



## Council Packet

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

Tuesday February 11<sup>th</sup>, 2025  
7:00 PM



#### D. COUNCIL MINUTES

Council Minutes		
Council Action:	<b>MOTION</b>	<b>February 11, 2025</b>

**Issue Statement:** Council is asked to review and approve the minutes from the Council work session on February 4<sup>th</sup>, 2025, and from the Council Meeting on January 13<sup>th</sup>, 2025.

**Council can choose to vote on each minutes document separately**

**To vote on both minutes together**

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the February 4<sup>th</sup> Work session Minutes and January 13<sup>th</sup> City Council Minutes as submitted

To vote on minutes separately

- **Possible Motion :** I move that the Governing Body of the City of Halsey approve the February 4<sup>th</sup> Work session Minutes as submitted
- **Possible Motion :** I move that the Governing Body of the City of Halsey approve the January 13<sup>th</sup> City Council Minutes as submitted

**Council Options:**

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

## **REGULAR CITY COUNCIL MEETING**

January 13, 2025, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

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

### **MEETING CALLED TO ORDER**

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

### **ROLL CALL**

Present: Mayor Jerry Lachenbruch, Council President Michelle Isom, Councilor Jerry Gillson, Councilor John Miller, Councilor Karl Kropf, Councilor Stacy Strauss, Councilor Scott LaCoste

Absent:

Staff Present: City Administrator Briana Parra, Assistant City Recorder Larissa Gangle, Librarian Kaitlyn Watts

Guests: Heidi Kropf, Silas Miller, Paige Miller, Eunice Guerrero, Mary Granzow

Remote

Participants: Public Works Andy Ridinger, TJ Gillson

### **OATHS OF OFFICE**

Administrator Parra gave the oath of office to newly elected members Councilor Stacy Strauss, Councilor John Miller, Councilor Karl Kropf, and Mayor Jerry Lachenbruch.

### **PLEDGE OF ALLEGIANCE**

### **CONSENT AGENDA**

*Council was asked to review and approve the December 10, 2024 Council minutes.*

**Motion:** I move that the Governing Body of the City of Halsey approve the December 10, 2024 City Council minutes as submitted.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### **FINANCIAL REPORTS**

*Approving the December Financial Report includes approving check numbers 21186-21240-20092 in the amount of \$73,520.33.*

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

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## AGENDA ADJUSTMENTS

There were no agenda adjustments.

## DELEGATIONS

### Linn County Sheriff's Office

Sergeant Frambes was in attendance to deliver the Linn County Sheriff's Office Report for the month of December, which included two traffic citations, fourteen warnings, one arrest, and a total of forty-nine complaints/incidents investigated. A total of seventy-four and a half hours were spent in Halsey.

December had much less incidents than usual. There was an incident of theft at the gas station. A POH (Police Officer Hold) for a mental health crisis occurred in December. A POH incident is when an officer determines that a person is a danger to themselves or others and takes them into custody for transport to the hospital. There was one arrest that was related to a warrant.

Stacy commented that she appreciated the patrols near the grade school in the school zone. Deputy Suple has been conducting those patrols. Briana commented that Deputy Suple is doing a fantastic job and checks in with City Hall on a weekly basis to see if anything is needed.

## CITIZEN COMMENTS

A comment was submitted online regarding concerns with the Public Camping Ordinance, specifically regarding duration of RV residency on private property and setbacks from property lines. Mayor Lachenburch stated that he has personally spoken with the citizens that submitted the comment online, and noted that the state legislation may be changing-which would influence how the ordinance may be modified in the future. Councilor Gillson stated that he feels that there are portions of the ordinance that could be amended prior to the state legislation coming through. Council President Isom asked if there were any other complaints. There have not been. Councilor Gillson stated that he is familiar with the situation and that he is unsure as to how the residents living in the RV are disposing of their grey and black water. There was consensus amongst Council to hold a work session to discuss the camping ordinance.

## REPORTS TO COUNCIL

### City Administrator- Briana Parra

- Well Updates
  - Funding- Administrator Parra has submitted a grant application in the amount of \$350,000 to the Environmental Protection Agency (EPA) for the remaining portion of the

well project. Work includes installation of piping to transport water from the new well to the water treatment plant, electrical, and programming well controls in the plant. This amount is not sufficient to update the treatment plant controls at this time. Grant awards will be announced in March of 2025. The City is looking for federal funding opportunities and will submit applications/requests when application materials come available. Mayor Lachenbruch and Administrator Parra will be meeting soon with Representative Jami Cate and her staff to discuss Halsey, issues in rural communities, and potential funding opportunities at the State level.

- Phase 1- The first phase consists of well construction, including drilling and lining the well. The cost of phase one came in at \$450,000, which aligns with the updated expected costs. A pre-construction meeting will be held on-site on Thursday, January 23<sup>rd</sup>. City Staff, Civil West Engineering, GSI Geological Engineering, and the contractor will be in attendance.
- Library Transition- Administrator Parra welcomed new Halsey Librarian, Kaitlyn Watts. Kaitlyn introduced herself to Council. Kaitlyn is an avid reader and artist with experience in event planning and social media marketing. In addition to her work experience, Kaitlyn enjoys working with children and is currently a children's snowboard instructor at Mt. Bachelor on the weekends. Current Librarian Jen Riley has decided to transition to an "on-call" role with the Library while she pursues her education goals. Jen has a long history of commitment to the Library and the City is glad to have her continue with the Library in a different capacity. Kaitlyn will be transitioning slowly into the position, training with Jen and increasing her hours as Jen decreases hers.
- City Day- City Day at the Capitol is coming up on January 28<sup>th</sup>. This is a full day League of Oregon Cities (LOC) hosted event. The event is an opportunity to attend presentations and meet representatives from various state agencies. Council was encouraged to attend if they are able. Administrator Parra must have confirmation this evening if Councilors wish to attend, as registration is required.
- Elected Officials Training- The LOC offers free, in-person Elected Officials training. There is an upcoming session in Salem on February 2, 2025. Administrator Parra must receive attendance confirmation by this evening if Councilors wish to attend, as registration is required.
- School Updates- Briana and provided the following updates to Council following her contact with Dena Crowell at the Central Linn School District:
  - The Elementary School is holding a "LIT" night on March 6<sup>th</sup>. Dinner will be provided.
  - There is a school board meeting on January 13<sup>th</sup>. Some of the agenda items include: appointing board members, the High School bell schedule, and voting on whether to pursue a bond.

- Grain Silo Project- Work continues to move forward. The noise from the grinder is much less than anticipated, so they are continuing work beyond the initially approved ten days of grinding.
- Upcoming Events:
  - Blood Drive- There is an upcoming Red Cross Blood Drive in the Community Center on Friday, January 17<sup>th</sup> from 10 am to 3pm. Additional donors are still needed. Appointments are encouraged but are not required. Visit [redcrossblood.org](http://redcrossblood.org) to schedule.
  - Martin Luther King Jr. Day- City Hall will be closed Monday, January 20<sup>th</sup> in observance of Martin Luther King Jr. Day.

Public Works: Andy Ridinger

- Generator/VFD Drive Issues-Public Works is still working to troubleshoot the issue with the generator/VFD (variable frequency drive) during Tuesday testing. North Coast Electric and TAG automation group are helping with a possible solution.
- Well 98- Staff corrected and adjusted the static and draw down measurements in the well using a manual level transducer. During installation of the new pump, a difference in water level in the well was discovered. Testing equipment was provided by OAWU.
- Discharge Season- Discharging from the lagoon wastewater facility has begun for the season and everything is running smoothly. Routine six-month maintenance has been performed on all generators.
- Asphalt Patching- Public Works staff prepared six areas in town for asphalt patching, which was completed by Blackstone Construction. These were all areas in which there were previous water leaks.

Library Report- Briana Parra

There was a total of eighty-five Library patrons in the month of December, with one being a new Library card holder. The average daily threshold count for the month was 4.5 patrons per day. New Librarian Kaitlyn Watts started her position with the Library on January 8<sup>th</sup> and introduced herself to Council. Kaitlyn stated that she is happy to be a part of the City staff team and community, and that she is eager to share ideas for upcoming events, including the Summer Reading Program.

Mayor's Report- Mayor Lachenbruch

- Oregon Mayors Association Conference Call- The Oregon Climate Action Committee is preparing to release their action plan. Potential costs to communities were discussed. Currently, it appears that the action plan will be 100% grant funded from the Federal Government.

- Oregon Veterans Affairs- Stand down scheduling for 2025 will be released soon. A stand down is an event in which the VA and a State organization get together in a certain area to provide services to veterans that cannot get transportation to the VA centers. Services provided include food, housing, vision, dental, mental health services, etc.
- Oregon Emergency Management Training Programs- The first virtual training will be held on February 18 and 19<sup>th</sup> and the topic will be “Mitigating Hazards with Land Use Planning.” An additional training will be held on March 12<sup>th</sup> and 13<sup>th</sup> and will cover community planning for disaster recovery.

## NEW BUSINESS

### Elect a Council President

*Every other (odd) year in the January Council meeting, Council must select a Council President. The Council President runs meetings if the Mayor is unable to do so and may serve as an additional or backup liaison to Council for City Staff.*

Mayor Lachenburch nominated current Council President Michelle Isom to continue to serve, to which she accepted.

**Motion:** I move that the Governing Body of the City of Halsey appoint Council President Isom to continue to serve as City Council President for the 2025-2026 biennium.

