



Council Packet

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

Tuesday, July 11th, 2023
7:00 PM

D. COUNCIL MINUTES

Council Minutes	
Council Action: MOTION	July 11, 2023

Issue Statement: 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.

➤ **Possible 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

- **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

CITY COUNCIL WORKSESSION MEETING

May 23, 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 7:05 p.m.

ROLL CALL

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

Absent: Councilor Ken Lorensen

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

Guests:

Remote
Participants:

PLEDGE OF ALLEGIANCE

RV & CAMPING ORDINANCE REVISION WORKSESSION

- There was a recommendation from Administrator Norton to phrase the ordinance to language prohibiting rather than allowing.
- A recommendation was brought forward to revise the ordinance to allow camping on private property.
 - Council discussed a permitting process for parking an RV/trailer on private property to ensure that ordinances are being followed.
- Council discussed where to prohibit camping: prohibit from City Parks, Library, City Hall, and Fire Station. Prohibit from within 200 feet of a school, no camping in residential zones.
- Administrator Norton stated she would check with the Railroad to see the distance that is allowed from the railroad.
- Council discussed the number of RVs to allow parked on private property. The consensus was no more than three.
- No open flames at campsites were discussed.
- Time restrictions were recommended to be from 8:00 pm to 7:00 am with the City Administrator the ability to grant exemptions.
- A recommendation was made to allow for only a 10x10 space for tents and personal belongings.
- Councilor Romer suggested that all personal belongings be self-contained within tent or RV/trailer.

ADJOURNMENT

Meeting adjourned at 8:20 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

REGULAR CITY COUNCIL MEETING

June 13, 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: Mayor Jerry Lachenbruch, Councilor Scott LaCoste, Councilor Stacy Strauss, Councilor Jeremy Romer, Council President Michelle Isom, Councilor Ken Lorensen

Absent:

Staff Present: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Municipal Clerk Amber Murry, Librarian Abi Vinson

Guests: Brianna Parra, Sergeant Frambes

Remote

Participants: Public Works Lead Andy Ridinger

PLEDGE OF ALLEGIANCE

PUBLIC HEARING(S)

Public Hearing – Proposed Uses of State Shared Revenues

Council must hold a Public Hearing on the proposed uses of State Shared Revenues before adopting the FY 2023-2024 Budget.

Mayor Lachenbruch opened the floor for public comment.

Public Hearing Opened: 7:03 pm

There was no public comment.

Public Hearing Closed: 7:04 pm

Public Hearing – Fiscal Year 2023-2024 Budget

Council must hold a Public Hearing on the approved Fiscal Year (FY) 2023-2024 Budget prior to adoption.

Councilor LaCoste declared conflict of interest.

Mayor Lachenbruch opened the floor for public comment.

Public Hearing Opened: 7:05 pm

There was no public comment.

Public Hearing Closed: 7:06 pm

Public Hearing – Proposed Utility Rate Increases.

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

Mayor Lachenbruch opened the floor for public comment.

Public Hearing Opened: 7:07 pm

There was no public comment.

Public Hearing Closed: 7:08 pm

Public Hearing - Ordinance 2023-445 – Amending City of Halsey Municipal Code and Adding Chapter 5.60 Public Camping

Council is holding a public hearing prior to adoption of Ordinance 2023-445– An Ordinance Amending the City of Halsey Municipal Code and Adding Chapter 5.60 – Public Camping.

Mayor Lachenbruch opened the floor for public comment.

Public Hearing Opened: 7:08 pm

There was no public comment.

Public Hearing Closed: 7:09 pm

Council Minutes

Council Meeting Minutes – May 9, 2023

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

Motion by: Councilor Strauss, Seconded by Council President Isom

Vote:

Ayes: Unanimous

Motion Carries

FINANCIAL REPORTS

Approving the May Financial Report includes approving check numbers 20217-20335 in the amount of \$20,825.74. The prior month's final check number was 20216.

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

Motion by: Council President Isom, Seconded by Councilor Strauss

Vote:

Ayes: Unanimous
Motion Carries

AGENDA ADJUSTMENTS

There were none.

DELEGATIONS

Linn County Sheriff's Office: Sergeant Frambes

There were 10 traffic stops in Halsey during the month of May. Many of them were educational stops. There were 37 calls for service, many generated by LCSO. There was a theft at Diamond K, investigation is still ongoing. One call involved a trailer losing cows at an intersection.

Mayor Lachenbruch thanked LCSO for the foot patrol at the park.

CITIZEN COMMENTS

Brianna Parra addressed council to applaud Council on their work regarding the new ordinance work regarding public camping.

REPORTS TO COUNCIL

City Administrator: Hilary Norton

Administrator Norton introduced Amber Murry, the City's new Municipal Clerk.

The RARE Program process is moving forward and the interview process begins the week of June 26th.

Georgia Pacific donated \$500 to the Library. Administrator Norton thanked them for their donation. Georgia Pacific has continually donated to the Library since it's opening.

The City received nothing but positive feedback after moving the City Wide Garage Sale to later in the year. With Council's permission Administrator Norton asked Council to continue with that date in future years. There was consensus.

The City's Annual Summer BBQ and Movie night is scheduled for August 18th and the Fire Department will be cooking again this year. The movie showing will be Luca. All sides this year will be shelf stable so they can be donated to Sharing Hands after the event.

The Summer Reading Program is starting next month. Administrator Norton asked council to help spread the word.

Jennie Gilbert had a great turn out from the Intro to Food Preservation Workshop. She has decided to host a series in the Community Center. Classes will be \$10 each.

Julia and Administrator Norton has set a date to present the ORPD grant.

The DEQ Planning Loan for the Waste Water Facilities Plan is completed and we should receive a loan agreement later in June. This loan “might qualify for 100% loan forgiveness.”

