Alarm Corp | 131.91 |
| 01/19/2024 | 20717 | Wells Fargo Financial Leasing, Inc. | 325.00 |
| 01/24/2024 | 20718 | Aggregate Resource Crushing, LLC | 341.97 |
| 01/24/2024 | 20719 | Cintas | 41.86 |
| 01/24/2024 | 20720 | National Business Solutions | 892.86 |
| 01/24/2024 | 20721 | Pacific Power | 4,701.05 |
| 01/24/2024 | 20722 | Pump Tech, LLC | 105.28 |
| 01/24/2024 | 20723 | Renewable Resource Group, Inc | 448.00 |
| 01/24/2024 | 20724 | USABlueBook | 108.47 |
| Grand Totals: | | | 63,581.45 |

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Payee ID | Description | GL Account | Amount |
|-----------------|--------------|------------------|--------------|-----------------|----------|-------------|------------|------------|
| 01/31/2024 | PC | 01/31/2024 | 0 | William Jones | 245 | | 01-0001001 | 3,036.59- |
| 01/31/2024 | PC | 01/31/2024 | 20729 | Andy Ridinger | 210 | | 01-0001001 | 4,683.75- |
| 01/31/2024 | PC | 01/22/2024 | 1262401 | Void | | | 10-0002005 | |
| 01/31/2024 | PC | 01/26/2024 | 1262402 | Madison LaCoste | 256 | | 01-0001001 | 236.98- |
| 01/31/2024 | PC | 01/31/2024 | 1312024 | Abrial Vinson | 257 | | 01-0001001 | 1,704.40- |
| 01/31/2024 | PC | 01/31/2024 | 1312024 | Amber Murray | 258 | | 01-0001001 | 2,643.22- |
| 01/31/2024 | PC | 01/31/2024 | 1312024 | Wesley Hare | 259 | | 01-0001001 | 5,398.57- |
| 01/31/2024 | PC | 01/31/2024 | 1312024 | Audrey Whiddon | 260 | | 01-0001001 | 2,472.76- |
| 01/31/2024 | PC | 01/31/2024 | 1312025 | Briana Parra | 261 | | 01-0001001 | 1,816.07- |
| Grand Totals: | | | | | | | | 21,992.34- |

| Check No. | Check Date | Vendor No. | Payee | Description | GL Account | Amount Pd |
|---------------|------------|------------|------------------------------------|---|----------------|-----------|
| 20686 | 01/03/2024 | 934 | Alyrica Networks | Internet | 61-320-55-5662 | 39.99 |
| 20687 | 01/03/2024 | 47 | CECO, Inc. | Fuel | 61-320-55-5615 | 499.38 |
| 20688 | 01/03/2024 | 166 | Jano's Trophies | Key Plaque for Ken Lorensen | 10-110-55-5541 | 150.00 |
| 20689 | 01/09/2024 | 12 | Airgas USA, LLC | Chlorine | 61-320-55-5675 | 3,122.86 |
| 20690 | 01/09/2024 | 18 | American Rooter Sewer & Septic | Vactor Labor A St | 60-310-55-5701 | 1,650.00 |
| 20691 | 01/09/2024 | 24 | AT&T | LONG DISTANCE | 61-320-55-5662 | 71.83 |
| 20692 | 01/09/2024 | 1129 | BMS Technologies | Water Quality Report Mailings | 61-320-55-5610 | 1,024.96 |
| 20693 | 01/09/2024 | 46 | Carlson Hardware Inc. | Shop Supplies-Handrail,paint,paint brushes & ro | 61-320-55-5606 | 156.58 |
| 20694 | 01/09/2024 | 48 | Cascade Columbia Distribution | Sodium Bisulfate | 61-320-55-5617 | 563.00 |
| 20695 | 01/09/2024 | 49 | Caselle, Inc. | Contract Support & Maintenance 2/1/24-2/29/20 | 60-310-55-5611 | 798.00 |
| 20696 | 01/09/2024 | 1163 | Cintas | City Hall Drinking Water | 10-110-55-5542 | 41.86 |
| 20697 | 01/09/2024 | 945 | Civil West Engineering Services, I | Watewater Facilities Plan 12/1/2023-12/31/2023 | 61-320-55-5910 | 5,709.58 |
| 20698 | 01/09/2024 | 100 | Easdale Backflow & Irrigation | Annual Backflow Testing | 60-310-55-5890 | 6,846.00 |
| 20699 | 01/09/2024 | 954 | Executive Cleaning | Contract Janitorial Services-December | 10-110-55-5680 | 650.00 |
| 20700 | 01/09/2024 | 1014 | Kelley Connect Co. | Monthly Copier Contract | 61-320-55-5702 | 403.93 |
| 20701 | 01/09/2024 | 567 | KS Chems | City Hall Toilet Tissue | 10-110-55-5680 | 73.62 |
| 20702 | 01/09/2024 | 632 | Napa Auto Parts | Parts-connector | 61-320-55-5690 | 80.58 |
| 20703 | 01/09/2024 | 258 | Norm's Electric Inc. | Replaced Circuit Board for Water Plant | 60-310-55-5701 | 1,524.19 |
| 20704 | 01/09/2024 | 272 | One Call Concepts Inc. | Line Locates | 60-310-55-5546 | 7.00 |
| 20705 | 01/09/2024 | 19 | Renewable Resource Group, Inc | Lab Testing- | 61-320-55-5860 | 224.00 |
| 20706 | 01/09/2024 | 332 | Varcomm | Library | 55-410-55-5664 | 290.08 |
| 20707 | 01/19/2024 | 48 | Cascade Columbia Distribution | SODIUM HYPOCHLORITE | 61-320-55-5675 | 507.50 |
| 20708 | 01/19/2024 | 1222 | Erin Haines | Reservation Refund- Canceled due to weather | 85-510-55-5885 | 65.00 |
| 20709 | 01/19/2024 | 1023 | iSecure | Document Shredding Service-1/3/2024 | 10-110-55-5616 | 40.00 |
| 20710 | 01/19/2024 | 435 | Knife River | Rock For 795 W 3rd | 60-310-55-5681 | 192.00 |
| 20711 | 01/19/2024 | 1042 | Local Government Law Group, P | Legal Services | 10-110-55-5721 | 164.50 |
| 20712 | 01/19/2024 | 632 | Napa Auto Parts | Oil for Generator | 10-110-55-5690 | 3.29 |
| 20713 | 01/19/2024 | 263 | NW Natural Gas | Public Works | 60-310-55-5671 | 301.48 |
| 20714 | 01/19/2024 | 867 | Jaywil Software Development Inc. | Annual Library Software Support | 55-410-55-5770 | 199.00 |
| 20715 | 01/19/2024 | 980 | Rice Heating & Air Conditioning | Repair of Library A.C. Unit | 55-410-60-6001 | 129.00 |
| 20716 | 01/19/2024 | 688 | Security Alarm Corp | Fire & Security Monitoring-2/1-2/29/2024 | 10-110-55-5771 | 131.91 |
| 20717 | 01/19/2024 | 1132 | Wells Fargo Financial Leasing, Inc | Security Camera Payment Contract | 55-410-55-5664 | 325.00 |
| 20718 | 01/24/2024 | 711 | Aggregate Resource Crushing, LL | Crushed Rock | 61-320-55-5679 | 341.97 |
| 20719 | 01/24/2024 | 1163 | Cintas | City Hall Drinking Water | 10-110-55-5542 | 41.86 |
| 20720 | 01/24/2024 | 1110 | National Business Solutions | Contract IT Support-1/15-2/14/2024 | 10-110-55-5770 | 892.86 |
| 20721 | 01/24/2024 | 297 | Pacific Power | 5th & L pump | 60-310-55-5672 | 4,701.05 |
| 20722 | 01/24/2024 | 1214 | Pump Tech, LLC | Float Weight for Wet Well | 65-000-40-652 | 105.28 |
| 20723 | 01/24/2024 | 19 | Renewable Resource Group, Inc | Lab Testing- | 61-320-55-5860 | 448.00 |
| 20724 | 01/24/2024 | 1224 | USABlueBook | Swift tester dispenser | 63-320-60-6003 | 108.47 |
| Grand Totals: | | | | | | 32,625.61 |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF HALSEY
COMBINED CASH INVESTMENT
OCTOBER 31, 2023

COMBINED CASH ACCOUNTS

| | | |
|------------|-------------------------------|-----------------|
| 01-0001001 | COMBINED CASH - CHECKING | 37,017.56 |
| 01-0001002 | MONEY MARKET | 8,422.40 |
| 01-0001003 | INVESTMENT POOLED | 1,790,445.64 |
| | TOTAL COMBINED CASH | 1,835,885.60 |
| 01-0001100 | XPRESS DEPOSIT ACCOUNT | 35,349.90 |
| 01-0001000 | CASH ALLOCATED TO OTHER FUNDS | (1,871,235.50) |
| | TOTAL UNALLOCATED CASH | .00 |

CASH ALLOCATION RECONCILIATION

| | | |
|----|---|-----------------|
| 9 | ALLOCATION TO (10) GENERAL FUND | 101,025.75 |
| 18 | ALLOCATION TO VEHICLE & EQUIP RESERVE | 32,354.74 |
| 20 | ALLOCATION TO (20) STREET FUND | 39,496.72 |
| 25 | ALLOCATION TO (25) STREET & PATHWAY FUND | 77,392.89 |
| 40 | ALLOCATION TO (40) BOND FUND | 5,770.21 |
| 55 | ALLOCATION TO (55) LIBRARY FUND | 11,263.26 |
| 60 | ALLOCATION TO (60) WATER FUND | 424,336.28 |
| 61 | ALLOCATION TO (61) SEWER FUND | 267,604.50 |
| 62 | ALLOCATION TO (62) WATER RESERVE FUND | 353,909.23 |
| 63 | ALLOCATION TO (63) SEWER RESERVE FUND | 195,251.23 |
| 65 | ALLOCATION TO STORM WATER BLUE HERON FUND | 33,352.46 |
| 68 | ALLOCATION TO (68) STORM WATER DRAINAGE FUND | 25,035.87 |
| 72 | ALLOCATION TO (72) WATER SYSTM DEVELOP CHG | 112,065.31 |
| 73 | ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG | 32,280.82 |
| 74 | ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP | 142,390.01 |
| 80 | ALLOCATION TO (80) VETERANS MEMORIAL PARK | 10,344.25 |
| 85 | ALLOCATION TO (85) HALSEY CITY PARK FUND | 7,361.97 |
| | TOTAL ALLOCATIONS TO OTHER FUNDS | 1,871,235.50 |
| | ALLOCATION FROM COMBINED CASH FUND - 01-0001000 | (1,871,235.50) |
| | ZERO PROOF IF ALLOCATIONS BALANCE | .00 |

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)

October 31, 2023

Account: 010001001

Bank Account Number: 25500067

| | | | |
|-------------------------|-----------|---|------------|
| Bank Statement Balance: | 64,738.12 | Book Balance Previous Month: | 26,254.26 |
| Outstanding Deposits: | 380.41 | Total Receipts: | 122,130.27 |
| Outstanding Checks: | 28,100.97 | Total Disbursements: | 111,366.97 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 37,017.56 | Book Balance: | 37,017.56 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

| Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount | Deposit Number | Deposit Amount |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1200 | 255.07 | 1206 | 125.34 | | | | |
| Grand Totals: | | | | | | | 380.41 |