**Motion by:** Mayor Lachenbruch , Seconded by Councilor Gillson

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### Appoint Budget Officer

*City Council was asked to appoint a Budget Officer for the 2025-2026 fiscal year Budget cycle. The Budget Officer prepares the Budget Proposal to be submitted to the Budget Committee for consideration.*

**Motion:** I move that the governing body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2025-2026

**Motion by:** Councilor Stauss, Seconded by Council President Isom

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

### Approval of Budget Calendar

*Council was asked to approve the 2025-2026 fiscal year Budget Calendar.*

**Motion:** I move that the governing body of the City of Halsey approve the 2025-2026 Budget Calendar as submitted.

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

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## **ORDINANCES & RESOLUTIONS**

*There were no Ordinances or Resolutions*

## **ADJOURNMENT**

**Meeting adjourned at 7:32 pm**

There was informal discussion after the meeting was adjourned regarding the well project. Councilor Kropf asked if details on the costs of the project are available. Administrator Parra has a binder with cost details that anyone may look at. Briana went over how reserve funds operate. Councilor Gillson asked about getting the new, non-functioning crosswalks on Highway 99 onto the agenda. He also would like to propose not requiring Public Works and Library staff to be present at Council meetings. Both topics will be discussed during a future public meeting.

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**Assistant City Recorder, Larissa Gangle**

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**Mayor Jerry Lachenbruch**



## **CITY COUNCIL WORKSESSION MEETING**

February 4, 2025 | 6:00 p.m. | City Hall, 100 W Halsey St., Halsey, OR

### **MEETING CALLED TO ORDER**

Meeting called to order at 6:10 p.m.

### **ROLL CALL**

Present: Council President Michelle Isom, Councilor Jerry Gillson, Mayor Jerry Lachenbruch, Councilor John Miller, Councilor Stacy Strauss, Councilor Scott LaCoste

Absent: Councilor Karl Kropf

Staff Present: City Administrator Briana Parra

Guests:

### **PLEDGE OF ALLEGIANCE**

### **CAMPING & RV RESIDENCY ON PRIVATE PROPERTY ORDINANCE REVISION WORKSESSION**

- It was brought to the attention of the council that an amendment to the current ordinance could be made to address limitations to duration, number of RV units, and health and sanitation related to camping on private property.
- Administrator Parra provided an overview of ordinance components for council to consider, with information related to the existing Halsey Municipal code, and examples from other similarly sized cities.
- Councilor Lacoste suggested we start our discussion with duration of time allowed for camping and RV residency on private property, and proposed a limit of 6-months.
- Councilor Gillson suggested that we limit extensions to the first 6-month period to two additional 30 day extensions. He also proposed that people applying for temporary RV residency on residential property be required to get permission from neighbors.
- Council discussed the need for neighbor permission and decided that the city will notify neighbors at the onset of the initial 6-month permit. The applicant will only require permission from neighbors when applying for extension beyond the initial 6-month permit period.
- Councilor Miller stated that 9 months total allowed time seemed more fitting than 8 months. Administrator Parra suggested that we opt for one 3-month extension rather than two 30-day extensions, while keeping the requirement for neighbor permission when applying for the extension. Council agreed to this suggestion.

- Council discussed limiting RV Residency on residential property to 1 RV per property. Reducing the previous limit of 3 RVs used for residency per property. Councilor Strauss brought forward concerns about clarity within the existing ordinance to ensure that RVs owned by a property owner and are NOT being used for residency are not included in the limitations of this ordinance. Councilor Parra agreed to review the ordinance to provide language for this needed clarification.
- Council discussed requirement for vacating the property upon expiration of a permit or denial of the 3-month extension. They agreed to requiring vacation of property within 48-hours of permit expiration or denial.
- Councilor Gilson brought forward concerns about proper disposal of gray and black water tanks. It was decided that updates to the RV Residency Permit would require description of the gray and black water disposal plan for the RV unit.
- Other changes to the permit were proposed including requiring copies of license and registration for the RV, and requiring the applicant(s) initial next to each component of the permit terms.
- Council discussed set-backs for RVs and other camping structures in both residential and non-residential zones. It was decided that clarity was needed for RV setbacks on residential property, to specify that the body of the RV including all slide outs must comply with special set-backs for accessory structures. It was decided that camping on non-residential property must have all camping units (vehicles, RVs, Tents) set-back 10 feet from all property lines.
- Council discussed exceptions related to extenuating circumstances. It was determined that in the event of declaration of emergency at the state, county, or city level can result in temporary exceptions to portions of the ordinance. Exceptions specific to an application related to duration in excess of 9 months would need administrator and council approval.
- Administrator Parra will draft the ordinance edits and permit applications, then send them to legal council for review.

#### **ADJOURNMENT**

Meeting adjourned at 8:00 pm.

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**City Administrator Briana Parra**

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**Mayor Jerry Lachenbruch**

## E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<b>MOTION</b>	<b>February 11, 2025</b>

**Issue Statement:** Council is asked to review and approve the Financial Reports and Journal Entries for January 2025

### **Summary:**

Approving the January Report includes approving check numbers **21241 - 21300 in the amount of \$31,702.61**

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

- **Council Options**

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



CITY OF HALSEY  
COMBINED CASH INVESTMENT  
JANUARY 31, 2025

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	35,445.02
01-0001002	MONEY MARKET	5,474.12
01-0001003	INVESTMENT POOLED	2,163,502.62
TOTAL COMBINED CASH		2,204,421.76
01-0001100	XPRESS DEPOSIT ACCOUNT	36,732.32
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,241,154.08)

TOTAL UNALLOCATED CASH	.00
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CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	394,944.65
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	34,376.77
20	ALLOCATION TO (20) STREET FUND	155,337.94
25	ALLOCATION TO (25) STREET & PATHWAY FUND	82,229.46
40	ALLOCATION TO (40) BOND FUND	58,094.94
55	ALLOCATION TO (55) LIBRARY FUND	6,115.64
60	ALLOCATION TO (60) WATER FUND	387,662.88
61	ALLOCATION TO (61) SEWER FUND	214,646.08
62	ALLOCATION TO (62) WATER RESERVE FUND	375,921.84
63	ALLOCATION TO (63) SEWER RESERVE FUND	207,338.22
65	ALLOCATION TO STORM WATER BLUE HERON FUND	36,183.24
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	26,704.61
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	119,068.48
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	34,464.24
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	154,458.58
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	9,895.77
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	( 56,289.26)
TOTAL ALLOCATIONS TO OTHER FUNDS		2,241,154.08
ALLOCATION FROM COMBINED CASH FUND - 01-0001000		( 2,241,154.08)

ZERO PROOF IF ALLOCATIONS BALANCE	.00
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## Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

## Umpqua Bank Operating Checking (Operating Checking) (1)

January 31, 2025

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	76,316.55	Book Balance Previous Month:	38,680.00
Outstanding Deposits:	653.17	Total Receipts:	83,710.43
Outstanding Checks:	41,524.70	Total Disbursements:	86,945.41
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	35,445.02	Book Balance:	35,445.02
		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
1205	118.39	1210	534.78				
Grand Totals:							653.17

Deposits cleared: 36 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	19077	68.45	19120	120.00	19423	154.84
19982	2.94	20412	30.87	20440	7.21	20597	30.00
20773	30.00	20926	117.54	21171	28.50	21172	95.12
21193	117.80	21203	7.40	21209	300.00	21275	30.00
21276	1,560.00	21287	23.99	21291	73.28	21293	1,318.23
21294	78.75	21295	306.78	21296	20.00	21297	398.00
21298	979.50	21299	253.67	21300	900.00	92201	236.98
128251	211.35	128252	272.00	128253	13,007.29	128254	7,682.24
128255	2,375.23	128256	7,577.35	128257	500.00	225201931	260.20-
Grand Totals:							41,524.70

Checks cleared: 52 items

Checks Outstanding: 48 items

Bank Adjustments SectionBook Adjustments Section

## Money Market Account (Money Market) (2)

January 31, 2025

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	5,474.12	Book Balance Previous Month:	30,378.21
Outstanding Deposits:	.00	Total Receipts:	30,193.41
Outstanding Checks:	.00	Total Disbursements:	55,097.50
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	5,474.12	Book Balance:	5,474.12
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	19 items	Deposits Outstanding:	0 items
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Checks cleared:	5 items	Checks Outstanding:	0 items
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Bank Adjustments SectionBook Adjustments Section

## Xpress Deposit Bank () (99)

January 31, 2025

Account: 010001100

Bank Account Number: 10912

Bank Statement Balance:	36,324.51	Book Balance Previous Month:	40,075.81
Outstanding Deposits:	407.81	Total Receipts:	3,343.49-
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	36,732.32	Book Balance:	36,732.32
		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
1206	93.00	1211	314.81				
Grand Totals:							407.81

Deposits cleared: 31 items Deposits Outstanding: 2 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

## Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
01/22/2025	1	ACH Bank fees	10-110-55-5545	Bank Fees/Misc Expense	9.04	
01/22/2025	2	ACH Bank fees	01-0001001	Combined Cash - Checking	.00	9.04-
01/10/2025	3	Pers Adjustment - rounding error	10-110-50-5402	PERS Retirement-Employer	.01	
01/10/2025	4	Pers Adjustment - rounding error	01-0001001	Combined Cash - Checking	.00	.01-
01/07/2025	5	Xpress monthly service fee	61-320-55-5611	Autopay Billing Software	94.37	
01/07/2025	6	Xpress monthly service fee	60-310-55-5611	Autopay Billing Software	94.37	
01/07/2025	7	Xpress monthly service fee	01-0001001	Combined Cash - Checking	.00	188.74-
01/02/2025	8	Pathpoint fees	10-110-55-5545	Bank Fees/Misc Expense	157.56	
01/02/2025	9	Pathpoint fees	01-0001001	Combined Cash - Checking	.00	157.56-
Total CASH DISBURSEMENTS (CD):					355.35	355.35-

