



Council Packet

City of Halsey
Regular Council Meeting
City Hall – Community Center
Remote Attendance via Zoom
100 W. Halsey Street

Tuesday, August 8th, 2023
7:00 PM

D. COUNCIL MINUTES

Council Minutes		
Council Action:	<i>MOTION</i>	August 8, 2023

Issue Statement: Council is asked to review and approve the minutes from the Council Meeting on July 11, 2023.

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve July 11 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

July 1, 2023, 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: Councilor Stacy Strauss, Council President Michelle Isom, Councilor Ken Lorensen

Absent: Councilor Jeremy Romer, Mayor Jerry Lachenbruch

Staff Present: City Administrator Hilary Norton, Municipal Clerk Madison LaCoste, Municipal Clerk Amber Murray

Guests: Tia Parrish, Holly Parrish, Gabriel Flores

Remote

Participants: Andy Ridinger, Councilor Scott LaCoste, Librarian Abi Vinson, RARE Member Julia Fox

PLEDGE OF ALLEGIANCE

COUNCIL MINUTES

Council is asked to review and approve the minutes from the Council work session on May 23, 2023 and from the Council Meeting on June 13, 2023.

Motion: I move that the Governing Body of the City of Halsey approve the May 23 Worksession Minutes and June 13 City Council Minutes as submitted

Motion by: Councilor Lorensen, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Approving the June Financial Report includes approving check numbers 20336-20393 in the amount of \$72,134.27. The prior month's final check number was 20335.

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

Motion by: Councilor Lorensen, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

Administrator Norton notified Council that Sergeant Frambes from the Sheriff's Office would be late and requested to move the new City Councilor Application up to under delegations. There were no objections.

DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes

Sergeant Frambes reported there were no property crimes in the month of June. There were three traffic citations and 4 traffic warnings. Sergeant Frambes brought in one of the spike strips LCSO uses to slow down vehicles involved in high-speed chases. Council and audience members were able to view the spike strips and Sergeant Frambes explained how they are used and positioned.

CITIZEN COMMENTS

There were no citizen comments.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

Administrator Norton let Council know it is time to schedule the next Council Goal Setting meeting. Four dates were proposed, and October 14th was the consensus.

The current payment drop box behind City Hall is starting to show wear and tear and is not keeping moisture out in the wet months. Administrator Norton asked Council on their opinion on replacing the current drop box with the mounted drop box to the front of the building. By mounting the drop box to the front of the building, this would keep the box out of the weather and ideally extend its life expectancy. There was some discussion on the security of the new box and consensus as long as it would be secure.

Administrator Norton, Mayor Lachenbruch and Municipal Clerk Madison LaCoste interviewed four possible RARE candidates and submitted their feedback. The City has not heard back on their assignment yet.

Administrator Norton reported that \$300,000 of direct capital funding for a new well has made it into SB 5506. The City is still waiting for the bill to be signed by the Governor or if there are any line-item vetos. If the bill is signed the funding for the new well will be secured. The engineering and design is already underway.

Eric Votaw, the new owner of RTI (now known as Varcomm) participated in the City-Wide garage sale and raised \$1,300 and plans to donate the proceeds to the Halsey Library.

Public Works: Andy Ridinger

Public Works Lead Andy Ridinger reported to Council that they have been chasing a water leak along HWY 99 with the help of City of Albany, Wildish, and Accurate Leak detection and have been unable to locate the leak. Public Works has repaired the other two water leaks in town, one at the Water Plant and one in Blue Heron.

The radiators at the lagoon and sewer lift station were pulled and taken in for cleaning. Public Works has excavated road surfaces that were failing on W D St. Black Stone Construction came in and patched six areas in town that needed repaired.

Library: Abi Vinson

Librarian Abi Vinson reported the total count of 107 patrons in the month of June, making an average of 5 patrons per day. 65 new books were added into circulation. The remaining Oregon Battle of the Books have been purchased. The Summer Reading Program is set to begin in July and run 7/8, 7/15, 7/22m and 7/29. Once the Summer Reading program is completed Librarian Abi Vinson plans to host small monthly events. JB Woodworks has come out and taken measurements for the new bookshelf and that should be installed soon.

Council Priorities Report: Hilary Norton

In October of 2021, Council adopted the City Council Priorities for 2022-2023. Administrator Norton delivers a quarterly update on the Council Priorities.

1. Water System Improvements: The engineering work will begin in July. Civil West Engineering will help with the public procurement process.
2. Building Repairs and Facility Improvements: The research on Asset Management Tracking Software has been paused due to deadlines on other projects. The fuel tanks are on hold until the City know the placement of the new well. The Community Center sign is on hold until the HWY 99 project is completed.
3. Wastewater Treatment and Sewer I&I Improvements: The I&I report was completed in September 2022. The City has applied for financing through DEQ with the hope of some loan forgiveness as well as a planning grant through DEQ. Both loans are approved and the planning one may qualify for 100% loan forgiveness.
4. Financial Stewardship: The City's operation costs have continued to be impacted by inflation, but the City revenue has increased slightly due to the housing market. City staff continues to research efficiencies and opportunities to reduce or eliminate costs.
5. RARE Program Participant: Julia Fox was the City's RARE member this year. She is wrapping up the remainder of her projects, and has been a great asset to the City. The second-year RARE interviews have been completed and the City is waiting to hear their match.
6. Emergency Response Plan: A draft of the City's emergency response plan will be considered by Council later in this meeting.

7. Halsey Park Improvements: The Park Master Plan has been completed. The city has applied for \$110,00 ORPD grant with a \$60,000 match from the Streets Pathway Fund. Notification will be in December.

8. Vehicle Replacements: The ditch mower was purchased in July of 2022. Administrator Norton has not yet found a nearby City interested in sharing the purchase of a manlift but may have a couple leads on accessing existing equipment through an IGA. This has been paused due to work on infrastructure funding.

9. Improve Street Maintenance: The East B Street Project will be completed this summer. Linn County will also perform some additional chip sealing in August 2023 to preserve existing roads.

10. Council Leadership and Community Engagement: Several City Councilors have joined local and regional groups and boards. Third Thursdays have been happening for six months, some being more successful than others.