Public Works: Andy Ridinger

Wildish ran over an irrigation box just north of City Hall that needed to be replaced and the leak was repaired. GSI came to the shop to look at potential well locations and received information about the piping needed in that area.

Spraying occurred around the lagoon and pond treatments. Spraying and mowing occurred around town to keep the maintenance under control.

The service truck needed a new fuel injector, that has been replaced, and it is running effectively now.

Library: Abi Vinson

106 total patrons came into the Library in the month of May. Librarian Abi has continued to order new books to add to the collection. The Summer Reading Program is beginning next month. All events are planned and ready, events will be every Saturday in July starting July 8th.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Councilor McMillen’s Resignation

Councilor Randy McMillen has resigned from his City Council seat effective immediately.

Councilor McMillen’s resignation creates a vacancy on the City Council.

The Council needs to declare the vacancy. City staff will post the vacancy, and anyone interested can apply by filling out an application. Council will then review those applications at an upcoming City Council Meeting and may appoint a replacement.

Motion: I move that the Governing Body of the City of Halsey declare the City Councilor position that has been held by Councilor McMillen to be vacant.

Motion by:

Vote: Councilor Romer, Seconded by Council President Isom

Ayes: Unanimous

2023-2024 Wage Scale

The Council is asked to approve the 2023-2024 Wage Scale.

Councilor LaCoste declared a conflict of interest and will not vote on this matter.

Motion: I recommend that the Governing Body of the City of Halsey approve the 2023-2024 Wage Scale as submitted.

Motion by:

Vote: Councilor Romer, Seconded by Council President Isom

Ayes: Unanimous
Motion Carries

ORDINANCES & RESOLUTIONS

RESOLUTION 2023-724 – A Resolution of the City of Halsey Adopting the Budget for the 2023-24 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$55,761 for Bonded Debt

Council must adopt a Resolution for appropriations of funds and imposing the tax for the 2023-2024 Fiscal Year.

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-724 – A Resolution Adopting the Budget for the 2023-2024 Fiscal Year and Imposing the Tax Rate of 5.6014 per \$1,000 and \$55,761 for Bonded Debt

Motion by: Councilor Strauss, Seconded by Councilor LaCoste

Vote: Council President Isom, Seconded by Councilor Lorensen

Ayes: Unanimous

Motion Carries

RESOLUTION 2023-725 – A Resolution Certifying the Eligibility of the City of Halsey to Receive State Shared Revenues

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

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

Motion by: Councilor Strauss, Seconded by Councilor Romer

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2023-726 – A Resolution of the City of Halsey Declaring the City's Election to Receive State Revenues

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

Motion: I move that the Governing Body of the City of Halsey adopt RESOLUTION 2023-726 – A Resolution Declaring the City of Halsey's Election to Receive State Shared Revenues

Motion by: Councilor Romer, Seconded by Councilor LaCoste

Vote:

Ayes: Unanimous

Motion Carries

RESOLUTION 2023-723 – A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Planning Requests, Water Services, Sewer Services, Facilities Reservation Rates, and Repealing Resolution 2022-712

This resolution adopts the City of Halsey fee Schedule for the 2023-2024 fiscal year.

Motion: I recommend that the Governing Body of the City of Halsey adopt Resolution 2023-723 A Resolution Updating City Hall Operating Fees, Fees in Connection with Land Use Requests, Water Services, Sewer Services, Facilities Reservation Rates and Repealing Resolution 2022-712.

Motion by: Councilor Romer, Seconded by Councilor Lorensen

Vote:

Ayes: Unanimous

Motion Carries

ORDINANCE 2023-445 – An Ordinance Amending the Halsey Municipal Code and Adding Chapter 5.60 Public Camping

This Ordinance amends the Halsey Municipal Code to add a Chapter on public camping.

Motion: I recommend that the Governing Body of the City of Halsey adopt ORDINANCE 2023-445 – An Ordinance Amending the Halsey Municipal Code and Adding Chapter 5.60 Public Camping

Motion by: Council President Isom, Seconded by Councilor LaCoste

Vote:

Ayes: Unanimous

Motion Carries

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

This ordinance removes the old language about RV camping in the residential zone from the traffic ordinance, so that all rules about public camping will be in the same place.

This is the first reading of the ordinance.

EXECUTIVE SESSION

*Pursuant to ORS 192.660(i) to discuss the annual evaluation of the City Administrator, Halsey City Council entered Executive Session at **7:54pm**. The Council exited the Executive Session at **8:15pm***

ADJOURNMENT

Meeting adjourned at 8:16 pm

Municipal Clerk, Madison LaCoste

Mayor Jerry Lachenbruch

E. FINANCIAL REPORTS

Financial Reports & Journal Entries		
Council Action:	<i>MOTION</i>	July 11, 2023

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

Summary:

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.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the June 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
JUNE 30, 2023

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	(8,471.11)
01-0001002	MONEY MARKET		46,039.25
01-0001003	INVESTMENT POOLED		2,175,098.08
			<hr/>
	TOTAL COMBINED CASH		2,212,666.22
01-0001000	CASH ALLOCATED TO OTHER FUNDS	(2,212,666.22)
			<hr/>
TOTAL UNALLOCATED CASH			.00
			<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	287,139.00
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	31,868.44
20	ALLOCATION TO (20) STREET FUND	152,542.54
25	ALLOCATION TO (25) STREET & PATHWAY FUND	76,229.65
40	ALLOCATION TO (40) BOND FUND	59,378.83
55	ALLOCATION TO (55) LIBRARY FUND	12,689.59
60	ALLOCATION TO (60) WATER FUND	441,181.21
61	ALLOCATION TO (61) SEWER FUND	258,142.01
62	ALLOCATION TO (62) WATER RESERVE FUND	348,589.82
63	ALLOCATION TO (63) SEWER RESERVE FUND	192,316.52
65	ALLOCATION TO STORM WATER BLUE HERON FUND	32,457.03
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	23,882.19
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	110,170.85
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	31,585.56
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	140,249.83
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	10,984.45
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	3,258.70
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,212,666.22
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	(2,212,666.22)
		<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)
June 30, 2023