References: 9 Transactions: 9

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
01/10/2025	1	Transfer MM to CK	01-0001001	Combined Cash - Checking	25,000.00	
01/10/2025	2	Transfer MM to CK	01-0001002	Money Market	.00	25,000.00-
01/29/2025	3	Transfer MM to CK	01-0001001	Combined Cash - Checking	25,000.00	
01/29/2025	4	Transfer MM to CK	01-0001002	Money Market	.00	25,000.00-
01/31/2025	5	Transfer MM to CK	01-0001001	Combined Cash - Checking	5,000.00	
01/31/2025	6	Transfer MM to CK	01-0001002	Money Market	.00	5,000.00-
01/22/2025	7	Bank ACH fees	10-110-55-5545	Bank Fees/Misc Expense	75.00	
01/22/2025	8	Bank ACH fees	01-0001002	Money Market	.00	75.00-
01/31/2025	9	Service Fee for excess deposits	10-110-55-5545	Bank Fees/Misc Expense	22.50	
01/31/2025	10	Service Fee for excess deposits	01-0001002	Money Market	.00	22.50-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					55,097.50	55,097.50-

References: 10 Transactions: 10

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE)</b>						
01/01/2025	1	MM Interest earned	01-0001002	Money Market	.21	
01/01/2025	2	MM Interest earned	10-000-40-650	Interest on Investments	.00	.21-
01/10/2025	3	Transfer Xpress to CK	01-0001001	Combined Cash - Checking	16,400.00	
01/10/2025	4	Transfer Xpress to CK	01-0001100	Xpress Deposit Account	.00	16,400.00-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					16,400.21	16,400.21-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>JOURNAL ENTRIES (JE)</b>						
01/31/2025	1	Jan 2025 LGIP Interest	01-0001003	Investment Pooled	8,655.63	
01/31/2025	2	Jan 2025 LGIP Interest earned	10-000-40-650	Interest on Investments	.00	1,505.59-
01/31/2025	3	Jan 2025 LGIP Interest earned	18-000-40-650	Interest on Investments	.00	131.16-
01/31/2025	4	Jan 2025 LGIP Interest earned	20-000-40-650	Interest on Investments	.00	592.14-
01/31/2025	5	Jan 2025 LGIP Interest earned	25-000-40-650	Interest on Investments	.00	313.60-
01/31/2025	6	Jan 2025 LGIP Interest earned	40-000-40-650	Interest on Investments	.00	221.68-
01/31/2025	7	Jan 2025 LGIP Interest earned	55-000-40-650	Interest on Investments	.00	23.54-
01/31/2025	8	Jan 2025 LGIP Interest earned	60-000-40-650	Interest on Investments	.00	1,477.78-
01/31/2025	9	Jan 2025 LGIP Interest earned	61-000-40-650	Interest on Investments	.00	818.04-
01/31/2025	10	Jan 2025 LGIP Interest earned	62-000-40-650	Interest on Investments	.00	1,329.54-
01/31/2025	11	Jan 2025 LGIP Interest earned	63-000-40-650	Interest on Investments	.00	790.13-
01/31/2025	12	Jan 2025 LGIP Interest earned	65-000-40-650	Interest on Investments	.00	138.22-
01/31/2025	13	Jan 2025 LGIP Interest earned	68-000-40-650	Interest on Investments	.00	102.04-
01/31/2025	14	Jan 2025 LGIP Interest earned	72-000-40-650	Interest on Investments	.00	453.87-
01/31/2025	15	Jan 2025 LGIP Interest earned	73-000-40-650	Interest on Investments	.00	131.50-
01/31/2025	16	Jan 2025 LGIP Interest earned	74-000-40-650	Interest on Investments	.00	588.70-
01/31/2025	17	Jan 2025 LGIP Interest earned	80-000-40-650	Interest on Investments	.00	38.10-
01/31/2025	18	Jan 2025 LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.10	
01/31/2025	19	Jan 2025 LGIP ACH Fee	01-0001003	Investment Pooled	.00	.10-
Total JOURNAL ENTRIES (JE):					8,655.73	8,655.73-
References: 19 Transactions: 19						
Total 125:					80,508.79	80,508.79-
Grand Totals:					80,508.79	80,508.79-

## Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
01/22/2025	1	ACH Bank fees	9.04
01/10/2025	1	Transfer MM to CK	25,000.00
01/10/2025	3	Pers Adjustment - rounding error	.01
01/29/2025	3	Transfer MM to CK	25,000.00
01/07/2025	5	Xpress monthly service fee	94.37
01/31/2025	5	Transfer MM to CK	5,000.00
01/07/2025	6	Xpress monthly service fee	94.37
01/22/2025	7	Bank ACH fees	75.00
01/02/2025	8	Pathpoint fees	157.56
01/31/2025	9	Service Fee for excess deposits	22.50
01/02/2025	21241	Alyrica Networks	13.33
01/02/2025	21241	Alyrica Networks	13.33
01/02/2025	21241	Alyrica Networks	13.33
01/02/2025	21242	AT&T Mobility	15.99
01/02/2025	21242	AT&T Mobility	31.96
01/02/2025	21242	AT&T Mobility	31.96
01/02/2025	21243	Carlson Hardware Inc.	44.78
01/02/2025	21244	Ingram Library Services	22.17
01/02/2025	21245	Jerry's Home Improvement	236.29
01/02/2025	21246	Linn-Benton Utilities	125.00
01/02/2025	21247	Rainbow Carpet Cleaning	617.00
01/02/2025	21248	Renewable Resource Group, Inc	147.00
01/02/2025	21248	Renewable Resource Group, Inc	705.00
01/02/2025	21249	TMG Services	796.51
01/09/2025	21250	BMS Technologies	21.02
01/09/2025	21250	BMS Technologies	189.20
01/09/2025	21250	BMS Technologies	210.23
01/09/2025	21251	Caselle, Inc.	501.29
01/09/2025	21251	Caselle, Inc.	164.36
01/09/2025	21251	Caselle, Inc.	164.35
01/09/2025	21252	CECO, Inc.	46.86
01/09/2025	21252	CECO, Inc.	58.57
01/09/2025	21252	CECO, Inc.	58.57
01/09/2025	21252	CECO, Inc.	70.29
01/09/2025	21253	Cintas	20.93
01/09/2025	21253	Cintas	20.93
01/09/2025	21253	Cintas	41.86
01/09/2025	21254	Civil West Engineering Services, Inc.	2,599.05
01/09/2025	21254	Civil West Engineering Services, Inc.	850.00
01/09/2025	21255	Devco Engineering Inc.	75.00
01/09/2025	21256	Executive Cleaning	650.00
01/09/2025	21257	Kelley Create	128.75
01/09/2025	21257	Kelley Create	42.92
01/09/2025	21257	Kelley Create	128.75
01/09/2025	21257	Kelley Create	128.76
01/09/2025	21258	Morley Thomas Law	300.00
01/09/2025	21259	One Call Concepts Inc.	2.98
01/09/2025	21260	Otis Elevator Company	523.62
01/09/2025	21261	Varcomm	143.31
01/09/2025	21261	Varcomm	67.84
01/09/2025	21261	Varcomm	28.50
01/09/2025	21261	Varcomm	67.84
01/16/2025	21262	Void Check	.00
01/16/2025	21263	Void Check	.00
01/16/2025	21264	Void Check	.00
01/16/2025	21265	Void Check	.00

Date	Check Number	Payee or Description	Check Amount
01/16/2025	21266	Void Check	.00
01/16/2025	21267	Void Check	.00
01/16/2025	21268	Void Check	.00
01/16/2025	21269	Void Check	.00
01/16/2025	21270	Void Check	.00
01/16/2025	21271	Void Check	.00
01/16/2025	21272	Void Check	.00
01/16/2025	21273	Void Check	.00
01/16/2025	21274	Easdale Backflow & Irrigation	3,219.92
01/16/2025	21275	Erin Haines	30.00
01/16/2025	21276	GSI Water Solutions, Inc.	1,560.00
01/16/2025	21277	JSG Lawn Maintenance	400.00
01/16/2025	21278	Kelley Create CO - TFS	37.17
01/16/2025	21279	Legacy	1,050.00
01/16/2025	21279	Legacy	725.00
01/16/2025	21280	National Business Solutions	957.02
01/16/2025	21281	OAWU	253.96
01/16/2025	21282	Pacific Power	1,690.92
01/16/2025	21282	Pacific Power	129.78
01/16/2025	21282	Pacific Power	166.69
01/16/2025	21282	Pacific Power	1,186.15
01/16/2025	21282	Pacific Power	55.91
01/16/2025	21282	Pacific Power	3,472.14
01/16/2025	21283	Renewable Resource Group, Inc	481.00
01/16/2025	21284	Security Alarm Corp	200.96
01/16/2025	21285	Wells Fargo Financial Leasing, Inc.	123.50
01/16/2025	21285	Wells Fargo Financial Leasing, Inc.	123.50
01/16/2025	21285	Wells Fargo Financial Leasing, Inc.	39.00
01/16/2025	21285	Wells Fargo Financial Leasing, Inc.	39.00
01/24/2025	21286	Chown Hardware	204.00
01/24/2025	21287	Marianne, Doerfler	23.99
01/24/2025	21288	JSG Lawn Maintenance	400.00
01/24/2025	21289	National Business Solutions	19.00
01/24/2025	21290	NW Natural Gas	106.50
01/24/2025	21290	NW Natural Gas	339.72
01/24/2025	21291	ODP Business Solutions, LLC	73.28
01/24/2025	21292	Petty Cash	220.14
01/24/2025	21293	Elan Financial Services	466.45
01/24/2025	21293	Elan Financial Services	391.92
01/24/2025	21293	Elan Financial Services	279.99
01/24/2025	21293	Elan Financial Services	25.99
01/24/2025	21293	Elan Financial Services	153.88
01/30/2025	21294	AT&T Mobility	15.99
01/30/2025	21294	AT&T Mobility	31.26
01/30/2025	21294	AT&T Mobility	31.50
01/30/2025	21295	Napa Auto Parts	75.02
01/30/2025	21295	Napa Auto Parts	75.02
01/30/2025	21295	Napa Auto Parts	40.02
01/30/2025	21295	Napa Auto Parts	106.74
01/30/2025	21295	Napa Auto Parts	9.98
01/30/2025	21296	Oregon Dept. of Administrative Services	20.00
01/30/2025	21297	Renewable Resource Group, Inc	398.00
01/30/2025	21298	The Automation Group	979.50
01/30/2025	21299	Wells Fargo Financial Leasing, Inc.	96.38
01/30/2025	21299	Wells Fargo Financial Leasing, Inc.	96.39
01/30/2025	21299	Wells Fargo Financial Leasing, Inc.	30.46
01/30/2025	21299	Wells Fargo Financial Leasing, Inc.	30.44
01/30/2025	21300	Willamette Valley Refrigeration	900.00