Sharing Hands: Ken Lorensen

Councilor Lorensen shared with Council that the numbers for assistance are continuing to increase. Sharing hands is now serving 198 families. The food bank is managing to keep up. Councilor Lorensen announced that Sharing Hands will be expanding on their existing building that houses the Thrift Store. They plan on adding a 1,400 square foot addition, that will include the food bank, offices and a better location for deliveries. The preliminary work is complete, and they are expected to break ground in September.

Central Linn School District: Michelle Isom

There was no meeting this month.

Oregon Cascades West Council of Governments Board: Jeremy Romer

There was no report this month.

OLD BUSINESS

Council Application: Gabriel Flores

The Departure of Councilor McMillen created a vacancy on Council. The Council may appoint a Councilor to fill the seat. Gabriel Flores has applied for the open City Council seat. He has been involved with the Parks Committee, now known as the Parks and Library Committee, and helped assist Julia Fox in writing the recent Siletz Grant the City has applied for.

Motion: I move that the governing body of the City of Halsey appoint Gabriel Flores to the position of City Councilor to serve the remainder of the current term.

Motion by: Councilor Lorensen, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous

Motion Carries

Hilary Norton administrated Gabriel Flores's oath of office and he took his seat at the dias.

NEW BUSINESS

There was no New Business

ORDINANCES & RESOLUTIONS

ORDINANCE 2023-446 – An Ordinance Amending the Halsey Municipal Code 6.15 Traffic

This removes language about RVs parked on rights of way so that all regulations about RVs on right of way can be in Chapter 5.60 Camping.

Motion: I move that the Governing Body of the City of Halsey adopt ORDINANCE 2023-446 – An Ordinance Amending the Halsey Municipal Code 6.15 Traffic

Motion by:

Vote: Councilor Lorensen, Seconded by Councilor Strauss

Ayes: Unanimous

Motion Carries

RESOLUTION 2023-726 – A Resolution by City of Halsey Adopting the Halsey Emergency Response Plan

Council is asked to consider adopting an Emergency Response Plan for the City of Halsey.

Council reviewed the proposed draft for the City's Emergency Response plan. There was some discussion, council requested that on page 59 the word Librarian be taken out and replaced with volunteer coordinator.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-726 – A Resolution by the City of Halsey Adopting the Halsey Emergency Response Plan

Motion by:

Vote: Councilor Strauss, Seconded by Councilor Lorensen

Ayes: Unanimous

Motion Carries

ADJOURNMENT

Meeting adjourned at 8:05 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	MOTION	August 8, 2023

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

Summary:

Approving the June Financial Report includes approving check numbers 20394-20437 in the amount of \$81,862.65. The report includes a voided check #20372 for a park refund. The prior month's final check number was 20393.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the July 2023 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
JULY 31, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	9,254.75
01-0001002	MONEY MARKET	70,732.93
01-0001003	INVESTMENT POOLED	2,072,471.40
		<hr/>
	TOTAL COMBINED CASH	2,152,459.08
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,152,459.08)
		<hr/>
TOTAL UNALLOCATED CASH		.00
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	222,570.43
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,977.98
20	ALLOCATION TO (20) STREET FUND	156,333.80
25	ALLOCATION TO (25) STREET & PATHWAY FUND	76,491.67
40	ALLOCATION TO (40) BOND FUND	59,582.93
55	ALLOCATION TO (55) LIBRARY FUND	13,015.95
60	ALLOCATION TO (60) WATER FUND	433,516.34
61	ALLOCATION TO (61) SEWER FUND	261,436.58
62	ALLOCATION TO (62) WATER RESERVE FUND	349,788.03
63	ALLOCATION TO (63) SEWER RESERVE FUND	192,977.57
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,804.94
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	24,976.01
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	110,549.54
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,694.13
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	140,731.91
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	10,821.52
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	3,189.75
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,152,459.08
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,152,459.08)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/>

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Umpqua Bank Operating Checking (Operating Checking) (1)
July 31, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	60,725.79	Book Balance Previous Month:	8,471.11-
Outstanding Deposits:	101.44	Total Receipts:	143,704.61
Outstanding Checks:	51,572.48	Total Disbursements:	125,978.75
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	9,254.75	Book Balance:	9,254.75

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1123	101.44						
						Total:	101.44

Deposits cleared: 34 items Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18163	.85	19982	2.94	20437	1,058.97
7	3.86-	18170	.50	19987	29.68	725202	361.37
8	15.42-	18344	2,000.00	20022	84.63	725202	8,182.98
9	13.77-	18489	100.00	20372	30.00	725202	6,080.04
14206	27.52	18511	150.00	20372	30.00-	725202	1,917.36
17523	23.44	18692	28.50	20393	20,250.00	725202	6,683.18
17752	316.65	19068	28.50	20412	30.87	725202	900.00
18058	53.23	19077	68.45	20422	1,961.00	225201	260.20-
18073	154.00	19120	120.00	20434	305.00		
18155	1.63	19423	154.84	20435	232.00	Total:	51,572.48
18156	13.27	19944	66.36	20436	500.00		

Checks cleared: 64 items Checks Outstanding: 41 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	70,462.02	Book Balance Previous Month:	46,039.25
Outstanding Deposits:	270.91	Total Receipts:	39,804.18
Outstanding Checks:	.00	Total Disbursements:	15,110.50
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	70,732.93	Book Balance:	70,732.93

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1126	270.91						
						Total:	270.91

Deposits cleared: 19 items Deposits Outstanding: 1 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 2 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
08/02/2023	1	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	25.92	
08/02/2023	2	ACH Bank Fees	01-0001001	Combined Cash - Checking	.00	25.92-
Total CASH DISBURSEMENTS (CD):					25.92	25.92-

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
08/02/2023	1	Trans MM to CK	01-0001001	Combined Cash - Checking	15,000.00	
08/02/2023	2	Trans MM to CK	01-0001002	Money Market	.00	15,000.00-
08/02/2023	3	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	110.50	
08/02/2023	4	ACH Bank Fees	01-0001002	Money Market	.00	110.50-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					15,110.50	15,110.50-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
08/02/2023	1	MM interest	01-0001002	Money Market	.46	
08/02/2023	2	MM interest	10-000-40-650	Interest on Investments	.00	.46-
08/02/2023	3	LGIP Trans Checking	01-0001001	Combined Cash - Checking	110,000.00	
08/02/2023	4	LGIP Trans Checking	01-0001003	Investment Pooled	.00	110,000.00-
08/02/2023	5	CIS Ins Adjust	01-0001001	Combined Cash - Checking	31.40	
08/02/2023	6	CIS Ins Adjust	10-110-50-5300	Employee Health Insurance	.00	31.40-
08/02/2023	7	PERS Adj	01-0001001	Combined Cash - Checking	798.27	
08/02/2023	8	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.00	798.27-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					110,830.13	110,830.13-