Deposits cleared: 42 items

Deposits Outstanding: 2 items

Outstanding Checks Section

| Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount | Check Number | Check Amount |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 4 | 247.95- | 5 | 247.96- | 6 | 22.03- | 7 | 3.86- |
| 8 | 15.42- | 9 | 13.77- | 14206 | 27.52 | 17523 | 23.44 |
| 17752 | 316.65 | 18058 | 53.23 | 18073 | 154.00 | 18155 | 1.63 |
| 18156 | 13.27 | 18163 | .85 | 18170 | .50 | 18344 | 2,000.00 |
| 18489 | 100.00 | 18511 | 150.00 | 18692 | 28.50 | 19068 | 28.50 |
| 19077 | 68.45 | 19120 | 120.00 | 19423 | 154.84 | 19944 | 66.36 |
| 19982 | 2.94 | 19987 | 29.68 | 20372 | 30.00- | 20372 | 30.00 |
| 20412 | 30.87 | 20440 | 7.21 | 20457 | 1,000.00 | 20484 | 72.00 |
| 20549 | 35.00 | 20573 | 800.00 | 20583 | 900.00 | 20585 | 123.14 |
| 20586 | 1,030.00 | 20587 | 1,241.28 | 20588 | 30.71 | 20589 | 148.00 |
| 20590 | 235.00 | 20591 | 2,735.76 | 925231 | 361.37 | 925232 | 8,151.58 |
| 925235 | 8,169.88 | 225201931 | 260.20- | 225201953 | 500.00 | | |
| Grand Totals: | | | | | | | 28,100.97 |

Checks cleared: 64 items

Checks Outstanding: 47 items

Bank Adjustments SectionBook Adjustments Section

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

Account: 010001002

Bank Account Number: 25500059

| | | | |
|-------------------------|----------|---|-----------|
| Bank Statement Balance: | 8,422.40 | Book Balance Previous Month: | 10,329.10 |
| Outstanding Deposits: | .00 | Total Receipts: | 33,222.80 |
| Outstanding Checks: | .00 | Total Disbursements: | 35,129.50 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 8,422.40 | Book Balance: | 8,422.40 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

| | | | |
|-------------------|----------|-----------------------|---------|
| Deposits cleared: | 24 items | Deposits Outstanding: | 0 items |
|-------------------|----------|-----------------------|---------|

| | | | |
|-----------------|---------|---------------------|---------|
| Checks cleared: | 4 items | Checks Outstanding: | 0 items |
|-----------------|---------|---------------------|---------|

Bank Adjustments SectionBook Adjustments Section

Xpress Deposit Bank () (99)
October 31, 2023

Account: 010001100

Bank Account Number: 10912

| | | | |
|-------------------------|-----------|---|-----------|
| Bank Statement Balance: | 35,349.90 | Book Balance Previous Month: | 22,258.94 |
| Outstanding Deposits: | .00 | Total Receipts: | 13,090.96 |
| Outstanding Checks: | .00 | Total Disbursements: | .00 |
| Bank Adjustments: | .00 | Book Adjustments: | .00 |
| Bank Balance: | 35,349.90 | Book Balance: | 35,349.90 |
| | | Proof (Bank balance less book balance): | .00 |

Outstanding Deposits Section

Deposits cleared: 32 items Deposits Outstanding: 0 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

Report Criteria:

Include transaction count

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--------------------------------|---------------------|----------------------|----------------|---------------------------|--------------|---------------|
| CASH DISBURSEMENTS (CD) | | | | | | |
| 10/31/2023 | 1 | Misc Bank Fees | 10-110-55-5545 | Bank Fees/Misc Expense | 312.24 | |
| 10/31/2023 | 2 | Misc Bank Fees | 01-0001001 | Combined Cash - Checking | .00 | 312.24- |
| 11/08/2023 | 3 | | 61-320-55-5611 | Autopay Billing Software | 92.36 | |
| 11/08/2023 | 4 | | 60-310-55-5611 | Autopay Billing Software | 92.37 | |
| 11/08/2023 | 5 | Xpress Bill Pay | 01-0001001 | Combined Cash - Checking | .00 | 184.73- |
| 10/31/2023 | 6 | ACH Fees | 10-110-55-5545 | Bank Fees/Misc Expense | 16.68 | |
| 10/31/2023 | 7 | ACH Fees | 01-0001001 | Combined Cash - Checking | .00 | 16.68- |
| 10/31/2023 | 8 | Aflac Adj | 10-110-50-5300 | Employee Health Insurance | 79.04 | |
| 10/31/2023 | 9 | Aflac Adj | 01-0001001 | Combined Cash - Checking | .00 | 79.04- |
| Total CASH DISBURSEMENTS (CD): | | | | | 592.69 | 592.69- |

References: 9 Transactions: 9

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--|---------------------|----------------------|----------------|--------------------------|--------------|---------------|
| CASH DISBURSEMENTS - MoneyMkt (CD2) | | | | | | |
| 11/08/2023 | 1 | | 01-0001001 | Combined Cash - Checking | 20,000.00 | |
| 11/08/2023 | 2 | | 01-0001002 | Money Market | .00 | 20,000.00- |
| 11/08/2023 | 3 | | 01-0001001 | Combined Cash - Checking | 10,000.00 | |
| 11/08/2023 | 4 | | 01-0001002 | Money Market | .00 | 10,000.00- |
| 11/08/2023 | 5 | | 01-0001001 | Combined Cash - Checking | 5,000.00 | |
| 11/08/2023 | 6 | | 01-0001002 | Money Market | .00 | 5,000.00- |
| 11/08/2023 | 7 | | 10-110-55-5545 | Bank Fees/Misc Expense | 129.50 | |
| 11/08/2023 | 8 | | 01-0001002 | Money Market | .00 | 129.50- |
| Total CASH DISBURSEMENTS - MoneyMkt (CD2): | | | | | 35,129.50 | 35,129.50- |

References: 8 Transactions: 8

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|--|---------------------|----------------------------|----------------|---------------------------|--------------|---------------|
| CASH RECEIPTS - MANUAL ENTRIES (CRJE) | | | | | | |
| 11/08/2023 | 1 | | 01-0001002 | Money Market | .12 | |
| 11/08/2023 | 2 | | 10-000-40-650 | Interest on Investments | .00 | .12- |
| 11/08/2023 | 3 | | 01-0001001 | Combined Cash - Checking | 74,000.00 | |
| 11/08/2023 | 4 | | 01-0001003 | Investment Pooled | .00 | 74,000.00- |
| 11/08/2023 | 7 | xpress account to checking | 01-0001001 | Combined Cash - Checking | 2,000.69 | |
| 11/08/2023 | 8 | Xpress account to checking | 01-0001100 | Xpress Deposit Account | .00 | 2,000.69- |
| 10/31/2023 | 11 | Pers Adj | 01-0001001 | Combined Cash - Checking | .00 | 345.89- |
| 10/31/2023 | 12 | Pers Adj | 10-110-50-5402 | PERS Retirement-Employer | 345.89 | |
| 10/31/2023 | 13 | CIS Adj | 01-0001001 | Combined Cash - Checking | .00 | 1,727.20- |
| 10/31/2023 | 14 | CIS Adj | 10-110-50-5300 | Employee Health Insurance | 1,727.20 | |
| Total CASH RECEIPTS - MANUAL ENTRIES (CRJE): | | | | | 78,073.90 | 78,073.90- |

References: 10 Transactions: 10

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|----------------------|------------------|--------------------------------------|----------------|-------------------------|--------------|---------------|
| JOURNAL ENTRIES (JE) | | | | | | |
| 11/08/2023 | 1 | | 10-110-55-5545 | Bank Fees/Misc Expense | .20 | |
| 11/08/2023 | 2 | | 01-0001003 | Investment Pooled | .00 | .20- |
| 11/14/2023 | 3 | | 10-000-40-650 | Interest on Investments | 290.56 | |
| 11/14/2023 | 4 | | 18-000-40-650 | Interest on Investments | 132.19 | |
| 11/14/2023 | 5 | | 20-000-40-650 | Interest on Investments | 313.96 | |
| 11/14/2023 | 6 | | 25-000-40-650 | Interest on Investments | 316.20 | |
| 11/14/2023 | 7 | | 40-000-40-650 | Interest on Investments | 22.99 | |
| 11/14/2023 | 8 | | 55-000-40-650 | Interest on Investments | 46.64 | |
| 11/14/2023 | 9 | | 60-000-40-650 | Interest on Investments | 1,702.67 | |
| 11/14/2023 | 10 | | 61-000-40-650 | Interest on Investments | 1,089.72 | |
| 11/14/2023 | 11 | | 62-000-40-650 | Interest on Investments | 1,445.93 | |
| 11/14/2023 | 12 | | 63-000-40-650 | Interest on Investments | 797.72 | |
| 11/14/2023 | 13 | | 65-000-40-650 | Interest on Investments | 136.31 | |
| 11/14/2023 | 14 | | 68-000-40-650 | Interest on Investments | 102.75 | |
| 11/14/2023 | 15 | | 72-000-40-650 | Interest on Investments | 456.98 | |
| 11/14/2023 | 16 | | 73-000-40-650 | Interest on Investments | 131.02 | |
| 11/14/2023 | 17 | | 74-000-40-650 | Interest on Investments | 581.75 | |
| 11/14/2023 | 18 | | 80-000-40-650 | Interest on Investments | 43.08 | |
| 11/14/2023 | 19 | | 85-000-40-650 | Interest on Investments | 31.42 | |
| 11/14/2023 | 20 | | 01-0001003 | Investment Pooled | .00 | 290.56- |
| 11/14/2023 | 21 | | 01-0001003 | Investment Pooled | .00 | 132.19- |
| 11/14/2023 | 22 | | 01-0001003 | Investment Pooled | .00 | 313.96- |
| 11/14/2023 | 23 | | 01-0001003 | Investment Pooled | .00 | 316.20- |
| 11/14/2023 | 24 | | 01-0001003 | Investment Pooled | .00 | 22.99- |
| 11/14/2023 | 25 | | 01-0001003 | Investment Pooled | .00 | 46.64- |
| 11/14/2023 | 26 | | 01-0001003 | Investment Pooled | .00 | 1,702.67- |
| 11/14/2023 | 27 | | 01-0001003 | Investment Pooled | .00 | 1,089.72- |
| 11/14/2023 | 28 | | 01-0001003 | Investment Pooled | .00 | 1,445.93- |
| 11/14/2023 | 29 | | 01-0001003 | Investment Pooled | .00 | 797.72- |
| 11/14/2023 | 30 | | 01-0001003 | Investment Pooled | .00 | 136.31- |
| 11/14/2023 | 31 | | 01-0001003 | Investment Pooled | .00 | 102.75- |
| 11/14/2023 | 32 | | 01-0001003 | Investment Pooled | .00 | 456.98- |
| 11/14/2023 | 33 | | 01-0001003 | Investment Pooled | .00 | 131.02- |
| 11/14/2023 | 34 | | 01-0001003 | Investment Pooled | .00 | 581.75- |
| 11/14/2023 | 35 | | 01-0001003 | Investment Pooled | .00 | 43.08- |
| 11/14/2023 | 36 | | 01-0001003 | Investment Pooled | .00 | 31.42- |
| 10/31/2023 | 37 | Correct LGIP October Interest Earned | 01-0001003 | Investment Pooled | 7,641.89 | |
| 10/31/2023 | 38 | Correct LGIP October Interest Earned | 10-000-40-650 | Interest on Investments | .00 | 290.56- |
| 10/31/2023 | 39 | Correct LGIP October Interest Earned | 18-000-40-650 | Interest on Investments | 132.19 | |
| 10/31/2023 | 40 | Correct LGIP October Interest Earned | 20-000-40-650 | Interest on Investments | .00 | 313.96- |
| 10/31/2023 | 41 | Correct LGIP October Interest Earned | 25-000-40-650 | Interest on Investments | .00 | 316.20- |
| 10/31/2023 | 42 | Correct LGIP October Interest Earned | 40-000-40-650 | Interest on Investments | .00 | 22.99- |
| 10/31/2023 | 43 | Correct LGIP October Interest Earned | 55-000-40-650 | Interest on Investments | .00 | 46.64- |
| 10/31/2023 | 44 | Correct LGIP October Interest Earned | 60-000-40-650 | Interest on Investments | .00 | 1,702.67- |
| 10/31/2023 | 45 | Correct LGIP October Interest Earned | 61-000-40-650 | Interest on Investments | .00 | 1,089.72- |
| 10/31/2023 | 46 | Correct LGIP October Interest Earned | 62-000-40-650 | Interest on Investments | .00 | 1,445.93- |
| 10/31/2023 | 47 | Correct LGIP October Interest Earned | 63-000-40-650 | Interest on Investments | .00 | 797.72- |
| 10/31/2023 | 48 | Correct LGIP October Interest Earned | 65-000-40-650 | Interest on Investments | .00 | 136.31- |
| 10/31/2023 | 49 | Correct LGIP October Interest Earned | 68-000-40-650 | Interest on Investments | .00 | 102.75- |
| 10/31/2023 | 50 | Correct LGIP October Interest Earned | 72-000-40-650 | Interest on Investments | .00 | 456.98- |
| 10/31/2023 | 51 | Correct LGIP October Interest Earned | 73-000-40-650 | Interest on Investments | .00 | 131.02- |
| 10/31/2023 | 52 | Correct LGIP October Interest Earned | 74-000-40-650 | Interest on Investments | .00 | 581.75- |

