



## Council Packet

City of Halsey  
Regular Council Meeting  
City Hall – Council Chambers  
100 W. Halsey Street

Tuesday, May 14<sup>th</sup>, 2024  
7:00 PM



**HALSEY CITY COUNCIL MEETING**  
**Tuesday, May 14<sup>th</sup>, 2024 – 7:00 P.M.**  
***Halsey City Hall – Council Chambers***  
***100 Halsey Street, Halsey, OR 97348***  
**(541) 369-2522 / TTY: 1-800-735-2900**

**AGENDA**

**A. MEETING CALLED TO ORDER**

**C. ROLL CALL**

**D. PLEDGE OF ALLEGIANCE**

**E. COUNCIL MINUTES**

1. Council Meeting Minutes – April 9, 2024

**F. FINANCIAL REPORTS AND JOURNAL ENTRIES**

1. Financial Reports and Journal Entries – April 2024

**G. AGENDA ADJUSTMENTS**

**H. DELEGATIONS**

1. Linn County Sheriff's Office

**I. CITIZEN COMMENTS (Non-Agenda items)**

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

**J. REPORTS TO COUNCIL**

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

**K. OLD BUSINESS**

1. Livestock Ordinance – Schedule council work session

**L. NEW BUSINESS**

1. Natural Hazard Mitigation Plan Agreement
2. Employee Handbook Updates – first read
  - a. Employee Reimbursement Policy
  - b. Overtime and Employee Weekend Duty policy
3. OLCC License Renewal
  - a. 7 Stars
  - b. Honey Hole
4. Employee Wage Scale 2024-2025

**M. ORDINANCES & RESOLUTIONS**

1. RESOLUTION 2024-734 – Acceptance of American Library Association Grant
2. RESOLUTION 2024-735 – A Resolution for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month

**N. ADJOURNMENT**

### **MEETING LOCATION AND FORMAT**

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

**Please use the following phone number:**

**1-253-215-8782**

**Meeting ID: 350-516-0831**

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

### **SUBMISSION OF PUBLIC COMMENT**

Please submit comment to [Contact@HalseyOR.gov](mailto:Contact@HalseyOR.gov) or by delivering written comment to City Hall.

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

Email or written public comment is limited to 400 characters.

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

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

Address information will never be shared.

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

All City Council meetings are recorded. Audio recordings of past meetings are available at [www.cityofhalsey.com](http://www.cityofhalsey.com). The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Hall office at least 48 hours in advance of the meeting: [cityrecorder@cityofhalsey.com](mailto:cityrecorder@cityofhalsey.com) | 541-369-2522/ TTY 1-800-735-2900

## E. COUNCIL MINUTES

Council Minutes		
Council Action:	<b><i>MOTION</i></b>	<b>May 14, 2024</b>

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

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the April 9, 2024 Council meeting 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

April 9, 2024 | 7:00 p.m. | City Hall, 100 W Halsey St., Halsey, OR

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

### MEETING CALLED TO ORDER

Meeting called to order at 7:25 p.m.

### ROLL CALL

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

Absent: Councilor Jeremy Romer, Councilor Scott LaCoste

Staff Present: City Administrator Briana Parra, Municipal Clerk Audrey Whiddon, Utility Worker Billie Jones

Guests: Anne Sunday

Remote

Participants: Admin Assistant Amber Murray, Librarian Abi Vinson, Andy Ridinger, Tia Parrish

### PLEDGE OF ALLEGIANCE

### COUNCIL MINUTES

Council was asked to review and approve the minutes from the March 12th, 2024 Council Meeting

**Motion:** I move that the Governing Body of the City of Halsey approve March 12th City Council Minutes as submitted

**Motion by:** Councilor Jerry Gillson, Seconded by Council President Michelle Isom

**Vote:** Ayes: Unanimous

**Motion Carries**

### FINANCIAL REPORTS

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

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

**Motion by:** Council President Isom, Seconded by Councilor Jerry Gillson

**Vote:** Ayes: Unanimous

**Motion Carries**

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

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

**Motion by:** Council President Isom, Seconded by Councilor Jerry Gillson,

**Vote:** Ayes: Unanimous

**Motion Carries**

## AGENDA ADJUSTMENTS

Ken Lorensen would like to be on the budget committee. He has been on the council and other committees. Administrator Parra would like permission to have Mr. Lorensen to be added to the budget committee. Permission was granted by the council.

## DELEGATIONS

Linn County Sheriff's Office-Sergeant Frambes

For the month of March there were 16 traffic citations, 11 warnings, and 1 arrest was made.

## CITIZEN COMMENTS

*No citizen comments.*

## REPORTS TO COUNCIL

City Administrator: Briana Parra

- Codes and Ordinance - Enforcement and Budding Considerations- The City of Halsey was notified by a citizen and by law enforcement regarding a disturbing incident related to firearm discharge in Halsey. The city felt the allegations were serious enough to warrant some action to address the issue as it relates to our ordinances. The city sent a letter to the person alleged of the crime, and posted our ordinance related to discharge of firearms in city limits in our April newsletter.
- Park and ODOT Projects-
  - The city has successfully met the requirements for finalizing the acceptance of the OPRD grant for improvements at the Halsey Memorial Park. Administrator Parra is in the process of acquiring permits from ODOT to remove the trees that are in ODOT right of way. The city is hoping to have trees, a playground, and multi-use court complete by the end of June for minimal disruption to park use during our peak season. The city plans to wait on path demolition and installation until September. Andy is working on quotes for tree removal which we

anticipate landing in the small procurement category. Administrator Parra is preparing RFBs for playground equipment, upgrades to the walking path, and court resurfacing.

- The Highway 99 park project is moving forward. Administrator Parra is working with Andrea at ODOT to get a copy of the contract ODOT has with the nursery subcontractors for the landscaping on the 99 corridors, and to get a formal introduction so she might ask some questions regarding trees. While adding trees to our main street will be a great improvement to the aesthetic of our community, we want to ensure that Halsey is prepared for the ongoing maintenance of trees in our city.
- Statement of Economic Interest- The annual statement of economic interest (SEI) is due April 15<sup>th</sup>, 2024. City Councilors, City Administrators, and Planning Committee members are all subject to SEI filing requirements and should have received an email.
- Budget Committee- Budget committee is coming up at the end of April and into early May. We have a number of vacant citizen seats on the committee, it is very important that our council budget committee members attend in order for us to meet quorum. If any citizens are curious about the budget committee process, the meeting is open to the public.
- May Agenda
  - Council was reminded to submit any topics of interest to the Administrator if they wish to see them on a future Council Meeting agenda.
  - During May council we will set the date for the work session for the land use ordinance review. We have another ordinance related to Accessory Dwelling Units (ADUs) that will need to be updated as well to bring it into compliance for state regulation.
- Upcoming Events-
  - April – Child Abuse Prevention Month
  - April 13th at the park – BOOK IT Library 5K
  - April 26th – April 27th – Halsey Arbor Day, Activities at the Library and tree giveaway
  - April 30th – Budget Committee Meeting and Public Hearing, 6pm at City Hall
  - May 7th – 2nd Budget Committee Meeting, 6pm at City Hall

#### Public Works- Andy Ridinger

The following projects were completed in the month of March:

- Mowing season is here, public works have started mowing and did tune-ups and mower maintenance on our mowers. Spraying is also on the list once the weather changes.
- Public Works constructed a custom sliding door to close off access to the elevator during Community Center activity, as well as building shutters to cover pass through opening to the kitchen.
- Billie replaced the deck boards, welded cracked areas, and wired new lights on the large utility trailer.

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

#### Library Report-Abi Vinson

- Monthly Stats-There were 109 patrons in the month of March, for an average of 5.45 patrons per day. 111 books were checked out during the month, and 1 new library card was issued. 25 books were added to the catalog.
- 5K Update- There are 43 participants registered for the race and 6 confirmed event sponsors. Varcomm will be donating water bottles and snacks. There will be a book giveaway for kids.
- Story Time Event- 14 kids and a few adults attended the story time event.
- Arbor Day- There will be a tree give away and activities.
- Grant Award- The Library was awarded the ALA LTC Grant in the amount of \$10,000 for the new door. There will be a community meeting before the door is installed, where community members can share their thoughts. Date and time TBD. We went with Left Coast Doors, who should be able to install the door in the next 6 weeks. Librarian Abi is currently working on a technology grant for \$5,000 from Oregon Humanities. The hope is to use the money from the Oregon Humanities Grant if won toward educational tablets for the library.

## **REPORTS TO COUNCIL**

Mayor Lachenbruch- Attend the Central Linn Rec Center open house. The Mayor and Administrator Parra meet with Sean Tate to talk about the short and long session. Mayor Lachenbruch also attended the Budget Committee training with Administrator Parra and Councilor Flores.

#### Central Linn School District- Councilor Isom

*There was no report this month.*

## **OLD BUSINESS**

Council was asked to discuss the issue of Inflow and Infiltration repairs and review the Loan requirements for the Inflow & Infiltration Rehabilitation Wastewater System Improvement Loan from the DEQ. In 2022 the city received a finalized Inflow and Infiltration study conducted by Civil West engineering. The study identified a list of areas of concern, with some being identified as critical concerns with a recommendation to repair over a 7-year period. Given the new information provided by our Public Works Lead, Andy regarding DEQ compliance in our Wastewater treatment elevates the importance of addressing repairs. Councilor Gillson suggested having someone come out and run a check on the pumps.

## NEW BUSINESS

- Council is asked to consider utility rate increases for the 2024-2025 fiscal year. An update to the tier structure was purposed that is more aligned with models that other cities use. This would build up the water and sewer reserve to help with future wastewater and water treatment projects. Inflation costs to maintain the utilities is a factor. Also, some funding does require proof that our rates will be generating enough revenue to make a loan payment. Currently we are having to use money from other funds to cover the cost of utilities projects. Council agreed to consider it and hold a public hearing.

## ORDINANCES & RESOLUTIONS

### RESOLUTION 2024-729 – A Resolution for the City of Halsey Proclaiming April 26, 2024, as Arbor Day in the City of Halsey

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

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

**Motion by:** Council President Michelle Isom, Seconded by Councilor Flores

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### RESOLUTION 2024-730 – A Resolution for the City of Halsey Proclaiming April 2024 as Child Abuse Prevention and Awareness Month

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

**Motion by:** Council President Michelle Isom, Seconded by Councilor Strauss

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### RESOLUTION 2024-731 -- A Resolution of the City of Halsey Authorizing a Loan from the Clean Water State Revolving Fund by Entering into A Financing Contract with the Oregon Department of Environmental Quality

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

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

RESOLUTION 2024-732 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Libraries Transforming Communities Grant Awarded by the American Library Association

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

**Motion by:** Councilor Gillson, Seconded by Council President Michelle Isom

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

RESOLUTION 2024-733 -- A Resolution of the City of Halsey to Receive and Appropriate the grant awarded by the Oregon Parks and Recreation Department

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

**Motion by:** Councilor Gillson, Seconded by Council President Michelle Isom

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 8:56 pm.

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Admin. Assistant Amber Murray

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Mayor Jerry Lachenbruch



## F. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<b><i>MOTION</i></b>	<b>May 14, 2024</b>

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

**Summary:**

Approving the April Financial Report includes approving check numbers 20822-20872 in the amount of \$42,413.20.

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



CITY OF HALSEY  
COMBINED CASH INVESTMENT  
APRIL 30, 2024

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	(	79,338.16)
01-0001002	MONEY MARKET		29,510.08
01-0001003	INVESTMENT POOLED		2,268,092.28
	TOTAL COMBINED CASH		2,218,264.20
01-0001100	XPRESS DEPOSIT ACCOUNT		37,622.72
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(	2,255,886.92)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND		319,538.33
18	ALLOCATION TO VEHICLE & EQUIP RESERVE		33,128.21
20	ALLOCATION TO (20) STREET FUND		146,645.27
25	ALLOCATION TO (25) STREET & PATHWAY FUND		79,243.03
40	ALLOCATION TO (40) BOND FUND		58,252.64
55	ALLOCATION TO (55) LIBRARY FUND		19,380.74
60	ALLOCATION TO (60) WATER FUND		415,026.56
61	ALLOCATION TO (61) SEWER FUND		253,515.53
62	ALLOCATION TO (62) WATER RESERVE FUND		362,369.72
63	ALLOCATION TO (63) SEWER RESERVE FUND		199,808.62
65	ALLOCATION TO STORM WATER BLUE HERON FUND		32,932.11
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND		25,064.60
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG		114,744.33
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG		33,212.49
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP		146,421.25
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK		9,779.23
85	ALLOCATION TO (85) HALSEY CITY PARK FUND		6,824.26
	TOTAL ALLOCATIONS TO OTHER FUNDS		2,255,886.92
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(	2,255,886.92)
	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)

April 30, 2024

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	28,465.02-	Book Balance Previous Month:	5,154.35
Outstanding Deposits:	97.42	Total Receipts:	80,444.72
Outstanding Checks:	50,970.56	Total Disbursements:	164,937.23
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	79,338.16-	Book Balance:	79,338.16-
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
5	.01	1207	97.41				
Grand Totals:							97.42