Account: 010001001

Bank Account Number: 25500067

Bank Statement Balance:	63,265.43	Book Balance Previous Month:	25,029.00
Outstanding Deposits:	417.14	Total Receipts:	83,279.66
Outstanding Checks:	72,153.68	Total Disbursements:	116,779.77
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	8,471.11-	Book Balance:	8,471.11-

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1129	417.14						
						Total:	417.14

Deposits cleared: 33 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-	18344	2,000.00	20374	182.04	20387	160.17
7	3.86-	18489	100.00	20375	78.50	20388	15.00
8	15.42-	18511	150.00	20376	6,970.80	20390	204.00
9	13.77-	18692	28.50	20377	496.90	20391	689.28
14206	27.52	19068	28.50	20378	4,750.00	20392	82.19
17523	23.44	19077	68.45	20379	1,694.59	20393	20,250.00
17752	316.65	19120	120.00	20380	6,770.00	525202	8,182.98
18058	53.23	19423	154.84	20381	2,913.12	525202	5,967.51
18073	154.00	19944	66.36	20382	102.43	627202	361.37
18155	1.63	19982	2.94	20383	243.11	627202	5,648.65
18156	13.27	19987	29.68	20384	1,847.50	628202	73.96
18163	.85	20022	84.63	20385	832.00	628202	443.72
18170	.50	20372	30.00	20386	54.15	225201	260.20-
						Total:	72,153.68

Checks cleared: 52 items Checks Outstanding: 52 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

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Money Market Account (Money Market) (2)
June 30, 2023

Account: 010001002

Bank Account Number: 25500059

Bank Statement Balance:	46,039.25	Book Balance Previous Month:	79,397.01
Outstanding Deposits:	.00	Total Receipts:	31,899.24
Outstanding Checks:	.00	Total Disbursements:	65,257.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	46,039.25	Book Balance:	46,039.25

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 21 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 5 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)						
07/03/2023	1	ACH bank fees	10-110-55-5545	Bank Fees/Misc Expense	26.06	
07/03/2023	2	ACH bank fees	01-0001001	Combined Cash - Checking	.00	26.06-
07/03/2023	3	CIS Adj	10-110-50-5300	Employee Health Insurance	2,298.91	
07/03/2023	4	CIS Adj	01-0001001	Combined Cash - Checking	.00	2,298.91-
Total CASH DISBURSEMENTS (CD):					2,324.97	2,324.97-

References: 4 Transactions: 4

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - MoneyMkt (CD2)						
07/03/2023	1	Ret Chk Canaday	01-0001075	Utility Cash Clearing Account	87.00	
07/03/2023	2	Ret Chk Canaday	01-0001002	Money Market	.00	87.00-
07/03/2023	3	Ret Chk Canaday	10-110-55-5545	Bank Fees/Misc Expense	15.00	
07/03/2023	4	Ret Chk Canaday	01-0001002	Money Market	.00	15.00-
07/03/2023	5	Trans MM to CK	01-0001001	Combined Cash - Checking	40,000.00	
07/03/2023	6	Trans MM to CK	01-0001002	Money Market	.00	40,000.00-
07/03/2023	7	Trans MM to CK	01-0001001	Combined Cash - Checking	25,000.00	
07/03/2023	8	Trans MM to CK	01-0001002	Money Market	.00	25,000.00-
07/03/2023	9	ACH Bank Fees	10-110-55-5545	Bank Fees/Misc Expense	155.00	
07/03/2023	10	ACH Bank Fees	01-0001002	Money Market	.00	155.00-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					65,257.00	65,257.00-

References: 10 Transactions: 10

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTS - MANUAL ENTRIES (CRJE)						
07/03/2023	1	MM Interest	01-0001002	Money Market	.67	
07/03/2023	2	MM Interest	10-000-40-650	Interest on Investments	.00	.67-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					.67	.67-

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
JOURNAL ENTRIES (JE)						
07/03/2023	1	LGIP Interest	01-0001003	Investment Pooled	7,192.29	
07/03/2023	2	LGIP Interest	10-000-40-650	Interest on Investments	.00	901.99-
07/03/2023	3	LGIP Interest	18-000-40-650	Interest on Investments	.00	104.20-
07/03/2023	4	LGIP Interest	20-000-40-650	Interest on Investments	.00	498.75-
07/03/2023	5	LGIP Interest	25-000-40-650	Interest on Investments	.00	249.24-
07/03/2023	6	LGIP Interest	40-000-40-650	Interest on Investments	.00	188.78-
07/03/2023	7	LGIP Interest	55-000-40-650	Interest on Investments	.00	41.49-
07/03/2023	8	LGIP Interest	60-000-40-650	Interest on Investments	.00	1,442.48-
07/03/2023	9	LGIP Interest	61-000-40-650	Interest on Investments	.00	844.02-
07/03/2023	10	LGIP Interest	62-000-40-650	Interest on Investments	.00	1,139.74-
07/03/2023	11	LGIP Interest	63-000-40-650	Interest on Investments	.00	628.80-
07/03/2023	12	LGIP Interest	65-000-40-650	Interest on Investments	.00	106.12-
07/03/2023	13	LGIP Interest	68-000-40-650	Interest on Investments	.00	78.08-
07/03/2023	14	LGIP Interest	72-000-40-650	Interest on Investments	.00	360.21-
07/03/2023	15	LGIP Interest	73-000-40-650	Interest on Investments	.00	103.27-
07/03/2023	16	LGIP Interest	74-000-40-650	Interest on Investments	.00	458.56-
07/03/2023	17	LGIP Interest	80-000-40-650	Interest on Investments	.00	35.91-
07/03/2023	18	LGIP Interest	85-000-40-650	Interest on Investments	.00	10.65-
07/03/2023	19	LGIP ACH Fee	10-110-55-5545	Bank Fees/Misc Expense	.05	
07/03/2023	20	LGIP ACH Fee	01-0001003	Investment Pooled	.00	.05-
Total 623:					<u>74,774.98</u>	<u>74,774.98-</u>
Total JOURNAL ENTRIES (JE):					<u>7,192.34</u>	<u>7,192.34-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>74,774.98</u>	<u>74,774.98-</u>