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
08/02/2023	1	LGIP Interest	01-0001003	Investment Pooled	7,373.32	
08/02/2023	2	LGIP Interest	10-000-40-650	Interest on Investments	.00	762.43-
08/02/2023	3	LGIP Interest	18-000-40-650	Interest on Investments	.00	109.54-
08/02/2023	4	LGIP Interest	20-000-40-650	Interest on Investments	.00	535.53-
08/02/2023	5	LGIP Interest	25-000-40-650	Interest on Investments	.00	262.02-
08/02/2023	6	LGIP Interest	40-000-40-650	Interest on Investments	.00	204.10-
08/02/2023	7	LGIP Interest	55-000-40-650	Interest on Investments	.00	44.59-
08/02/2023	8	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,485.02-
08/02/2023	9	LGIP Interest	61-000-40-650	Interest on Investments	.00	895.56-
08/02/2023	10	LGIP Interest	62-000-40-650	Interest on Investments	.00	1,198.21-
08/02/2023	11	LGIP Interest	63-000-40-650	Interest on Investments	.00	661.05-
08/02/2023	12	LGIP Interest	65-000-40-650	Interest on Investments	.00	112.37-
08/02/2023	13	LGIP Interest	68-000-40-650	Interest on Investments	.00	85.56-
08/02/2023	14	LGIP Interest	72-000-40-650	Interest on Investments	.00	378.69-
08/02/2023	15	LGIP Interest	73-000-40-650	Interest on Investments	.00	108.57-
08/02/2023	16	LGIP Interest	74-000-40-650	Interest on Investments	.00	482.08-
08/02/2023	17	LGIP Interest	80-000-40-650	Interest on Investments	.00	37.07-
08/02/2023	18	LGIP Interest	85-000-40-650	Interest on Investments	.00	10.93-
Total 723:					133,339.87	133,339.87-
Total JOURNAL ENTRIES (JE):					7,373.32	7,373.32-
References: 18 Transactions: 18						
Grand Totals:					133,339.87	133,339.87-

Report Criteria:

[Print Sequence Detail](#)

Date	Check Number	Payee or Description	Check Amount
08/02/2023	1	ACH Bank Fees	25.92
08/02/2023	1	Trans MM to CK	15,000.00
08/02/2023	3	ACH Bank Fees	110.50
07/05/2023	20372	Jerry Werner	30.00-
07/06/2023	20394	Alyrica Networks	20.00
07/06/2023	20394	Alyrica Networks	19.99
07/06/2023	20395	AT&T	86.37
07/06/2023	20396	CECO, Inc.	147.76
07/06/2023	20396	CECO, Inc.	73.88
07/06/2023	20396	CECO, Inc.	233.00
07/06/2023	20396	CECO, Inc.	113.65
07/06/2023	20397	CIS	31,084.13
07/06/2023	20398	Civil West Engineering Services, Inc.	764.00
07/06/2023	20399	Executive Cleaning	624.00
07/06/2023	20400	JB Woodworks	450.00
07/06/2023	20401	JSG Lawn Maintenance	1,800.00
07/06/2023	20401	JSG Lawn Maintenance	200.00
07/06/2023	20402	League of Oregon Cities	952.00
07/06/2023	20403	MacDonald Industrial Supply	60.59
07/06/2023	20403	MacDonald Industrial Supply	60.59
07/06/2023	20403	MacDonald Industrial Supply	60.59
07/06/2023	20404	Old Republic Surety Group	720.00
07/06/2023	20405	OHA Cashier	675.00
07/06/2023	20406	Otis Elevator Company	489.30
07/06/2023	20407	Pauly, Rogers and Co., P.C.	10,230.00
07/06/2023	20408	Jaywil Software Development Inc.	282.00
07/06/2023	20409	Roome Telecommunications Inc.	145.38
07/06/2023	20409	Roome Telecommunications Inc.	33.40
07/06/2023	20409	Roome Telecommunications Inc.	77.19
07/06/2023	20409	Roome Telecommunications Inc.	34.40
07/06/2023	20410	Willamette Valley Refrigeration	900.00
07/12/2023	20411	Aggregate Resource Crushing, LLC	128.02
07/12/2023	20411	Aggregate Resource Crushing, LLC	128.03
07/12/2023	20411	Aggregate Resource Crushing, LLC	128.03
07/12/2023	20412	Steven Avery	30.87
07/12/2023	20413	BMS Technologies	427.28
07/12/2023	20414	Caselle, Inc.	686.00
07/12/2023	20414	Caselle, Inc.	40.00
07/12/2023	20414	Caselle, Inc.	40.00
07/12/2023	20415	GSI Water Solutions, Inc.	12,026.25
07/12/2023	20416	Kelley Connect Co.	165.61
07/12/2023	20416	Kelley Connect Co.	20.20
07/12/2023	20416	Kelley Connect Co.	134.51
07/12/2023	20416	Kelley Connect Co.	83.61
07/12/2023	20417	Linn County Planning and Building Dept	245.34
07/12/2023	20418	One Call Concepts Inc.	21.00
07/12/2023	20419	Renewable Resource Group, Inc	148.00
07/19/2023	20420	Accurate Leak Detection	1,350.00
07/19/2023	20421	Carlson Hardware Inc.	42.68
07/19/2023	20421	Carlson Hardware Inc.	85.37
07/19/2023	20422	Fisher RPM Electric Motor, Inc.	1,961.00
07/19/2023	20423	KS Chems	143.16
07/19/2023	20424	Legacy	795.00
07/19/2023	20424	Legacy	2,400.00
07/19/2023	20425	Local Government Law Group, PC	451.50
07/19/2023	20426	Mac's Radiator & Repair INC.	1,359.31