Deposits cleared: 38 items Deposits Outstanding: 2 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
14206	27.52	17523	23.44	17752	316.65	18058	53.23
18073	154.00	18155	1.63	18156	13.27	18163	.85
18170	.50	18344	2,000.00	18489	100.00	18511	150.00
18692	28.50	19068	28.50	19077	68.45	19120	120.00
19423	154.84	19944	66.36	19982	2.94	19987	29.68
20412	30.87	20440	7.21	20597	30.00	20763	28.25
20767	28.76	20773	30.00	20781	13.78	20782	41.31
20783	41.69	20784	30.99	20785	64.26	20865	2,153.16
20866	383.30	20867	550.00	20870	51.30	20871	1,962.60
20872	169.00	92201	236.98	223245	7,649.44	925235	8,169.88
20220231	173.91	43020242	10,441.52	43020243	6,688.94	43020244	2,041.88
43020245	6,371.37	43020246	500.00	225201931	260.20-		
Grand Totals:							50,970.56

Checks cleared: 66 items Checks Outstanding: 47 items

Bank Adjustments SectionBook Adjustments Section

Money Market Account (Money Market) (2)

April 30, 2024

Account: 010001002  
Bank Account Number: 25500059

Bank Statement Balance:	29,510.08	Book Balance Previous Month:	56,397.06
Outstanding Deposits:	.00	Total Receipts:	28,731.92
Outstanding Checks:	.00	Total Disbursements:	55,618.90
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	29,510.08	Book Balance:	29,510.08
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 19 items      Deposits Outstanding: 0 items

Checks cleared: 3 items      Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Xpress Deposit Bank () (99)			
April 30, 2024			
Account: 010001100			
Bank Account Number: 10912			
Bank Statement Balance:	37,535.72	Book Balance Previous Month:	37,402.49
Outstanding Deposits:	87.00	Total Receipts:	220.23
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	37,622.72	Book Balance:	37,622.72
		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
1201	87.00						
Grand Totals:							87.00

Deposits cleared: 35 items      Deposits Outstanding: 1 items

Checks cleared: 0 items      Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

## Report Criteria:

Include transaction count

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

References: 13 Transactions: 13

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

References: 6   Transactions: 6

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

References: 8 Transactions: 8

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

## Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
04/08/2024	1	CIS Adjustment	18.82
04/08/2024	1	Transfer- Money Market to Checking	50,494.90
04/01/2024	3	xPress Bill Pay Monthly Service Fees-Sewer	91.33
04/08/2024	3	Transfer- Money Market to Checking	5,000.00
04/01/2024	4	xPress Bill Pay Monthly Service Fees-Water	91.32
04/08/2024	5	Banking & Remote Deposit Fees	124.00
04/01/2024	6	Pathpoint Merchant Fees	171.88
05/03/2024	8	Bank Maintenance/Service Fees- April 2024	29.74
05/03/2024	11	Adjust for Bank Error on AP Ck# 20812	60.00
04/30/2024	13	Transfer-Checking to LGIP	75,000.00
04/23/2024	20822	Linn County Road Department	100.00-
04/05/2024	20824	Albany Lock & Key	85.00
04/05/2024	20825	Alyrica Networks	13.32
04/05/2024	20825	Alyrica Networks	13.32
04/05/2024	20825	Alyrica Networks	13.35
04/05/2024	20826	AT&T Mobility	26.23
04/05/2024	20826	AT&T Mobility	26.22
04/05/2024	20826	AT&T Mobility	26.30
04/05/2024	20827	Bunce Equipment, Inc.	50.00
04/05/2024	20828	CECO, Inc.	114.09
04/05/2024	20828	CECO, Inc.	57.04
04/05/2024	20828	CECO, Inc.	179.91
04/05/2024	20828	CECO, Inc.	87.76
04/05/2024	20829	Cintas	41.86
04/05/2024	20830	Civil West Engineering Services, Inc.	4,091.50
04/05/2024	20830	Civil West Engineering Services, Inc.	5,587.27
04/05/2024	20831	Ingram Library Services	1,022.65
04/05/2024	20832	iSecure	40.00
04/05/2024	20833	JSG Lawn Maintenance	2,000.00
04/05/2024	20834	Napa Auto Parts	20.98
04/05/2024	20834	Napa Auto Parts	167.82
04/05/2024	20834	Napa Auto Parts	20.98
04/05/2024	20834	Napa Auto Parts	209.78
04/05/2024	20835	Norm's Electric Inc.	88.03
04/05/2024	20836	Otis Elevator Company	825.00
04/05/2024	20837	Renewable Resource Group, Inc	84.00
04/05/2024	20837	Renewable Resource Group, Inc	868.00
04/05/2024	20838	Varcomm	98.39
04/05/2024	20838	Varcomm	28.50
04/05/2024	20838	Varcomm	54.97
04/05/2024	20838	Varcomm	96.85
04/05/2024	20839	U.S. Postal Service	120.00
04/05/2024	20840	Waxmaster Janitorial LLC	812.68
04/11/2024	20841	AT&T	20.26
04/11/2024	20841	AT&T	20.26
04/11/2024	20841	AT&T	20.32
04/11/2024	20842	BMS Technologies	182.06
04/11/2024	20842	BMS Technologies	182.06
04/11/2024	20843	Carlson Hardware Inc.	131.06
04/11/2024	20844	Caselle, Inc.	486.00
04/11/2024	20844	Caselle, Inc.	156.00
04/11/2024	20844	Caselle, Inc.	156.00
04/11/2024	20845	Executive Cleaning	650.00
04/11/2024	20846	FunFlicks	380.61
04/11/2024	20847	Kelley Connect Co.	175.96
04/11/2024	20847	Kelley Connect Co.	21.46

Date	Check Number	Payee or Description	Check Amount
04/11/2024	20847	Kelley Connect Co.	142.92
04/11/2024	20847	Kelley Connect Co.	88.84
04/11/2024	20848	Legacy	325.00
04/11/2024	20849	Local Government Law Group, PC	446.50
04/11/2024	20850	Pacific Power	1,584.57
04/11/2024	20850	Pacific Power	68.82
04/11/2024	20850	Pacific Power	2,286.97
04/11/2024	20850	Pacific Power	892.27
04/11/2024	20850	Pacific Power	37.99
04/11/2024	20850	Pacific Power	149.96
04/11/2024	20851	Secretary of State	250.00
04/11/2024	20852	Elan Financial Services	459.31
04/11/2024	20852	Elan Financial Services	55.00
04/11/2024	20852	Elan Financial Services	618.02
04/11/2024	20852	Elan Financial Services	1,622.78
04/11/2024	20852	Elan Financial Services	1,230.77
04/11/2024	20852	Elan Financial Services	1,500.00
04/12/2024	20853	Elevate and Decorate	420.00
04/17/2024	20854	Cintas	41.86
04/17/2024	20854	Cintas	62.79
04/17/2024	20854	Cintas	62.79
04/17/2024	20855	GSI Water Solutions, Inc.	247.50
04/17/2024	20856	Ingram Library Services	661.94
04/17/2024	20857	Morley Thomas Law	600.00
04/17/2024	20858	National Business Solutions	904.93
04/17/2024	20859	NW Natural Gas	55.12
04/17/2024	20859	NW Natural Gas	128.42
04/17/2024	20860	Renewable Resource Group, Inc	448.00
04/17/2024	20861	State of Oregon	40.00
04/17/2024	20862	Security Alarm Corp	186.15
04/17/2024	20863	Wells Fargo Financial Leasing, Inc.	123.50
04/17/2024	20863	Wells Fargo Financial Leasing, Inc.	39.00
04/17/2024	20863	Wells Fargo Financial Leasing, Inc.	123.50
04/17/2024	20863	Wells Fargo Financial Leasing, Inc.	39.00
04/25/2024	20864	Aggregate Resource Crushing, LLC	138.89
04/25/2024	20865	Airgas USA, LLC	2,153.16
04/25/2024	20866	Ferguson Waterworks # 3011	383.30
04/25/2024	20867	Good Day Embroidery	550.00
04/25/2024	20868	HD Fowler	761.44
04/25/2024	20868	HD Fowler	761.44
04/25/2024	20869	Renewable Resource Group, Inc	84.00
04/25/2024	20870	Connor Shirk	51.30
04/25/2024	20871	Elan Financial Services	1,379.94
04/25/2024	20871	Elan Financial Services	46.99
04/25/2024	20871	Elan Financial Services	277.14
04/25/2024	20871	Elan Financial Services	110.21
04/25/2024	20871	Elan Financial Services	148.32
04/25/2024	20872	Education Department	169.00
04/30/2024	92201	DIRECT DEPOSIT TOTAL	20,734.90
04/30/2024	43020241	Andy Ridinger - DIR DEP	.00
04/26/2024	43020241	AFLAC	282.33
04/30/2024	43020242	Gangle, Larissa - DIR DEP	.00
04/26/2024	43020242	EBS Trust, CIS- Benefits	10,435.08
04/26/2024	43020242	EBS Trust, CIS- Benefits	6.44
04/30/2024	43020243	William Jones - DIR DEP	.00
04/26/2024	43020243	IRS Tax Deposit	3,464.08
04/26/2024	43020243	IRS Tax Deposit	810.14
04/26/2024	43020243	IRS Tax Deposit	2,414.72

Date	Check Number	Payee or Description	Check Amount
04/30/2024	43020244	Abrial Vinson - DIR DEP	.00
04/26/2024	43020244	Oregon Dept of Revenue - WC/UI	21.19
04/26/2024	43020244	Oregon Dept of Revenue - WC/UI	1,765.00
04/26/2024	43020244	Oregon Dept of Revenue - WC/UI	255.69
04/30/2024	43020245	Amber Murray - DIR DEP	.00
04/26/2024	43020245	P.E.R.S.	1,556.53
04/26/2024	43020245	P.E.R.S.	4,814.84
04/30/2024	43020246	Audrey Whiddon - DIR DEP	.00
04/26/2024	43020246	VOYA	500.00
04/30/2024	43020247	Briana Parra - DIR DEP	.00
Grand Totals:			220,556.13

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
04/30/2024	PC	04/30/2024	4302024	Andy Ridinger	210		01-0001001	4,479.14-
04/30/2024	PC	04/30/2024	4302024	Gangle, Larissa	241		01-0001001	3,232.75-
04/30/2024	PC	04/30/2024	4302024	William Jones	245		01-0001001	2,871.34-
04/30/2024	PC	04/30/2024	4302024	Abrial Vinson	257		01-0001001	1,705.77-
04/30/2024	PC	04/30/2024	4302024	Amber Murray	258		01-0001001	2,410.24-
04/30/2024	PC	04/30/2024	4302024	Audrey Whiddon	260		01-0001001	1,892.85-
04/30/2024	PC	04/30/2024	4302024	Briana Parra	261		01-0001001	4,142.81-
Grand Totals:								20,734.90-
			7					