| Date | Reference Number | Payee or Description | Account Number | Account Title | Debit Amount | Credit Amount |
|----------------------------------|------------------|---------------------------------------|----------------|-------------------------|--------------|---------------|
| JOURNAL ENTRIES (JE) (continued) | | | | | | |
| 10/31/2023 | 53 | Correct LGIP October Interest Earned | 80-000-40-650 | Interest on Investments | .00 | 43.08- |
| 10/31/2023 | 54 | Correct LGIP October Interest Earned | 85-000-40-650 | Interest on Investments | .00 | .31- |
| 10/31/2023 | 55 | | 01-0001003 | Investment Pooled | .00 | 295.49- |
| 10/31/2023 | 56 | To correct the correction | 18-000-40-650 | Interest on Investments | .00 | 132.19- |
| 10/31/2023 | 57 | To correct the correction | 01-0001003 | Investment Pooled | 132.19 | |
| 10/31/2023 | 58 | To correct the correction | 85-000-40-650 | Interest on Investments | .31 | |
| 10/31/2023 | 59 | To correct the correction | 01-0001003 | Investment Pooled | .00 | .31- |
| 10/31/2023 | 60 | To correct the correction | 01-0001003 | Investment Pooled | 132.19 | |
| 10/31/2023 | 61 | To correct the correction | 18-000-40-650 | Interest on Investments | .00 | 132.19- |
| 10/31/2023 | 62 | To correct the correction | 01-0001003 | Investment Pooled | 31.42 | |
| 10/31/2023 | 63 | To correct the correction | 85-000-40-650 | Interest on Investments | .00 | 31.42- |
| 10/31/2023 | 64 | Corrected LGIP Interest Earned Entry | 01-0001003 | Investment Pooled | 7,641.89 | |
| 10/31/2023 | 65 | Corrected LGIP Interest Earned Entry | 10-000-40-650 | Interest on Investments | .00 | 412.59- |
| 10/31/2023 | 66 | Corrected LGIP Interest Earned Entry | 18-000-40-650 | Interest on Investments | .00 | 132.13- |
| 10/31/2023 | 67 | Corrected LGIP Interest Earned Entry | 20-000-40-650 | Interest on Investments | .00 | 161.30- |
| 10/31/2023 | 68 | Corrected LGIP Interest Earned Entry | 25-000-40-650 | Interest on Investments | .00 | 23.56- |
| 10/31/2023 | 69 | Corrected LGIP Interest Earned Entry | 40-000-40-650 | Interest on Investments | .00 | 316.06- |
| 10/31/2023 | 70 | Corrected LGIP Interest Earned Entry | 55-000-40-650 | Interest on Investments | .00 | .46- |
| 10/31/2023 | 71 | Corrected LGIP Interest Earned Entry | 60-000-40-650 | Interest on Investments | .00 | 1,778.48- |
| 10/31/2023 | 72 | Corrected LGIP Interest Earned Entry | 61-000-40-650 | Interest on Investments | .00 | 1,092.86- |
| 10/31/2023 | 73 | Corrected LGIP Interest Earned Entry | 62-000-40-650 | Interest on Investments | .00 | 1,445.32- |
| 10/31/2023 | 74 | Corrected LGIP Interest Earned Entry | 63-000-40-650 | Interest on Investments | .00 | 797.38- |
| 10/31/2023 | 75 | Corrected LGIP Interest Earned Entry | 65-000-40-650 | Interest on Investments | .00 | 136.21- |
| 10/31/2023 | 76 | Corrected LGIP Interest Earned Entry | 68-000-40-650 | Interest on Investments | .00 | 102.24- |
| 10/31/2023 | 77 | Corrected LGIP Interest Earned Entry | 72-000-40-650 | Interest on Investments | .00 | 457.66- |
| 10/31/2023 | 78 | Corrected LGIP Interest Earned Entry | 73-000-40-650 | Interest on Investments | .00 | 131.83- |
| 10/31/2023 | 79 | Corrected LGIP Interest Earned Entry | 74-000-40-650 | Interest on Investments | .00 | 581.50- |
| 10/31/2023 | 80 | Corrected LGIP Interest Earned Entry | 80-000-40-650 | Interest on Investments | .00 | 42.24- |
| 10/31/2023 | 81 | Corrected LGIP Interest Earned Entry | 85-000-40-650 | Interest on Investments | .00 | 30.07- |
| 10/31/2023 | 82 | Correct the corrected entry for typos | 40-000-40-650 | Interest on Investments | 292.50 | |
| 10/31/2023 | 83 | Correct the corrected entry for typos | 25-000-40-650 | Interest on Investments | .00 | 292.50- |
| 10/31/2023 | 84 | Correct the corrected entry for typos | 60-000-40-650 | Interest on Investments | 45.54 | |
| 10/31/2023 | 85 | Correct the corrected entry for typos | 55-000-40-650 | Interest on Investments | .00 | 45.54- |
| Total JOURNAL ENTRIES (JE): | | | | | 23,692.21 | 23,692.21- |
| References: 85 Transactions: 85 | | | | | | |
| Total 1023: | | | | | 137,488.30 | 137,488.30- |
| Grand Totals: | | | | | 137,488.30 | 137,488.30- |

| Date | Check Number | Payee or Description | Check Amount |
|------------|--------------|---------------------------------------|--------------|
| 10/31/2023 | 1 | Misc Bank Fees | 312.24 |
| 11/08/2023 | 1 | | 20,000.00 |
| 11/08/2023 | 3 | | 92.36 |
| 11/08/2023 | 3 | | 10,000.00 |
| 11/08/2023 | 4 | | 92.37 |
| 11/08/2023 | 5 | | 5,000.00 |
| 10/31/2023 | 6 | ACH Fees | 16.68 |
| 11/08/2023 | 7 | | 129.50 |
| 10/31/2023 | 8 | Aflac Adj | 79.04 |
| 10/03/2023 | 20545 | Alyrica Networks | 39.99 |
| 10/03/2023 | 20546 | CECO, Inc. | 599.06 |
| 10/03/2023 | 20547 | Cascade Corvette Club | 30.00 |
| 10/03/2023 | 20548 | Code Publishing, Co. | 305.50 |
| 10/03/2023 | 20549 | Carl Keating | 35.00 |
| 10/03/2023 | 20550 | Morley Thomas Law | 300.00 |
| 10/03/2023 | 20551 | One Call Concepts Inc. | 36.40 |
| 10/03/2023 | 20552 | Andy Ridinger | 476.39 |
| 10/03/2023 | 20553 | Roome Telecommunications Inc. | 290.46 |
| 10/12/2023 | 20554 | Aggregate Resource Crushing, LLC | 93.74 |
| 10/12/2023 | 20555 | AT&T | 73.45 |
| 10/12/2023 | 20556 | BMS Technologies | 371.83 |
| 10/12/2023 | 20557 | Caselle, Inc. | 798.00 |
| 10/12/2023 | 20558 | Civil West Engineering Services, Inc. | 3,607.00 |
| 10/12/2023 | 20559 | Executive Cleaning | 650.00 |
| 10/12/2023 | 20560 | Ferguson Waterworks # 3011 | 28.05 |
| 10/12/2023 | 20561 | Kelley Connect Co. | 403.93 |
| 10/12/2023 | 20562 | Knife River | 66.43 |
| 10/12/2023 | 20563 | Local Government Law Group, PC | 47.00 |
| 10/12/2023 | 20564 | MacDonald Industrial Supply | 309.80 |
| 10/12/2023 | 20565 | National Business Solutions | 832.00 |
| 10/12/2023 | 20566 | Pacific Power | 3,356.16 |
| 10/12/2023 | 20567 | Renewable Resource Group, Inc | 148.00 |
| 10/12/2023 | 20568 | Security Alarm Corp | 40.16 |
| 10/20/2023 | 20569 | Carlson Hardware Inc. | 181.39 |
| 10/20/2023 | 20570 | Ferguson Waterworks # 3011 | 374.17 |
| 10/20/2023 | 20571 | GSI Water Solutions, Inc. | 2,871.25 |
| 10/20/2023 | 20572 | iSecure | 80.00 |
| 10/20/2023 | 20573 | JSG Lawn Maintenance | 800.00 |
| 10/20/2023 | 20574 | KS Chems | 265.00 |
| 10/20/2023 | 20575 | Linn County Road Department | 39,343.53 |
| 10/20/2023 | 20576 | NW Natural Gas | 55.02 |
| 10/20/2023 | 20577 | Petty Cash | 211.64 |
| 10/20/2023 | 20578 | Security Alarm Corp | 131.91 |
| 10/20/2023 | 20579 | Sonsray Machinery LLC. | 1,925.93 |
| 10/20/2023 | 20580 | Wells Fargo Financial Leasing, Inc. | 325.00 |
| 10/20/2023 | 20581 | Woodchuck Tree Service, LLC | 500.00 |
| 10/27/2023 | 20582 | Aggregate Resource Crushing, LLC | 387.80 |
| 10/27/2023 | 20583 | American Rooter Sewer & Septic | 900.00 |
| 10/27/2023 | 20584 | Jano's Trophies | 20.00 |
| 10/27/2023 | 20585 | William Jones | 123.14 |
| 10/27/2023 | 20586 | League of Oregon Cities | 1,030.00 |
| 10/27/2023 | 20587 | LINN COUNTY TAX COLLECTOR | 1,241.28 |
| 10/27/2023 | 20588 | Napa Auto Parts | 30.71 |
| 10/27/2023 | 20589 | Renewable Resource Group, Inc | 148.00 |
| 10/27/2023 | 20590 | Samaritan Occupational Medicine | 235.00 |
| 10/27/2023 | 20591 | Sonsray Machinery LLC. | 2,735.76 |
| 10/31/2023 | 92201 | DIRECT DEPOSIT TOTAL | 21,382.61 |
| 10/31/2023 | 103120231 | Andy Ridinger - DIR DEP | .00 |

| Date | Check Number | Payee or Description | Check Amount |
|---------------|--------------|-----------------------------------|--------------|
| 10/31/2023 | 103120232 | Gangle, Larissa Michele - DIR DEP | .00 |
| 10/31/2023 | 103120233 | William Jones - DIR DEP | .00 |
| 10/31/2023 | 103120234 | Abrial Vinson - DIR DEP | .00 |
| 10/31/2023 | 103120235 | Amber Murray - DIR DEP | .00 |
| 10/31/2023 | 103120236 | Wesley Hare - DIR DEP | .00 |
| 10/31/2023 | 103120237 | Audrey Whiddon - DIR DEP | .00 |
| 10/25/2023 | 225201948 | AFLAC | 282.33 |
| 10/25/2023 | 225201949 | EBS Trust, CIS- Benefits | 6,426.48 |
| 10/25/2023 | 225201950 | IRS Tax Deposit | 6,511.96 |
| 10/25/2023 | 225201951 | Oregon Dept of Revenue - WC/UI | 2,005.13 |
| 10/25/2023 | 225201952 | P.E.R.S. | 6,810.89 |
| 10/25/2023 | 225201953 | VOYA | 500.00 |
| Grand Totals: | | | 146,496.47 |