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

[illegible]

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Report Criteria:

Print Sequence Detail

Date	Check Number	Payee or Description	Check Amount
07/03/2023	1	ACH bank fees	26.06
07/03/2023	1	Ret Chk Canaday	87.00
07/03/2023	3	CIS Adj	2,298.91
07/03/2023	3	Ret Chk Canaday	15.00
07/03/2023	5	Trans MM to CK	40,000.00
07/03/2023	7	Trans MM to CK	25,000.00
07/03/2023	9	ACH Bank Fees	155.00
06/07/2023	20336	Alyrica Networks	20.00
06/07/2023	20336	Alyrica Networks	19.99
06/07/2023	20337	AT&T Mobility	26.17
06/07/2023	20337	AT&T Mobility	26.17
06/07/2023	20337	AT&T Mobility	26.16
06/07/2023	20338	AT&T	22.08
06/07/2023	20338	AT&T	22.08
06/07/2023	20338	AT&T	22.07
06/07/2023	20339	BMS Technologies	211.99
06/07/2023	20339	BMS Technologies	211.98
06/07/2023	20340	Brownsville Body Shop	15.68
06/07/2023	20340	Brownsville Body Shop	15.67
06/07/2023	20341	Carlson Hardware Inc.	36.34
06/07/2023	20341	Carlson Hardware Inc.	36.34
06/07/2023	20341	Carlson Hardware Inc.	36.35
06/07/2023	20342	CECO, Inc.	127.83
06/07/2023	20342	CECO, Inc.	63.92
06/07/2023	20342	CECO, Inc.	201.58
06/07/2023	20342	CECO, Inc.	98.33
06/07/2023	20343	Caselle, Inc.	686.00
06/07/2023	20343	Caselle, Inc.	40.00
06/07/2023	20343	Caselle, Inc.	40.00
06/07/2023	20344	Cintas	41.86
06/07/2023	20345	Civil West Engineering Services, Inc.	257.50
06/07/2023	20346	Cardmember Service	679.28
06/07/2023	20346	Cardmember Service	16.16
06/07/2023	20346	Cardmember Service	102.16
06/07/2023	20346	Cardmember Service	162.87
06/07/2023	20346	Cardmember Service	1,098.53
06/07/2023	20346	Cardmember Service	67.41
06/07/2023	20346	Cardmember Service	402.64
06/07/2023	20347	Executive Cleaning	651.97
06/07/2023	20348	JSG Lawn Maintenance	1,800.00
06/07/2023	20348	JSG Lawn Maintenance	200.00
06/07/2023	20349	Kelley Connect Co.	165.61
06/07/2023	20349	Kelley Connect Co.	20.20
06/07/2023	20349	Kelley Connect Co.	134.51
06/07/2023	20349	Kelley Connect Co.	83.61
06/07/2023	20350	David Kinney	528.80
06/07/2023	20351	KS Chems	200.85
06/07/2023	20351	KS Chems	66.95
06/07/2023	20352	Linn County Planning and Building Dept	349.09
06/07/2023	20353	Morley Thomas Law	300.00
06/07/2023	20354	Napa Auto Parts	101.27
06/07/2023	20354	Napa Auto Parts	101.27
06/07/2023	20354	Napa Auto Parts	101.27
06/07/2023	20354	Napa Auto Parts	101.26
06/07/2023	20355	ODP Business Solutions, LLC	145.48
06/07/2023	20356	One Call Concepts Inc.	37.80