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20822	04/23/2024	205	Linn County Road Department	Road Permit Deposit for Library 5K	55-410-55-5550	100.00- V
20824	04/05/2024	1010	Albany Lock & Key	Lock for Barn Door, Key Match	10-110-55-5542	85.00
20825	04/05/2024	934	Alyrica Networks	Internet	61-320-55-5662	39.99
20826	04/05/2024	24	AT&T Mobility	Public Work Tablet	61-320-55-5662	78.75
20827	04/05/2024	1136	Bunce Equipment, Inc.	Barn Door Rollers	10-110-55-5680	50.00
20828	04/05/2024	47	CECO, Inc.	Fuel	61-320-55-5615	438.80
20829	04/05/2024	1163	Cintas	City Hall Drinking Water	10-110-55-5542	41.86
20830	04/05/2024	945	Civil West Engineering Services, I	Wastewater Facilities Plan- 3/1/2024-3/31/2024	61-320-55-5910	9,678.77
20831	04/05/2024	761	Ingram Library Services	Library Books	55-410-55-5800	1,022.65
20832	04/05/2024	1023	iSecure	Document Shredding Service-March2024	10-110-55-5616	40.00
20833	04/05/2024	1062	JSG Lawn Maintenance	Monthly Landscape Services-April 2024	10-110-55-5905	2,000.00
20834	04/05/2024	632	Napa Auto Parts	Starter & Battery	61-320-55-5690	419.56
20835	04/05/2024	258	Norm's Electric Inc.	Gazebo Plug Box Replacement	85-510-55-5840	88.03
20836	04/05/2024	292	Otis Elevator Company	Maintenance Service & Fire Alarm Test	10-110-55-5689	825.00
20837	04/05/2024	19	Renewable Resource Group, Inc	Lab Testing-	61-320-55-5860	952.00
20838	04/05/2024	332	Varcomm	Shop	60-310-55-5662	278.71
20839	04/05/2024	314	U.S. Postal Service	Post Office Box Annual Fee	10-110-55-5610	120.00
20840	04/05/2024	1229	Waxmaster Janitorial LLC	Floor Waxing Service for Community Center	10-110-55-5680	812.68
20841	04/11/2024	24	AT&T	LONG DISTANCE	10-110-55-5662	60.84
20842	04/11/2024	1129	BMS Technologies	Utility Bill Printing & Mailing Costs	61-320-55-5610	364.12
20843	04/11/2024	46	Carlson Hardware Inc.	Barn Door for Community Center	10-110-55-5680	131.06
20844	04/11/2024	49	Caselle, Inc.	Split distribution	60-310-55-5611	798.00
20845	04/11/2024	954	Executive Cleaning	Contract Janitorial Services-March	10-110-55-5680	650.00
20846	04/11/2024	913	FunFlicks	Deposit for Movie Night in the Park	10-110-55-5892	380.61
20847	04/11/2024	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	429.18
20848	04/11/2024	1100	Legacy	Generator Inspection & Service	61-320-55-5706	325.00
20849	04/11/2024	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	446.50
20850	04/11/2024	297	Pacific Power	5th & L pump	60-310-55-5672	5,020.58
20851	04/11/2024	365	Secretary of State	Filing Fee	10-110-55-5775	250.00
20852	04/11/2024	665	Elan Financial Services	Facebook ad for 5k	55-410-55-5580	5,485.88
20853	04/12/2024	1230	Elevate and Decorate	Balloon Arch for 5K	55-410-55-5580	420.00
20854	04/17/2024	1163	Cintas	Shop Drinking Water	61-320-55-5543	167.44
20855	04/17/2024	1103	GSI Water Solutions, Inc.	Well 69 Project 3/1/-3/31/24	60-310-60-6002	247.50
20856	04/17/2024	761	Ingram Library Services	Library Books	55-410-55-5800	661.94
20857	04/17/2024	957	Morley Thomas Law	City Municipal Judge-April	10-110-55-5648	600.00
20858	04/17/2024	1110	National Business Solutions	Contract IT Support-4/15-5/14/2024	10-110-55-5770	904.93
20859	04/17/2024	263	NW Natural Gas	Natural Gas Service- City Shop	60-310-55-5671	183.54
20860	04/17/2024	19	Renewable Resource Group, Inc	Lab Testing	61-320-55-5860	448.00
20861	04/17/2024	365	State of Oregon	Filing Fee- Notary	10-110-55-5542	40.00
20862	04/17/2024	688	Security Alarm Corp	Fire & Security Monitoring-5/1/-5/31/24	10-110-55-5770	186.15
20863	04/17/2024	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20864	04/25/2024	711	Aggregate Resource Crushing, LL	Rock for Lagoon Boat Ramp	61-320-55-5679	138.89
20865	04/25/2024	12	Airgas USA, LLC	Chlorine for Lagoon Wastewater	61-320-55-5675	2,153.16
20866	04/25/2024	848	Ferguson Waterworks # 3011	Parts	60-310-55-5701	383.30
20867	04/25/2024	1236	Good Day Embroidery	T-shirts for Library-Book-It 5K	55-410-55-5580	550.00
20868	04/25/2024	1210	HD Fowler	Ready Subscription	60-310-55-5611	1,522.88
20869	04/25/2024	19	Renewable Resource Group, Inc	Lab Testing	60-310-55-5860	84.00
20870	04/25/2024	1237	Connor Shirk	Customer Overpayment Refund-Final Billed	01-0001075	51.30
20871	04/25/2024	665	Elan Financial Services	PDF Editing Software	10-110-55-5770	1,962.60
20872	04/25/2024	1133	Education Department	Library Family Program	55-410-55-5560	169.00
Grand Totals:						42,413.20

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

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

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

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

H. Delegations

Linn County Sheriff		
Council Action:	MOTION	May 14, 2024









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

This Report Encompasses: 4/ 1/24 to 4/30/24

Total Incidents This Month: **52**

Incident Information:	Description
CAD# 2024063019 TIME: 4/1/2024 9:29:09AM CASE# 2401303 HALS REPORT TAKEN	Report Filed. CRIMINAL MISCHIEF 3 - CRIME DAMAGE Reported At Block Of 600 W 3RD ST Occurred between 0930 hours on 3/30/2024 and 2200 hours on 3/30/2024 . Reported:  On 03-30-24, between approximately 9:30 a.m. and 10:00 p.m. the caller's screen door was damaged. It is unknown if the screen door was kicked or damaged by another object, such as an errant ball.
CAD# 2024063037 TIME: 4/1/2024 10:16:13AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 000 W 2ND ST HALS  Operator warned for equipment violation.
CAD# 2024063577 TIME: 4/1/2024 11:16:56PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 400 W 2ND ST HALS  Deputy observes vehicle parked at business after hours. No one was in or around the vehicle. No suspicious activity discovered.
CAD# 2024063585 TIME: 4/1/2024 11:31:33PM 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# 2024063588 TIME: 4/1/2024 11:46:00PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 31900 HWY 228/BLUE HERON ST HALS  Operator issued equipment and moving violation warning

Incident Information:	Description
<p>CAD# 2024063597</p> <p>TIME: 4/1/2024 11:59:58PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 31800 HWY 228 HALS</p> <hr/> <p>Operator issued moving violation warning.</p>
<p>CAD# 2024063624</p> <p>TIME: 4/2/2024 12:58:35AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 000 BLUE HERON ST/HWY 228 HALS</p> <hr/> <p>Operator issued warning for moving violation</p>
<p>CAD# 2024063953</p> <p>TIME: 4/2/2024 1:35:54PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>MISSING PERSONS Reported at Block of 000 E 2ND ST HALS</p> <hr/> <p>Deputies responded to a report of a missing child. Child was located by parents prior to deputy arrival.</p>
<p>CAD# 2024064281</p> <p>TIME: 4/2/2024 8:03:56PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>WARNING EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS</p> <hr/> <p>Operator issued equipment violation warning.</p>
<p>CAD# 2024064315</p> <p>TIME: 4/2/2024 8:39:58PM</p> <p>CASE# 2401333</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>Report Filed. INFO-OTHER DOCUMENTATION Reported At Block Of 100 NW 2ND ST Occurred between 2039 hours on 4/2/2024 and 2039 hours on 4/2/2024 . Reported:</p> <hr/> <p>Deputy takes report of lost dogs</p>
<p>CAD# 2024064415</p> <p>TIME: 4/3/2024 12:11:40AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 300 W 2ND ST HALS</p> <hr/> <p>Deputy checks on vehicle parked at business after hours, operator informs Deputy they were using their phone.</p>

Incident Information:	Description
CAD# 2024064627 TIME: 4/3/2024 10:27:02AM CASE# CAD Only HALS HALSEY	INFORMATION ONLY REPORT Reported at Block of 200 W F ST HALS <hr/> Female wanted information documented regarding her ex possibly coming to the area.
CAD# 2024065203 TIME: 4/4/2024 8:30:41AM CASE# 2401348 HALS REPORT TAKEN	Report Filed. INFO-SUSPICIOUS CIRCUMSTANCE Reported At Block Of 32400 HWY 228 Occurred between 1530 hours on 4/3/2024 and 1553 hours on 4/3/2024 . Reported: <hr/> Parenting issue between ex husband and wife
CAD# 2024065548 TIME: 4/4/2024 4:49:01PM CASE# CAD Only HALS CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 1400 W 5TH ST HALS <hr/> Welfare check on female experiencing mental health crisis .
CAD# 2024067980 TIME: 4/8/2024 11:06:55AM CASE# CAD Only HALS FOLLOW UP COMPLETE	FOLLOW UP Reported at Block of 200 W 2ND ST HALS <hr/> Follow up.
CAD# 2024068293 TIME: 4/8/2024 6:59:13PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 000 W 1ST ST HALS <hr/> Caller found an animal bone under her house when trying to get some kittens out from underneath.
CAD# 2024068377 TIME: 4/8/2024 9:55:58PM CASE# CAD Only HALS EXTRA PATROL	EXTRA PATROL Reported at Block of 200 W 2ND ST HALS <hr/>

Incident Information:	Description
CAD# 2024068380 TIME: 4/8/2024 10:03:21PM CASE# CAD Only HALS EXTRA PATROL	EXTRA PATROL Reported at Block of 900 E 1ST ST HALS <hr/>
CAD# 2024069091 TIME: 4/9/2024 7:08:30PM CASE# CAD Only HALS CAD CALL COMPLETE	EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS <hr/> City council meeting
CAD# 2024069388 TIME: 4/10/2024 8:38:52AM CASE# CAD Only HALS CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 31900 HWY 228 HALS <hr/> extra patrol through residential areas
CAD# 2024070998 TIME: 4/12/2024 10:19:13AM CASE# 2401465 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: DEATH INVESTIGATION Reported At Block Of 300 W 3RD ST Occurred between 1019 hours on 4/12/2024 and 1019 hours on 4/12/2024 . <hr/> Deputy conducted investigation into unattended death of a 74 year old male.
CAD# 2024071037 TIME: 4/12/2024 11:13:07AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 200 W 2ND ST HALS <hr/> Deputy investigated suspicious vehicle.
CAD# 2024072038 TIME: 4/13/2024 5:39:48PM CASE# CAD Only HALS CAD CALL COMPLETE	ASSIST OTHER AGENCY Reported at Block of 1100 W 2ND ST HALS <hr/> Assisted Medics with traffic control in construction zone that had one lane blocked .

Incident Information:	Description
CAD# 2024072191 TIME: 4/13/2024 10:01:53PM CASE# 2401484 HALS REPORT TAKEN	Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 100 W 2ND ST/HWY 228 Occurred between 2200 hours on 4/13/2024 and 2201 hours on 4/13/2024 . Reported: <hr/> Barbara Record (62) of Sweet Home was cited in lieu of custody on her outstanding Lebanon Justice Ct warrant for Contempt of Court. Record was cited for a traffic violation for DWS -Violation and was warned for a stop sign violation .
CAD# 2024072227 TIME: 4/13/2024 11:24:18PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator warned for a stop sign violation when turning right from W 2nd St onto Hwy 228.
CAD# 2024072239 TIME: 4/13/2024 11:37:22PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 000 BLUE HERON ST/HWY 228 HALS <hr/> Checked on flashing light at a power/control box at the location. Unknown reason for the activity.
CAD# 2024073069 TIME: 4/15/2024 8:59:25AM CASE# CAD Only HALS CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 200 W D ST HALS <hr/> Driver cited for speed, 45 in 25.
CAD# 2024073112 TIME: 4/15/2024 9:49:50AM CASE# CAD Only HALS HALSEY	EXTRA PATROL Reported at Block of 300 W 1ST ST/W D ST HALS <hr/> Extra patrol for speeder. One citation issued.
CAD# 2024075973 TIME: 4/19/2024 11:16:47AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPECT FOLLOW UP Reported at Block of 300 W 2ND ST HALS <hr/> John Stapleton V, 18 of Eugene was arrested for Misrepresentation Of Age By A Minor .

Incident Information:	Description
CAD# 2024076510 TIME: 4/19/2024 11:18:05PM CASE# 2401596 HALS REPORT TAKEN	Report Filed. INFO-WELFARE CHECK Reported At Block Of 300 W G ST Occurred between 2317 hours on 4/19/2024 and 2318 hours on 4/19/2024 . Reported: 4/19/2024 Caller reports concerns after friend stops communicating with them. Deputy contacts family members of the person and discovers the person is at their residence and speaking to multiple family members either by phone or in person.
CAD# 2024076515 TIME: 4/19/2024 11:22:30PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 200 W C ST HALS Deputy observes vehicle parked at school after hours, Deputy checks around campus, building was secure and no signs of suspicious activity were seen.
CAD# 2024076969 TIME: 4/20/2024 5:22:21PM CASE# CAD Only HALS HALSEY	SUSPICIOUS VEHICLE Reported at Block of 1300 CROWELL LN HALS Deputy checked on vehicle parked in odd location.
CAD# 2024077020 TIME: 4/20/2024 7:01:18PM CASE# CAD Only HALS CAD CALL COMPLETE	WARRANT SERVICE Reported at Block of 600 W 3RD ST HALS Deputy attempted a warrant service for a wanted individual in Halsey.
CAD# 2024077084 TIME: 4/20/2024 8:18:55PM CASE# 2401593 HALS REPORT TAKEN	Report Filed. ASSAULT 3 - DOMESTIC Reported At Block Of 100 E D ST Occurred between 2017 hours on 4/20/2024 and 2018 hours on 4/20/2024 . Reported: 4/20/2024 Officer 39-year-old Cory Nimz of Halsey was arrested for Assault III Domestic and Domestic Strangulation. Cory was transported to the Linn County Jail.
CAD# 2024077722 TIME: 4/21/2024 9:19:44PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 31900 HWY 228/BUE HERON ST HALS 28-year-old T. Throne of Halsey was issued a citation for Fail to Renew Vehicle Registration

Incident Information:	Description
CAD# 2024077859 TIME: 4/22/2024 4:39:11AM CASE# CAD Only HALS CITE SEATBELT VIOLATION	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> 73-year-old C. Mintun of Albany was issued a citation for Fail to Obey a Traffic Control Device.
CAD# 2024078773 TIME: 4/23/2024 1:08:40PM CASE# CAD Only HALS	NON 911 ISSUE Reported at Block of 300 W 2ND ST HALS <hr/> No Public Narrative.
CAD# 2024079174 TIME: 4/23/2024 9:14:03PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator warned for a stop sign violation when turning right from W 2nd St onto Hwy 228.
CAD# 2024079186 TIME: 4/23/2024 9:34:38PM CASE# CAD Only HALS WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 31800 HWY 228/W 2ND ST HALS <hr/> Operator warned for a stop sign violation when turning left from Hwy 228 onto W 2nd St.
CAD# 2024079485 TIME: 4/24/2024 11:24:48AM CASE# 2401649 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: THEFT Reported At Block Of 100 W 2ND ST Occurred between 1124 hours on 4/24/2024 and 1124 hours on 4/24/2024 . Reported: <hr/> Deputies investigate fraudulent use of credit card associated with outside agency theft of credit card.
CAD# 2024079521 TIME: 4/24/2024 12:05:48PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 100 W 2ND ST HALS <hr/> Deputy searched for security cameras in the area.