Date	Check Number	Payee or Description	Check Amount
01/31/2025	92201	DIRECT DEPOSIT TOTAL	23,261.99
01/28/2025	128251	AFLAC	211.35
01/28/2025	128252	ASI Flex	272.00
01/28/2025	128253	EBS Trust, CIS- Benefits	12,997.63
01/28/2025	128253	EBS Trust, CIS- Benefits	9.66
01/28/2025	128254	IRS Tax Deposit	3,917.46
01/28/2025	128254	IRS Tax Deposit	916.20
01/28/2025	128254	IRS Tax Deposit	2,848.58
01/28/2025	128255	Oregon Dept of Revenue - WC/UI	23.15
01/28/2025	128255	Oregon Dept of Revenue - WC/UI	2,061.00
01/28/2025	128255	Oregon Dept of Revenue - WC/UI	291.08
01/28/2025	128256	P.E.R.S.	1,718.77
01/28/2025	128256	P.E.R.S.	5,858.58
01/28/2025	128257	VOYA	500.00
01/31/2025	13120251	Andy Ridinger - DIR DEP	.00
01/31/2025	13120252	Gangle, Larissa - DIR DEP	.00
01/31/2025	13120254	Amber Murray - DIR DEP	.00
01/31/2025	13120255	Audrey Whiddon - DIR DEP	.00
01/31/2025	13120256	Briana Parra - DIR DEP	.00
01/31/2025	13120257	Jennifer Riley - DIR DEP	.00
01/31/2025	13120258	Kaitlyn Watts - DIR DEP	.00
01/31/2025	131202593	William Jones - DIR DEP	.00
Grand Totals:			<u>142,042.91</u>

## Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
12/31/2024	PC	12/27/2024	1227202	Andy Ridinger	210		01-0001001	4,842.09-
12/31/2024	PC	12/27/2024	1227202	Gangle, Larissa	241		01-0001001	3,383.99-
12/31/2024	PC	12/27/2024	1227202	William Jones	245		01-0001001	3,464.57-
12/31/2024	PC	12/27/2024	1227202	Amber Murray	258		01-0001001	2,695.56-
12/31/2024	PC	12/27/2024	1227202	Audrey Whiddon	260		01-0001001	1,863.42-
12/31/2024	PC	12/27/2024	1227202	Briana Parra	261		01-0001001	4,320.34-
12/31/2024	PC	12/27/2024	1227202	Jennifer Riley	262		01-0001001	1,426.25-
Grand Totals:								21,996.22-
				7				

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
21241	01/02/2025	934	Alyrica Networks	Internet	61-320-55-5611	39.99
21242	01/02/2025	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	79.91
21243	01/02/2025	46	Carlson Hardware Inc.	Materials for new roof at gas shed	60-310-55-5682	44.78
21244	01/02/2025	761	Ingram Library Services	Books	55-410-55-5800	22.17
21245	01/02/2025	170	Jerry's Home Improvement	Supplies for roof at gas shed	60-310-55-5682	236.29
21246	01/02/2025	635	Linn-Benton Utilities	LBUECC Annual Dues 2025	60-310-55-5730	125.00
21247	01/02/2025	837	Rainbow Carpet Cleaning	Annual Carpet Cleaning City Hall	10-110-55-5680	617.00
21248	01/02/2025	19	Renewable Resource Group, Inc	Lab Testing-12/3,12/10,12/17,12/23	61-320-55-5860	852.00
21249	01/02/2025	1043	TMG Services	Effluent sewer equipment rebuild kits	61-320-55-5679	796.51
21250	01/09/2025	1129	BMS Technologies	Utility Bill Printing & Mailing	60-310-55-5610	420.45
21251	01/09/2025	49	Caselle, Inc.	Split distribution	60-310-55-5611	830.00
21252	01/09/2025	47	CECO, Inc.	Fuel	61-320-55-5615	234.29
21253	01/09/2025	1163	Cintas	City Hall Drinking Water	10-110-55-5542	83.72
21254	01/09/2025	945	Civil West Engineering Services, I	Wastewater Facility Plan-December 2024	61-320-55-5910	3,449.05
21255	01/09/2025	91	Devco Engineering Inc.	Drawing Review-Zehr Warehouse	10-110-55-5622	75.00
21256	01/09/2025	954	Executive Cleaning	Contract Janitorial Services-December	10-110-55-5680	650.00
21257	01/09/2025	1014	Kelley Create	Monthly Copier Contract	61-320-55-5702	429.18
21258	01/09/2025	957	Morley Thomas Law	City Municipal Judge-January2025	10-110-55-5648	300.00
21259	01/09/2025	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	2.98
21260	01/09/2025	292	Otis Elevator Company	Maintenance Service 1/1/25-6/30/25	10-110-55-5689	523.62
21261	01/09/2025	332	Varcomm	Shop	60-310-55-5662	307.49
21274	01/16/2025	100	Easdale Backflow & Irrigation	Backflow Testing Payment 2nd Half	60-310-55-5890	3,219.92
21275	01/16/2025	1222	Erin Haines	Reservation Deposit Refund	10-110-55-5885	30.00
21276	01/16/2025	1103	GSI Water Solutions, Inc.	Well 69 Replacement-December 2024	60-310-55-5910	1,560.00
21277	01/16/2025	1062	JSG Lawn Maintenance	Monthly Landscape Services-Half Payment for J	10-110-55-5910	400.00
21278	01/16/2025	1014	Kelley Create CO - TFS	Payoff Amount for Copier	10-110-55-5702	37.17
21279	01/16/2025	1100	Legacy	Water Plant Annual Generator Inspection & Ser	60-310-55-5701	1,775.00
21280	01/16/2025	1110	National Business Solutions	Contract IT Support-1/15/25-2/14/25	10-110-55-5770	957.02
21281	01/16/2025	276	OAWU	Membership Renewal 2025	60-310-55-5730	253.96
21282	01/16/2025	297	Pacific Power	5th & L pump	60-310-55-5672	6,701.59
21283	01/16/2025	19	Renewable Resource Group, Inc	Lab Testing-12/31/24,1/7/25	61-320-55-5860	481.00
21284	01/16/2025	688	Security Alarm Corp	Fire & Security Monitoring-February 2025	10-110-55-5770	200.96
21285	01/16/2025	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
21286	01/24/2025	559	Chown Hardware	BRIVO Subscription Jan-Dec2025	10-110-55-5771	204.00
21287	01/24/2025	1263	Marianne, Doerfler	Utility Over Payment Refund	01-0001075	23.99
21288	01/24/2025	1062	JSG Lawn Maintenance	Monthly Landscape Services-2nd Half Payment	10-110-55-5905	400.00
21289	01/24/2025	1110	National Business Solutions	Copier Contract Fee-January 2025	10-110-55-5702	19.00
21290	01/24/2025	263	NW Natural Gas	Natural Gas Service	60-310-55-5671	446.22
21291	01/24/2025	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	73.28
21292	01/24/2025	308	Petty Cash	Community Center Deposit Refund	10-000-40-735	220.14
21293	01/24/2025	665	Elan Financial Services	Series books for library	55-410-55-5800	1,318.23
21294	01/30/2025	24	AT&T Mobility	Public Work Tablet	60-310-55-5662	78.75
21295	01/30/2025	632	Napa Auto Parts	Hydraulic Fluid X2	68-330-55-5691	306.78
21296	01/30/2025	1024	Oregon Dept. of Administrative Se	Small Drill for Public Works Shop	61-320-55-5655	20.00
21297	01/30/2025	19	Renewable Resource Group, Inc	Lab Testing-1/14/25	61-320-55-5860	398.00
21298	01/30/2025	1264	The Automation Group	Troubleshooting Well Issue	60-310-55-5701	979.50
21299	01/30/2025	1132	Wells Fargo Financial Leasing, Inc	Konica Copier	55-410-55-5664	253.67
21300	01/30/2025	902	Willamette Valley Refrigeration	Commercial Fridge Maintenance- 3 Cleanings	10-110-55-5680	900.00