Date	Check Number	Payee or Description	Check Amount
07/19/2023	20427	Napa Auto Parts	18.36
07/19/2023	20427	Napa Auto Parts	18.36
07/19/2023	20427	Napa Auto Parts	18.36
07/19/2023	20427	Napa Auto Parts	18.36
07/19/2023	20428	National Business Solutions	832.00
07/19/2023	20429	NW Natural Gas	22.20
07/19/2023	20429	NW Natural Gas	33.09
07/19/2023	20430	Oregon Cascades West Council of Gov	1,487.05
07/19/2023	20431	Pacific Power	1,500.28
07/19/2023	20431	Pacific Power	40.44
07/19/2023	20431	Pacific Power	1,648.87
07/19/2023	20431	Pacific Power	236.20
07/19/2023	20431	Pacific Power	38.33
07/19/2023	20431	Pacific Power	49.88
07/19/2023	20432	Security Alarm Corp	131.91
07/19/2023	20433	Wells Fargo Financial Leasing, Inc.	123.50
07/19/2023	20433	Wells Fargo Financial Leasing, Inc.	39.00
07/19/2023	20433	Wells Fargo Financial Leasing, Inc.	123.50
07/19/2023	20433	Wells Fargo Financial Leasing, Inc.	39.00
07/27/2023	20434	OAWU	305.00
07/27/2023	20435	Renewable Resource Group, Inc	232.00
07/27/2023	20436	Sharing Hands Food Bank	500.00
07/27/2023	20437	Elan Financial Services	663.31
07/27/2023	20437	Elan Financial Services	28.27
07/27/2023	20437	Elan Financial Services	173.39
07/27/2023	20437	Elan Financial Services	85.18
07/27/2023	20437	Elan Financial Services	108.82
07/31/2023	92201	DIRECT DEPOSIT TOTAL	19,965.25
07/25/2023	72520231	AFLAC	361.37
07/25/2023	72520232	EBS Trust, CIS- Benefits	8,176.54
07/25/2023	72520232	EBS Trust, CIS- Benefits	6.44
07/25/2023	72520233	IRS Tax Deposit	3,347.56
07/25/2023	72520233	IRS Tax Deposit	782.90
07/25/2023	72520233	IRS Tax Deposit	1,949.58
07/25/2023	72520234	Oregon Dept of Revenue - WC/UI	19.94
07/25/2023	72520234	Oregon Dept of Revenue - WC/UI	1,757.00
07/25/2023	72520234	Oregon Dept of Revenue - WC/UI	140.42
07/25/2023	72520235	P.E.R.S.	1,634.35
07/25/2023	72520235	P.E.R.S.	5,048.83
07/25/2023	72520236	VOYA	900.00
07/31/2023	73120231	Norton, Hilary - DIR DEP	.00
07/31/2023	73120232	Andy Ridinger - DIR DEP	.00
07/31/2023	73120233	Gangle, Larissa Michele - DIR DEP	.00
07/31/2023	73120234	William Jones - DIR DEP	.00
07/31/2023	73120235	Madison LaCoste - DIR DEP	.00
07/31/2023	73120236	Abrial Vinson - DIR DEP	.00
07/31/2023	73120237	Amber Murray - DIR DEP	.00
Grand Totals:			141,089.25

Print Sequence Detail

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20372	07/05/2023	1166	Jerry Werner	Deposit Refund-Park-6/11/2023	85-510-55-5885	30.00- V
20394	07/06/2023	934	Alyrica Networks	Internet-Shop	61-320-55-5662	39.99
20395	07/06/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	86.37
20396	07/06/2023	47	CECO, Inc.	Fuel	61-320-55-5615	568.29
20397	07/06/2023	1004	CIS	Property/Liability 2023-2024 Coverage Renewal	10-110-55-5580	31,084.13
20398	07/06/2023	945	Civil West Engineering Services, I	Well 69 Replacement	60-310-60-6002	764.00
20399	07/06/2023	954	Executive Cleaning	Contract Janitorial Services- July 2023	10-110-55-5680	624.00
20400	07/06/2023	1181	JB Woodworks	Bookcase for library deposit	55-410-60-6001	450.00
20401	07/06/2023	1062	JSG Lawn Maintenance	Monthly Landscape Services- vmp July 2023	80-510-55-5840	2,000.00
20402	07/06/2023	192	League of Oregon Cities	Membership Dues	10-110-55-5731	952.00
20403	07/06/2023	217	MacDonald Industrial Supply	MISC SHOP SUPPLIES	61-320-55-5606	181.77
20404	07/06/2023	748	Old Republic Surety Group	Bond Payment	10-110-55-5551	720.00
20405	07/06/2023	550	OHA Cashier	Annual Water System Fee	60-310-55-5730	675.00
20406	07/06/2023	292	Otis Elevator Company	Maintenance Service 7/1/23-12/31/23	10-110-55-5689	489.30
20407	07/06/2023	303	Pauly, Rogers and Co., P.C.	Annual Audit-2023	10-110-55-5775	10,230.00
20408	07/06/2023	867	Jaywil Software Development Inc.	Annual Library Software Support	55-410-55-5770	282.00
20409	07/06/2023	332	Roome Telecommunications Inc.	LIBRARY	55-410-55-5664	290.37
20410	07/06/2023	902	Willamette Valley Refrigeration	Maintenance	10-110-55-5619	900.00
20411	07/12/2023	711	Aggregate Resource Crushing, LL	Crushed Rock-Shop Stock	20-210-55-5605	384.08
20412	07/12/2023	1182	Steven Avery	Utility Account 1075.02 Refund	01-0001075	30.87
20413	07/12/2023	1129	BMS Technologies	Utility Bill Printing & Mailing	61-320-55-5610	427.28
20414	07/12/2023	49	Caselle, Inc.	Contract Support & Maintenance August	60-310-55-5611	766.00
20415	07/12/2023	1103	GSI Water Solutions, Inc.	Well 69 Replacement June	60-310-60-6002	12,026.25
20416	07/12/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	403.93
20417	07/12/2023	205	Linn County Planning and Buildin	Plan Review Fees- June2023	10-110-55-5561	245.34
20418	07/12/2023	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	21.00
20419	07/12/2023	19	Renewable Resource Group, Inc	WWTP	61-320-55-5860	148.00
20420	07/19/2023	1183	Accurate Leak Detection	Leak detection west 2nd st	60-310-55-5701	1,350.00
20421	07/19/2023	46	Carlson Hardware Inc.	Shop Supplies- July 2023	61-320-55-5606	128.05
20422	07/19/2023	1126	Fisher RPM Electric Motor, Inc.	Jockey Pump-WTP	60-310-55-5701	1,961.00
20423	07/19/2023	567	KS Chems	Paper Products	10-110-55-5680	143.16
20424	07/19/2023	1100	Legacy	Replaement waterpump	61-320-55-5679	3,195.00
20425	07/19/2023	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	451.50
20426	07/19/2023	1184	Mac's Radiator & Repair INC.	Generator Repair Lagoon	61-320-55-5679	1,359.31
20427	07/19/2023	632	Napa Auto Parts	Vehicle Maint/Equipment	61-320-55-5690	73.44
20428	07/19/2023	1110	National Business Solutions	Contract IT Support-	10-110-55-5770	832.00
20429	07/19/2023	263	NW Natural Gas	Public Works	60-310-55-5671	55.29
20430	07/19/2023	274	Oregon Cascades West Council o	Dues	10-110-55-5731	1,487.05
20431	07/19/2023	297	Pacific Power	5th & L pump	60-310-55-5672	3,514.00
20432	07/19/2023	688	Security Alarm Corp	Fire & Security Monitoring- July 2023	10-110-55-5771	131.91
20433	07/19/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	55-410-55-5664	325.00
20434	07/27/2023	276	OAWU	Wastewater Cert. Review- B. Jones	61-320-55-5750	305.00
20435	07/27/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	232.00
20436	07/27/2023	955	Sharing Hands Food Bank	Food Bank Emergency Fund Donation	10-110-55-5893	500.00
20437	07/27/2023	665	Elan Financial Services	Cleaning Supplies	55-410-55-5616	1,058.97
Grand Totals:						81,862.65