Date	Check Number	Payee or Description	Check Amount
06/07/2023	20356	One Call Concepts Inc.	37.80
06/07/2023	20357	Renewable Resource Group, Inc	84.00
06/07/2023	20357	Renewable Resource Group, Inc	120.00
06/07/2023	20358	Roome Telecommunications Inc.	110.90
06/07/2023	20358	Roome Telecommunications Inc.	33.40
06/07/2023	20358	Roome Telecommunications Inc.	111.59
06/07/2023	20358	Roome Telecommunications Inc.	34.40
06/07/2023	20359	The Times	780.00
06/07/2023	20360	Education Department	168.00
06/07/2023	20361	University of Oregon	3,375.00
06/07/2023	20362	Yuki Origami	380.00
06/15/2023	20363	KariAn Geoghegan	30.00
06/15/2023	20364	Ingram Library Services	215.82
06/15/2023	20365	Linn Benton Tractor Co.	23.88
06/15/2023	20366	Local Government Law Group, PC	752.50
06/15/2023	20367	Old Republic Surety Group	300.00
06/15/2023	20368	Pacific Power	1,466.97
06/15/2023	20368	Pacific Power	39.77
06/15/2023	20368	Pacific Power	1,700.67
06/15/2023	20368	Pacific Power	399.55
06/15/2023	20368	Pacific Power	52.88
06/15/2023	20369	Renewable Resource Group, Inc	148.00
06/15/2023	20370	Security Alarm Corp	131.91
06/15/2023	20371	Wells Fargo Financial Leasing, Inc.	123.50
06/15/2023	20371	Wells Fargo Financial Leasing, Inc.	39.00
06/15/2023	20371	Wells Fargo Financial Leasing, Inc.	123.50
06/15/2023	20371	Wells Fargo Financial Leasing, Inc.	39.00
06/15/2023	20372	Jerry Werner	30.00
06/15/2023	20373	Wilbur-Ellis Company LLC	208.25
06/15/2023	20373	Wilbur-Ellis Company LLC	208.25
06/15/2023	20373	Wilbur-Ellis Company LLC	2,286.19
06/15/2023	20373	Wilbur-Ellis Company LLC	208.24
06/29/2023	20374	Aggregate Resource Crushing, LLC	60.68
06/29/2023	20374	Aggregate Resource Crushing, LLC	60.68
06/29/2023	20374	Aggregate Resource Crushing, LLC	60.68
06/29/2023	20375	AT&T Mobility	26.17
06/29/2023	20375	AT&T Mobility	26.17
06/29/2023	20375	AT&T Mobility	26.16
06/29/2023	20376	Blackstone Construction LLC	6,970.80
06/29/2023	20377	Cascade Columbia Distribution	496.90
06/29/2023	20378	Caselle, Inc.	2,375.00
06/29/2023	20378	Caselle, Inc.	2,375.00
06/29/2023	20379	Cardmember Service	576.63
06/29/2023	20379	Cardmember Service	23.77
06/29/2023	20379	Cardmember Service	882.87
06/29/2023	20379	Cardmember Service	23.77
06/29/2023	20379	Cardmember Service	23.77
06/29/2023	20379	Cardmember Service	23.76
06/29/2023	20379	Cardmember Service	103.97
06/29/2023	20379	Cardmember Service	36.05
06/29/2023	20380	Correct Equipment	6,770.00
06/29/2023	20381	Ferguson Waterworks # 3011	2,913.12
06/29/2023	20382	Morris or Ida May Hostettler	102.43
06/29/2023	20383	Ingram Library Services	243.11
06/29/2023	20384	Legacy	1,847.50
06/29/2023	20385	National Business Solutions	832.00
06/29/2023	20386	NW Natural Gas	22.20
06/29/2023	20386	NW Natural Gas	31.95

Date	Check Number	Payee or Description	Check Amount
06/29/2023	20387	ODP Business Solutions, LLC	160.17
06/29/2023	20388	Oregon State Social Security Admin.	15.00
06/29/2023	20389	Petty Cash	110.44
06/29/2023	20390	Renewable Resource Group, Inc	84.00
06/29/2023	20390	Renewable Resource Group, Inc	120.00
06/29/2023	20391	SAIF Corporation	689.28
06/29/2023	20392	The Times	82.19
06/30/2023	20393	Zion Natural Resources Consulting	20,250.00
06/30/2023	92201	DIRECT DEPOSIT TOTAL	19,053.46
06/27/2023	62720231	AFLAC	361.37
06/27/2023	62720232	EBS Trust, CIS- Benefits	8,176.54
06/27/2023	62720232	EBS Trust, CIS- Benefits	6.44
06/27/2023	62720233	IRS Tax Deposit	3,197.44
06/27/2023	62720233	IRS Tax Deposit	747.82
06/27/2023	62720233	IRS Tax Deposit	1,843.50
06/27/2023	62720234	Oregon Dept of Revenue - WC/UI	20.44
06/27/2023	62720234	Oregon Dept of Revenue - WC/UI	1,665.00
06/27/2023	62720234	Oregon Dept of Revenue - WC/UI	182.19
06/27/2023	62720235	P.E.R.S.	1,456.27
06/27/2023	62720235	P.E.R.S.	4,192.38
06/27/2023	62720236	VOYA	900.00
06/27/2023	62820231	Oregon Dept of Revenue - OTT	73.96
06/27/2023	62820232	Oregon Paid Family Leave	443.72
06/30/2023	63020231	Norton, Hilary - DIR DEP	.00
06/30/2023	63020232	Andy Ridinger - DIR DEP	.00
06/30/2023	63020233	Gangle, Larissa Michele - DIR DEP	.00
06/30/2023	63020234	William Jones - DIR DEP	.00
06/30/2023	63020235	Madison LaCoste - DIR DEP	.00
06/30/2023	63020236	Abrial Vinson - DIR DEP	.00
06/30/2023	63020237	Amber Murray - DIR DEP	.00
Grand Totals:			182,036.77

[Print Sequence Detail](#)