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 |
|-----------------|--------------|------------------|--------------|-------------------------|----------|-------------|------------|------------|
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Andy Ridinger | 210 | | 01-0001001 | 5,050.48- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Gangle, Larissa Michele | 241 | | 01-0001001 | 3,314.70- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | William Jones | 245 | | 01-0001001 | 2,834.26- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Abrial Vinson | 257 | | 01-0001001 | 1,422.56- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Amber Murray | 258 | | 01-0001001 | 2,502.24- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Wesley Hare | 259 | | 01-0001001 | 5,366.00- |
| 10/31/2023 | PC | 10/31/2023 | 1031202 | Audrey Whiddon | 260 | | 01-0001001 | 892.37- |
| Grand Totals: | | | | | | | | 21,382.61- |

| Check No. | Check Date | Vendor No. | Payee | Description | GL Account | Amount Pd |
|---------------|------------|------------|------------------------------------|---|----------------|-----------|
| 20545 | 10/03/2023 | 934 | Alyrica Networks | Internet | 61-320-55-5662 | 39.99 |
| 20546 | 10/03/2023 | 47 | CECO, Inc. | Fuel | 61-320-55-5615 | 599.06 |
| 20547 | 10/03/2023 | 703 | Cascade Corvette Club | Refund park rental | 85-510-55-5885 | 30.00 |
| 20548 | 10/03/2023 | 736 | Code Publishing, Co. | Municipal Code Update | 10-110-55-5725 | 305.50 |
| 20549 | 10/03/2023 | 1066 | Carl Keating | Refund Reservation Deposit | 85-510-55-5885 | 35.00 |
| 20550 | 10/03/2023 | 957 | Morley Thomas Law | City Municipal Judge-October | 10-110-55-5648 | 300.00 |
| 20551 | 10/03/2023 | 272 | One Call Concepts Inc. | Line Locate | 60-310-55-5546 | 36.40 |
| 20552 | 10/03/2023 | 328 | Andy Ridinger | Reimbursement for CDL Renewal Training | 61-320-55-5543 | 476.39 |
| 20553 | 10/03/2023 | 332 | Roome Telecommunications Inc. | Phone-Library | 55-410-55-5664 | 290.46 |
| 20554 | 10/12/2023 | 711 | Aggregate Resource Crushing, LL | Gravel for Drainage-Jones | 68-330-55-5587 | 93.74 |
| 20555 | 10/12/2023 | 24 | AT&T | LONG DISTANCE | 10-110-55-5662 | 73.45 |
| 20556 | 10/12/2023 | 1129 | BMS Technologies | Utility Bill Printing & Mailing Costs | 61-320-55-5610 | 371.83 |
| 20557 | 10/12/2023 | 49 | Caselle, Inc. | Contract Support & Maintenance- 11/1-11/30/20 | 60-310-55-5611 | 798.00 |
| 20558 | 10/12/2023 | 945 | Civil West Engineering Services, I | Watewater Facilities Plan 9/1-9/30/2023 | 61-320-55-5910 | 3,607.00 |
| 20559 | 10/12/2023 | 954 | Executive Cleaning | Contract Janitorial Services-September | 10-110-55-5680 | 650.00 |
| 20560 | 10/12/2023 | 848 | Ferguson Waterworks # 3011 | Water Parts | 60-310-55-5701 | 28.05 |
| 20561 | 10/12/2023 | 1014 | Kelley Connect Co. | Monthly Copier Contract | 61-320-55-5702 | 403.93 |
| 20562 | 10/12/2023 | 435 | Knife River | Rock For Park Bubler | 85-510-55-5840 | 66.43 |
| 20563 | 10/12/2023 | 1042 | Local Government Law Group, P | Legal Services | 10-110-55-5721 | 47.00 |
| 20564 | 10/12/2023 | 217 | MacDonald Industrial Supply | Shop Supplies | 61-320-55-5606 | 309.80 |
| 20565 | 10/12/2023 | 1110 | National Business Solutions | Contract IT Support- 10/15-11/14/2023 | 10-110-55-5770 | 832.00 |
| 20566 | 10/12/2023 | 297 | Pacific Power | 5th & L Pump | 60-310-55-5672 | 3,356.16 |
| 20567 | 10/12/2023 | 19 | Renewable Resource Group, Inc | Lab Testing- | 61-320-55-5860 | 148.00 |
| 20568 | 10/12/2023 | 688 | Security Alarm Corp | Service Call to Update Codes | 10-110-55-5771 | 40.16 |
| 20569 | 10/20/2023 | 46 | Carlson Hardware Inc. | Shop Supplies- Cable Clamps | 61-320-55-5606 | 181.39 |
| 20570 | 10/20/2023 | 848 | Ferguson Waterworks # 3011 | Backflow Device | 60-310-55-5701 | 374.17 |
| 20571 | 10/20/2023 | 1103 | GSI Water Solutions, Inc. | Well 69 Replacement | 60-310-60-6002 | 2,871.25 |
| 20572 | 10/20/2023 | 1023 | iSecure | Document Shredding Service-October | 10-110-55-5616 | 80.00 |
| 20573 | 10/20/2023 | 1062 | JSG Lawn Maintenance | Landscaping Service Memorial Park | 80-510-55-5840 | 800.00 |
| 20574 | 10/20/2023 | 567 | KS Chems | Toilet Tissue | 85-510-55-5865 | 265.00 |
| 20575 | 10/20/2023 | 205 | Linn County Road Department | Chip Seal City Streets | 20-210-55-5665 | 39,343.53 |
| 20576 | 10/20/2023 | 263 | NW Natural Gas | Natural Gas Service- City Shop | 60-310-55-5671 | 55.02 |
| 20577 | 10/20/2023 | 308 | Petty Cash | Gift Card for Hilary- Reimburtment- Jerry Lache | 10-110-55-5542 | 211.64 |
| 20578 | 10/20/2023 | 688 | Security Alarm Corp | Fire & Security Monitoring-11/1-11/30/2023 | 10-110-55-5771 | 131.91 |
| 20579 | 10/20/2023 | 642 | Sonsray Machinery LLC. | Backhoe Service | 65-330-55-5691 | 1,925.93 |
| 20580 | 10/20/2023 | 1132 | Wells Fargo Financial Leasing, Inc | Security Camera Payment Contract | 55-410-55-5664 | 325.00 |
| 20581 | 10/20/2023 | 1099 | Woodchuck Tree Service, LLC | Tree Removal E 1st & E B St | 20-210-55-5665 | 500.00 |
| 20582 | 10/27/2023 | 711 | Aggregate Resource Crushing, LL | Shop Stock | 20-210-55-5605 | 387.80 |
| 20583 | 10/27/2023 | 18 | American Rooter Sewer & Septic | Hydro Excavation for Leak- 470 Cormorant Ave. | 60-310-55-5701 | 900.00 |
| 20584 | 10/27/2023 | 166 | Jano's Trophies | Name Plate- Wes Hare | 10-110-55-5616 | 20.00 |
| 20585 | 10/27/2023 | 1148 | William Jones | Mileage Reimbursement- Wastewater Short Sch | 61-320-55-5760 | 123.14 |
| 20586 | 10/27/2023 | 192 | League of Oregon Cities | LOC Conference Registration- Gabriel Flores | 10-110-55-5750 | 1,030.00 |
| 20587 | 10/27/2023 | 205 | LINN COUNTY TAX COLLECTOR | Property Taxes for AT&T Cell Lot- 14S04W01-D | 10-110-55-5647 | 1,241.28 |
| 20588 | 10/27/2023 | 632 | Napa Auto Parts | Wiper Blades for Service Truck & Excavator | 61-320-55-5690 | 30.71 |
| 20589 | 10/27/2023 | 19 | Renewable Resource Group, Inc | Lab Testing- Wastewater Treatment Plant | 61-320-55-5860 | 148.00 |
| 20590 | 10/27/2023 | 1098 | Samaritan Occupational Medicine | Drug Free Transportation Consortium Dues-202 | 10-110-55-5731 | 235.00 |
| 20591 | 10/27/2023 | 642 | Sonsray Machinery LLC. | Backhoe Service | 65-330-55-5691 | 2,735.76 |
| Grand Totals: | | | | | | 66,854.88 |

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

F. DELEGATIONS – Linn County Sheriff

| | | |
|---------------------------------------|--------------------|-----------------------|
| 1. Linn County Sheriff Reports | | |
| a. Linn County Sherriff | | |
| Council Action: | <i>NONE</i> | March 12, 2024 |



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

This Report Encompasses: 2/ 1/24 to 2/29/24

Total Incidents This Month: **54**

| Incident Information: | Description |
|--|---|
| CAD# 2024021934 TIME: 2/1/2024 3:37:58AM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION | TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS 39 year old R. Skelton of Shedd received a citation for Fail to Renew Vehicle Registration |
| CAD# 2024021945 TIME: 2/1/2024 4:06:11AM CASE# CAD Only HALS WARNING MOVING VIOLATIC | TRAFFIC STOP Reported at Block of 000 W 1ST ST/W A ST HALS Operator issued a moving violation warning. |
| CAD# 2024022090 TIME: 2/1/2024 10:16:18AM CASE# CAD Only HALS CAD CALL COMPLETE | SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 W 5TH ST HALS Deputy provides caller information on reporting cyber crimes online that occurred outside Linn county |
| CAD# 2024022542 TIME: 2/1/2024 8:22:36PM CASE# CAD Only HALS WARNING MOVING VIOLATIC | TRAFFIC STOP Reported at Block of 31900 HWY 228/BLUE HERON ST HALS Operator issued warning for moving violation |
| CAD# 2024022564 TIME: 2/1/2024 9:05:51PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLATION | TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS Operator issued equipment violation warning |

| Incident Information: | Description |
|---|--|
| <p>CAD# 2024022581</p> <p>TIME: 2/1/2024 9:54:57PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE SPEEDING VIOLATION</p> | <p>TRAFFIC STOP Reported at Block of 31800 HWY 228/W 1ST ST HALS</p> <hr/> <p>61-year-old D. Hasen of Brownsville received a traffic citation for Violation of Posted Speed Limit</p> |
| <p>CAD# 2024022609</p> <p>TIME: 2/1/2024 10:56:28PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>SUSPICIOUS VEHICLE Reported at Block of 000 W 1ST ST HALS</p> <hr/> <p>Deputy checks suspicious vehicle at business after hours. Vehicle was unoccupied, business was secured and no signs of suspicious activity discovered.</p> |
| <p>CAD# 2024022615</p> <p>TIME: 2/1/2024 11:11:57PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>SUSPICIOUS VEHICLE Reported at Block of 200 W E ST HALS</p> <hr/> <p>Deputy checks suspicious vehicle, vehicle unoccupied, no one around the vehicle, no suspicious activity discovered near the vehicle.</p> |
| <p>CAD# 2024022701</p> <p>TIME: 2/2/2024 2:46:29AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>EXTRA PATROL Reported at Block of 800 E 1ST ST HALS</p> <hr/> <p>Deputy preforms extra patrol in several neighborhoods, no suspicious activity discovered</p> |
| <p>CAD# 2024023338</p> <p>TIME: 2/3/2024 1:32:49AM</p> <p>CASE# 2400467</p> <p>HALS</p> <p>REPORT TAKEN</p> | <p>Report Filed. THEFT 1 - OTHER Reported At Block Of 00 AMERICAN DR Occurred between 0130 hours on 2/3/2024 and 0130 hours on 2/3/2024 . Reported: 2/3/2024 Officer</p> <hr/> <p>Deputy takes report of stolen dump trailer.</p> |
| <p>CAD# 2024023514</p> <p>TIME: 2/3/2024 10:42:17AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>FOLLOW UP Reported at Block of 700 W 2ND ST HALS</p> <hr/> <p>Deputy conducted follow up for theft investigation</p> |