Incident Information:	Description
<p>CAD# 2024079911</p> <p>TIME: 4/24/2024 9:02:33PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 500 W 4TH ST HALS</p> <hr/> <p>Deputy collects statements in on going investigation</p>
<p>CAD# 2024080054</p> <p>TIME: 4/25/2024 3:38:39AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EXTRA PATROL Reported at Block of 1100 W 2ND ST HALS</p> <hr/> <p>Deputy conducts extra patrol in neighborhoods, no suspicious activity discovered</p>
<p>CAD# 2024080130</p> <p>TIME: 4/25/2024 8:17:29AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 500 W 3RD ST HALS</p> <hr/> <p>Follow-up on an open investigation was conducted.</p>
<p>CAD# 2024080498</p> <p>TIME: 4/25/2024 5:24:42PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>UTL GOA</p>	<p>SUSPICIOUS PERSON Reported at Block of 1700 W 2ND ST/HWY 99E HALS</p> <hr/> <p>Report of male subject hiding in ditch. Deputy checked the area and was unable to locate the subject.</p>
<p>CAD# 2024080675</p> <p>TIME: 4/25/2024 10:25:02PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 700 W 2ND ST/W H ST HALS</p> <hr/> <p>Citizen reports traffic complaint, while Deputy contacts citizen, Deputy contacts suspicious person.</p>
<p>CAD# 2024080726</p> <p>TIME: 4/25/2024 11:41:36PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>MENTAL HEALTH Reported at Block of 700 W 1ST ST HALS</p> <hr/> <p>Deputy responds to mental health call</p>

Incident Information:	Description
CAD# 2024081606 TIME: 4/27/2024 9:31:24AM CASE# CAD Only HALS CAD CALL COMPLETE	INFORMATION ONLY REPORT Reported at Block of 200 W 2ND ST HALS <hr/> Deputy assisted with dispute at a soccer game.
CAD# 2024081653 TIME: 4/27/2024 10:53:37AM CASE# CAD Only HALS CAD CALL COMPLETE	THEFT Reported at Block of 1300 W 1ST ST HALS <hr/> Deputy took report that some things had possibly been stolen. However, upon investigation by the reporting party it was discovered nothing had been stolen.
CAD# 2024082017 TIME: 4/27/2024 10:10:04PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W O ST HALS <hr/> Deputies responded to a suspicious circumstance.
CAD# 2024082496 TIME: 4/28/2024 5:34:30PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 200 W 2ND ST HALS <hr/> Deputy spoke with soccer official
CAD# 2024083825 TIME: 4/30/2024 5:08:57PM CASE# CAD Only HALS HALSEY	CIVIL DISPUTE REPORT Reported at Block of 300 W 1ST ST HALS <hr/> Civil dispute over the dividing of rented house. No crimes.



## J. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	May 14, 2024

### 1. Library 5K

The Library 5K went great! Thank you to those of you who came to help and to cheer. I will leave the highlights of this event for Abi to share, but wanted to take a moment to congratulate everyone who helped. Abi worked hard on planning this event over several months, with help from the Library Committee who pitched in with planning and execution of the event. Andy and Billie got the Bookmobile rolling and helped with day of set-up. All in all a big success with \$1800.00 net profit raised to help fund Summer Reading program.

### 2. Arbor Day

The City held Arbor Day activities at the Library. We gave away 45 trees and shrubs, and Abi organized some fund crafts and activities for youth and families. I was able to hang at the Library with Abi Saturday and meet some of our community members. I already have some ideas for some tweaks to marketing the giveaway, and for things we might offer next year.

### 4. Lagoon Testing

The city made the decision to hire OAWU contractors to do sludge depth testing at the Lagoon. The cost for testing and analysis is quoted in the \$4000-\$4500 range, and the cost through the contractor was found to be more economical than having the employees at public works dedicate time and funds to get the boat in working order, do the sampling, and sending out the samples for analysis. Sludge testing is planned for later this month.

### 5. City Clean up Day

I met with Sweet Home Sanitation to discuss the upcoming June clean-up day and to clarify the list of allowable items. We discussed how the city can support compliance with the rules for city clean-up days, such as following up with residents following a clean-up day when we see non-approved items left in the city right of way following a clean-up day event.

### 6. Permits

The city has had a heavy permit and land use workload in recent months. The last couple of weeks have been particularly busy. We have dedicated significant staff time to answering questions from community members regarding property improvements and partnering with Linn County Building and Planning on building permit issues happening in town. We are working to continue to build the partnership with Linn County to ensure that we are all in the loop when properties in city limits run into issues in the permitting process.

### 7. Park Use during City Wide Garage Sale

A resident of the city has had a bakery sale booth that she has historically hosted at a friend's house near the park. Recently, that house was sold. This community member reached out to City Hall to ask permission to put a table up by the park, so it is near her historical booth location. The city is not formally hosting a booth event at the City Park, so this is a one-off request. Does the council have any issue with allowing this person to set up near/in the park?

### 8. City Administrator Evaluations

It is that time of year again. Please grab the administrator evaluation packets from me at the end of the meeting. Please return evaluation scoring sheets to the Mayor by Monday June 3<sup>rd</sup>

### 9. Upcoming Events

**All of May**, Mental Health Awareness Month – All of May

**June 1<sup>st</sup>**, City Wide Garage Sale

**June 8<sup>th</sup>**, Spring Clean-up Day

**June 13<sup>th</sup>**, OSU Extension Service Jams and Jellies Class at the Halsey Community Center



J. REPORTS TO COUNCIL

<b>1. Employee Reports</b>		
<b>b. Public Works Department</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>May 14, 2024</b>

Water Distribution:

Water Produced	1,642,000 Gallons
Daily Average	55,000 Gallons

Waste water:

WW Collected	3,096,000 Gallons
Daily Average	103,000 Gallons
Effluent Discharged	9,395,000 Gallons
Daily Average	313,000 Gallons

Here are some highlights for the month of April.

On the water side every 2 years we have a Sanitary survey at our water treatment plant from OHA Drinking water program. No deficiencies were found and an Outstanding performance stands.

On the wastewater side of things, we have finished discharging for the season ending on the 30<sup>th</sup> of April. Discharging 49,398,000 gallons and lowering the ponds from 8'7" to 3'6" in depth.

We are hiring OAWU (Oregon association of water utilities) to conduct a sludge depth test on our lagoon ponds . 24 samples will be taken from our primary 9-acre pond and a total of 32 will be taken from the two secondary 2- acre ponds. This data will give us insight for future planning and critical information for Civil West WW master plan they are working on.



## J. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b>	<b>NONE</b> <span style="float: right;"><b>May 14, 2024</b></span>

Circulation for April		Total Circulation since opening (Aug. 2015)	
Fiction	28		
Non-Fiction	83	Total Number of Patrons to Date	610
Total	111		
Cities Represented in Circulation		Total Number of items in collection	5,113
Halsey	67		
Shedd	8	Avg. Daily Threshold Count since opening	6.1
Brownsville	2	Average Daily Threshold Count for April	8.38
Sweet Home			
Value of Inventory Through April			
Fiction	\$55,390.60		
Non-Fiction	\$36,349.99	Books added to inventory in April	74
Total	\$91, 40.59		

### Updates

We had a total of 176 visitors including 62 runners in the 5k for an average of 8.38 per day. I did not count the volunteers, sponsors, or spectators towards the patron count. 111 books were checked out and 3 new library cards were issued. 74 books were added to the catalog, including purchases and donations.

The 5k was a success, with 62 runners participating. We have already begun promoting SRP and have a few kids registered.

We did a tree giveaway and activities at the library for Arbor Day. Almost all the trees were given away.

We paid the down payment to have the new automatic door installed at the library, and we should be able to get it done in June.

We won the Oregon Humanities Connectivity Grant for more than I asked for. We received a total of \$5,700 for the grant, which is more than the original maximum grant amount. We will be purchasing three laptops, 10 educational tablets, and a charging station/locker to house the new technology. We should receive the money this month, and we must spend the grant money by August 31<sup>st</sup>.

OSU extension services confirmed they will be able to provide us with a few pieces of equipment for the lending library, but when we will receive the items is to be determined.

Varcomm Telecommunications will be sponsoring an event at the library to promote the library on Saturday, June 22<sup>nd</sup>. We will have a mini barbeque to celebrate the end of the school year, promote summer reading program, and show off the recent improvements at the library.



**J. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>c. Mayor's Report</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>May 14, 2024</b>

**J. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>b. Central Linn School District</b>		
<b>Council Action:</b>	<b>NONE</b>	<b>May 14, 2024</b>

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



## K. Old Business

1. Livestock Ordinance Work session		
<b>Council Action:</b>	<b><i>Consensus</i></b>	<b>May 14, 2024</b>

**Issue Statement:** This City of Halsey will hold a council work session to review and discuss Halsey Livestock Ordinance. The City Administrator would like to propose times for the work session for council consensus.

Dates Proposed -

Tuesday May 28<sup>th</sup> 6:30pm – 8:30pm

Wednesday May 29<sup>th</sup> 6:30pm – 8:30pm

Tuesday June 4<sup>th</sup> 6:30 pm – 8:30 pm

Wednesday June 5<sup>th</sup> 6:30pm – 8:30pm

Other times proposed by council.....

- **Council Options:** Council is asked for consensus on a proposed time – either presented or otherwise suggested



## L. NEW BUSINESS

1. Natural Hazard Mitigation Plan - Agreement		
Council Action:	<b>MOTION</b>	<b>May 14, 2024</b>

**Issue Statement:** Council is asked to consider approving the Natural Hazard Mitigation Plan Agreement

**Summary:** A copy of the agreement is attached. This is a proposed agreement between the City of Halsey and the Department of Land Conservation and Development (DLDC).

The purpose of the agreement is for Halsey to formally opt in to the Linn-County Mutli-Juristictional Natural Hazard Mitigation Plan (NHMP). Participation in the agreement provides the following services and responsibilities.

- City must appoint a person to act as the official steering committee member for the NHMP
- City shall contribute staff time to planning efforts, including but not limited to attendance and participation at meetings, engaging stakeholders, executing public engagement efforts, providing data and information.
- Federal grant requires 25% matching funds. This cost was covered by the State of Oregon for the plan update, mitigating cost to the City.
  - o City may anticipate cost related to hosting planning meetings, printing materials, and other efforts to support Plan development.
- Final deliverable will result in a FEMA approve plan, which is a key-factor in accessing certain FEMA grants in the future.
- There is a termination clause that allows either party to cancel the agreement with 30 days' notice.

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

- **Council Options**

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

## INTERGOVERNMENTAL AGREEMENT

This Agreement is between the State of Oregon acting by and through its Department of Land Conservation and Development (“DLCD”) and the City of Halsey (“CITY”), each a “Party.”

### 1. Authority

This Agreement is authorized by ORS 190.110.

### 2. Effective Date

This Agreement is effective on the date of the last signature (“Effective Date”), and terminates September 26, 2024, unless an extension is granted or unless terminated earlier in accordance with Section 8.

### 3. Background

Natural disasters occur when natural hazard events impact people, structures, and the environment. The dramatic increase in the costs associated with natural disasters over the past decades has fostered interest in identifying and implementing effective means of reducing these impacts. Natural hazards mitigation planning is a process for identifying and understanding the hazards facing a jurisdiction and prioritizing actions the jurisdiction can take to reduce injuries and deaths; damage to buildings, critical facilities, and infrastructure; interruption in essential services; economic hardship; and environmental harm. Reducing impacts also speeds up recovery and lowers its cost.

The Federal Emergency Management Agency (FEMA) approves Natural Hazards Mitigation Plans (NHMPs) meeting federal requirements at 44 CFR 201. Approval lasts five years. Having a current, FEMA-approved NHMP is a key factor in establishing eligibility for certain FEMA grants that fund natural hazards mitigation planning and projects.

The City of Halsey Natural Hazards Mitigation Plan (NHMP) is contained within the Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan (MJNHMP) and relies, as do the other participating jurisdictions’ NHMPs, upon the general, county-wide information in Linn County’s portion of the MJNHMP.

The Linn County Multi-Jurisdictional NHMP (MJNHMP) expired on May 23, 2023. DLCD has received a Hazard Mitigation Grant Program grant (HMGP-PF-FM-5327) to assist the CITY with updating the Linn County MJNHMP. The grant’s Period of Performance, established by FEMA, ends September 26, 2024, unless it is extended. The project’s targeted completion date is shown on Exhibit A, Scope of Work. While DLCD and the CITY will make every effort to maintain this schedule, it is understood that target dates are subject to change. The final grant deliverable is a FEMA-approved MJNHMP for Linn County.

This grant requires a 25% non-federally funded cost share. In general, jurisdictions’ services and expenses in performance of their project responsibilities comprise the cost share in kind. The cost share for this specific grant, this one time only, will be provided by the State of Oregon with funds

appropriated under House Bill 5006 (2021). Therefore, the City of Halsey and other jurisdictions participating in the Linn County MJNHMP Update have no responsibility for providing any portion of the 25% cost share for this specific MJNHMP update.