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



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

2023

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

FOR THE MONTH OF:

JULY

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	14
TRAFFIC CRASHES: -----	1
ARRESTS MADE: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	39

TOTAL HOURS SPENT:

HALSEY

83.75 hrs.

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: 7/ 1/23 to 7/31/23

Total Incidents This Month: **39**

Incident Information:	Description
CAD# 2023128550 TIME: 7/1/2023 8:16:22PM CASE# CAD Only HALS CAD CALL COMPLETE	SECURITY CHECK Reported at Block of 600 W G ST HALS Deputy checked a residence at the request of the homeowner.
CAD# 2023129558 TIME: 7/3/2023 4:24:30AM CASE# 2302673 HALS REPORT TAKEN	Report Filed. INFO-SEX OFFENSE Reported At Block Of 800 W 5TH ST Occurred between 0424 hours on 7/3/2023 and 0424 hours on 7/3/2023 . Reported: 7/3/2023 Officer Deputy spoke with citizen who reported finding a link to a website possibly containing child pornography.
CAD# 2023129732 TIME: 7/3/2023 10:34:35AM CASE# CAD Only HALS CAD CALL COMPLETE	SEX OFFENSE Reported at Block of 1100 W 3RD ST HALS Deputy responded to a trespass. Citizen requested Deputy trespass an individual from their residence.
CAD# 2023129792 TIME: 7/3/2023 11:51:01AM CASE# CAD Only HALS	TRANSFER 911 INFO - LAW CALL Reported at Block of 1200 W 2ND ST HALS
CAD# 2023131957 TIME: 7/5/2023 6:35:00PM CASE# CAD Only HALS CAD CALL COMPLETE	FOLLOW UP Reported at Block of 800 W 5TH ST HALS Deputy spoke with citizen regarding a previously reported incident.

Incident Information:

Description

CAD# 2023132256
TIME: 7/6/2023 7:50:14AM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Operator received a warning for speeding violation.

CAD# 2023136167
TIME: 7/11/2023 1:48:50PM
CASE# 2302786
HALS
REPORT TAKEN

Report Filed. THEFT 2 - VEH PARTS/ACC Reported At Block Of 00 AMERICAN DR
Occurred between 1347 hours on 7/11/2023 and 1348 hours on 7/11/2023 . Reported:

Deputies responded to a theft involving trailer batteries from Diamond K (business).
Unknown person removed four batteries from trailers parked near the street.

CAD# 2023136256
TIME: 7/11/2023 3:29:27PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Operator warned for speeding violation.

CAD# 2023136453
TIME: 7/11/2023 7:46:30PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS

CITY COUNCIL MEETING

CAD# 2023136954
TIME: 7/12/2023 2:23:00PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

ABANDON VEHICLE Reported at Block of 1300 W 3RD ST HALS

City of Haley contacts Sheriff's Office about an abandon vehicle parked at the city park.
Deputy tagged the vehicle, but before the vehicle was eligible to be towed it was removed
from the area.

CAD# 2023136970
TIME: 7/12/2023 2:40:06PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Driver warned for speeding

Incident Information:

Description

CAD# 2023138259
TIME: 7/14/2023 10:27:04AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

Operator warned for expired registration tags.

CAD# 2023138267
TIME: 7/14/2023 10:34:09AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 1200 W 1ST ST HALS

Deputy see's vehicle parked suspiciously in business parking lot. No person was with the vehicle and the vehicle was parked on private property. Deputy discovered no suspicious activity associated with the vehicle.

CAD# 2023138293
TIME: 7/14/2023 11:18:58AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 W 2ND ST/W A ST HALS

Operator warned for having expired tags.

CAD# 2023138301
TIME: 7/14/2023 11:31:24AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 500 W 1ST ST/W F ST HALS

Operator received warning for equipment violation.

CAD# 2023138338
TIME: 7/14/2023 12:34:56PM
CASE# CAD Only
HALS
CITE DWS NO ODL

TRAFFIC STOP Reported at Block of 200 W 2ND ST/W C ST HALS

24 year-old A Aguilar of Albany received a citation for Driving While Suspended and Driving uninsured.

CAD# 2023138452
TIME: 7/14/2023 3:19:18PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 E 2ND ST/E A ST HALS

Operator warned for not renewing vehicle registration.

Incident Information:

Description

CAD# 2023139754
TIME: 7/16/2023 8:34:06AM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Operator warned for speeding violation.