| Incident Information: | Description |
|---|---|
| <p>CAD# 2024024636</p> <p>TIME: 2/5/2024 7:58:56AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE SPEEDING VIOLATION</p> | <p>TRAFFIC STOP Reported at Block of 000 W 1ST ST/WA ST HALS</p> <hr/> <p>71 year-old E. Troyer of Halsey received a traffic citation for Violation of Posted Speed Limit</p> |
| <p>CAD# 2024024899</p> <p>TIME: 2/5/2024 2:26:55PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE NO INSURANCE</p> | <p>TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS</p> <hr/> <p>25-year-old J. Du Fault of Junction City received a citation for driving uninsured.</p> |
| <p>CAD# 2024025321</p> <p>TIME: 2/6/2024 8:56:28AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>SUSPICIOUS VEHICLE Reported at Block of 31800 HWY 228 HALS</p> <hr/> <p>Deputy checks suspicious vehicle parked at business, no suspicious activity discovered</p> |
| <p>CAD# 2024025755</p> <p>TIME: 2/6/2024 7:15:56PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CALL TRANSFERRED TO OTI</p> | <p>TRANSFER 911 INFO - LAW CALL Reported at Block of 200 W 2ND ST HALS</p> <hr/> |
| <p>CAD# 2024026063</p> <p>TIME: 2/7/2024 8:27:51AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>JUVENILE COMPLAINT Reported at Block of 200 W 2ND ST HALS</p> <hr/> <p>Deputy counseled a juvenile who has been acting out at school.</p> |
| <p>CAD# 2024026809</p> <p>TIME: 2/8/2024 6:40:32AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING MOVING VIOLATIC</p> | <p>TRAFFIC STOP Reported at Block of 000 E 1ST ST/HWY 228 HALS</p> <hr/> <p>Warning for moving violation</p> |

| Incident Information: | Description |
|---|--|
| CAD# 2024027575 TIME: 2/9/2024 8:23:02AM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION | TRAFFIC STOP Reported at Block of 900 W 2ND ST/W J ST HALS <hr/> 32-year-old J. Ugarte of Corvallis received a citation for Failing to renew vehicle registration. |
| CAD# 2024027778 TIME: 2/9/2024 12:12:30PM CASE# CAD Only HALS WARNING MOVING VIOLATIC | TRAFFIC STOP Reported at Block of 500 AMERICAN DR HALS <hr/> Operator issued warning for Fail to Maintain Lane |
| CAD# 2024027800 TIME: 2/9/2024 12:51:13PM CASE# CAD Only HALS CITE NO INSURANCE | TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> 35-year-old B. Woodin JR of Salem received a citation for Driving Uninsured. |
| CAD# 2024027837 TIME: 2/9/2024 1:37:13PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL | TRAFFIC STOP Reported at Block of 000 W 2ND ST HALS <hr/> Operator issued equipment violation warning. |
| CAD# 2024027859 TIME: 2/9/2024 2:24:43PM CASE# CAD Only HALS CAD CALL COMPLETE | PARKING COMPLAINT Reported at Block of 000 W HALSEY ST HALS <hr/> Vehicle reported parked in no parking with hazards on, Deputy contacts operator and the operator moves vehicle. |
| CAD# 2024027868 TIME: 2/9/2024 2:37:13PM CASE# CAD Only HALS WARNING MOVING VIOLATIC | TRAFFIC STOP Reported at Block of 31900 HWY 228/BLUE HERON ST HALS <hr/> Operator issued warning for Fail to Maintain Lane |

| Incident Information: | Description |
|--|---|
| CAD# 2024027892 TIME: 2/9/2024 2:55:13PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL | TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator issued equipment violation warning |
| CAD# 2024027954 TIME: 2/9/2024 3:51:07PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> Operator issued warning for speeding violation |
| CAD# 2024028789 TIME: 2/10/2024 5:34:09PM CASE# 2400592 HALS REPORT TAKEN | Report Filed. THEFT 1 - OTHER Reported At Block Of 300 W 2ND ST Occurred between 1734 hours on 2/10/2024 and 1734 hours on 2/10/2024 . Reported: 2/10/2024 Officer <hr/> Theft of tires from a trailer lot. |
| CAD# 2024029222 TIME: 2/11/2024 10:35:14AM CASE# CAD Only HALS CAD CALL COMPLETE | FOLLOW UP Reported at Block of 200 W 1ST ST HALS <hr/> Follow up related to an ongoing investigation. |
| CAD# 2024029409 TIME: 2/11/2024 5:03:59PM CASE# CAD Only HALS CITE NO INSURANCE | TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> 23-year-old M. Johnson of Junction City was issued a citation for Driving Uninsured. |
| CAD# 2024030204 TIME: 2/12/2024 7:41:28PM CASE# 2400608 HALS REPORT TAKEN | Report Filed. DUII - .20 OR ABOVE Reported At Block Of 1000 W 1ST ST Occurred between 1940 hours on 2/12/2024 and 1941 hours on 2/12/2024 . Reported: 2/12/2024 <hr/> Melissa Dover, 45 of Halsey was arrested for driving under the influence of intoxicants. |

| Incident Information: | Description |
|---|--|
| CAD# 2024030870 TIME: 2/13/2024 7:08:21PM CASE# CAD Only HALS CAD CALL COMPLETE | EVENT DETAIL Reported at Block of 000 AMERICAN DR HALS <hr/> city council |
| CAD# 2024031120 TIME: 2/14/2024 7:53:41AM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> Operator issued speeding violation warning |
| CAD# 2024031124 TIME: 2/14/2024 8:01:52AM CASE# CAD Only HALS CAD CALL COMPLETE | FOLLOW UP Reported at Block of 300 W 2ND ST HALS <hr/> Deputy preforms follow up on theft case |
| CAD# 2024031406 TIME: 2/14/2024 2:38:02PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 500 AMERICAN DR/W 5TH ST HALS <hr/> Operator issued warning for speeding violation. |
| CAD# 2024031453 TIME: 2/14/2024 3:38:59PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1200 W 2ND ST HALS <hr/> Operator issued warning for speeding violation |
| CAD# 2024031496 TIME: 2/14/2024 4:48:54PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> Operator issued warning for speeding violation. |

| Incident Information: | Description |
|---|--|
| CAD# 2024031502 TIME: 2/14/2024 5:02:08PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS <hr/> Operator issued warning for speeding violation. |
| CAD# 2024031682 TIME: 2/14/2024 11:37:40PM CASE# CAD Only HALS CAD CALL COMPLETE | PROWLER Reported at Block of 300 W 1ST ST HALS <hr/> Deputy responded to a call for a prowler. No one was located. |
| CAD# 2024032980 TIME: 2/16/2024 8:12:54PM CASE# CAD Only HALS CAD CALL COMPLETE | SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS <hr/> Deputies responded to the report of an active robbery and found it was a misunderstanding. |
| CAD# 2024034645 TIME: 2/19/2024 2:42:41PM CASE# CAD Only HALS CAD CALL COMPLETE | FOLLOW UP Reported at Block of 500 W 4TH ST HALS <hr/> Deputy conducts follow up on on going investigation |
| CAD# 2024034898 TIME: 2/19/2024 11:11:27PM CASE# CAD Only HALS HALSEY | MVC NON INJURY Reported at Block of 100 NW 2ND ST HALS <hr/> Truck stuck in ditch. Deputy contacted the owner who was arranging a tow. |
| CAD# 2024035067 TIME: 2/20/2024 9:05:11AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/ | TRAFFIC STOP Reported at Block of 400 W 2ND ST/W E ST HALS <hr/> Operator issued equipment violation warning |

| Incident Information: | Description |
|--|---|
| CAD# 2024035193 TIME: 2/20/2024 12:03:03PM CASE# CAD Only HALS CAD CALL COMPLETE | FOLLOW UP Reported at Block of 500 W 4TH ST HALS <hr/> Deputy conducts follow up on open investigation |
| CAD# 2024035252 TIME: 2/20/2024 12:56:12PM CASE# CAD Only HALS WARNING MOVING VIOLATIC | TRAFFIC STOP Reported at Block of 100 NW 2ND ST HALS <hr/> Operator warned for moving violation |
| CAD# 2024036034 TIME: 2/21/2024 3:09:15PM CASE# CAD Only HALS CAD CALL COMPLETE | FOLLOW UP Reported at Block of 700 W 2ND ST HALS <hr/> |
| CAD# 2024036586 TIME: 2/22/2024 11:43:06AM CASE# CAD Only HALS CAD CALL COMPLETE | WELFARE CHECK Reported at Block of 600 EGRET AVE HALS <hr/> Welfare check. |
| CAD# 2024038225 TIME: 2/24/2024 4:13:49PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1400 W 2ND ST HALS <hr/> Operator issued speeding violation warning |
| CAD# 2024038264 TIME: 2/24/2024 5:07:32PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT | TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> Operator issued speeding violation warning |

| Incident Information: | Description |
|---|---|
| <p>CAD# 2024038286</p> <p>TIME: 2/24/2024 5:26:43PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING SPEEDING VIOLAT</p> | <p>TRAFFIC STOP Reported at Block of 1300 W 2ND ST HALS</p> <hr/> <p>Operator issued speeding violation warning</p> |
| <p>CAD# 2024038700</p> <p>TIME: 2/25/2024 9:01:04AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>DOMESTIC DISTURBANCE Reported at Block of 100 E 1ST ST HALS</p> <hr/> <p>Neighbors report yelling at neighboring residence. Deputy arrives and discovers male yelling while attempting to repair residence. No injuries were seen and no crimes were reported.</p> |
| <p>CAD# 2024039618</p> <p>TIME: 2/26/2024 5:34:28PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CITE EQUIPMENT VIOLATION</p> | <p>TRAFFIC STOP Reported at Block of 000 NW 2ND ST/HWY 228 HALS</p> <hr/> <p>Operator cited for expired tags (04/2022)</p> |
| <p>CAD# 2024040655</p> <p>TIME: 2/28/2024 9:12:08AM</p> <p>CASE# 2400842</p> <p>HALS</p> <p>REPORT TAKEN</p> | <p>Report Filed. THEFT 1 - OTHER Reported At Block Of 00 AMERICAN DR Occurred between 1800 hours on 2/27/2024 and 0912 hours on 2/28/2024 . Reported: 2/28/2024 Officer</p> <hr/> <p>Local business reports trailer valued at \$13,200.00 stolen from sales lot. Investigation ongoing.</p> |
| <p>CAD# 2024040881</p> <p>TIME: 2/28/2024 3:02:39PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>FOLLOW UP COMPLETE</p> | <p>FOLLOW UP Reported at Block of 500 W 4TH ST HALS</p> <hr/> <p>Follow up complete.</p> |
| <p>CAD# 2024041221</p> <p>TIME: 2/29/2024 2:00:12AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p> | <p>EXTRA PATROL Reported at Block of 200 W C ST HALS</p> <hr/> <p>I drove the streets of Halsey checking on the Diamond K fleet. I did not do foot patrol due to the rains. All appeared to be secure.</p> |

| Incident Information: | Description |
|---|---|
| <div>CAD# 2024041635 TIME: 2/29/2024 3:45:17PM CASE# CAD Only HALS CAD CALL COMPLETE</div> | <div>SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS</div> <div>Deputy spoke with caller reporting an adult providing alcohol to minors in another jurisdiction. They were provided with information to make the report to the appropriate agency.</div> |

I. REPORTS TO COUNCIL – City Administrator

1. Employee Reports

a. City Administrator Report

Council Action: **NONE**

March 12, 2024

1. Codes and Ordinance - Enforcement and Budding Considerations

A few recent developments related to ordinances in our community. We recently connected with Linn County Code enforcement and discovered that the city has a long-time interagency partnership with Linn County for code enforcement. This is very specific to building codes and not all ordinances. We had them in town for a introduction and discussed how this partnership has been historically underutilized, and what role Linn County plays in local code enforcement. In essence, Linn County is activated for building code issues that have a history of non-compliance. We continue to hold responsibility at the city level for managing early enforcement efforts, however Linn County steps in when non-compliance becomes habitual or problematic. They also can be activated by citizen complaints without ever having gone through the city first. Citizens have the right to reach out directly to Linn County for building ordinance concerns. Reaffirming this partnership fosters better communication between our agencies so if Linn County is activated in some way we can provide history for the property of interest that will inform their action moving forward, and vice versa, they will keep us informed if they have a property in town they are managing for any reason.