DLCD will submit the final draft Linn County MJNHMP to the Oregon Department of Emergency Management (OEM) and FEMA for review. Revisions may be required. Once all requirements are met, FEMA will issue a letter indicating the Linn County MJNHMP is “approvable pending adoption (APA).” If the Halsey City Council accepts the APA version of the Linn County MJNHMP via resolution, DLCD will forward a copy of the signed resolution to OEM and FEMA, and FEMA will issue a letter of final approval.

#### **4. Purpose**

The purposes of this Intergovernmental Agreement are to:

- (a) Formalize a working relationship between DLCD and CITY that is to result in an updated Linn County MJNHMP adopted by the CITY and approved by FEMA;
- (b) Ensure the CITY is aware that the grant supporting this project requires the final deliverable to be a FEMA-approved NHMP, and that to achieve FEMA approval the CITY must not only consider, but also adopt an NHMP that FEMA has agreed to approve; and
- (c) Ensure the CITY is aware that while documentation of cost share either in cash or in kind is not required for this specific grant, the CITY is responsible for contributing substantially to the Project providing staff time and other resources (such as copying, arranging meeting facilities and refreshments, etc.).

#### **5. Responsibilities of Parties**

##### **(a) Responsibilities of DLCD.**

DLCD will provide financial, administrative, and technical assistance to the Natural Hazards Mitigation Plan ("NHMP" or "Plan") Update project described in Exhibit A, Scope of Work, which is incorporated into and made part of this Agreement.

Specific DLCD responsibilities include:

- i. Organizing, leading and managing the planning process;
- ii. Writing the Plan; and
- iii. Administering grant funds.

##### **(b) Responsibilities of CITY.**

- i. CITY will appoint at least one representative to the Steering Committee. Members and alternates must have or have been delegated decision-making authority on behalf of their jurisdictions or organizations for this Project.

- ii. CITY staff will recommend that the City Council accept via resolution the APA draft of the Linn County MJNHMP.
- iii. Specific project responsibilities of the Steering Committee members include:
  - A. Attending and actively participating in Steering Committee meetings;
  - B. Providing data and information;
  - C. Engaging with internal and external stakeholders;
  - D. Executing the Project's public engagement program;
  - E. Shepherding the plan through their jurisdictions' respective public adoption processes; and
  - F. Performing any other Project work assigned by Exhibit A: Scope of Work.

## **6. Compensation and Costs**

Each Party shall assume its own costs of carrying out the tasks and responsibilities assigned to it under this Agreement.

FEMA does not permit DLCD to sub-grant funds to local or tribal governments. Therefore, DLCD will use the grant funds to provide consulting and technical assistance to the CITY to complete the update.

While documentation of cost share either in cash or in kind is not required for this specific grant, CITY is responsible for contributing significantly to the Project by providing staff time and other resources (such as copying, printing, mailing, meeting facilities and refreshments, etc.).

## **7. Project Contacts**

The designees named below shall be the contacts for all the work and services to be performed under this Agreement. A Party may designate a new contact by written notice to the other Parties.

### **DLCD's Project Contact is:**

Katherine Daniel, Natural Hazards Planner  
Oregon Department of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301  
(971) 375-3767  
[katherine.daniel@dlcd.oregon.gov](mailto:katherine.daniel@dlcd.oregon.gov)

**CITY OF HALSEY's Project Contact is:**

Briana Parra, City Administrator  
City of Halsey  
100 Halsey Street  
Halsey, OR 97348  
(541) 369-2522  
[briana@HalseyOR.gov](mailto:briana@HalseyOR.gov)

**8. Termination**

- (a) This Agreement may be terminated at any time by mutual written agreement of the Parties.
- (b) This Agreement may be terminated by either Party with 30 days advance written notice.

**9. Non-Discrimination**

In carrying out activities under this Agreement, no Party shall discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, disability, marital status, veteran status, disability or age. CITY shall take affirmative actions to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color religion, sex, sexual orientation, national origin, disability, marital status, veteran status, disability or age. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff of termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**10. Non-Appropriation**

DLCD's obligation to perform its duties under this Agreement is conditioned upon DLCD receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any law limiting the activities, liabilities or monetary obligations of DLCD.

**11. Representations and Warranties**

The CITY represents and warrants that the making and performance by the CITY of this Agreement:

- (a) Have been duly authorized by the CITY;
- (b) Do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of the CITY's charters or other organizational documents; and

- (c) Do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which the CITY is party or by which the CITY may be bound or affected.

No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by the CITY of this Agreement, other than those that have already been obtained.

DLCD represents and warrants that by and through FEMA Grant HMGP-PF-FM-5327-OR-05 and Interagency Agreement #21077 with OEM, DLCD is duly authorized to make and perform this agreement and has committed to such terms.

## **12. Records**

Parties and their duly authorized representatives shall have access to the books, documents, and records which are directly pertinent to Agreement for the purpose of making audit, examination, excerpts, and transcript. This does not require either Party to provide documents that are legally privileged or otherwise exempt from disclosure under the Oregon Public Records Law, ORS 192.311 to 192.478.

## **13. Contribution**

If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (a "Third Party Claim") against a Party (the "Notified Party") with respect to which the other Parties (the "Other Parties") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Parties of the notice and copies required in this Section and a meaningful opportunity for the Other Parties to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Parties' contribution obligation under this Agreement with respect to the Third Party Claim.

With respect to a Third Party Claim for which DLCD is jointly liable with the Notified Party (or would be if joined in the Third Party Claim), DLCD shall contribute to the amount of expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Notified Party in such proportion as is appropriate to reflect the relative fault of DLCD on the one hand and of the Notified Party on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of DLCD on the one hand and of the Notified Party on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information, and opportunity to correct or prevent the circumstances resulting

in such expenses, judgments, fines or settlement amounts. DLCD's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

With respect to a Third Party Claim for which a Party is jointly liable with DLCD (or would be if joined in the Third Party Claim), the Other Party or Parties shall contribute to the amount of expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by DLCD in such proportion as is appropriate to reflect the relative fault of the Other Party or Parties on the one hand and of DLCD on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Other Party or Parties on the one hand and of DLCD on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Other Party's or Parties' contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

#### **14. Subcontracting and Assignment**

The CITY acknowledges that DLCD intends to hire contractors to perform tasks and responsibilities related to the deliverables listed in the Scope of Work, Exhibit A to this Agreement. The CITY shall not enter into any subcontract for any other work listed under this Agreement without written consent of DLCD.

#### **15. Governing Law, Consent to Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between DLCD or any other agency or department of the State of Oregon, or both, and the CITY that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must, as mandated by federal law, be brought in a federal forum, then unless otherwise prohibited by law it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by any Party of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

#### **16. Indemnification**

Except as provided in Section 13 of this Agreement, each Party shall defend, save, hold harmless, and indemnify the other Party and the other Party's agencies, subdivisions, officers, directors, employees and agents from and against all claims, suits, actions, losses damages, liabilities, costs and expenses of

any nature whatsoever (Claims), including attorney fees, resulting from, arising out of, or relating to the acts or omissions of the indemnifying Party's officers, employees, or agents under this Agreement. Any indemnity by DLCD under this Section shall be subject to the limitations of Article XI, Section 7 of the Oregon Constitution and the Oregon Tort Claims Act, 30.260 to 30.300. Any indemnity by the CITY shall be subject to the limitations of Article XI, Section 12 of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 to 30.300.

#### **17. Insurance**

Each Party shall be responsible for providing workers' compensation insurance as required by law for its covered workers. Neither Party shall be required to provide or show proof of self-insurance, workers' compensation or any other insurance coverage.

#### **18. Severability**

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid. In such event, the Parties intend that the conflict not invalidate the other provisions of this Agreement and the Parties shall negotiate in good faith to agree on replacement language for the offending term or provision that will be consistent with the purposes of this Agreement.

#### **19. Compliance With Law**

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law.

#### **20. Force Majeure**

Neither Party shall be held responsible for delay or default caused by fire, riot, acts of God, and war which are beyond its reasonable control. The affected Party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Agreement.

#### **21. No Third Party Beneficiary**

DLCD and the CITY are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing contained in Agreement gives or shall be construed to give or provide any benefit, direct, indirect, or otherwise, to third parties. The Contractors retained by DLCD are expressly excluded as parties or beneficiaries to this Agreement and are barred from enforcing the terms of this Agreement.

#### **22. Merger, Waiver and Modification**

This Agreement and all exhibits and attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given. EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

### **23. Amendments**

The terms of this Agreement may not be altered, modified, supplemented or otherwise amended, except by written agreement of the Parties. Any amendment to this Agreement shall require the signatures of the approving authorities of both Parties.

### **24. Acknowledgment of Funds and Copyright**

(a) Acknowledgment of Funds.

Both Parties shall acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

(b) Copyright.

Both Parties must affix the applicable copyright notices of 17 USC Section 401 or 402 and an acknowledgment of Government sponsorship (including sub-grant number) to any work first produced under a federal award unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this Agreement, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, Parties grant the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works.

### **25. Survival**

All provisions concerning the limitation of liability, indemnity, and conflicts of interest shall survive the termination of this Agreement for any cause.

### **26. Interpretation**

The Parties agree that the provisions of this Agreement shall not be construed in favor of or against any Party based on the source of its drafting or any other circumstances.

**27. Counterparts**

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that both Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

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**Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan Update**

DLCD IGA #21067-2-001

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IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

CITY OF HALSEY

APPROVED AS TO FORM:

---

Briana Parra, City Administrator

---

Name & Title

---

Date

---

Date

DEPARTMENT OF LAND CONSERVATION  
AND DEVELOPMENT

---

Dr. Brenda G. Bateman, Director

---

Date

## Exhibit A

### Multi-Jurisdictional Natural Hazards Mitigation Plan (MJNHMP) Update for:

Linn County and the Cities of Brownsville, Gates, Halsey, Harrisburg, Lebanon, Lyons, Millersburg, Scio, Sodaville, Tangent, and Waterloo

### Scope of Work

#### PROJECT DESCRIPTION

The purpose of this Scope of Work (SOW) is to review and update Linn County's Multi-Jurisdictional NHMP (MJNHMP) such that it is adopted by Linn County (COUNTY); the Cities of Brownsville, Gates, Halsey, Harrisburg, Lebanon, Lyons, Millersburg, Scio, Sodaville, Tangent, and Waterloo (CITIES); each a "JURISDICTION" and collectively "JURISDICTIONS," and ultimately approved by the Federal Emergency Management Agency (FEMA). The update process may include drafting new NHMPs for special districts who have not participated previously.

The Oregon Department of Land Conservation and Development (DLCD) and COUNTY will lead the MJNHMP update process in partnership. DLCD and JURISDICTIONS will participate and execute responsibilities and tasks as set forth in this SOW.

*This project is funded by a FEMA Hazard Mitigation Grant Program (HMGP) mitigation planning grant. This grant must culminate in an NHMP that is adopted by JURISDICTIONS and approved by FEMA. Therefore, JURISDICTIONS agree not only to consider but also to adopt the NHMP that FEMA has agreed to approve.*

The planning process will be open and transparent. All meetings will be duly advertised and open to the public. Each Steering Committee (SC) agenda will include time for public input.

## PHASE 1: ORGANIZE

### Purpose

The purpose of Phase 1 is to organize and develop content for project initiation.

#### Task 1: Prepare a Draft Intergovernmental Agreement (IGA)

The purpose of the IGA is to formalize a working relationship between DLCD and JURISDICTIONS to execute an update of the Linn County MJNHMP; ensure that each jurisdiction adopts and obtains FEMA approval of the updated MJNHMP; and ensure that each jurisdiction provides cost share and documents its cost share contribution as required.

##### DELIVERABLES

DLCD 1. Draft IGA for review by COUNTY

Target Date: May 2022, revised version February 2024

#### Task 2: Prepare a Draft Scope of Work (SOW)

DLCD will draft a SOW intended to produce an MJNHMP meeting the requirements of the Code of Federal Regulations, Title 44, Part 201.6 (44 CFR 201.6) and therefore approvable by FEMA.

##### DELIVERABLES

DLCD 1. Draft SOW

Target Date: May 2022, revised version February 2024

#### Task 3: Develop a Project Schedule

DLCD will develop a project schedule setting target dates for SC meetings, public engagement opportunities, public review and comment periods, state and federal review processes, and local adoption proceedings.

A minimum of two opportunities for the public to comment will be included, one to review the Draft Risk Assessment and one to review at least the Draft Mitigation Strategy and Plan Maintenance Process, and as circumstances warrant potentially the entire Draft MJNHMP. Both opportunities will be offered prior to finalizing the plan for approval by each of JURISDICTIONS' respective boards and councils. While only these two opportunities are required, providing as

many opportunities as possible is encouraged, as greater public participation benefits the community and strengthens the MJNHMP.

“The public” is understood to include – but not be limited to – citizens and residents, neighboring communities, local and regional agencies involved in hazard mitigation activities; agencies that have the authority to regulate development, businesses, academia, and other private and non-profit interests.

#### DELIVERABLES

DLCD 1. Draft Project Schedule

Target Date: May 2022, revised schedule February 2024

#### Task 4 Coordinate with COUNTY

The following tasks will be accomplished collaboratively by DLCD and COUNTY for review and agreement by the SC at its organizational meeting (Task 6).