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20336	06/07/2023	934	Alyrica Networks	Internet-Shop	61-320-55-5662	39.99
20337	06/07/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20338	06/07/2023	24	AT&T	LONG DISTANCE	61-320-55-5662	66.23
20339	06/07/2023	1129	BMS Technologies	Utility Bill Printing & Mailing Costs	61-320-55-5610	423.97
20340	06/07/2023	36	Brownsville Body Shop	Fuel	61-320-55-5691	31.35
20341	06/07/2023	46	Carlson Hardware Inc.	Shop Supplies- May 2023	61-320-55-5606	109.03
20342	06/07/2023	47	CECO, Inc.	Fuel	61-320-55-5615	491.66
20343	06/07/2023	49	Caselle, Inc.	Contract Support & Maintenance- 7/1-7/31/23	60-310-55-5611	766.00
20344	06/07/2023	1163	Cintas	City Hall Drinking Water	10-110-55-5542	41.86
20345	06/07/2023	945	Civil West Engineering Services, I	Services for 5/1-5/31/23- Well 69 Replacement	60-310-60-6002	257.50
20346	06/07/2023	665	Cardmember Service	Lagoon Equipment	61-320-55-5679	2,529.05
20347	06/07/2023	954	Executive Cleaning	Contract Janitorial Services- May 2023	10-110-55-5680	651.97
20348	06/07/2023	1062	JSG Lawn Maintenance	Veterans Memorial Park Landscaping Service-	80-510-55-5840	2,000.00
20349	06/07/2023	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	403.93
20350	06/07/2023	799	David Kinney	Pre-Application Meeting-Zehr	10-110-55-5622	528.80
20351	06/07/2023	567	KS Chems	Paper Products-Park	85-510-55-5865	267.80
20352	06/07/2023	205	Linn County Planning and Buildin	Plan Review Fees- May 2023	10-110-55-5561	349.09
20353	06/07/2023	957	Morley Thomas Law	City Municipal Judge- June 2023	10-110-55-5648	300.00
20354	06/07/2023	632	Napa Auto Parts	Service Truck Parts	61-320-55-5690	405.07
20355	06/07/2023	791	ODP Business Solutions, LLC	Office Supplies	10-110-55-5616	145.48
20356	06/07/2023	272	One Call Concepts Inc.	Line Locates	61-320-55-5546	75.60
20357	06/07/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	204.00
20358	06/07/2023	332	Roome Telecommunications Inc.	Library	55-410-55-5664	290.29
20359	06/07/2023	383	The Times	City-Wide Garage Saled Ad	10-110-55-5741	780.00
20360	06/07/2023	1133	Education Department	Summer Reading Program Event- Oregon Rock	55-410-55-5560	168.00
20361	06/07/2023	1133	University of Oregon	Q4 RARE Program- Julia Fox	10-110-55-5910	3,375.00
20362	06/07/2023	1164	Yuki Origami	Summer Reading Program Event-Origami	55-410-55-5560	380.00
20363	06/15/2023	1165	KariAn Geoghegan	Deposit Refund-Community Center 6/9/2023	10-110-55-5885	30.00
20364	06/15/2023	761	Ingram Library Services	Library Books	55-410-55-5800	215.82
20365	06/15/2023	203	Linn Benton Tractor Co.	Air Filter for Hopper Mower	20-210-55-5691	23.88
20366	06/15/2023	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	752.50
20367	06/15/2023	748	Old Republic Surety Group	Additional Member Added for 2023-Michelle Iso	10-110-55-5551	300.00
20368	06/15/2023	297	Pacific Power	Blue Heron	61-320-55-5672	3,659.84
20369	06/15/2023	19	Renewable Resource Group, Inc	Lab Testing-Wastewater Treatment Plant	61-320-55-5860	148.00
20370	06/15/2023	688	Security Alarm Corp	Fire & Security Monitoring-July 2023	10-110-55-5771	131.91
20371	06/15/2023	1132	Wells Fargo Financial Leasing, Inc	Security Camera Payment Contract	61-320-60-6001	325.00
20372	06/15/2023	1166	Jerry Werner	Deposit Refund-Park-6/11/2023	85-510-55-5885	30.00
20373	06/15/2023	422	Wilbur-Ellis Company LLC	Spray	68-330-55-5601	2,910.93
20374	06/29/2023	711	Aggregate Resource Crushing, LL	Shop Rock Stock	20-210-55-5605	182.04
20375	06/29/2023	24	AT&T Mobility	Public Works Tablet	61-320-55-5662	78.50
20376	06/29/2023	858	Blackstone Construction LLC	Paving-Patches on D Street, I Street, & 1st Stre	20-210-55-5665	6,970.80
20377	06/29/2023	48	Cascade Columbia Distribution	Sodium Hypochlorite for Water Plant	60-310-55-5675	496.90
20378	06/29/2023	49	Caselle, Inc.	XPress Bill Pay Set Up & Training Fees	61-320-55-5611	4,750.00
20379	06/29/2023	665	Cardmember Service	Office Desk	10-110-55-5616	1,694.59
20380	06/29/2023	1049	Correct Equipment	Water Treatment Plant- Master Meter Replacem	60-310-55-5701	6,770.00
20381	06/29/2023	848	Ferguson Waterworks # 3011	Water Parts	60-310-55-5701	2,913.12
20382	06/29/2023	1178	Morris or Ida May Hostetler	Utility Account # 1393.04-Credit Balance Refun	01-0001075	102.43
20383	06/29/2023	761	Ingram Library Services	Library Books	55-410-55-5800	243.11
20384	06/29/2023	1100	Legacy	Lift Station-Radiator Replacement	61-320-55-5677	1,847.50
20385	06/29/2023	1110	National Business Solutions	Contract IT Support- 6/15-7/15/2023	10-110-55-5770	832.00
20386	06/29/2023	263	NW Natural Gas	Natural Gas-City Shop	60-310-55-5671	54.15
20387	06/29/2023	791	ODP Business Solutions, LLC	Office Supplies-Monitor Stand	10-110-55-5616	160.17
20388	06/29/2023	1179	Oregon State Social Security Adm	W-2 Fees 07/01/23-06/30/24	10-110-50-5402	15.00
20389	06/29/2023	308	Petty Cash	Postage	10-110-55-5545	110.44
20390	06/29/2023	19	Renewable Resource Group, Inc	Lab Testing- Wastewater Treatment Plant	61-320-55-5860	204.00
20391	06/29/2023	1054	SAIF Corporation	Worker's Compansation Insurance	10-110-55-5590	689.28
20392	06/29/2023	383	The Times	Legal Notice-State Shared Revenue Hearing 6/	10-110-55-5741	82.19

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
20393	06/30/2023	1180	Zion Natural Resources Consultin	Wetlands Study	10-110-55-5920	20,250.00
Grand Totals:						72,134.27

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:

JUNE

TRAFFIC CITATIONS: -----	3
TRAFFIC WARNINGS: -----	4
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	26

TOTAL HOURS SPENT:

HALSEY

72 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: 6/ 1/23 to 6/30/23

Total Incidents This Month: **26**

Incident Information:	Description
CAD# 2023104922 TIME: 6/1/2023 8:30:36PM CASE# CAD Only HALS CAD CALL COMPLETE	CIVIL DISPUTE REPORT Reported at Block of 100 W HALSEY ST HALS <hr/> Male wanted information on what to do over a civil issue for visitation with his kids.
CAD# 2023104943 TIME: 6/1/2023 9:04:57PM CASE# CAD Only HALS CITE MOVING VIOLATION	TRAFFIC STOP Reported at Block of 000 W 2ND ST/AMERICAN DR HALS <hr/> The operator was cited for a stop sign violation when traveling south on NW 2nd St at American Dr and was also cited for DWS-Violation. Insurance for the vehicle was current.
CAD# 2023105164 TIME: 6/2/2023 8:26:35AM CASE# CAD Only HALS CITE DWS NO ODL	TRAFFIC STOP Reported at Block of 100 W H ST/W 2ND ST HALS <hr/> Joseph Pilling, 62 of Monroe was issued a citation for Driving Without Privilege.
CAD# 2023109130 TIME: 6/6/2023 10:33:06PM CASE# CAD Only HALS	POCKET DIAL LCSO AND CRCC Reported at Block of 1000 W 4TH ST HALS <hr/>
CAD# 2023110885 TIME: 6/9/2023 4:42:34AM CASE# CAD Only HALS WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 1400 W 2ND ST/W O ST HALS <hr/> operator warned for speeding violation

Incident Information:

Description

CAD# 2023111071
TIME: 6/9/2023 10:51:58AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS

This is a civil issue regarding who owns vehicles or who will claim what kids on taxes.

CAD# 2023114453
TIME: 6/13/2023 12:47:48PM
CASE# CAD Only
HALS

911 HANG UP CALL Reported at Block of 200 E 3RD ST HALS

On contact male advised it was accidental.

CAD# 2023114780
TIME: 6/13/2023 7:33:04PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EVENT DETAIL Reported at Block of 000 W HALSEY ST HALS

HALSEY CITY COUNCIL MEETING

CAD# 2023114956
TIME: 6/14/2023 3:03:58AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 200 W O ST HALS

Deputy performs extra patrol in City Park. No one was in the park and no suspicious activity discovered.

CAD# 2023117190
TIME: 6/16/2023 6:41:32PM
CASE# CAD Only
HALS

911 HANG UP CALL Reported at Block of 400 W F ST HALS

Open line. No answer on callback.

CAD# 2023117332
TIME: 6/16/2023 10:07:39PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

TRAFFIC STOP Reported at Block of 1600 W 2ND ST HALS

Operator receives speeding violation warning

Incident Information:

Description

CAD# 2023117338
TIME: 6/16/2023 10:18:03PM
CASE# CAD Only
HALS
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 1700 W 2ND ST HALS

Operator receives warning for speeding violation

CAD# 2023117411
TIME: 6/17/2023 12:44:25AM
CASE# CAD Only
HALS
CITE SPEEDING VIOLATION

TRAFFIC STOP Reported at Block of 900 W 2ND ST/W I ST HALS

35 year old S. Cordova of Eugene was cited for failing to obey a traffic control device.

CAD# 2023118750
TIME: 6/18/2023 10:11:39PM
CASE# CAD Only
HALS
WARNING SPEEDING VIOLAT

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

Operator warned for speed violation

CAD# 2023119388
TIME: 6/19/2023 10:48:53PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 400 W D ST HALS

Spoke with female, accidental, no emergency

CAD# 2023119396
TIME: 6/19/2023 11:05:54PM
CASE# CAD Only
HALS

POCKET DIAL LCSO AND CRCC Reported at Block of 400 W D ST HALS

No Public Narrative.

CAD# 2023119430
TIME: 6/20/2023 12:10:20AM
CASE# CAD Only
HALS
CAD CALL COMPLETE

ALARM LAW ONLY Reported at Block of 400 W M ST HALS

Deputy responded to a residential alarm.

Incident Information:	Description
CAD# 2023119540 TIME: 6/20/2023 8:00:12AM CASE# 2302453 HALS REPORT TAKEN	REPORT PENDING. Original Call Type: FRAUD Reported At Block Of 800 W 5TH ST Occurred between 0800 hours on 6/20/2023 and 0800 hours on 6/20/2023 . Reported: <hr/> Deputies took a report of an online scam. The reporting party lost a total \$800.00. Investigation is ongoing.
CAD# 2023119681 TIME: 6/20/2023 11:31:37AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 700 PUFFIN ST HALS <hr/> Accidental call.
CAD# 2023120117 TIME: 6/20/2023 9:08:22PM CASE# CAD Only HALS CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 1200 W 2ND ST HALS <hr/> No sign of entry, interior door ajar. No crime
CAD# 2023121151 TIME: 6/22/2023 8:48:48AM CASE# CAD Only HALS CAD CALL COMPLETE	ABANDON VEHICLE Reported at Block of 400 W D ST HALS <hr/> Caller reports vehicle parked at location for several months. Deputy informs Caller the vehicle is parked on private party and explains the process for a private party tow.
CAD# 2023122822 TIME: 6/24/2023 10:28:30AM CASE# 2302526 HALS REPORT TAKEN	Report Filed. VEHICLE RECOVERED FOR OTHER AGENCY Reported At Block Of 400 W 5TH ST Occurred between 1027 hours on 6/24/2023 and 1028 hours on 6/24/2023 . <hr/> Vehicle stolen out of Corvallis was recovered in Halsey , Oregon. Neighbor stated it had been parked at the location since 06/17/23
CAD# 2023124373 TIME: 6/26/2023 10:11:36AM CASE# CAD Only HALS	911 HANG UP CALL Reported at Block of 300 W 2ND ST HALS <hr/> Accidental dial

Incident Information:

Description

CAD# 2023124845
TIME: 6/26/2023 10:34:49PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 500 W 4TH ST HALS

Parents unable to control 17 year old female. The juvenile was found to be the aggressor. No crimes.