Another interesting code related item that has cropped up for us is related to Cargo Containers in town. The city has taken the policy of applying accessory structure ordinances to cargo containers utilized as storage buildings (e.g. sheds). We are reasonably applying the code due to the specific language in code definitions that leave room for interpretation using the “term including but not limited to” to describe types of structures. See full definition below. There are some gaps in code from my perspective that may be worth looking into. Some cities limit the number of cargo containers allowed per 1 acre to minimize the potential for rows of cargo containers stacked up on one lot. Some cities have provisions that allow for exceptions to setbacks or other ordinances if cargo containers are temporary in nature and related to a construction project. I am happy to keep the council apprised of any trends related to cargo containers in town if this is of interest to you.

Definitions

Accessory Use/Accessory Structure - A structure of secondary importance or function on a site. In general, the primary use of the site is not carried on in an accessory structure. Accessory structures are detached from the primary structure. **Examples of accessory structures include, but are not limited to, garages, storage sheds, workshops, decks, fences, arbors, gazebos and other similar structures.**

2. Interim Audit

The team at City Hall has successfully completed our first interim audit with me at the helm of the ship. We provided the external auditors with 6 months of financial records, as well as reviewed process guides that we have on file with auditors related to many of our fiscal tasks, providing updates to past process to reflect current steps and procedures more accurately. One thing the auditors had positive feedback on was our increased division of duties. Since I have stepped into the Administrator role, I have been working to identify ways to ensure cross training on a number of tasks for our team. We have multiple people trained or training in payroll, monthly reconciliation, and we will work on cross training for quarterly tax reporting. This creates a system which provides additional protection to our organization from potentially fraudulent activity, it also builds our process resilience. Should anyone ever have an unexpected leave of absence, we will have other team members who are able to confidently pick up tasks and keep the city running. An unintended benefit of joining the city during calendar year end and audit time is the quick learning required of me to navigate those tasks. It was a great help in familiarizing me with where we store important information, or how to produce new reports if needed using our accounting software. I am quickly growing my confidence in the tools used in our day-to-day work. The audit team came during the past week to spot check specific documents, and we were able to produce them in a short time frame as requested. The whole office team pitched in to get this Audit done, and they deserve a ton of recognition for a job well done. decision regarding the line item for tree removal.

3. Statement of Economic Interest

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

4. Budget Committee

The city of Halsey made efforts to fill the 4 vacant budget committee seats by posting on our social media several times, posting to our website, putting information in our Halsey Happenings in January and in March, and placing an add in the Brownsville times. In addition to posting in public platforms, the city put flyers up at city hall at the counter, on the doors, and in our community center. Unfortunately, at this time we have not received any committee members for council review.

5. April Agenda

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

Also – April is Child Abuse Prevention month. We generally have this on the agenda for council in April. A contact at the state reached out to ask if we planned to support child abuse prevention month, and if we would like any promotional materials (flags, posters, etc.) Would council like me to move forward with putting out any promotional materials we receive in April? We will still move forward with the formal declaration at the April council meeting.

6. Upcoming Events

March 26th at 7pm Central Linn Rec Center open house – at the Central Linn Rec Center
April – Child Abuse Prevention Month
April 13th at the park – BOOK IT Library 5K

I. REPORTS TO COUNCIL – Public Works

| 1. Employee Reports | | |
|----------------------------|-------------|----------------|
| b. Public Works Department | | |
| Council Action: | <i>NONE</i> | March 12, 2024 |

Water Distribution:

| | |
|----------------|-------------------|
| Water Produced | 1,857,000 Gallons |
| Daily Average | 64,000 Gallons |

Wastewater Collected:

| | |
|---------------------|--------------------|
| WW Collected | 6,015,000 Gallons |
| Daily Average | 207,000 Gallons |
| Effluent discharged | 12,316,000 Gallons |
| Daily Average | 425,000 Gallons |

Water:

Repaired water leak on the 500 Block of W. 2nd.

Sewer:

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

Streets:

We laid 28' of 12" drainpipe in the 400 block of W. C st. This area had an undersized pipe.

City Hall:

We are working on making a custom sliding door to close off access to the elevator during community center activity and also making shutters for the opening to the kitchen.

Misc:

Billie checked a project off our list by rebuilding the deck boards, welding cracked area's and wired new lights on our large utility trailer.

I. REPORTS TO COUNCIL: Library

| | |
|------------------------------------|-----------------------|
| 1. Employee Reports | |
| c. Library | |
| Council Action: <i>NONE</i> | March 12, 2024 |

| Circulation for February | | Total Circulation since opening (Aug. 2015) | |
|--|-------------|--|-------|
| Fiction | 79 | | |
| Non-Fiction | 35 | Total Number of Patrons to Date | 606 |
| Total | 111 | | |
| Cities Represented in Circulation | | Total Number of items in collection | 5,012 |
| Halsey | 94 | | |
| Shedd | 16 | Avg. Daily Threshold Count since opening | 6.0 |
| Brownsville | | Average Daily Threshold Count for February | 4.67 |
| Sweet Home | | | |
| Value of Inventory Through February | | | |
| Fiction | \$53,911.50 | | |
| Non-Fiction | \$35,738.32 | Books added to inventory in February | 90 |
| Total | \$89,649.82 | | |

Updates

We had 98 visitors for an average of 4.67 per day. 111 books were checked out and 7 new library cards were issued.

90 books were added to the catalog, totaling 5,012 items.

We have 9 people registered for the 5k so far and 5 confirmed sponsors for the event. We are continuing to promote the event.

We are doing a story time on Saturday, March 23rd at 12:00pm.

I finished my grant writing course and recently applied for another free online course on library leadership.

We won the ALA LTC grant for \$10,000 so we will be having a new door installed soon. We are still deciding which company to use.

I. REPORTS TO COUNCIL

| | | |
|---------------------------|-------------|-----------------------|
| 2. Council Reports | | |
| a. Sharing Hands | | |
| Council Action: | NONE | March 12, 2024 |

Vacancy for appointment pending

I. REPORTS TO COUNCIL

| | | |
|--|-------------|-----------------------|
| 2. Council Reports | | |
| b. Central Linn School District | | |
| Council Action: | NONE | March 12, 2024 |

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

I. REPORTS TO COUNCIL

| | | |
|---|-------------|-----------------------|
| 2. Council Reports | | |
| c. Oregon Cascades West Council of Governments Board | | |
| Council Action: | NONE | March 12, 2024 |

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

K. NEW BUSINESS

| 1. Land Use Ordinance Review | | |
|------------------------------|-----------|----------------|
| Council Action: | Consensus | March 12, 2024 |

Issue Statement: Council must approve or deny the decision to move into ordinance review work session for ORD 242 10.10 related to Livestock in city limits.

Summary: The city of Halsey has current Ordinance related to livestock in city limits which have parameters for lot size, animal shelters, setback/proximity to neighbors, health and sanitation, and several other provisions related to livestock in city limits. Upon request from citizens and council this topic is being brought forward for consideration to move to review and potential ordinance updates. Included in this packet are:

- A. The current city ordinance related to livestock in city limits.
- B. Some draft propositions for change
- C. A brief summary of similar city ordinances related to this topic.
- D. A letter addressed to the council from a citizen related to this topic.

➤ **Possible Actions:**

- **Council Options**
 - 1. **Vote in favor of moving to a work session focused on Ordinance revisions for livestock**
 - 2. **Vote not to review ordinance in favor of keeping the current ordinance in place**
 - 3. **Provide further direction to staff and table to vote while awaiting additional actions/information from staff**

Section A – Current City Livestock Ordinance

Chapter 10.10 LIVESTOCK AND POULTRY

Sections:

- 10.10.010 Purpose.**
- 10.10.020 Definitions.**
- 10.10.030 Animals running loose.**
- 10.10.040 Exceptions for riding, herding and leading livestock.**
- 10.10.050 Health and sanitation.**
- 10.10.060 Secondary use.**
- 10.10.070 Area requirements.**
- 10.10.080 Animal shelters.**
- 10.10.090 Poultry.**
- 10.10.100 Penalty.**
- 10.10.110 Severability.**

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. [Ord. 426 § 2, 2018; Ord. 284 § 2, 1986. Formerly § 5.15.020.]

10.10.020 Definitions.

As used in this chapter, the following words and phrases shall have the meaning ascribed:

“City” means the city of Halsey, Oregon.

“Livestock” means 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” means a natural person, firm, partnership, association or corporation.

“Poultry” means 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. [Ord. 426 § 2, 2018; Ord. 284 § 3, 1986. Formerly § 5.15.030.]

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. [Ord. 426 § 2, 2018; Ord. 284 § 4, 1986. Formerly § 5.15.040.]

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 chapter shall prohibit the transportation of an animal by any reasonable means to a veterinarian for medical treatment or examination or for commercial purposes. [Ord. 426 § 2, 2018; Ord. 284 § 5, 1986. Formerly § 5.15.050.]

10.10.050 Health and sanitation.

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:

(1) Noise;

(2) Accumulation of manure;

(3) Presence of flies;

(4) Presence of rodents;

(5) Production of odors; or

(6) 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. [Ord. 426 § 2, 2018.]

10.10.060 Secondary use.

The keeping and raising of livestock shall be secondary to the principal residential use of the property. [Ord. 426 § 2, 2018.]

10.10.070 Area requirements.

(1) 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. 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 12 sheep or two swine or similar livestock shall be kept at one location. [Ord. 426 § 2, 2018; Ord. 284 § 6, 1986. Formerly § 5.15.060.]

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. [Ord. 426 § 2, 2018.]

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. [Ord. 426 § 2, 2018.]

10.10.100 Penalty.

A violation of this chapter is punishable upon conviction by a fine not to exceed \$500.00. Each day of occurrence of such violation shall constitute a separate violation of this chapter. [Ord. 426 § 2, 2018; Ord. 284 § 10, 1986. Formerly § 5.15.090.]

10.10.110 Severability.

The sections and subsections of this chapter are severable. The invalidity of any section or subsection shall not affect the validity of the remaining sections or subsections. [Ord. 426 § 2, 2018.]

[Mobile Version](#)

Section B – Draft Change Proposals

Hello all,

I would like to include this for consideration at the February Council meeting.

A request has been made for Council to consider amending Chapter 10 of the Halsey Municipal Code to permit 4-H and FFA lamb and goat projects on commercial or residential lots smaller than the current minimum size required to keep livestock (0.75 acres).

- Requires obtaining a permit from the City including the 4-H or FFA group leader's signature.
- 4-H or FFA goats or lamb projects may be held on site only from February - October of a calendar year.
- Designated pen with the minimum equivalent of a 5'x 8' ft area for each animal.
- Animals do not have to be segregated.
- Approved for commercially zoned properties if there is a residence on the property.
- Must be on leash, halter, tied up, staked out or in a fenced yard at all times when not in a designated pen.
- No more than 3 sheep per taxlot (consistent with current code).