Grand Totals:

31,702.61

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

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

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

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

**G. DELEGATIONS**

1. Linn County Sherriff		
Council Action:	<i>NONE</i>	February 11, 2025





# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

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

Albany, OR. 97322

Phone: 541-967-3950

[www.linnsheriff.org](http://www.linnsheriff.org)

## 2025

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

**FOR THE MONTH OF:**

**JANUARY**

TRAFFIC CITATIONS: -----	<b>5</b>
TRAFFIC WARNINGS: -----	<b>15</b>
TRAFFIC CRASHES: -----	<b>0</b>
ARRESTS MADE: -----	<b>1</b>
COMPLAINTS/INCIDENTS INVESTIGATED:-----	<b>49</b>

**TOTAL HOURS SPENT:**

**HALSEY 78.25**

**hours**

**CONTRACT HOURS= 72 HOURS**

**Michelle Duncan,  
Sheriff, Linn County**

**By: Sgt. Steven Frambes**





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

This Report Encompasses: 1/ 1/25 to 1/31/25

Total Incidents This Month: **49**

Incident Information:	Description
CAD# 2025000310 TIME: 1/1/2025 12:26:24PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 900 W 2ND ST HALS  Operator issued equipment violation warning
CAD# 2025000882 TIME: 1/2/2025 1:25:01PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 000 AMERICAN DR HALS  Deputy conducts follow up on open investigation
CAD# 2025001016 TIME: 1/2/2025 4:51:52PM CASE# CAD Only HALS CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 000 AMERICAN DR HALS  Operator issued warning for parking vehicle in a non-parking zone
CAD# 2025004381 TIME: 1/8/2025 8:10:25AM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 800 W 2ND ST HALS  Operator issued speeding violation warning
CAD# 2025004423 TIME: 1/8/2025 9:14:23AM CASE# 2500097 HALS REPORT TAKEN	Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 100 NW 2ND ST Occurred between 0913 hours on 1/8/2025 and 0914 hours on 1/8/2025 . Reported:  39-year-old Heather Tressel of Lebanon was arrested for their warrant and transported to the Linn County Jail.

Incident Information:	Description
CAD# 2025004573 TIME: 1/8/2025 1:08:35PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS <hr/> 34-year-old J. Breuer of Junction City received a citation for Fail to Renew Vehicle Registration
CAD# 2025004595 TIME: 1/8/2025 1:34:05PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 NW 2ND ST HALS <hr/> 74-year-old T. O'Dell of Halsey received a citation for Fail to Renew Vehicle Registration .
CAD# 2025006178 TIME: 1/10/2025 7:12:13PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 400 W D ST HALS <hr/> Information received about a family. The situation is best handled by DHS at this time.
CAD# 2025006475 TIME: 1/11/2025 7:07:01AM CASE# CAD Only HALS CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 1100 W O ST HALS <hr/> Building checked, unknown reason for the alarm.
CAD# 2025006490 TIME: 1/11/2025 8:18:39AM CASE# CAD Only HALS CAD CALL COMPLETE	CITIZEN CONTACT Reported at Block of 100 W HALSEY ST HALS <hr/> Citizen had a question about the legality of a knife.
CAD# 2025007147 TIME: 1/12/2025 6:09:33AM CASE# CAD Only HALS CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 1100 W O ST HALS <hr/> Unknown reason for the alarm

Incident Information:	Description
CAD# 2025007891 TIME: 1/13/2025 1:51:41PM CASE# CAD Only HALS WARNING CELL PHONE USE	TRAFFIC STOP Reported at Block of 700 W 2ND ST HALS <hr/> Operator issued moving violation warning
CAD# 2025007944 TIME: 1/13/2025 2:56:33PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 000 NW 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2025007958 TIME: 1/13/2025 3:09:55PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 1000 W 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2025007964 TIME: 1/13/2025 3:22:33PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 000 W 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2025007981 TIME: 1/13/2025 3:51:26PM CASE# CAD Only HALS WARNING EQUIPMENT VIOLAT	TRAFFIC STOP Reported at Block of 200 W 2ND ST HALS <hr/> Operator issued equipment violation warning
CAD# 2025008105 TIME: 1/13/2025 7:23:50PM CASE# CAD Only HALS CAD CALL COMPLETE	EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS <hr/> CITY COUNCIL MEETING

Incident Information:	Description
CAD# 2025008533 TIME: 1/14/2025 1:48:28PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 000 AMERICAN DR HALS <hr/> While performing audit paperwork business discovers additional trailer valued at \$7,395.00 stolen.
CAD# 2025008684 TIME: 1/14/2025 5:38:26PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 000 E C ST HALS <hr/> DHS fax reviewed, duplicate to Event 2025008695 where the allegations will be addressed.
CAD# 2025008694 TIME: 1/14/2025 5:46:35PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 100 E D ST HALS <hr/> DHS fax reviewed, information to be sent to investigating deputy.
CAD# 2025008695 TIME: 1/14/2025 5:48:00PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 000 E C ST HALS <hr/> DHS fax reviewed, information logged.
CAD# 2025009358 TIME: 1/15/2025 4:15:31PM CASE# CAD Only HALS CAD CALL COMPLETE	FRAUD Reported at Block of 600 E 2ND ST HALS <hr/> Deputy investigated a possible fraud
CAD# 2025009801 TIME: 1/16/2025 11:21:27AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 700 PUFFIN ST HALS <hr/> No Public Narrative.

Incident Information:	Description
<p>CAD# 2025009883</p> <p>TIME: 1/16/2025 1:17:15PM</p> <p>CASE# 2500209</p> <p>HALS</p> <p>REPORT TAKEN</p>	<p>Report Filed. DEATH INVESTIGATION Reported At Block Of 300 W 4TH ST Occurred between 1316 hours on 1/16/2025 and 1317 hours on 1/16/2025 . Reported: 1/16/2025</p> <hr/> <p>Deputies conducted a welfare check of an elderly male. Force was used by deputies to gain entry to the home where they found the male deceased from apparent natural causes.</p>
<p>CAD# 2025010760</p> <p>TIME: 1/17/2025 6:51:42PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS</p> <hr/> <p>Caller reported hearing what they believed to be a domestic disturbance. Deputies arrived and learned a father and son were just rough housing and being loud.</p>
<p>CAD# 2025011139</p> <p>TIME: 1/18/2025 10:19:59AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 000 AMERICAN DR HALS</p> <hr/> <p>Caller requests extra patrol after suspicious activity discovered.</p>
<p>CAD# 2025011614</p> <p>TIME: 1/19/2025 2:07:46AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS</p> <hr/> <p>Deputies responded a verbal dispute between a married couple.</p>
<p>CAD# 2025011630</p> <p>TIME: 1/19/2025 3:04:34AM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>EXTRA PATROL Reported at Block of 200 W 2ND ST HALS</p> <hr/> <p>Deputy found unsecured gate and suspicious vehicle. Appears to be a maintenance workers vehicle and someone forgot to lock gate.</p>
<p>CAD# 2025011934</p> <p>TIME: 1/19/2025 4:36:01PM</p> <p>CASE# CAD Only</p> <p>HALS</p> <p>CAD CALL COMPLETE</p>	<p>DOMESTIC DISTURBANCE Reported at Block of 400 W D ST HALS</p> <hr/> <p>Caller reports disturbance. Deputy arrives, argument was verbal only, no crimes reported</p>

Incident Information:	Description
CAD# 2025012306 TIME: 1/20/2025 10:00:41AM CASE# 2500249 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 00 AMERICAN DR Occurred between 1000 hours on 1/20/2025 and 1000 hours on 1/20/2025 . Reported: <hr/> A guy wire was cut in an attempt to steal a trailer from Diamond K sales parked across from the post office.
CAD# 2025013047 TIME: 1/21/2025 1:01:19PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 000 AMERICAN DR HALS <hr/> Deputy conducted followup for investigation
CAD# 2025013063 TIME: 1/21/2025 1:27:27PM CASE# 2500272 HALS REPORT TAKEN	Report Filed. RECKLESS BURNING Reported At Block Of 200 W O ST Occurred between 1326 hours on 1/21/2025 and 1327 hours on 1/21/2025 . Reported: 1/21/2025 Officer <hr/> Deputy investigated reckless burn. Someone lit toilet paper on fire in the bathroom of the park
CAD# 2025013597 TIME: 1/22/2025 10:56:33AM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 100 W G ST HALS <hr/> Deputy checked on trailer.
CAD# 2025013800 TIME: 1/22/2025 2:58:49PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 200 E 1ST ST/E C ST HALS <hr/> Caller contacts Deputy in person requesting extra patrol on E 1st during the morning hours.
CAD# 2025013905 TIME: 1/22/2025 6:01:35PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 200 W 2ND ST/W C ST HALS <hr/> Driver warned for speed