Meet remotely or in person with COUNTY and:

- A. Discuss the Intergovernmental Agreement .
- B. Discuss the Scope of Work and revise as necessary or appropriate.
- C. Discuss the current MJNHMP’s strengths and opportunities for improvement and recommend a strategy for addressing them.
- D. Determine the scope of the update.
- E. Discuss the Draft Project Schedule (Task 3, Deliverable 1) and revise as necessary or appropriate;
- F. Discuss *Table 1: Allocation of Basic Responsibilities and Tasks* and revise as necessary or appropriate. These basic responsibilities and tasks will be performed throughout the duration of the project in addition to other others described and deliverables assigned in Tasks 1 through 16.
- G. Determine the method for and roles of DLCD and COUNTY in inviting cities, special districts, Tribes, and other interested parties to participate in the planning process.
- H. Designate SC members and alternates. **SC members and alternates must have or have been delegated authority to make decisions and act on behalf of their jurisdictions, departments or organizations for the purposes of this project;**

- I. Draft a list of stakeholders, technical advisors, and other interested parties.
  - a. The list must include at a minimum representative of the following sectors: (a) Emergency Management; (b) Economic Development; (c) Land Use and Development; (d) Housing; (e) Health and Social Services; (f) Infrastructure (including transportation and other community lifelines); and (g) Natural and Cultural Resources.
    - i. Community lifelines include: (a) Safety and Security; (b) Food, Water, and Shelter; (c) Health and Medical; (d) Energy; (e) Communications; (f) Transportation; and (g) Hazardous Material.
  - b. Local dam owners and/or the Oregon Dam Safety Program.
  - c. Representatives of each of the following must be invited to participate in the planning process: (a) Local and regional agencies involved in hazard mitigation activities; (b) Agencies that have the authority to regulate development; (c) Neighboring communities; (d) Representatives of businesses, academia, and other private organizations; (e) Representatives of non-profit organizations, including community-based organizations, that work directly with and/or provide support to underserved communities and socially vulnerable populations, among others.  
  
Determine how to engage them in the planning process (e.g., Steering Committee, Technical Advisory Committee, one-to-one discussions, focus groups, etc.) and the roles of DLCD and COUNTY in inviting their participation. Identify and employ methods to overcome barriers and support meaningful engagement for all.
- J. Prepare a draft Public Engagement Program for SC discussion and finalization.
- K. Develop a Communication Protocol to ensure clear and effective communication.

• Table 1: ALLOCATION of BASIC RESPONSIBILITIES and TASKS

Responsibility/Task	DLCD	COUNTY	CITIES	SPECIAL DISTRICTS
<b>Steering and Technical Advisory Committee Meetings</b>				
• Prepare and distribute agenda 7 days prior to meetings via email. If a SC or TAC member does not have access to email, JURISDICTIONS will ensure the member receives a hard copy 5 days prior to meetings.	X	Assist	Assist	Assist
• Prepare handouts. If appropriate, distribute handouts 7 days prior to meetings via email. If a SC or TAC member does not have access to email, JURISDICTIONS will ensure the member receives a hard copy 5 days prior to meetings.	X	Assist	Assist	Assist

# Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan Update

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Responsibility/Task	DLCD	COUNTY	CITIES	SPECIAL DISTRICTS
• Provide language for public notice of meetings if requested.	X	Assist		
• Lead and facilitate meetings.	X	Assist		
• Prepare and distribute meeting notes.	X			
• Engage with local internal and external stakeholders about the project and bring their input back to the committee discussions.	Assist	X	X	X
<b>Public Engagement Program</b>				
• Execute Public Engagement Program.	Assist	X	X	X
• Lead public engagement meetings and events.	Assist	X	X	X
• Facilitate public engagement meetings and events.	X	Assist	Assist	Assist
• Provide public notice of meetings and events through a variety of means.	Assist	X	X	X
• Shepherd MJNHMP through Planning Commission, Board and Council work sessions and adoption process.	Assist	X	X	X
<b>Plan Development</b>				
• Gather hazard and vulnerability data, existing plans, studies, reports, and technical information.	X	X	X	X
• Provide information on climate change and its influence on hazards.	X			
• Provide GIS services.	Assist	X	X	X
• Provide assessor data.		X		
• Provide other data and information.	Assist	X	X	X
• Analyze data.	X	Assist	Assist	Assist
• Write plan sections.	X	Assist	Assist	Assist
• Review plan sections.	X	X	X	X
• Edit plan sections.	X	Assist	Assist	Assist
• Finalize plan.	X			
<b>Administrative Functions</b>				
• Publish notice of meetings and events 7-10 days prior to date of occurrence.		X	X	X
• Print agenda, sign-in sheet and handouts for meetings. DLCD will print color and 11x17 handouts only if none of the JURISDICTIONS has capability and no commercial printer with capability is reasonably available.	Assist	X	X	X
• Develop and maintain during the update and after completion an interactive project web page and link to that page on the jurisdiction's home page.		X	X	X
• Establish and maintain a listserv, email service, or dedicated email address accessible on the project web page for communication with the public (e.g., distribute news, receive comments).		X	X	X

# Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan Update

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Responsibility/Task	DLCD	COUNTY	CITIES	SPECIAL DISTRICTS
• Jurisdictions without web access will commit to other methods for ensuring the project information is made available to the public in a timely manner.		X	X	X
• Track and accurately report cost-share in the required format at least quarterly by the deadline set by DLCD.	Assist	X	X	X
• Document the planning process by keeping copies of all agendas, sign-in sheets, notices, publications, web page updates, etc. for inclusion in the updated MJNHMP.	X	X	X	X
• Monitor and adjust project schedule.	X	Assist		
• Handle Logistics (space reservations, supplies, copies, audio/visual equipment, etc.) for Steering Committee meetings, public engagement meetings and events, etc. occurring in your jurisdiction.		X	X	X

## DELIVERABLES

- DLCD
1. Meeting notes memorializing decisions of Task 4
  2. Revised Draft Scope of Work
  3. Revised MJNHMP Review and Strategy Memo
  4. Revised Project Schedule
  5. Revised Table 1: *ALLOCATION of BASIC RESPONSIBILITIES and TASKS*
  6. Draft Public Engagement Program
  7. Draft Communication Protocol
  8. Cost Share Documentation Forms and Instructions

- COUNTY
1. Draft Steering Committee Roster
  2. Initial Draft Stakeholder Roster

Target Date: June – August 2022. Re-reviewed February 2024

## Task 5 Invite and Confirm Participants

In accordance with the method and roles determined in Task 4, (A) invite cities and special districts, Tribes, and other interested parties to participate and appoint SC members and alternates. **Members will serve as their jurisdictions', tribe's, or organization's official contact**

**for the project;** (B) Provide the IGA and Draft SOW to CITIES and DISTRICTS for review, noting that the IGA is not open to substantive revisions; and (C) invite stakeholders to participate. Confirm responses.

If necessary to meet time and budget constraints, DLCD and COUNTY will decide collaboratively and in consultation with the special districts which of them will be included in the updated Linn County MJNHMP. Others will be invited to participate and may leverage their participation to support development of addenda for later inclusion into the Linn County MJNHMP or into a stand-alone NHMP.

**DELIVERABLES**

- COUNTY
1. Final Roster of Steering Committee members and alternates
  2. Second Draft Stakeholder or TAC Roster

Target Date: October 2023 – March 2024

Task 6 Hold Organizational SC Meeting

The purpose of this meeting is to finalize preparations for updating the MJNHMP during Phase 2. DLCD and COUNTY will explain the project background, purpose, and requirements and will discuss with the SC the project participant roles, responsibilities, and expectations.

DLCD and COUNTY will lead the SC through discussion of the deliverables of Tasks 4 and 5 and note any revisions.

**The SC will review the IGA and SOW and establish a date by which each jurisdiction will sign.**

**Each JURISDICTION will identify a person responsible for developing and maintaining an up-to-date project website or otherwise ensuring that project information is made available to the community in a timely manner.**

**DELIVERABLES**

- DLCD
1. Final Scope of Work
  2. Final Project Schedule
  3. Final SC Roster
  4. Final Stakeholder or TAC Roster
  5. Final Table 1, Allocation of Basic Responsibilities and Tasks
  6. Final Communication Protocol
  7. Final Public Engagement Plan

Target Date: **April 2024**

- SC
1. Person responsible for developing and maintaining and up-to-date project website or otherwise ensuring project information is made available to the public in a timely manner for each jurisdiction.
  2. Signed IGA

Target Date: April 2024

## PHASE 2: UPDATE THE LINN COUNTY MULTI-JURISDICTIONAL NHMP

### Purpose

The purpose of Phase 2 is to update the current Linn County MJNHMP such that it meets the requirements of 44 CFR 201.6 and is therefore approvable by FEMA.

### Task 7 Review and Update the Risk Assessment

DLCD will lead the SC in reviewing and updating the risk assessment. For each jurisdiction, the updated risk assessment will, to the extent data is available:

- A. Describe the type, location, and extent (intensity) of each of the natural hazards to which it is subject and how they may be influenced by climate change. This includes the natural hazards in the existing MJNHMP, and any additional natural hazards added during this MJNHMP update. High Hazard Potential Dams (HHPDs) must be included and treated as a natural hazard. Information shared by the Oregon Dam Safety Program and/or local dam owners must be described. If there is no risk to any JURISDICTION from HHPDs, as statement explaining the lack of risk must be included.
- B. Identify previous occurrences of each hazard with an emphasis on significant events. At a minimum, this includes any state and federal major disaster declarations for the planning area since the last update.
- C. Assess the probability of future occurrences of each hazard, including the effects of future conditions, including climate change, on the type, location, and range of anticipated intensities of identified hazards.
- D. Describe the geographic (political and physical), social, economic, cultural, and historic characteristics, land use, and development trends.
- E. Describe changes in development that have occurred in hazard-prone areas and how they have increased or decreased vulnerability since approval of the previous plan.

“Changes in development” means recent development, potential development, or conditions that may affect the risks and vulnerabilities of the jurisdictions or shifts in the needs of underserved communities or gaps in social equity. It may also include changes in local policies, standards, codes, regulations, land use regulations and other conditions.

- F. Identify estimated numbers and types of NFIP-insured structures that have sustained repetitive flood damages.
- G. Assess and describe the potential impacts on the JURISDICTIONS and identified assets including the effects of climate change, changes in population patterns, and changes in land use and development. Assess potential dollar losses to buildings, repetitive flood loss structures, infrastructure, and critical facilities from each hazard.
- H. Assess vulnerability to each hazard. Describe the current and future assets (people, structures, systems, natural resources, cultural resources, historic resources, and activities that have value to the community), and others defined by the JURISDICTIONS within identified hazard-prone locations that are at risk from the impacts of the identified hazards.
- I. To the extent reasonable based on limitations of data and analysis, present findings and indicate mitigation priorities.

**DELIVERABLES**

SC            1. Plans, studies, reports, technical data, and information available for review and potential incorporation into the risk assessment

DLCD        1. Estimated numbers and types of NFIP-insured structures in each jurisdiction including those having sustained repetitive losses and severe repetitive losses. If necessary, provide Routine Use Letter (Use O) to FEMA Region X to obtain additional information.

                 2. Coordinate and conduct group or individual meetings with cities, special districts, or tribes, if needed.

Target Date:    **February – June 2024**

COUNTY      1. Coordinate up to **three** SC meetings.

                 2. Assist DLCD with coordinating and facilitating CITIES or DISTRICTS group meetings, if requested.

Target Dates:   **February – April 2024**

DLCD        1. Initial draft risk assessment for SC and public review

Target Dates:   February – July 2024

## Task 8            Public Review of Risk Assessment

DLCD will assist JURISDICTIONS in developing and executing at least one opportunity for the public to comment on the draft risk assessment. “The public” is understood to include – but not be limited to – citizens and residents, neighboring communities, local and regional agencies involved in hazard mitigation activities; agencies that have the authority to regulate development, businesses, academia, and other private and non-profit interests.

### DELIVERABLES

SC            1. At least one opportunity for public comment completed.

Target Date(s): August – September 2024

DLCD        1. Draft comment matrix containing public comments and draft responses for SC review.

Target Date: September 2024

DLCD        1. Final comment and response matrix  
2. Second draft risk assessment incorporating public comments and final comment/response matrix

Target Date: October 2024

## Task 9            Review and Update the Mitigation Strategy

DLCD will lead the SC in reviewing and updating the mitigation strategy. The mitigation strategy is the blueprint for reducing the potential losses and vulnerabilities identified through the risk assessment. The mitigation strategy sets mitigation goals; establishes and prioritizes mitigation actions for each jurisdiction; establishes an implementation strategy for accomplishing each action; analyzes the capabilities of each jurisdiction for carrying out its mitigation actions; and describes a process for integrating the content of the MJNHMP into other planning mechanisms. Multi-jurisdictional mitigation actions may be established by some or all of the jurisdictions. For each JURISDICTION, the mitigation strategy will:

- A. Establish mitigation goals consistent with the hazards identified in the risk assessment that explain what is to be achieved by implementing the mitigation strategy.
- B. Assess each jurisdiction’s mitigation capabilities. This must include a discussion of the existing building codes and land use and development ordinances or regulations and a description of the jurisdictions’ abilities to expand on and improve their capabilities. The capability assessment provides a rationale for which mitigation projects can be undertaken.