CAD# 2023139906
TIME: 7/16/2023 12:39:41PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST/W D ST HALS

Operator warned for improper display

CAD# 2023140530
TIME: 7/17/2023 10:10:00AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

CUSTODIAL INTERFERENCE Reported at Block of 600 E 1ST ST HALS

The caller was concerned about the welfare of her children, after being apart from them for 2 months. The caller contacted police agencies from ID where they all came from and CPS as well. The caller was finally able to speak to the kids because of the other agency help, but the dad is still not allowing contact. The caller will be working with ID to see about getting

CAD# 2023141697
TIME: 7/18/2023 7:00:36PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 400 EGRET AVE HALS

No Public Narrative.

CAD# 2023141895
TIME: 7/19/2023 1:42:40AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

PROWLER Reported at Block of 400 E 2ND ST HALS

Caller heard a noise outside. Deputy checked the area and no one was located.

CAD# 2023141967
TIME: 7/19/2023 7:40:21AM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS

Operator warned for speeding violation.

Incident Information:

Description

CAD# 2023142890
TIME: 7/20/2023 12:23:43PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

JUVENILE COMPLAINT Reported at Block of 400 E 2ND ST HALS

Deputy spoke with parent regarding issues with their young children.

CAD# 2023142910
TIME: 7/20/2023 12:48:10PM
CASE# 2302950
HALS
REPORT TAKEN

REPORT PENDING. Original Call Type: MVC INJURY Reported At Block Of 00 W 1ST ST
Occurred between 1248 hours on 7/20/2023 and 1248 hours on 7/20/2023 . Reported:

Deputy responded to a three vehicle injury crash in Halsey. One driver was transported to a local hospital with non life threatening injuries. A juvenile driver was determined to be at fault and was cited for following too closely.

CAD# 2023143065
TIME: 7/20/2023 3:58:32PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 300 W 2ND ST HALS

Operator warned for failing to renew vehicle registration.

CAD# 2023143078
TIME: 7/20/2023 4:17:26PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS

Operator warned for failing to renew vehicle registration.

CAD# 2023144632
TIME: 7/22/2023 6:40:27PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 100 W 2ND ST HALS

UTL dog complaint

CAD# 2023144968
TIME: 7/23/2023 7:39:06AM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1400 W 2ND ST HALS

Operator warned for expired tags

Incident Information:	Description
CAD# 2023144984 TIME: 7/23/2023 8:32:08AM CASE# CAD Only HALS WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator warned for expired tags and for passing in a no pass zone.
CAD# 2023144991 TIME: 7/23/2023 8:50:37AM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/HWY 228 HALS <hr/> Operator cited for expired tags on a horse trailer from 2014.
CAD# 2023145130 TIME: 7/23/2023 1:13:21PM CASE# CAD Only HALS CITE EQUIPMENT VIOLATION	TRAFFIC STOP Reported at Block of 900 W 4TH ST/W J ST HALS <hr/> Operator was cited for expired tags 12/2021
CAD# 2023145230 TIME: 7/23/2023 3:38:10PM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 200 W H ST HALS <hr/> No Public Narrative.
CAD# 2023145754 TIME: 7/24/2023 11:23:11AM CASE# 2303016 HALS REPORT TAKEN	Report Filed. MENTAL HOLD BY POLICE OFFICER-POH Reported At Block Of 400 W D ST Occurred between 1123 hours on 7/24/2023 and 1123 hours on 7/24/2023 : Reported: <hr/> Caller reports mother is suicidal with a firearm and someone else in the residence with them. Deputies respond and contact the person via phone. After several conversations, the person agreed to walk out of their residence without a weapon and speak to Deputies. The person was later transported to AGH for a POH (Police Officer Hold)
CAD# 2023146913 TIME: 7/25/2023 7:12:56PM CASE# CAD Only HALS	NON 911 ISSUE Reported at Block of 800 W 5TH ST HALS <hr/>

Incident Information:

Description

CAD# 2023146920
TIME: 7/25/2023 7:21:06PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FRAUD Reported at Block of 800 W 5TH ST HALS

Hacked Xbox account.

CAD# 2023147152
TIME: 7/26/2023 7:15:53AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 000 BLUE HERON ST HALS

CAD# 2023148003
TIME: 7/27/2023 11:19:40AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 900 E 1ST ST HALS

Male called into the Sheriff's Office with questions regarding funeral processions.

CAD# 2023149998
TIME: 7/30/2023 1:22:10AM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 700 W 3RD ST HALS

No Public Narrative.

Incident Information:	Description
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I. REPORTS TO COUNCIL

1. Employee Reports		
a. City Administrator Report		
Council Action:	NONE	August 8, 2023

1. League or Oregon Cities Conference

The League of Oregon Cities Conference will be on October 12-14. It is in Eugene this year. A preliminary agenda is attached. If you have been interested in going in the past, it is so much less expensive for the city when it is in Eugene, because we don't need to pay for lodging. Both staff and elected officials attend this conference and there are usually good sessions with lots of information. If you want to go, please let me know. It is not inexpensive – so if you choose to sign up, please reserve the dates and plan to attend. It is not always possible to get a refund for cancellations, it depends on how early we notify them.

2. Council Goal Setting Session

The Council Goal Setting Session is scheduled for Saturday October 14th. Please save that date. We only do this every other year, it is really important that everyone be in the room.

3. RARE Update

Our new RARE member is Veronica Dominguez. She will probably start in the 3rd week of September, but I don't yet have a confirmed date. She is a recent graduate of University of Oregon with a BS in Environmental Science.

4. Trainings Available from the League of Oregon Cities

If you have not been to the elected essentials trainings, I have those available as webinars, which I can forward to you. They have a new Municipal Fundamentals Training that will be an in-person 6 hour training that will happen in several places around the state. It will be taught by the LOC general counsel. It has good information that isn't part of the elected essentials series including: home rule 101, social media, public contracting basics, and handling difficult meetings. Looking at the schedule, the closest to us is probably in Salem on September 21st. If you are interested, please let me know.

5. West G Street and Centennial Court – Chip Seal

West G Street and Centennial Court will be chip sealed by Linn County on August 7th. Then Sierra Santa Fe will come in to spray the Onyx coat either on the afternoon of August 18th or during the day on the 19th. Residents in that area will be alerted ahead of time by door hangers.

6. East B Street Project

The East B Street paving project will be taking place from August 14th – 18th.

7. Siletz Grant

The City was awarded a Siletz Grant of \$4500 to pay for the new climbing structure at the park! We are grateful to the Confederated Tribes of Siletz Indians for their gift to Halsey's park project.