Incident Information:	Description
CAD# 2025013946 TIME: 1/22/2025 7:51:31PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 W O ST HALS <hr/> Deputy contacts vehicle at park after hours. They were advised parks close and asked to leave which they did.
CAD# 2025014274 TIME: 1/23/2025 10:32:20AM CASE# CAD Only HALS CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 400 W O ST HALS <hr/> 45-year-old E. Roles of Lebanon received a citation for Driving Uninsured.
CAD# 2025014368 TIME: 1/23/2025 1:25:15PM CASE# 2500309 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: THEFT Reported At Block Of 00 AMERICAN DR Occurred between 1325 hours on 1/23/2025 and 1325 hours on 1/23/2025 . Reported: <hr/> Caller reports attempted theft of trailer valued at \$9,500.00. A guy wire was damaged in the process. A citizen observed the attempted theft and stopped the suspects . Incident reported several days later.
CAD# 2025014579 TIME: 1/23/2025 6:01:37PM CASE# CAD Only HALS CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 500 W 1ST ST/W F ST HALS <hr/> Deputy checked the welfare of an intoxicated female. Female was taken home by a family member.
CAD# 2025015188 TIME: 1/24/2025 5:38:23PM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 600 W 2ND ST HALS <hr/>
CAD# 2025015521 TIME: 1/25/2025 9:02:55AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 700 PUFFIN ST/ROYAL TERN AVE HALS <hr/> Driver warned for equipment violation

Incident Information:	Description
CAD# 2025016621 TIME: 1/27/2025 8:00:46AM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS <hr/> Operator issued warning for speeding violation.
CAD# 2025016862 TIME: 1/27/2025 2:50:59PM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS <hr/> Operator issued speeding violation warning
CAD# 2025016871 TIME: 1/27/2025 3:07:52PM CASE# CAD Only HALS CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 400 W 2ND ST HALS <hr/> 23-year-old A. Shrock of Madison IN received a citation for Driving Uninsured
CAD# 2025016975 TIME: 1/27/2025 5:40:27PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 100 E D ST HALS <hr/> DHS cross report of case under investigation.
CAD# 2025017456 TIME: 1/28/2025 1:27:12PM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 600 W 2ND ST HALS <hr/> Operator issued equipment violation warning.
CAD# 2025017661 TIME: 1/28/2025 5:40:05PM CASE# CAD Only HALS CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 400 W D ST HALS <hr/> DHS fax reviewed, information logged.

Incident Information:	Description
CAD# 2025017953 TIME: 1/29/2025 7:54:14AM CASE# 2500379 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 00 W 1ST ST Occurred between 0754 hours on 1/29/2025 and 0754 hours on 1/29/2025 . Reported: <hr/> Tavern broken into. Building was not alarmed and nobody was notified at time of break in. Two male suspects wore masks, hoods and gloves. There are no other leads at this time.
CAD# 2025018162 TIME: 1/29/2025 12:49:41PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 000 AMERICAN DR/W HALSEY ST HALS <hr/> No Public Narrative.



## I. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	February 11, 2025

### 1. Well Updates

- PHASE 1– Initial drilling has begun, and materials were sent out for custom screen fabrication. This portion of the project will take 3-4 weeks. After custom screens are completed, the well drilling contractors will return to the worksite and resume work on well development. Anticipated completion of phase 1 is early April 2025.
- I continue to seek outside funding options for the remaining portions of the work. Remaining project costs are estimated at approximately \$450,000.

### 2. City Day at the Capital – January 28, 2025

City Day at the Capitol was a success. I was joined by Councilors Isom, Gillson, and LaCoste and by Mayor Lachenbruch. Mayor and I spent the first half of the day meeting with various Representatives and Senators from districts across Oregon, and talking about the work of the Small Municipal Advocacy Coalition (SMAC). In the afternoon the Halsey Council members joined us to attend more meetings with Reps and Senators. We talked about some of the goals of SMAC and our mission to bring a united voice to rural concerns. We found some interest from a number of Reps and Senators, but our biggest success was connections made with other cities who are interested in what SMAC is doing.

### 3. SMAC

Small Municipal Advocacy Coalition (SMAC) is very busy now as we navigate advocacy in the long legislative session. We are working on a number of initiatives. Most prominently, we are drafting two bills which we have already garnered legislative support for. One is related to a sliding scale for grant matching that reduces the percentage match required for municipalities based on populations size. It is not uncommon to see match requirements of 25-30% of the project cost to qualify for a grant. When infrastructure costs easily exceed 1,000,000.00 a 25% match is unattainable for small towns with small budgets. \$250,000 is a majority of our water or sewer reserve fund, where that amount may be a reasonable annual or biannual expense for cities like Eugene or Portland. SMAC is advocating for matches starting as low a 5% for small cities and scaling up appropriately as the population size grows. The other major effort SMAC is working on is updates to Wastewater Certification requirements. Small municipalities have experienced significant challenges in hiring and retaining certified water and wastewater operators. A common challenge to these staffing issues is the cost of training, service/experience requirements prior to being allowed to test for certification, and test failure rate. We are challenging the current structure specific to wastewater treatment certification that tests heavily on treatment plant settings when many rural municipalities use a lagoon system. We have suggested that a lagoon system test would be more appropriate and are advocating that such a test be created.

### 4. Future Presentations – Waste water Master Plan

The final draft of the wastewater master plan is ready. Clinton from Civil West presented the components of the plan to Andy, Billie and me. It is a detailed plan outlining a number of potential improvements for our wastewater system, as well as assigning priority for implementing the suggested projects. The Master Plan is a very detailed and extensive document. I recommend we set a time for Clinton to come present the information to council and allow ample opportunity for questions. This may not be best suited for a regular council meeting as the presentation will take up a good part of our allotted time.

### 5. UPCOMING EVENTS

- February 17<sup>th</sup> – City Hall closed for Presidents Day January 17<sup>th</sup>
- Library 5k – Registration open!!!
- February 19<sup>th</sup> – City Hall closed until 1pm for staff training
- March 6<sup>th</sup> – Lit Night at Central Linn Elementary School



## I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	<b>NONE</b>	<b>February 11, 2025</b>

### Water Distribution:

Water Produced 2,872,043 Gallons  
Daily Average 187,000 Gallons

### Wastewater:

WW Collected 5,799,000 Gallons  
Daily Average 187,000 Gallons  
WW Discharged 12,461,000 Gallons  
Daily Average 402,000 Gallons

We repaired a 2" water line leak on W. J Street created by a contractor working for the gas company. The new well has been drilled, we have been assisting in the project by cleaning up the area, removing material from a soil tailings trailer with the vactor truck. A project that I've wanted to do for a long time was completed to raise 3 water valve cans to grade in the shop yard. Every time it rained, they were under water.

We have received the Preliminary draft of the wastewater facility plan. Let the planning begin.

Hazardous substance Report, Consumer Confidence Report, ODOT Public Road Milage Report, and I&I Report were completed in January.

Tune-ups were completed on the dump truck and track hoe excavator.



## I. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b>	<b>NONE</b> <span style="float: right;"><b>February 11, 2025</b></span>

<b>Circulation for January</b>		<b>Total Circulation since opening (Aug. 2015)</b>	13,155
Fiction	34		
Non-Fiction	46	<b>Total Number of Patrons to Date</b>	634
Total	80		
<b>Cities Represented in Circulation</b>		<b>Total Number of items in collection</b>	4,657
Halsey	68		
Shedd	2	<b>Avg. Daily Threshold Count since opening</b>	6.0
Harrisburg	1	<b>Average Daily Threshold Count for January</b>	4.5
Sweet Home	9		
<b>Value of Inventory Through January</b>			
Fiction	\$85,378.69		
Non-Fiction	\$48,647.65	<b>Books added to inventory in January</b>	68
Total	\$134,026.34		

### Updates:

This was my first full month at the library, and I am feeling so much more comfortable with everything. I began organizing and sorting through old documents and folders to get a better understanding of how to not only run the library but to also plan the events to the best of my ability. I am very much looking forward to the Book It 5k coming up in May and have hit the ground running with marketing for that as well as accumulating sponsors. Weyerhaeuser has already agreed to donate, which is very exciting. I also placed my second book order since starting here which included a few new children's books for our arbor day celebration coming up. Once I am more settled in, I plan to host some events such as a sourdough start class, a seed start class for new and longtime gardeners as well as some fun craft days for the kiddos.

We have received two new volunteer applications that are very promising, and I plan to reach out to them next month to begin building a reliable volunteer staff. Jenn is still working on Tuesdays and Fridays to help out while I finish my schooling, and I am so thankful to still have her here to ask questions about various tasks around the Library.

Our heating and cooling unit quit us this month and we are currently waiting for a part to be shipped so that it can be repaired. Luckily it was still under warranty and our budget allows for the cost of labor to have it repaired. In the meantime we have been using space heaters to warm up the Library but we are very eager to get the other unit fixed.



**I. REPORTS TO COUNCIL**

<b>2. Council Reports</b>		
<b>a. Mayors Report</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>February 11, 2025</b>



## J. OLD BUSINESS

1. Logo Project		
Council Action:	Consensus	February 11, 2025

**Issue Statement:** Council is asked to review city logo options and provide guidance to staff on how to proceed with this project.

**Summary:** The current City of Halsey Logo is very detailed, making it difficult to see when sized down for letters and other city communications. The level of detail is also challenging for screen printing and embroidery. For these reasons, city staff proposed a logo update project. Initial options were shown in the November 2024 council meeting, and council reached consensus that they would like staff to move forward with the project. Updated logo options are being submitted for council consideration.

Logo Options will be presented at the Council Meeting

➤ **Possible Actions:** I recommend that council vote (select appropriate action below) ....

- **Council Options**

1. **Vote to remove options from consideration, and continue to work on the remaining logos for future review.**
2. **Vote to select final two option now, and move to community vote.**
3. **Provide further direction to staff**
4. **Deny request.**



## K. NEW BUSINESS

1. Update to Staff Presentations to Council		
Council Action:	Consensus	February 11, 2025

**Issue Statement:** The City Council is asked to consider updates to report to council format and advise staff on how to proceed.