Section C – Sample Ordinances from Other Cities

1. City Of La Grande Oregon

Summary –

- Livestock are only allowed in specific zones within the city and are allowed for educational purposes.
- Ordinance defines Lot size limits, shelter/enclosure requirements, and sanitation requirements.
- Permits required for the keeping of livestock in town.

ARTICLE 3.15 – LIVESTOCK USES

SECTION 3.15.001 – LIVESTOCK PERMITTED ZONES/LOT SIZE REQUIREMENTS

The purpose of this section is to regulate the keeping of domestic livestock on property within the City. This activity within a residential area is for the sole use and enjoyment of the residents of the lot on which such animals are kept and shall not be for commercial purposes. This activity is considered to be an accessory or incidental use to a permitted use, subject to the following standards.

- A. Livestock Prohibited: Swine, peacocks, Guinea hens and roosters (male chickens).
- B. Livestock Allowed:
 - 1. Up to a cumulative total of six (6) adult rabbits, ducks and/or chickens (no roosters) are allowed for each single-family dwelling in the R-1, R-2, R-3 and R-P Residential Zones, provided Section 3.15.002(B), (C), (D) and (E) are met. Livestock are not permitted with multi-family uses.
 - 2. All livestock uses, except those prohibited in subsection A above shall be permitted in the Hillside Development Residential (HD) and Rural Residential (RR-1) Zones, per Section 3.15.002.
- C. Livestock use kept solely for the purpose of a youth educational program, such as 4-H or FFA livestock project may be permitted in the R-1, R-2, and R-3 Residential Zones under the following conditions:
 - 1. Permission for the educational use of livestock shall be approved by the Community Development Department Director/Planner.
 - 2. The subject property shall meet the requirements of section 3.15.002 (B), (C), (D) and (E) are met.
 - 3. Evidence is provided to the Planning Division that the youth is duly enrolled in a seasonal 4-H or FFA livestock project, limited to "market animals" (lambs and/or goats), and an outline of the planned project, including animal types and numbers is also provided.
 - 4. An acknowledgement of the project and an agreement or statement of no objection to permit the same is provided from all adjoining property owners.
 - 5. The livestock use shall expire upon completion of the seasonal 4-H or FFA project; and the maximum Project period shall be limited to April through August.

SECTION 3.15.002 – LIVESTOCK REQUIREMENTS

- A. Within the Hillside Development Residential (HD) or Rural Residential (RR-1) Zones, the total number of animals allowed on a lot shall be limited to the following square footage of pasture divided by the minimum area required for each animal as listed below:

| | |
|--------------------------------|--------------------|
| Horse, Cow, Mule or Burro..... | 10,000 square feet |
| Goat, Sheep or Llama..... | 5,000 square feet |
| Poultry or Rabbits..... | 500 square feet |

- B. Within the R-1, R-2, R-3 and R-P Residential Zones, the subject property shall contain a minimum of 10,000 square feet and which contains a detached single-family dwelling.
- C. Enclosure: Adequate pens, fences and corrals shall be designed and constructed to confine animals to the owner's property.
- D. Setbacks: Barns, corrals, pens, sheds, and other structures sheltering animals shall be located a minimum of twenty feet (20') from the door or window of any dwelling or occupied structure other than the owner's dwelling and in conformance with Article 5.3 – Building Setbacks and Yards. No structures shall be allowed in the front yard.
- E. Sanitation: Proper sanitation shall be maintained at all times and shall include:
 - 1. Not allowing animal waste matter to accumulate;
 - 2. Taking necessary steps to ensure that odors from animals are not detectable beyond property lines;
 - 3. Storing all animal feed in metal or other rodent-proof container.

2. City Of Harrisburg

Summary –

- Livestock are allowed within the city with lot size restrictions.
- Ordinance defines Lot size limits, shelter/enclosure requirements, and sanitation requirements.
- Some exception allowed for lot size limits – permits required.
- Permits required for the keeping of livestock in town.

Article II. Location Restrictions

1. 6.05.090 Livestock on residential property.

The keeping or raising of livestock is permitted in single-family residential (R-1) and multiple-family residential (R-2) zoning districts subject to the limitations and development standards of this chapter. [Ord. 881 § 2.100, 2009.]

2. 6.05.100 Secondary use.

The keeping and raising of livestock shall be secondary to the principal residential use of the property. [Ord. 881 § 2.110, 2009.]

3. 6.05.110 Area requirements.

1. Livestock shall only be kept or raised on lots of 30,000 square feet (approximately three-fourths of one acre) or more, except as indicated in subsection (2) of this section, and shall be kept within an adequately fenced area in a back or side yard. 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 other similar livestock for each 20,000 square feet of area devoted to livestock.
- b. Not more than four horses or 12 sheep, or two swine, or other similar livestock shall be kept at one location.
- c. A dairy or stock farm shall only be operated on a parcel of land that is at least eight acres in area.
- d. Animals born at the location or that are born of animals at the location shall not be included in the above restrictions until the newborn animals have reached the age of:

(1) Nine months for a beef calf;

(2) Four months for lambs or goat kids;

(3) Seven months for a foal;

(4) Three months for piglets; or

(5) One month longer than the normal weaning age, as recommended by the Oregon State Extension Service, for other types of animals.

2. A person can possess a small or miniature farm animal on a lot of less than 30,000 square feet if the following criteria are met:

- a. The lot size shall be not less than one-half acre.
- b. Only one farm animal shall be allowed.
- c. In the event the animal becomes pregnant, it shall be removed from the property prior to birthing.
- d. The animal shall be at least one year old.
- e. Only an animal that will grow to a mature height of not more than 39 inches at the withers or front shoulders is allowed.
- f. Prior to bringing the animal onto the property, a permit shall be applied for at the City, a fee for which shall be established by Council resolution.
- g. A permit shall be issued by the City:

(1) After a notice has been sent to adjoining property owners and renters, other than the City, informing them of a request to place a miniature or small farm animal on adjoining property and informing them they have 10 days to let the City know in writing if they have any objection or concern; and

(2) No objection is made to the City. [Ord. 881 § 2.120, 2009.]

4. 6.05.120 Animal shelters – Location.

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. [Ord. 881 § 2.130, 2009.]

5. 6.05.130 Corrals, etc. – Location.

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. [Ord. 881 § 2.140, 2009.]

6. 6.05.140 Swine.

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. [Ord. 881 § 2.150, 2009.]

7. 6.05.150 Conditional uses permitted in C-1, M-1, and M-2 zones.

In commercial (C-1), limited industrial (M-1) or general industrial (M-2) zoning districts, the keeping and raising of livestock is permitted when the regulations of this chapter are complied with and when authorized in accordance with Chapter [19.25](#) HMC. [Ord. 881 § 2.200, 2009.]

8. 6.05.160 Poultry.

The keeping or raising of poultry is permitted in single-family residential (R-1) and multiple-family residential (R-2) zoning districts subject to the limitations and development standards of HMC [6.05.170](#) and [6.05.180](#). [Ord. 881 § 2.300, 2009.]

9. 6.05.170 Limitation on number.

The maximum number of poultry allowed on a residential lot shall be limited to five chicken hens, but no roosters, 12 pigeons, and two of any other kind of poultry. Chicks under the age of four months shall not count towards the maximum numbers allowed. [Ord. 881 § 2.310, 2009.]

10. 6.05.180 Poultry coops – Location.

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. [Ord. 881 § 2.320, 2009.]

3. League of Oregon City Recommendations

Section 3. Livestock.

- A. Permits Required. No person shall cause or allow the keeping of any livestock on real property within the City without a current and valid permit.
- B. Prohibited Animals. No person shall cause or allow the keeping of the following animals on real property within the City:
- a. Swine;
 - b. Rosters over the age of six (6) months;
 - c. Exotic animals; or
 - d. Wild animals.
- C. Issuance. The animal control authority, or designee, shall issue a permit for keeping livestock upon application on a form prescribed by the City and payment of the permit fee as set by Council resolution, upon finding that:
- a. The premises where the livestock will be kept are maintained in a sanitary condition and adequately enclosed from other persons' property.
 - b. The premises lie not less than 200 feet from any structure used for human occupancy or, in the alternative, the occupant and owner of such structure have agreed in writing to the applicant's keeping of livestock.
 - c. The premises where the livestock will be kept do not violate any City zoning or development ordinances.
 - d. The following limits are met:

- i. For the keeping of horses, cows, llamas, sheep, and goats:

| # of Adult Animals | Minimum Lot Size |
|--------------------|---------------------------------|
| 1 | 20,000 square feet |
| 2 or more | +20,000 square feet/each animal |

- ii. For the keeping of miniature horses and pygmy goats:

| # of Adult Animals | Minimum Lot Size |
|--------------------|---------------------------------|
| Not to exceed 2 | 20,000 square feet |
| 3 or more | +10,000 square feet/each animal |

- iii. For the keeping of chickens:

| # of Adult Animals | Minimum Lot Size |
|--------------------|---------------------------------|
| 1-4 | None |
| 5 | 10,000 square feet |
| 6 or more | + 1,000 square feet/each animal |

Section D – Citizen Letter to Council

Good morning Mayor and City Council,

I have been meaning to send this note for quite some time, however, time flies as you have stated at times in your newsletters. It does have a way of getting away from us.

I understand that my nearby neighbor can no longer allow his kids to have lambs on his property for 4-H. I had asked about this nearly 2 years ago because I really miss seeing his kids walking the lambs through town. My grandkids have also asked recently about it, which is what prompted this note. I recognize there are city codes around livestock within city limits, and I am not here to ask you to change these codes, however, I would hope that we could have some sort of conversation around kids with 4-H animals (and possibly create an amendment to the code) that are here very temporarily. I have a neighbor nearby with multiple goats, some days I can smell the goats (this is not a complaint), and more frequently, I hear the family talking to the goats. This is a good reminder as a member of this community to embrace a little diversity, those goats give my neighbors purpose and for aging citizens that is a very important part in aging is having a sense of community and purpose, and that is for any age, really. I recognize the bigger picture of what those critters bring to that family, which is of much more value than me smelling them. Wrapping back to the lambs, I feel allowing kids to have 4-H animals, and offering discussion around this would allow kids (our future) to continue learning skills that they will use in adulthood. Let's hear from the voices that are directly affected by this, taking the time to be open and learn something. Why are we taking this away? Especially since it has been here for quite some time. For some folks, not allowing a temporary space for a 4-H animal could be the end of them being in 4-H due to costs of everything and finding a location. I really ask that some conversation be held around this, and as you note in your newsletters, supporting each other is critical to having community. I support my neighbors with their goats, it gives them purpose, and I support kids the opportunity to have and participate in 4-H living in a small rural town. 4-H does so much for a child, and if you haven't been to a 4-H fair, I highly encourage you and anyone on Council to go, these kids are proud of what they do, they have to take care of these animals in a particular fashion, they have to show excellent showmanship, collaboration, budgeting, and the most heartbreaking is going through auction selling something they worked so hard to raise, but understanding the process of life, understanding where our food comes from and being a part of that process, and teaching others. I have so many good things to say about 4-H as my child participated in 4-H years ago, but I will leave that up to you to research on your own. I am here to support my neighbors and our future to offer a conversation regarding having 4-H animals on a temporary basis in our rural town, so kids can still participate if they choose to, without taking that away from them. I thoroughly enjoy living here, and there are sheep everywhere outside this community munching on the grass fields as part of the process for raising sheep and grass seed. Let's see if we can continue doing this and listening to all parties before just taking something away, just this act alone allows some to learn something new and others to share their knowledge and come to an understanding and maybe even meeting in the middle, which would allow 4-H kids to teach others about the process of where our food comes from and beyond, by entertaining the possibility of having lambs allowed back in the community. This is what community is about, conversation, collaboration, listening, learning, understanding and teaching.