8. Advocacy Training Sessions

The first round of advocacy trainings are as follows:

August 24th – Brownsville Community Room

August 31st – Halsey Community Center

September 14th – Halsey Community Center

September 21st – Harrisburg Community Center

All trainings will start at 7:00 pm. Please RSVP to Hilary for one of the sessions. It will help a lot if we know how many folks are coming to each training.

Conference Agenda

Agenda subject to change

Thursday, October 12

7:00 a.m. – 9:00 a.m. Trade Show & Continental Breakfast

8:00 a.m. – 3:15 p.m. Human Resources Workshop - [Agenda](#)

- This human resources workshop is intended to provide city managers, human resource officials, supervisors, and city attorneys with the information they need to successfully manage today's municipal workforce. Recognized and respected employment lawyers and senior human resources officials from Oregon will provide educational and engaging sessions on emerging topics in the employment arena.

8:30 a.m. – 11:30 a.m. OMA and OCCMA Joint Workshop

• Joint Mayor and Manager Fall Workshop

Please join Stephen DiJulio, Principal at Foster Garvey, as he leads participants through the roles and responsibilities of elected and appointed officials. Learn how your role can minimize divisiveness that undermines citizen trust in government; how effective communication strategies build a strong organizational culture to promote relations with city staff and the community; and, legal issues impacting public official speech rights and ethical considerations. Steve has assisted local governments on legal and governance issues for over 45 years, including serving as a city attorney and administrator.

8:30 a.m. – 11:30 p.m. Councilors Workshop - Building a Successful Organization By Building Healthy Relationships

11:30 a.m. – 12:30 p.m. OCCMA Business Meeting and Lunch

11:30 a.m. – 12:30 p.m. OMA Business Meeting and Lunch

11:30 a.m. – 1:00 p.m. Lunch (for staff, exhibitors, and tour attendees)

11:45 a.m. – 12:45 p.m. People of Color Caucus Business Meeting

12:45 p.m. – 2:45 p.m. Local City Tours

- **UO Knight Campus and CAMCOR Tour - Students Impacting Industry Across Oregon**

The Phil and Penny Knight Campus for Accelerating Scientific Impact is a \$1B+ scientific enterprise that is advancing biomedical research to impact society, training a new generation of scientists, and forging tighter ties with local industries and entrepreneurs. The tour will include leadership from the Knight Campus and the Knight Campus Graduate Internship Program, which trains master's students in real-world knowledge and skills, places them in 9-month paid internships in Oregon and beyond in the fields of bioinformatics, optics, polymers, photovoltaics, and semiconductors, and has a 90% success rate in employing graduates in their fields within three months of graduation.

CAMCOR (Center for Advance Materials Characterization in Oregon) is a full-service, comprehensive materials characterization center housed at the UO. CAMCOR, known as Oregon's High-Tech Extension Service, hosts capital-intensive equipment and professional staffing to provide high-resolution imaging, x-ray microanalysis, device fabrication, chemical characterization, polymer analysis and much more. *NOTE: All tours are subject to date and time change.*

- **Unhoused Shelter and Affordable Housing Tour**

Full details coming soon. This is a walking tour. *NOTE: All tours are subject to date and time change.*

- **Eugene Airport Tour**

This tour will include a presentation of future expansion plans for

the airport and a guided tour of the airfield, terminal, air cargo, and ARFF station. *NOTE: All tours are subject to date and time change.*

1:00 p.m. – 2:30 p.m. BREAKOUT SESSIONS

- Healing our Politics: Mental Health In The Public Space
- Community Resilience; Water, Energy, and Building Resilience
- Housing
- Grant Writing 101: How To Find And Leverage Funds For Community Projects

**2:30 p.m. – 3:15 p.m. Networking
Break**

3:15 p.m. – 4:45 p.m. Welcome and Keynote

5:00 p.m. – 8:00 p.m. LOC Nominating Committee Meeting

4:45 p.m. – 6:15 p.m. Welcome Reception

Friday, October 13

7:30 a.m. – 9:00 a.m. Breakfast with Trade Show

8:00 a.m. – 9:00 a.m. Small, Medium and Large Cities Networking

8:00 a.m. – 4:10 p.m. Housing Workshop - [Agenda](#)

9:00 a.m. – 12:00 p.m. Local City Tours

•The Oregon Country Fair Tour

Veneta's goal for this tour is to demonstrate that strong communities can be built by working together. The Oregon Country Fair (OCF) hosts more than 20,000 volunteers and 45,000 attendees each year. The three-day event brings a temporary "city" to Veneta year after year, relying solely on the help of volunteers with a passion to cultivate creative experiences. This city also includes its own water system, a security team, recycling services, cellular

services, emergency care, and much more. Tour participants will go behind the curtain and see for themselves how organizers spend nearly an entire year preparing for this event. *NOTE: All tours are subject to date and time change*

- **'2nd' and Chambers Fire Training and Operations Facility Tour**

This tour offers an introduction to Eugene's unique two-city metro department. Attendees will walk through the common spaces and bays of one of the busiest fire stations in Eugene and learn what it takes to keep a fire department of this size geared up and rolling every day. The tour will also include an introduction to the functions of the 9-1-1 call center and a chance to see the operations floor from the viewing area. *NOTE: All tours are subject to date and time change.*

- **Metropolitan Wastewater Management Commission (MWMC) Tour**

The MWMC is a cooperative community partnership that streamlines services, maximizes investment and meets or exceeds environmental quality regulations. This benefits the cities of Eugene and Springfield, along with Lane County, while improving the quality of life in these communities. This tour will visit the regional wastewater facilities, which include the treatment plant, the Biocycle Farm, the Biogas capture system, and the Biocycle Farm, which are all maintained by the city of Eugene. *NOTE: All tours are subject to date and time change.*

9:00 a.m. – 10:30 a.m. BREAKOUT SESSIONS

- New Local Revenue Source Ideas From Other States
- Succession Planning: Preparing for Tomorrow's Workforce Today
- 10 Tips to Successfully Passing A Local Option Levy
- Broadband
- Creating Inclusive and Deliberative Local Democracies
- Understanding Conflict Handling Styles