### Summary:

Councilor Gilson brought forward the issue of report presentations from Public Works and the Librarian. It is proposed that we remove the presentation of reports from the meeting format in favor of attendance by the Public Works lead and Librarian only by request of council in the event that questions arise from the report provided in the council packet materials. Council is asked to reach consensus on the issue of staff presentations to council.

➤ **Possible Actions:** I recommend that council vote (select appropriate action below) ....

- **Council Options**
  1. **Vote to remove Public Works and Librarian presentation from the meeting format**
  2. **Provide further direction to staff**
  3. **Deny request**



## K. NEW BUSINESS

2. First Read of Ordinance 2024-448 – Camping and RV Residency		
Council Action:	Consensus	February 11, 2025

**Issue Statement:** The Council is asked to review and provide feedback on the draft updates to Ordinance 2024-448 – Camping and RV Residency

**Summary:** A work session to discuss changes to Halsey Municipal Code (HMC) chapter 5.60 – Camping and RV Residency on Private Property. During the work session council proposed amendments to the current HMC. The council is asked to review the draft Ordinance updates and provide instructions to the City Administrator on how to proceed.

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

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



## CURRENT City of Halsey Ordinance

### PUBLIC CAMPING – Halsey Municipal Code, Chapter 5.60

#### **5.60.010 Definitions.**

**“Camp”** or **“camping”** means to pitch, erect, create, use, or occupy camp facilities for the purpose of habitation, as evidenced by the use of camp paraphernalia.

**“Camp paraphernalia”** includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or outdoor cooking devices or utensils and similar equipment.

**“City administrator”** means the Halsey city administrator, or the city administrator’s designee.

**“Dwelling”** means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

**“Motor vehicle”** means a vehicle that is self-propelled or designed for self-propulsion.

**“Parking lot”** means a developed location that is designated for parking vehicles, whether developed with asphalt, concrete, gravel, or other material.

**“Personal property”** means items that can reasonably be identified as belonging to an individual and that have apparent value or utility.

**“Public property”** means any real property or structures owned, leased, or managed by the city, including **public** rights-of-way.

**“Public rights-of-way”** means all property dedicated to the public for transportation purposes and administered by the city, including streets, roads, bridges, alleys, sidewalks, trails, paths, and all other public ways and areas managed by the city. “Right-of-way” also includes public utility easements to the extent that the easement allows use by the permittee planning to use or using the public utility easement. “Right-of-way” includes the subsurface under and airspace over these areas. “Right-of-way” does not include the airwaves for purposes of CMRS, broadcast television, DBS and other wireless providers, or easements or other property interests owned by a single utility or entity.

**“Recreational vehicle” or “RV”** means a vehicle with or without motive power that is designed for use as temporary living quarters and as further defined by the Oregon Department of Transportation in Chapter [735](#) OAR, Division [022](#). Examples include motor homes, camping trailers, tent trailers, truck campers, toy haulers with a residential cabin, and camper vans.

**“Solid waste”** means any garbage, trash, debris, yard waste, food waste, or other discarded materials.

**“Store” or “storage”** means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

**“Temporary”** means not affixed to land permanently and not utilized as a permanent residence.

**“Vehicle,”** within this chapter, means a motor vehicle or recreational vehicle.

**“Vehicle camping”** means camping inside a motor vehicle or recreational vehicle. [Ord. 445 § 1, 2023.]

**5.60.050 Camping on commercial or industrial property, or property owned or controlled by a nonprofit or religious institution.**

- (1) The owner of a commercial or industrial property, a nonprofit, or a religious institution/place of worship may allow vehicle or tent camping to persons, provided:
  - (a) The property owner first notifies the city of their intent to allow camping, and of their ability to comply with the other requirements in this section. An inspection must be performed by the city to confirm that sanitary facilities are in place, required setbacks are met, and any storage areas are screened, before vehicle or tent camping commences;
  - (b) Such accommodations are made free of charge; and
  - (c) Occupancy is limited to three or fewer vehicles or tents at the same time, in any combination; and
  - (d) Vehicles or tents are located within an on-premises parking lot, and are spaced at least 10 feet apart; and must be **10 feet away from property lines**.
  - (e) All items and materials are stored in vehicles or tents or in a separate storage area that is screened from view from adjacent properties and public rights-of-way; and
  - (f) Campers are provided access to sanitary facilities, including a toilet, handwashing and trash disposal facilities, with such facilities being at least 20 feet from the property line of a residential use property if not fully contained within a building.
- (2) A property owner who allows camping pursuant to subsection (1) of this section may revoke that permission at any time and for any reason.
- (3) Notwithstanding the provisions of this section, the city administrator may:
  - (a) Revoke the right of a property owner to allow camping on property described in subsection (1) of this section upon finding that the property owner or a camper has violated any applicable law, ordinance, regulation or agreement, or that any activity occurring on that property by a camper is incompatible with the use of the property.
  - (b) A permission revoked by the city administrator under this subsection is subject to notice. Notice will be provided in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council in the next available council meeting, but no sooner than seven days after the written appeal was received by the city.
- (4) Any person whose permission to camp on property has been revoked pursuant to subsection (2) or (3) of this section must vacate and remove all belongings from the property within four hours of receiving such notice.
- (5) All persons participating in a camping program described in subsection (1) of this section do so at their own risk, and nothing in this section or chapter creates or establishes any duty or liability for the city or its officers, employees, or agents, with respect to any loss related to bodily injury (including death) or property damage. [Ord. 445 § 1, 2023.]

#### **5.60.060 Recreational vehicle residency on residential property.**

Recreational vehicle camping or temporary residency is permitted on privately owned residential property subject to the following restrictions:

- (1) Individuals intending to camp or temporarily reside on private residential property in a recreational vehicle must ~~register with the city~~ file an **application for a temporary RV residency permit with the city** before camping may commence. **A filing fee shall accompany an application for a temporary RV residency permit. The filing fee shall be in accordance with a fee schedule adopted by the ordinance of the city council.**
- (2) Residential camping requires written permission from the property owner prior to issuance of a temporary RV residency permit. The property owner can rescind permission at any time.
- (3) **The city shall notify adjacent property owners upon issuance of the initial temporary RV residency permit.**
- (4) **The authorized temporary RV camping on private property under this provision may remain at the host site for an initial term of up to 180 days unless the authorization is revoked by the property owner. One 90-day extension may be approved under the following conditions:**
  - (a) **The applicant acquires written permission from the property owner and adjacent property owners.**
  - (b) **Application for 90-day extension is filed with the city administrator 10 business days prior to the expiration of the initial temporary RV residency permit.**
- (5) **Temporary RV camping on private residential property must not exceed 270 days out of 365 days unless approved by the city in extenuating circumstances.**
  - (a) **The city administrator may issue approval for extensions not exceeding 10 days. All extension requests greater than 10 days must be approved by City Council.**
- (6) **A property owner who authorizes any person to temporarily RV camp on residential property must:**
  - (a) **Provide garbage disposal services so that there is no accumulation of solid waste on site;**
  - (b) **Not require or accept payment of any monetary charge in exchange for providing the authorization to camp on the property.**
- (7) Recreational vehicles used for camping on residential property may be placed in the side or rear yard or in a paved or graveled driveway.
- (8) Residential camping may occur only in vehicles designed for occupancy, including recreational vehicles, campers, travel trailers, fifth wheels, toy haulers, and similar. **A recreation vehicle which is used as a temporary residence in accordance with this section shall have current insurance and registration.**

- (9) The body of the RV, **including any slid-outs**, used for camping residential property must comply with the setbacks identified in the Halsey Development Code for accessory structures, unless the camper first applies to the city for an exception, and if that application is approved.
- (10) Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
- (11) No personal property may be stored outside the RV unless it is contained in another structure such as a shed.
- (12) No more than one recreational vehicle camper used for temporary residency shall be allowed on any residential property.
- (13) Use of generators is prohibited between the hours of 10:00 p.m. and 6:00 a.m. [Ord. 445 § 1, 2023.]
- (14) Notwithstanding the provisions of this section, the city administrator may:
  - (a) **Revoke the right of a property owner to allow camping on property described in this section upon finding that the property owner or a camper has violated any applicable law, ordinance, regulation or agreement, or that any activity occurring on that property by a camper is incompatible with the use of the property.**
  - (b) **A permission revoked by the city administrator under this subsection is subject to notice. Notice will be provided in writing, mailed to the address of record and posted at the site. Notice will include information on how to appeal the decision. A property owner wanting to appeal the decision must submit their appeal in writing to the city within 10 days of the notice of decision. The appeal will be reviewed by the city council in the next available council meeting, but no sooner than seven days after the written appeal was received by the city.**

#### **5.60.070 Scheduling and notice of campsite cleanup.**

- (1) Cleanup of illegal campsites will be scheduled by the city administrator in coordination with the Linn County sheriff's office.
- (2) Notification of cleanup for illegal campsites will be posted 72 hours prior to a cleanup event. Signs will be posted on adjacent buildings if feasible, or on stakes in the ground stating the time and date of the cleanup and the time and date of the notice posting. **Campers** will have 72 hours from that time to remove **camping** materials and personal belongings, or they become subject to removal, confiscation, or destruction as established in HMC [5.60.080](#).
- (3) Notwithstanding subsections (1) and (2) of this section, cleanup of campsites may occur immediately and without notice if the Linn County sheriff's office determines that either of the following conditions exists:

- (a) An emergency such as possible site contamination by hazardous materials or where there is an immediate danger to human life or safety;
  - (b) Illegal activity other than **camping**.
- (4) At the cleanup event, written notice will be posted and distributed with information on how to retrieve property that was retained during the event.
- (5) Written notices will be in both English and Spanish.
- (6) Copies of all notices will be provided to the Oregon Department of Human Services and/or the Linn County Human Services Department. [Ord. 445 § 1, 2023.]