- C. Describe and include required evidence of each JURISDICTION'S participation in the NFIP and continued compliance with its requirements. Discuss CRS activities and issues raised during community assistance and monitoring activities.
- D. Document status (complete, ongoing, no longer relevant, included in updated plan) of mitigation actions in the current MJNHMP highlighting mitigation progress and successes.
- E. Identify and discuss any changes in mitigation priorities.
- F. Analyze a comprehensive range of potential mitigation actions that specifically address the vulnerabilities and impacts identified in the risk assessment. Revise and add new mitigation actions reflecting any changes in mitigation priorities and emphasizing new and existing buildings and infrastructure. Consider mitigation actions that benefit underserved communities and socially vulnerable populations. Mitigation actions must be clearly linked to the vulnerabilities and impacts identified in the risk assessment.
- G. Prioritize mitigation actions. Prioritization will include a general, qualitative cost/benefit assessment for mitigation projects.
- H. Establish an implementation strategy (responsible party, potential funding sources, expected time frames) for each mitigation action.

**Deliverables**

- SC
- 1. Information about participation in and continued compliance with NFIP
  - 2. Information for and participation in capability assessment
  - 3. Information about planning mechanisms and timeline for integration

Target Date: July 2024

- COUNTY
- 1. Coordinate up to three SC meetings for Tasks 10 and 11 together.

Target Dates: July – October 2024

- DLCD
- 1. Initial Draft Mitigation Strategy for SC, and public review

Target Dates: December 2024

**Task 10      Review and Update the Plan Maintenance Process**

DLCD will assist JURISDICTIONS in reviewing the plan maintenance process and revising it as necessary. For each jurisdiction, the Plan Maintenance Process will:

- A. Describe the method and schedule for monitoring (tracking mitigation actions), evaluating (assessing effectiveness of achieving the stated purpose), and updating

(reviewing and revising the plan) the mitigation plan within a five-year cycle. Identify how, when, and by whom the plan will be monitored, evaluated, and updated.

- B. Describe how the jurisdictions will continue public participation during the plan maintenance process.
- C. Describe the JURISDICTIONS' processes for integrating the plan's data information and hazard mitigation goals and actions into other planning mechanisms. Identify the planning mechanisms in accordance with the capability assessment.
- D. When updating the plan, explain how the JURISDICTIONS have integrated information from the MJNHMP into other planning mechanisms.
- E. Describe how the plan was revised due to changes in priorities.

DELIVERABLES

- |      |  |
|------|--|
| DLCD | 1. Initial Draft Plan Maintenance Process for SC review                              |
|      | 2. Second Draft Plan Maintenance Process incorporating SC comments for public review |

Target Date(s): November 2024 – February 2025

**Task 11          Public Review of Mitigation Strategy and Plan Maintenance Process**

DLCD will assist JURISDICTIONS in developing and executing at least one opportunity for the public to comment on at minimum the Draft Mitigation Strategy and Plan Maintenance Process, and as circumstances warrant potentially the entire Draft MJNHMP. Therefore, this task may occur at this point in the process or later, but not later than between Tasks 13 and 14.

"The public" is understood to include – but not be limited to – citizens and residents, neighboring communities, local and regional agencies involved in hazard mitigation activities; agencies that have the authority to regulate development, businesses, academia, and other private and non-profit interests.

DELIVERABLES

- |    |   |
|----|---|
| SC | 1. At least one opportunity for public comment completed. |
|----|---|

Target Date(s): January – February 2025

- |      |   |
|------|---|
| DLCD | 1. Draft comment matrix containing public comments and draft responses for SC review. |
|------|---|

Target Date: February 2025

- |      |   |
|------|---|
| DLCD | 1. Final comment and response matrix incorporating SC comments. |
|------|---|

2. Second Draft Mitigation Strategy and Plan Maintenance Process  
incorporating public comments and final comment and response matrix

Target Date: March 2025

#### Task 12 Document the Planning Process

DLCD will assist JURISDICTIONS in documenting the planning process. Copies of agendas, sign-in sheets, notices, publications, web page updates, etc. will be included in the updated MJNHMP. For each jurisdiction, the Planning Process chapter will:

- A. Describe how the plan was prepared, who was included and how they participated, how the public was involved, and the opportunity for all entities listed in Task 4, Item I to be involved in the planning process.
- B. Describe opportunities for public comment during drafting and prior to plan approval and how public feedback was included throughout the planning process.
- C. Describe how plans, studies, reports, technical data and information were incorporated (referenced or included). NFIP regulatory flood mapping products must be incorporated.
- D. Include documentation of the planning process.

##### DELIVERABLES

SC 1. Provide copies of web page updates, notices, publications, etc.

DLCD 1. Initial Draft Planning Process chapter and documentation for SC review

2. Second Draft Planning Process chapter incorporating SC comments

Target Date(s): January 2024 – June 2025

#### Task 13 Review and Update Remaining Chapters

DLCD will assist the SC in reviewing and updating any remaining chapters or sections of the current MJNHMP and deciding if there is anything more that needs to be drafted. These may include an Executive Summary, Introduction, lists of tables and figures, glossary, list of acronyms, appendices, etc.

##### DELIVERABLES

DLCD 1. Initial draft of remaining chapters or sections for SC review

2. Second draft of remaining chapters or sections incorporating SC comments

Target Date(s): October 2024 -April 2025

#### Task 14 Finalize Draft MJNHMP for State and Federal Review

DLCD will edit the entire document and add a cover, title page, acknowledgements, page numbers, FEMA funding credit, etc. to finalize the draft MJNHMP for the review and approval process. Pages will be reserved to insert documentation of the approval process: FEMA's "Approvable Pending Adoption" letter; evidence of adoption by each jurisdiction; FEMA's final approval letters; and FEMA's final Local Mitigation Plan Review Tool.

##### DELIVERABLES

DLCD 1. Finalized Draft MJNHMP

Target Date: April 2025

### PHASE 3: REVIEW AND APPROVAL PROCESS

#### Purpose

The purpose of Phase 3 is to ensure that all the necessary steps toward final FEMA approval are taken; the JURISDICTIONS each adopt the updated MJNHMP without substantive changes; and FEMA approves the adopted MJNHMP.

*This project is funded by a FEMA Hazard Mitigation Grant Program (HMGP) mitigation planning grant. This grant must culminate in an NHMP that is adopted by JURISDICTIONS and approved by FEMA. Therefore, JURISDICTIONS agree not only to consider but also to adopt the NHMP that FEMA has agreed to approve.*

*If a jurisdiction requires a substantive change through its adoption process, the approval process will be restarted.*

#### Task 15 Submit Draft MJNHMP for State and Federal Review

On behalf of JURISDICTIONS, DLCD will submit the Draft Linn County MJNHMP to the Oregon Emergency Management (OEM) for review. OEM will review the draft MJNHMP and when it is FEMA-approvable will submit it to FEMA for formal review. DLCD, and JURISDICTIONS will make any necessary revisions with review by the SC and public as appropriate until FEMA issues its APA letter.

## Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan Update

DLCD IGA #21067-2-001

Page 25

### DELIVERABLES

- DLCD
1. Submit finalized Draft MJNHMP with completed Local Mitigation Plan Review Tool to OEM.
  2. Make any required changes in consultation with SC and resubmit until OEM and FEMA are satisfied that the draft MJNHMP is approvable as evidenced by receipt of FEMA's APA letter.

Target Date:	Submittal to OEM:	April 2025
	Required Changes Completed:	June 2025
	FEMA Review Completed:	June 2025
	APA Received:	August 2025

### Task 16      Adopt Final Draft MJNHMP

JURISDICTIONS will arrange for the FEMA-approvable Final Draft Linn County MJNHMP to be considered for adoption by each of their respective boards and councils. Following adoption, each jurisdiction will submit the evidence of adoption (generally a signed resolution) to DLCD. DLCD will then submit the resolutions to FEMA through OEM for final approval.

### DELIVERABLES

- SC
1. Provide evidence of adoption to DLCD.
- DLCD
1. Submit evidence of adoption to OEM.
  2. Insert approval process documents into the plan.
  3. Record effective date on cover.
  4. Distribute FEMA-approved, finalized Linn County MJNHMP to SC members.

Target Date:	Adoption Completed; Evidence to DLCD:	September 2025
	DLCD Submit Evidence to OEM:	September 2025
	FEMA Final Approval Received:	October 2025
	Final Distribution:	October 2025

## BUDGET

No funds will be exchanged. DLCD will use HMGP-PF-FM- 5327 grant funds and state funds to execute its tasks. JURISDICTIONS will use their own funds to execute their responsibilities and tasks.

## **COST SHARE**

This grant requires a 25% non-federally funded cost share. In general, jurisdictions' services and expenses in performance of their project responsibilities comprise the cost share in kind. The cost share for this specific grant, this one time only, will be provided by the State of Oregon with funds appropriated under House Bill 5006 (2021).



## L. NEW BUSINESS

### 2. Employee Handbook Updates – First Read

**Council Action:** *Consensus*

**May 14, 2024**

**Issue Statement:** Council is review proposed changes to Employee Expense Reimbursement, and Employee Weekend Duty Policy Portions of the Employee Handbook adopting a Resolution updating the Employee Handbook for the City of Halsey. This is a first read of proposed changes. Any amendments to the handbook must be approved via a resolution in a future meeting.

#### Item A – Updates to Employee Reimbursement Policy

**Summary:** Updates to the handbook for this section include more detail for allowable expenses, primarily related to mileage eligible for reimbursement for business related travel.

- According to Oregon labor law employers are not required to pay mileage, but employees cannot incur personal expense relate to travel that would reduce their pay below minimum wage
  - o Oregon Law and industry common practice impacted decisions to define limitations to eligible miles to (a) provide clarity to staff, and (b) put in place clear limitations so the City of Halsey does not incur more than reasonable business only costs related to mileage.
- Updates to employee training costs change the number of test attempts from 1 attempt to 2 attempts. This supports city goals of maintaining a highly competent workforce, particularly in efforts to ensure a pathway to certification for wastewater and freshwater operation.

#### Item A – Updates to Employee Overtime and Weekend Duty

**Summary:** Updates to the handbook for this section include differential pay for Public Works weekend duty. Common practice in other communities is to provide pay incentives for work that is identified as specialized, or work that takes place during less desirable shifts. An important part of staffing and personnel management is both recruitment and retention of qualified staff. Bringing Halsey's weekend pay policy into alignment with common industry practice allows the city to remain competitive in attracting and retaining highly qualified candidates.

- **Council Options – The council is asked to reach consensus on recommended action for the City Administrator**
  1. Approve to move to resolution
  2. Request Amendments
  3. Provide additional direction to staff
  4. Deny request



## A. Employee-Incurred Expenses and Reimbursements

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

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

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

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

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

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

- Mileage for personal reasons such as entertainment during business travel are not reimbursable.

*\*Mileage to and from restaurants is considered a business expense only when (a) there are no restaurants within 0.15 miles of the hotel, and (b) the event/conference does not provide a meal.*

- Eligible miles are based on the most direct route according to a GPS map tool such as Google Maps. Deviations from the most direct route must be justified.
- Mileage calculations generally start at the employee's official workstation, but home is used if it is a shorter distance.
- **For trips totaling 100 miles or more**, employees who elect to use their personal vehicle instead of the city owned vehicle may be reimbursed for a maximum of 50% of the total business-related miles (one way) with prior approval by City Administrator.

- Parking
  - Reasonable parking costs are reimbursed upon submission of receipts on an expense report.
- Lodging:
  - Lodging shall be reimbursed at the necessary and reasonable charges for rooms including taxes at the single room rate. All lodging accommodation must be approved by the City Administrator prior to making final arrangements.
  - **Traveler must provide lodging receipt when submitting reimbursement request.**
- Training:
  - Training includes all activities designed to develop and maintain job-related knowledge and skills of City employees.
  - The courses must be job related or related to an identified promotional opportunity that the employee is working toward. All training is subject to available funding.
  - Costs for tuition or instructional fees may be paid by the City for approved training activities with prior approval of the City Administrator.
  - Employees assigned to mandatory training activities, lectures, conferences, or conventions will be paid at the regular rate of pay.
  - Employees will receive no compensation for time spent outside regular work hours participating in training activities or in activities for which they receive tuition reimbursement.
  - If an employee fails to successfully pass a test on his/her first attempt to receive a certification, **the city will pay one additional testing fee for the certificate for a total of two attempts. However,** all additional expenses associated with that same certification will be paid by the employee if the employee requests to take the training a second or subsequent time.

## Emergency Call Out

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

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

## Weekend Rounds

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

- Non-exempt employees are compensated two hours at the overtime rate of pay for performing the weekend round duties regardless of how long the employee takes to perform such tasks. If additional work is required while performing weekend rounds the employee will be compensated for the additional hours worked at the overtime rate of pay.
- In addition to overtime compensation for hours worked as defined above, employees assigned to weekend duty will receive flat rate shift differential pay of \$60 per day with a maximum total of \$120 per weekend.