Thank you for everyone's time.

Kindly,



K. NEW BUSINESS

| 2. Engineer of Record | | |
|-----------------------|-----------|----------------|
| Council Action: | Consensus | March 12, 2024 |

Issue Statement: The City of Halsey would like to move forward with an RFP for engineer of record. We have a number of major projects in process or coming up. Contracting an Engineer of Record allows the city the option of working with that engineer while forgoing some components of the public procurement process because the RFP for engineer of record acts as that process at the onset of the relationship. Prior to the departure of our previous administrator, Hilary began to develop an RFP outline for Engineer of Record (See attached).

➤ Possible Actions:

- Council Options
 1. Vote in favor of going through the RFP process for an Engineer of Record
 2. Vote not seek an engineer of record
 3. Provide further direction to staff and table to vote while awaiting additional actions/information from staff



CITY OF HALSEY, OREGON
STATEMENT OF QUALIFICATIONS
FOR
ENGINEER OF RECORD SERVICES

Due Date Here

Issued by: City of Halsey
Wes Hare, Interim City Administrator, City of Halsey

REQUEST FOR PROPOSAL CITY ENGINEER OF RECORD

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Halsey is soliciting for an Engineer of Record (City Engineers) to provide engineering services as independent contractors to the City. Services typically conducted by the City Engineers include but are not necessarily limited to the items listed in Article I.D of this RFP. Services may include supervising work produced by City which is subject to ORS 672. Work shall be provided to City on an as-needed basis, and authorized by City task orders, which will be assigned based upon awardees' availability, qualifications, specializations, and where appropriate, price.

Proposers shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). The City will consider proposals from engineering firms as well as individual engineers.

B. BACKGROUND

The City of Halsey is located in Linn County, along Hwy 99E, approximately 15 miles south of Albany and 25 miles north of Eugene. The City of Halsey is home to approximately 958 residents and is managed by a City Administrator who reports to a Mayor and six-member City Council.

The City owns and manages the following:

- Potable water facilities,
- Storm drainage facilities,
- Sanitary sewer facilities, and
- Transportation system providing service to City residents and visitors.

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

- RFP Advertised Week of June 1, 2023
- Proposal Due Date June 30, 2023
- Initial evaluation scores Announced July 17, 2023
- Invited price information deadline August 1, 2023
- Selection Committee Evaluation Week of August 7, 2023
- Interviews (if needed) Week of August 14, 2023
- Contract Approval September 5, 2023
- Commencement of Contract September 6, 2023

D. SCOPE OF SERVICES

The following statement of work describes the on-going services that the proposers may be asked to provide to the City of Halsey. These services will be assigned on an as-needed basis, via individual task orders in the form attached as Exhibit B to the Contract (attached as Addendum A). The City will compensate Engineers of Record for general engineering services based on standard hourly rates and a fee schedule. During the course of any task order, an Engineer of Record is expected to be available on a daily basis for consultation.

Proposers need not be able to provide all listed services, but should identify particular areas of expertise in responsive proposals. The scope of services for the Engineers of Record may include, but is not limited, to the following:

- Assist with budgeting, planning, and rate studies.
- Review and comment on land use and building applications.
- Review preliminary engineering design drawings and design calculations for general conformance with state, county, and city requirements and sound engineering practices.
- Present technical information to City Council and Planning Commission, any other City Council board or committee, as needed.
- Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.

- Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
- Work with City staff to review or complete federal, state or county permits, applications, or agency notification.
- Work with City staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Act as the City's representative with other state, federal or local governmental agencies.
- Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
- Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the CITY ENGINEER.
- Attend pre-application, construction, Planning Commission, City Council or other meetings as requested by the City.
- Provide detailed design and construction specifications for successful bidding and construction coordination of city infrastructure improvement and maintenance projects.
- Provide procurement documents, conduct solicitations, assist with offer evaluations, and oversee award procedures in conformance with federal, state and local public contracting laws and procedures, as applicable.
- Provide project construction observations of public improvements installed as part of private development projects. Verify general conformance with city approved construction plans and specifications.
- Provide project management, engineering design, and construction observation for City public works construction projects.
- Perform final construction observations and punch lists for completion of private developments and for City of Halsey project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Prepare utility master plans and feasibility studies as requested.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the City, in a timely and accurate manner.
- Perform special projects, as requested by the City.
 - For special projects, the Engineers of Record shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal. Special projects may include, but are not limited to, design of City owned public works facilities including streets, water, sewer, stormwater and City owned parks and buildings.
 - Special projects may also include the design and construction oversight of ARPA funded projects, which would be subject to all applicable federal funding and ARPA terms.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide **four hard copies plus one electronic version (.pdf format)** of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Halsey Engineer of Record Proposal".

Proposals shall be submitted **by 5:00 p.m. on June 30, 2023** to:

Wes Hare, Interim City Manager
City of Halsey
100 West Halsey Street
P.O. Box 10

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Halsey assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered.

B. INQUIRIES

Questions concerning this RFP should be submitted to:

Name: Wes Hare
Title: Interim City Manager
City of Halsey
100 West Halsey Street
P.O. Box 10
Halsey, Oregon 97348
Telephone: 541.369.2522
Email: ??????

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

D. PROTESTS

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.

E. PROPOSAL CONTENTS

Proposals shall be limited to no more than 15 single sided pages, not including covers, divider pages, or resumes. Proposals should be prepared in generally the following format and shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
 - Name and qualifications of the individual who will serve as the City Engineer.
 - The names of professional persons who will assist the City Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and comparables.
 - Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, stormwater, and transportation systems, including operations, construction and maintenance of the City's current systems.
 - Specifically address the proximity of the firm to the City of Halsey
 - Specifically address the firm's familiarity with the City of Halsey including and projects you have worked with the City on
- Description of proposer's expertise in the following areas:
 - Civil, Structural, Electrical, Mechanical and Transportation Engineering;
 - Wetland, Hillside Development, and Floodplain Permitting;
 - Gravity fed membrane filtration treatment and water distribution systems, including pump stations, and water storage;
 - Municipal ground/surface water rights acquisition and maintenance of;
 - Wastewater Pump stations and gravity collection systems;

- WPCF and NPDES permit regulations and compliance;
- Road maintenance techniques and applications;
- Oregon land use law/planning and development related infrastructure issues;
- Public improvement contracting and administration;
- Contract law and intergovernmental agreements;
- Public Utility billing operations and maintenance; and,
- Public finance and infrastructure financing;
- Knowledge of System Development Charges, methodology including reimbursement.
- Facultative lagoon operation
- Explanation of proposer's workload capacity, availability, and level of experience commensurate with the level of service required by the City.
- Explanation of proposer's facilities and availability of support staff.
- Proof of Insurance of \$2 million professional liability insurance and \$2 million per occurrence comprehensive general liability insurance.
- Proof of Insurance of \$1 million combined single limit auto liability insurance.
- Proof of Insurance of \$1 million Workers Compensation Insurance or exemption.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. References from government clients of larger size can be accepted if similar size is not available. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the proposer is a civil engineer licensed to work in the State of Oregon.
- A discussion of proposer's use of local resources and community involvement.

A Proposer may be requested by the City to provide pricing policies, rates and other cost information (collectively, Price Information). Price Information shall not be submitted as part of a proposal, but shall be submitted only when requested by City. Proposers should refer to Section III.B for information on Price Information and associated evaluation procedures.

F. PUBLIC RECORDS

All proposals submitted are the property of the City of Halsey, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City has awarded and executed an Engineer of Record Contract. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

G. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

- The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:
- A Civil Engineer licensed to work in the State of Oregon.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.

- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.
- Familiarity with the City of Halsey or similar sized Cities in the region.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

| | Maximum Points |
|---|----------------|
| Phase I: | |
| 1. Specialized experience in the type of work to be performed, specifically including work in a city of similar size. | (50) |
| 2. Qualifications and experience of the staff assigned by proposer to perform these services. | (40) |
| 3. Past experience of proposer and project team members with relevant county, state, and federal regulatory and funding agencies. | (30) |
| 4. Quality of proposed scope of work, including the proposed management techniques and practices for City service needs. | (20) |
| 5. Familiarity with the City, City Facilities, City locale. | (50) |
| 6. Distance from City. | (20) |
| 7. Availability and capability to perform the engineering services described in this RFP on an ongoing basis. | (25) |
| 8. References. | (15) |
| SUBTOTAL: 250 Points | |
| Phase II: | |
| 9. Price Information | (50) |

MAXIMUM TOTAL: 300 Points

C. SELECTION

The City is using a qualification-based selection (QBS) process, which includes consideration of price information, as allowed for contracts anticipated to exceed \$100,000 pursuant to ORS 279C.110(5). Phase I will consist of an initial evaluation of all proposers and selection of up to three (3) of the most qualified candidates will be made without regard to the price of the services. If the City does not cancel this RFP, after selecting up to three (3) of the most qualified candidates, the City may request Price Information from those top-ranked Proposers, based upon the total score from the initial evaluation.

The City will conduct a Phase II Evaluation, as follows:

1. The submittal requirements for Phase II only apply to a Proposer that receives a request for Price Information following the City's evaluation and scoring of Proposals from Phase I.
2. The Price Information may receive up to a maximum of 45 points, giving it a weight of 15 percent in the total evaluation of each Phase II Proposer.
3. If requested to provide Price Information, a Proposer must submit the Price Information to the City within five (5) business days of the date of the City's request. The City may disqualify a Proposer for a late submission of the Price Information.
4. Pursuant to ORS 279C.110(5)(c)(A), the Price Information shall consist of a schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the professional services required for Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal; and
5. Pursuant to ORS 279C.110(5)(c)(B), the City requests the Price Information also include:
 - a. A list of each individual or labor classification that will perform each Project task, together with the hourly rate that applies to the individual or labor classification; and
 - b. A list of expenses, including travel expenses, that the Proposer expects to incur in connection with completing professional services.
6. A Phase II Proposer requested to provide Price Information may withdraw from consideration for this RFP if the Proposer does not wish to provide a price proposal.
7. The City may interview any Phase II Proposer, but it is not required to interview all Proposers. In an interview the Proposer may be allowed to expand upon information contained in the pricing proposal.

If the Council does not cancel the RFP after receipt of the evaluation committee's scoring results and recommendation, the City will begin negotiating a contract with the highest- ranking candidates. The City shall direct negotiations toward obtaining written agreements on the Engineers' performance obligations, fees, rates and a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and a selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have one or more new Engineer of Record contracts in place no later than **September, 2023.**

D. CONTRACT

The City desires to enter into professional services agreements with chosen awardees in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer(s) are expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a proposer's agreement with and intent to be bound by the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City Halsey will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for up to two (2) additional three (3) year terms.

The agreement requires that awardee(s) will comply with all applicable federal and state laws, rules and regulations.

**The City of Halsey is an Equal Opportunity/Affirmative
Action Employer
Women, Minorities and Disabled Persons are encouraged to apply.**

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT
NOTICE.

K. NEW BUSINESS

| 4. Inflow and Infiltration DEQ Loan – First Read | | |
|--|------|----------------|
| Council Action: | NONE | March 12, 2024 |

Issue Statement: The Council is asked to review the Loan requirements for the Inflow & Infiltration Rehabilitation Wastewater System Improvement Loan from the DEQ

Summary:

The DEQ has approved the city to receive another partially forgivable loan for a utility infrastructure project. This loan is to address issues identified in the 2022 Inflow & Infiltration (I & I) study conducted by Civil West. I have **included below a brief description of the project the loan addresses and the funding. We will need to review this funding and if council chooses, we will agree to accept funding via resolution which will be on our next council meeting agenda.** At this time I would like to receive any questions or actions from the council related to the loan.

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

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

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