**5.60.080 Removal, storage, and retrieval of personal property.**

- (1) Personal property will be separated from solid waste during cleanups. Solid waste will be immediately discarded. Items of personal property will be turned over to law enforcement or **public** works and stored. The personal property shall be stored for no less than 30 days, during which time it will be reasonably available to persons claiming ownership of the personal property.
- (2) When conducting a campsite removal, the city shall arrange in advance for a location for personal property to be stored.
- (3) Any personal property that remains unclaimed for 30 days after the cleanup may be disposed of, sold, donated, used, or transferred as abandoned personal property, but no waiting period beyond the 30 days is required prior to the disposal, sale, donation, use, or transfer.
- (4) Weapons, drug paraphernalia, and items which reasonably appear to be either stolen or evidence of a crime may be retained or disposed of by law enforcement in accordance with applicable policies and procedures. [Ord. 445 § 1, 2023.]

**5.60.090 Violation – Penalty.**

A violation of a provision of this chapter, or an order issued under authority of this chapter, is punishable by a fine not to exceed \$500.00. [Ord. 445 § 1, 2023.]

**5.60.100 Separate violations.**

Each day's violation of a provision of this chapter or an order issued under authority of this chapter constitutes a separate offense. [Ord. 445 § 1, 2023.]



## K. NEW BUSINESS

3. First Read of Temporary RV Residency Permit		
Council Action:	Consensus	February 4, 2025

**Issue Statement:** The Council is asked to review and provide feedback on the draft Temporary RV Residency Permit

**Summary:** A work session to discuss changes to Halsey Municipal Code (HMC) chapter 5.60 – Camping and RV Residency on Private Property. During the work session council proposed an RV Residency Permit to the HMC. Council is asked to review the draft Permit and provide instructions to the City Administrator on how to proceed.

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

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



# Temporary RV Residency Permit

## Property Owner Information:

Name:	Phone:
Property Address:	
Mailing Address (if different):	

## RV Tenant Information:

Name:	Phone:
Mailing Address (if different)	

**Describe the black and gray water disposal plan for the RV associated with this application:**

--

## Requirements checklist

- ☐ Review and understand City of Halsey Ordinance section 5.60.060 and 5.60.090
- ☐ Fill out Temporary RV Residency Permit Application
- ☐ Pay permit fee of \$10 to City of Halsey (for processing and notification)
- ☐ Attach copies of current insurance and registration for RV associated with this application

## Terms

Per Halsey Municipal Code 5.60.060, Recreational vehicle camping or temporary residency is permitted on privately owned residential property subject to the following restrictions:

Owner Initials	Tenant Initials	
		Residential camping requires written permission from the property owner. The property owner can rescind permission at any time
		Recreational vehicles used for camping on residential property may be placed in the side or rear yard or in a paved or graveled driveway.
		Residential camping may occur only in vehicles designed for occupancy, including recreational vehicles, campers, travel trailers, fifth wheels, toy haulers, and similar.
		The body of the RV, including any slid-outs, used for camping on residential property must comply with the setbacks identified in the Halsey Development Code for accessory structures, unless the camper first applies to the city for an exception, and if that application is approved.
		Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
		No personal property may be stored outside the RV unless it is contained in another structure such as a shed.
		No more than one such recreational vehicle campers shall be allowed on any residential property.
		A property owner who authorizes any person to temporarily RV camp on residential property must provide garbage disposal services so that there is no accumulation of solid waste on site.
		A property owner who authorizes any person to temporarily RV camp on residential property may NOT require or accept payment of any monetary charge in exchange for providing the authorization to camp on the property.
		Authorized temporary RV camping on residential property may remain at the host site for an initial term of 180 days. One 90-day extension may be approved.
		Application for 90-day extension must be filed with the city administrator 10 business days prior to expiration of this permit. Written permission from adjacent property owners is required prior to approval of extension.
		RV tenant must vacate the property at the expiration of the RV Residency Permit. Failure to do so would constitute illegal camping.
		The applicant hereby authorizes City of Halsey officials to enter the property and inspect activity in conjunction with the proposed use.

***The property owner & RV tenant have read and agree to abide by the terms of this agreement and understand and agree that:***

- Any approvals associated with this request may be revoked if found in conflict with information represented in this application.
- violations may result in fines of up to \$500 per day, as specified in HMC 5.60.090, and that each day may qualify as a separate violation HMC 5.60.100.
- Any penalties incurred as a result of violation of the provisions of Halsey Municipal Code chapter 5.60 are the responsibility of the Landowner

<b>Tenant Signature:</b>	<b>Date:</b>
<b>Property Owner Signature:</b>	<b>Date:</b>

**Official City Use**

<b>Permit Number:</b>	<b>Permit Expiration</b>
City Administrator Approval <input type="checkbox"/> Approved      Date: _____  Signature:	



## K. NEW BUSINESS

4. First Read of Temporary RV Residency Permit – 90 day extension		
Council Action:	Consensus	February 4, 2025

**Issue Statement:** The Council is asked to review and provide feedback on the draft Temporary RV Residency Permit

**Summary:** A work session to discuss changes to Halsey Municipal Code (HMC) chapter 5.60 – Camping and RV Residency on Private Property. During the work session council proposed an RV Residency Permit 90-day Extension to the HMC. Council is asked to review the draft Permit and provide instructions to the City Administrator on how to proceed.

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

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



# Temporary RV Residency Permit 90 Day Extension

## Property Owner Information:

Name:	Phone:
Property Address:	
Mailing Address (if different):	

## RV Tenant Information:

Name:	Phone:
Mailing Address (if different)	

**Describe the black and gray water disposal plan for the RV associated with this application:**

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## Requirements checklist

- ☐ Review and understand City of Halsey Ordinance section 5.60.060 and 5.60.090
- ☐ Fill out Temporary RV Residency 90-day Extension Permit Application. Submit to city with all necessary documentation 10 days prior to expiration of initial RV Residency permit
- ☐ Pay permit fee of \$10 to City of Halsey (for processing)
- ☐ Attach copies of current insurance and registration for RV associated with this application
- ☐ **Attach copies of written permission from adjacent property owners**

## Terms

Per Halsey Municipal Code 5.60.060, Recreational vehicle camping or temporary residency is permitted on privately owned residential property subject to the following restrictions:

Owner Initials	Tenant Initials	
		Residential camping requires written permission from the property owner. The property owner can rescind permission at any time
		Recreational vehicles used for camping on residential property may be placed in the side or rear yard or in a paved or graveled driveway.
		Residential camping may occur only in vehicles designed for occupancy, including recreational vehicles, campers, travel trailers, fifth wheels, toy haulers, and similar.
		The body of the RV, including any slid-outs, used for camping on residential property must comply with the setbacks identified in the Halsey Development Code for accessory structures, unless the camper first applies to the city for an exception, and if that application is approved.
		Discharging graywater or blackwater from RVs into the Halsey sewer system or storm drainage system, including ditches, is prohibited.
		No personal property may be stored outside the RV unless it is contained in another structure such as a shed.
		No more than one such recreational vehicle campers shall be allowed on any residential property.
		A property owner who authorizes any person to temporarily RV camp on residential property must provide garbage disposal services so that there is no accumulation of solid waste on site.
		A property owner who authorizes any person to temporarily RV camp on residential property may NOT require or accept payment of any monetary charge in exchange for providing the authorization to camp on the property.
		Application for 90-day extension must be filed with the city administrator 10 business days prior to expiration of this permit. Written permission from adjacent property owners is required prior to approval of extension.
		Authorized temporary RV camping on residential property must not exceed 270 days out of 365 days unless approved by the city in extenuating circumstances.
		RV tenant must vacate the property at the expiration of the RV Residency Permit Extension. Failure to do so would constitute illegal camping.
		The applicant hereby authorizes City of Halsey officials to enter the property and inspect activity in conjunction with the proposed use.

***The property owner & RV tenant have read and agree to abide by the terms of this agreement and understand and agree that:***

- Any approvals associated with this request may be revoked if found in conflict with information represented in this application.
- violations may result in fines of up to \$500 per day, as specified in HMC 5.60.090, and that each day may qualify as a separate violation HMC 5.60.100.
- Any penalties incurred as a result of violation of the provisions of Halsey Municipal Code chapter 5.60 are the responsibility of the Landowner

<b>Tenant Signature:</b>	<b>Date:</b>
<b>Property Owner Signature:</b>	<b>Date:</b>

**Official City Use**

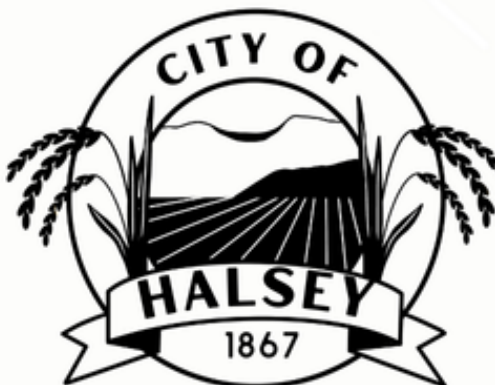
Initial Permit Number: Extension Permit Number:	Permit Expiration
City Administrator Approval <input type="checkbox"/> Approved      Date: _____  Signature:	

# Halsey Logo Options

A



B



C



D



E