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



## L. NEW BUSINESS

3. OLCC License Renewals		
Council Action:	<b>NONE</b>	<b>May 14, 2024</b>

**Issue Statement:** Council must approve or deny the renewal of OLCC liquor licenses by 7 Star Convenience Store and The Honey Hole Bar & Grill

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

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

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the liquor license Renewals for 7 Star Convenience and The Honey Hole Bar & Grill
  - **Council Options**
    1. Approve as recommended
    2. Approve with amendments
    3. Provide further direction to staff
    4. Deny request



## Briana

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**From:** RENEWALS olcc \* OLCC <olcc.renewals@oregon.gov>  
**Sent:** Monday, April 1, 2024 12:25 PM  
**To:** RENEWALS olcc \* OLCC  
**Subject:** OLCC Pre-Renewal Notice - District 3  
**Attachments:** Denial Criteria Doc.pdf

**Importance:** High

Hello,

Liquor licenses assigned to **District 3** will be up for renewal soon, which may include licenses in your area. Liquor licenses for **District 3** are due to expire **06/30/2024**. This notice provides below the instructions of how to electronically generate the list of liquor licenses relevant to you for this license renewal period, as well as instructions on how to recommend approval or denial.

### INSTRUCTIONS:

Use the below hyperlink to access the license database and use the appropriate filters on the left-hand side described below to generate the list of your area specific licenses we are requesting endorsement for. Instructions for filtering that list to generate the specific licenses in your area are below:

1. Access the webpage found here:  
<https://data.olcc.state.or.us/t/OLCCPublic/views/LiquorLicenseeList/Dashboard?%3Aembed=y&%3AisGuestRedirectFromVizportal=y>
2. In Filter Category: **Effective and Expiration Dates**; select the option **Expiring within next 90 days**
3. In Filter Category: **License Type**; check only the options: **BP, F-CAT, F-CLU, F-COM, F-FPC, F-PC, F-PL, L,** and **O**. (per OAR 845-005-0360, only these license types require LGB endorsement on renewal)
4. In Filter Category: **City/County**; select only the option of the specific city or county you represent.
5. This will generate your list of licenses about to expire. If you wish to export that list, use the options below the left-side filters to export the list in the format of your choosing.

**\*\*NOTE\*\* This notification is not dependent on your local government having renewing licenses for this upcoming renewal period.** This notice is being sent to all jurisdictions, and you may have licenses up for renewal for more than one district period per year. Please use this time to check if you have upcoming renewals for this renewal period. If you have no upcoming renewing licenses for this upcoming renewal period, you can ignore this notification.

### HOW TO MAKE A RECOMMENDATION

**You have until 05/31/2024 to make your recommendation. Below are your options for renewals:**

#### RECOMMEND APPROVAL

**1. DO NOTHING.** If you do not submit a recommendation by **05/31/2024**, the OLCC will process the renewal application as a favorable recommendation.

#### RECOMMEND DENIAL (see additional information attached as a PDF)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet denial criteria on attached PDF); **OR**
2. Make a written request for additional time to complete an investigation. The request must state:
  - A) You are considering making an unfavorable recommendation;
  - B) The specific grounds being considered.

**The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

### RECORDS UPDATE REQUEST

If your address for liquor license renewals, contact email address, or renewal fees have changed, please notify us via email to [olcc.generalinfo@oregon.gov](mailto:olcc.generalinfo@oregon.gov)

### CONTACT INFORMATION:

If you need assistance or would like to discuss a specific application, please contact your local OLCC office, or our general line at 503.872.5000 so we can best rout your inquiry. Please send renewal recommendation correspondence to [OLCC.Renewals@oregon.gov](mailto:OLCC.Renewals@oregon.gov) or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138.

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# CAMP

**COMING IN SPRING 2024 - CLICK HERE TO LEARN MORE!**

Get ready for **CAMP**, OLCC's new Cannabis & Alcohol Management Program.  
Phase 1 launches Spring 2024.  
Learn more at <https://www.oregon.gov/olcc/pages/camp.aspx>

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

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

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

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

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

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

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



## L. NEW BUSINESS

4. 2024-2025 Wage Scale		
Council Action:	<b>MOTION</b>	<b>May 14, 2024</b>

**Issue Statement:** The Council is asked to approve the 2024-2025 Wage Scale.

**Summary:** The wage scale includes a 3% COLA increase and has been included in the FY 2024-2025 Budget. The proposed 2023-2024 Wage Scale is attached.

- The Current 2024 CPI-W (Consumer Price Index- Western Region) is 3.9%. The national CPI projections for 2024 are trending down with estimates between 3% and 3.5%. The Social Security Administration adopted a COLA of 3.2% for. The CPI and Social Security Administration are considered when setting the wage scale for the upcoming year.
- 2024 COLA The proposed 3% increase is included in the proposed FY 2023-2024 Budget.
- COLAs allow the city to remain competitive with other, similar positions as minimum wage and cost of living increase. This promotes longevity of skilled staff, limits errors, reduces turnover, and limits transition costs.
- The wage scale includes a Utility Worker II and Library II positions to allow for continued wage growth for employees with advanced education, credentials, or years of experience.
- Temp Wage Scales remain so we have ability to fill them if a need arises.
- The wage scale also the City Administrator at rates identified in the 2022 wage study. Council can choose to remove the City Administrator from the scale in favor of negotiating salary increases as allowed in the City Administrator contract. In this case, the Council could approve the 2024-2025 wage scale, amending it to eliminate the scale for the City Administrator/Recorder position.
  - *The City Administrator recommends removal from the scale as the base pay provided in the scale is significantly higher than my current wages, and exceeds the amount allocated for executive pay in the proposed in the 2023-2024 budget.*

- **Possible Motion:** I recommend that the Governing Body of the City of Halsey approve the 2024-2025 Wage Scale as submitted.

### 5. Council Options

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

**CITY OF HALSEY 2024-2025 WAGE SCALE**

CLASSIFICATION	1	2	3	4	5	6	7	8	9	10 LGVTY	
CITY ADMINISTRATOR	41.27	41.69	42.11	42.53	42.95	43.38	43.82	44.26	44.70	45.14	0.00
(40 HOURS/WK)	7153.83	7227.03	7298.44	7371.64	7444.84	7519.82	7594.81	7671.58	7748.35	7825.12	0.00
	85845.97	86724.35	87581.31	88459.70	89338.08	90237.89	91137.70	92058.93	92980.16	93901.39	0.00
ASST. CITY RECORDER	21.77	22.21	22.88	23.56	24.27	24.99	25.75	26.53	27.32	28.16	0.00
(36 HOURS/WK)	3395.82	3465.02	3569.66	3675.99	3785.70	3898.78	4016.92	4138.44	4261.65	4393.30	0.00
	40749.83	41580.22	42835.93	44111.89	45428.36	46785.34	48203.07	49661.32	51139.82	52719.58	0.00
PART TIME MUNICIPAL CLERK	17.40	17.74	18.10	18.46	18.84	19.40	19.79	20.18	20.38	20.79	0.00
(28 HOURS/WK)	2110.85	2152.86	2196.18	2239.50	2285.45	2353.38	2401.11	2448.84	2473.16	2523.05	0.00
	25330.24	25834.33	26354.16	26874.00	27425.34	28240.54	28813.31	29386.07	29677.97	30276.57	0.00
LIBRARIAN II	21.77	22.21	22.88	23.56	24.27	24.99	25.75	26.53	27.32	28.16	0.00
(32 HOURS/wk)	2829.85	2887.51	2974.72	3063.33	3154.75	3248.98	3347.44	3448.70	3551.38	3661.08	0.00
	33958.19	34650.18	35696.60	36759.91	37856.97	38987.78	40169.23	41384.43	42616.51	43932.98	0.00
LIBRARIAN	17.40	17.74	18.10	18.46	18.84	19.40	19.79	20.18	20.38	20.79	0.00
(32 HOURS/WK)	2261.63	2306.64	2353.05	2399.46	2448.69	2521.48	2572.62	2623.76	2649.82	2703.27	0.00
	27139.55	27679.64	28236.60	28793.57	29384.30	30257.72	30871.40	31485.08	31797.83	32439.18	0.00
Admin Assistant	21.77	22.21	22.88	23.56	24.27	24.99	25.75	26.53	27.32	28.16	0.00
32 HOURS/wk	2829.85	2887.51	2974.72	3063.33	3154.75	3248.98	3347.44	3448.70	3551.38	3661.08	0.00
	33958.19	34650.18	35696.60	36759.91	37856.97	38987.78	40169.23	41384.43	42616.51	43932.98	0.00
TEMP Clerical	17.40	17.74	18.10	18.46	18.84	19.40	19.79	20.18	20.38	20.79	0.00
(40 HOURS/WK)	3015.51	3075.52	3137.40	3199.29	3264.92	3361.97	3430.16	3498.34	3533.09	3604.35	0.00
	36186.06	36906.18	37648.81	38391.43	39179.06	40343.63	41161.87	41980.11	42397.10	43252.25	0.00
LEAD UTILITY PLANT OPERATOR	28.82	29.40	29.99	30.59	31.20	31.82	32.46	33.11	33.77	34.45	36.81
(40 HOURS/WK)	4995.84	5095.23	5198.37	5301.51	5408.41	5515.30	5625.94	5738.46	5852.86	5971.00	6380.40
	59950.04	61142.74	62380.45	63618.16	64900.87	66183.59	67511.31	68861.53	70234.26	71652.00	76564.80
UTILITY WORKER II	21.77	22.21	22.88	23.56	24.27	24.99	25.75	26.53	27.32	28.16	0.00
(40 HOURS/WK)	3773.13	3850.02	3966.29	4084.43	4206.33	4331.98	4463.25	4598.27	4735.17	4881.44	0.00
	45277.58	46200.24	47595.47	49013.21	50475.96	51983.71	53558.97	55179.24	56822.02	58577.31	0.00
UTILITY WORKER I	19.69	20.29	20.88	21.51	22.15	22.82	23.50	24.21	24.93	25.67	0.00
(40 HOURS/WK)	3413.65	3516.75	3619.85	3728.58	3839.18	3955.41	4073.51	4197.23	4320.95	4450.30	0.00
	40963.76	42201.00	43438.23	44742.95	46070.17	47464.87	48882.07	50366.75	51851.44	53403.60	0.00
TEMP UTILITY WORKER	19.69	20.29	20.88	21.51	22.15	22.82	23.50	24.21	24.93	25.67	0.00
(40 HOURS/WK)	3413.65	3516.75	3619.85	3728.58	3839.18	3955.41	4073.51	4197.23	4320.95	4450.30	0.00
	40963.76	42201.00	43438.23	44742.95	46070.17	47464.87	48882.07	50366.75	51851.44	53403.60	0.00

**Longevity Pay:** After serving eight (8) consecutive years at the City and at least two (2) years on Step 10, the employee will be awarded a 1.0% longevity pay increase starting the following fiscal year. After serving for (5) additional years, the employee will be awarded a 1.25% longevity pay

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

## M. ORDINANCES & RESOLUTIONS

<b>1. RESOLUTION 2024-734 -- A Resolution of the City of Halsey to Receive and Appropriate the 2024 Connectivity Grant from the State Library of Oregon</b>
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<b>Council Action:</b> <i><b>MOTION</b></i>
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<b>May 14, 2024</b>
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Issue Statement: **This is a Resolution to receive and appropriate the 2024 Connectivity Grant from the State Library of Oregon**

**The grant is for \$5,565.00 and will be purchase technology equipment for use by Library patrons.**

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

**Council Options:**

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



## **RESOLUTION 2024-734**

### **A RESOLUTION OF THE CITY OF HALSEY TO RECEIVE AND APPROPRIATE THE 2024 CONNECTIVITY GRANT FROM THE STATE LIBRARY OF OREGON**

**WHEREAS** The State Library of Oregon has granted \$5,565.00 to the City of Halsey for purchase of educational technology for library patrons; and

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

**NOW THEREFORE**, the City Council of the City of Halsey acknowledges the receipt of a grant in the amount of \$5,565.00 from the State Library of Oregon and the appropriation of the funds for the Library purchase of educational technology.

**ADOPTED** by the City Council this **14<sup>th</sup>** day of **May 2024**.

ATTEST:

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Briana Parra, City Administrator

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Jerry Lachenbruch, Mayor

## M. ORDINANCES & RESOLUTIONS

1. RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2024 as Mental Health Awareness Month		
Council Action:	<i>MOTION</i>	May 14, 2024

**Issue Statement:** Council is asked to consider adopting a Resolution declaring May 2024 as Mental Health Awareness Month in the City of Halsey

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2024-735 – A Resolution by the Mayor for the City of Halsey Proclaiming May 2023 as Mental Health Awareness Month

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



## **RESOLUTION 2024-735**

### **A RESOLUTION BY THE MAYOR FOR THE CITY OF HALSEY PROCLAIMING MAY 2024 AS MENTAL HEALTH AWARENESS MONTH**

**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives; and

**WHEREAS**, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

**WHEREAS**, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

**WHEREAS**, mental health conditions are real and prevalent in our Nation; and

**WHEREAS**, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS**, each business, school, government agency, faith-based organization, health care provider, veteran's groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

**WHEREAS**, the Linn County Mental Health Advisory Board is emphasizing that there is not health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

**NOW THEREFORE**, I, Jerry Lachenbruch, Mayor of the City of Halsey, hereby proclaim **May, 2024** as

### **MENTAL HEALTH AWARENESS MONTH**

As Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses, and schools in Halsey to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

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Jerry Lachenbruch, Mayor of Halsey

Dated: May 14<sup>th</sup>, 2024

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