10:30 a.m. – 11:00 a.m. Networking Break

11:00 a.m. – 12:00 p.m. BREAKOUT SESSIONS

- Emergency Preparedness
- What HR Professionals Wish Their Elected Officials Knew about HR
- Community Engagement
- The Use of Artificial Intelligence in Government: Challenges and Opportunities
- Beyond the Beltway: Federal Policy Through Grassroots Engagement
- Access To Funding for Rural Development

12:00 p.m. – 1:30 p.m. Lunch with Trade Show

12:15 p.m. – 1:15 p.m. Women's Caucus Business Meeting

1:00 p.m. – 4:00 p.m. Local City Tours

• Hayward Field and Tales of Hosting the World Tour

University of Oregon representatives and partners will provide a behind-the-scenes tour of the newly renovated Hayward Field while sharing details of the coordination and partnerships - including with the cities of Eugene and Springfield - involved in hosting everything from all-comers track meets, to multiple Olympic Trials, to the World Championships in 2022. *NOTE: All tours are subject to date and time change.*

• Downtown Eugene: How New Development is Transforming the City Center Tour

This walking tour will visit recent public and private investments in the core of the city's downtown area. It will start at the Farmers Market, go through the Willamette Connection to the 5th Street Market, and end at the Riverfront. Attendees will learn how the projects were funded and implemented. *NOTE: All tours are subject to date and time change.*

- **Public Art and Library Tour**

This walking tour will include a visit to the library, where attendees will learn about the city's efforts to achieve equity and inclusion. Attendees will then walk to the Parking Garage Art Series to learn about downtown public art efforts, including murals from the 20x20 projects. *NOTE: All tours are subject to date and time change.*

- **West Eugene Wetland Mitigation Bank Tour**

This tour will include an overview of the system, fire mitigation efforts, new trails, and facilities that were supported by a voter-approved parks & recreation bond. This is a walking tour – please dress accordingly with walking shoes and bring water. *NOTE: All tours are subject to date and time change.*

1:30 p.m. – 2:30 p.m. BREAKOUT SESSIONS

- Social Media for City Officials
- Practical Guide for Officials Who Must Use Social Media to Reach Constituents
- Being Prepared For Violence At A Council/Public Meeting
- A Municipal Marketing Campaign – Building Community Support For Your City's Infrastructure Projects
- How Property Tax Disparity Has Been Impacted By Wild Housing Market
- Council and Commission Compensation

2:30 p.m. – 3:00 p.m. Networking Break

3:00 p.m. – 4:00 p.m. BREAKOUT SESSIONS

- How To Successfully Obtain an Urban Growth Boundary Expansion
- Supporting Local Small Businesses To Raise Community Capital
- Making Equity Stick: City Charter Revisions and Other Systemic Changes
- Cybersecurity Challenges For Local and Regional Governments

- Community Outreach and Communication
- Top Three Legal Issues Facing Cities

6:00 p.m. – 8:00 p.m. Awards Dinner

8:00 p.m. – 9:00 p.m. President's Reception

Saturday, October 14

7:30 a.m. – 8:30 a.m. Networking Breakfast

8:30 a.m. – 10:00 a.m. Homelessness Session

10:15 a.m. – 11:15 a.m. Closing Keynote

11:15 a.m. – 11:30 a.m. Break

11:30 a.m. – 12:30 p.m. Annual Membership Meeting

I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	August 8, 2023

Water Distribution:

Water Produced	5,148,000 gallons
Daily Average	166,000 gallons

Wastewater Collected:

Influent Collected	951,000 gallons
Daily Average	31,000 gallons

Water:

We have been chasing a water leak in front of the Diamond K property. We had a leak detection company come out 3 times to pinpoint where the leak would be. Each time we would dig the areas with no luck. We even started potholing every 20' where a joint would be in the pipe searching where the leak could possibly be. As of now the layout has changed, places in the area where there was once standing water have gone away. Theory could be that turning the water off could have relaxed a rubber seal enough to reset it in the joint. It is a mystery for now but if it starts leaking again, we'll try again.

At the water treatment plant more mysteries happened. Without going into a lot of details with us troubleshooting the problem, the problem was solved by rebuilding the by-pass cla-valve and pressure regulator, but recently have pulled the 30hp jockey pump due to a leaky seal. The spare was put in while the pump is repaired.

We have found out the filter backwash timer has stopped working. A new control unit has been ordered. In the meanwhile, we are able to manually operate the backwash.

Sewer:

A new rebuilt radiator has been installed at the lagoon backup generator.

Streets:

Mowing and spraying.
Shoulder graveling.

Drainage:

We had an issue at the Blue Heron drainage pump station. The water leak we did at Royal Tern Street filled the drainage pump station up and a bad alarm solenoid was the culprit of the problem.

I. REPORTS TO COUNCIL

1. Employee Reports		
c. Library		
Council Action:	NONE	August 8, 2023

Circulation for July		Total Circulation since opening (Aug. 2015)	11,674
Fiction	21		
Non-Fiction	48	Total Number of Patrons to Date	579
Total	69		
Cities Represented in Circulation		Total Number of items in collection	4669
Halsey	66		
Sweet Home	1	Avg. Daily Threshold Count since opening	6.08
Springfield	1	Average Daily Threshold Count for July	6.45
Eugene	1		
Value of Inventory Through July			
Fiction	\$50,148.51		
Non-Fiction	\$33,611.15	Books added to inventory in July	8
Total	\$83,759.66		

Updates

The daily threshold count was about 6.45 patrons per day. 129 patrons came into the library in July, counting participants of the Summer Reading Program. Our daily threshold count in the library was a little low, likely due to the nearby construction.

The Summer Reading Program is officially over. 20 kids registered, but less than that came to every event. All the events went well.

The new bookshelf should be finished sometime this month.

I am currently focusing on the Ready to Read Grant application for next year's Summer Reading Program, and smaller monthly events to take place at the library starting in September. I have some leftover snacks and prizes from SRP that I would like to use for these events.

I. REPORTS TO COUNCIL

2. Council Reports		
a. Sharing Hands		
Council Action:	<i>NONE</i>	August 8, 2023

Councilor Lorensen also serves on the board of Sharing Hands. He may provide an update to the Council.

I. REPORTS TO COUNCIL

2. Council Reports		
b. Central Linn School District		
Council Action:	NONE	August 8, 2023

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

I. REPORTS TO COUNCIL

2. Council Reports		
d. Oregon Cascades West Council of Governments Board		
Council Action:	NONE	August 8, 2023

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