CAD# 2023125514
TIME: 6/27/2023 7:46:08PM
CASE# CAD Only
HALS

INFORMATION ONLY REPORT Reported at Block of 000 W 1ST ST HALS

Caller let LCSO know he was worried about a heavily intoxicated female within the bar.

CAD# 2023126928
TIME: 6/29/2023 5:21:31PM
CASE# CAD Only
HALS
CAD CALL COMPLETE

FOUND PROPERTY Reported at Block of 100 W HALSEY ST HALS

Phone located. Owner was identified as residing in Oakridge. Deputies worked to contact her to return her phone. Property was returned the next day.

I. REPORTS TO COUNCIL

1. Employee Reports

a. City Administrator Report

Council Action: *NONE*

July 11, 2023

1. Council Goal Setting Session Date

This fall will be the fourth biannual goal setting session. We do this as a workshop on a Saturday. It takes about 5-6 hours. Breakfast and lunch are provided, and we generally finish early to mid-afternoon. Possible dates for this are: October 14th, 21st, 28th, or November 4th. The earlier dates are better for the planner, and possibly better for staff. Please check your calendars and see which of these work or don't work for you.

2. Payment drop box

The current payment drop box has been rusting for years. We sand it and repaint it periodically. We are starting to look at replacements. Anything similar available commercially turns out to be a modified parcel drop box. There are design flaws with this box. Because it has a flat lip, the checks don't always fall, which means someone else could get one, but it also means sometimes one comes back out and we find it on the parking lot. Also it is very susceptible to moisture, and if people don't seal their envelopes, the glue strip on the envelope can stick to the check. Depending on where it does, we have to be very careful to remove it without damaging the check. I want to ask Council to consider a wall mounted box that would be more secure and more sheltered from the elements. I'd also like to move it to the front of the building. This would take away the drive up option but it would be a lot more secure.

3. RARE Update

The Mayor, Madi and I interviewed the four possible RARE candidates and submitted our ranked responses. We don't yet have the RARE assignment.

4. Wildish Damage on W 1st and W H Streets

While working on the east side of 99 near H Street, Wildish equipment did some damage to the surface of West H and West 1st Streets. This was brought to ODOT's and Wildish's attention. Wildish has committed to repair the damage before the job is completed.

5. Small Municipalities Advocacy Coalition Trainings

The first four training sessions are scheduled for the Small Municipalities Advocacy Coalition. They will be on Thursdays – on August 24th and 31st, and September 7th and 14th. All will be at 7:00 pm, and the location will rotate through Brownsville, Harrisburg, and Halsey. Please think about and let me know which you can attend.

6. Infrastructure Funding Update

The \$300,000 direct capital funding request for Halsey's well made it into SB 5506. We are waiting to see if the bill is signed by the governor or if there are line-item vetoes. If she signs it, we have funding for the well and we will be waiting for the Department of Administrative Services to appropriate and distribute funds. The engineering and design is already underway.

DEQ should be sending a loan agreement for the planning loan and for the Clean Water Revolving Loan Fund for the Sewer Inflow and Infiltration (I&I) project.

7. Varcomm Donation

Eric Votaw, the new owner of the company formerly known as RTI, participated in the city-wide garage sale to clear out some old equipment. He raised \$1300. He intends to donate the proceeds to the Halsey Library.

I. REPORTS TO COUNCIL

1. Employee Reports		
b. Public Works Department		
Council Action:	NONE	July 11, 2023

Water Distribution:

Water Produced	4,108,000 gallons
Daily Average	137,000 gallons

Wastewater Collected:

Influent Collected	1,257,000 gallons
Daily Average	42,000 gallons

Water

We have a water leak we are chasing on the east side of Diamond K Sales along the Highway. The City of Albany, Wildish, and Accurate Leak Detection have contributed to the effort to find it with no luck. We will be working with Wildish to do some additional excavation. ODOT donated the flaggers. We have repaired two other water leaks, one at Blue Heron, and one at the water plant.

We had a day where the jockey pump at the water plant gave us issues. We installed the standby pump and that resolved the problem. Also at the water plant we cleaned and rebuilt the C12 pump, and the battery charging system connected to the WTP generator has been repaired.

Sewer:

The radiators for the sewer lift station and lagoon were pulled and taken in for cleaning.

Streets:

We excavated the base 2 road surfaces that were failing on W D street. We had 6 areas in town that Blackstone came and patched, the areas were graveled and compacted by Public Works.

Miscellaneous

The City of Halsey and Linn County Public Road Department were involved with the Central Linn Elementary School safety day. We displayed equipment, talked about the importance of calling 811 before you dig, and about construction safety zones. We also were involved in the City Clean-up Day.

I. REPORTS TO COUNCIL

1. Employee Reports	
c. Library	
Council Action:	NONE July 11, 2023

Circulation for June		Total Circulation since opening (Aug. 2015)	11,606
Fiction	41		
Non-Fiction	17	Total Number of Patrons to Date	578
Total	58		
Cities Represented in Circulation		Total Number of items in collection	4661
Halsey	42		
Shedd	13	Avg. Daily Threshold Count since opening	6.07
Springfield	1	Average Daily Threshold Count for June	4.86
Sweet Home	2		
Value of Inventory Through June			
Fiction	\$50,037.57		
Non-Fiction	\$33,592.16	Books added to inventory in June	65
Total	\$83,0629.73		

Updates

In June we had a threshold count of 107 and an average of 4.86 patrons per day. 65 books were put into circulation, which was from the last big order I placed and the remaining OBOB titles. There has been a lot of construction going on around the library, which likely hurt our patronage.

Summer Reading Program is taking place on 7/8, 7/15, 7/22, and 7/29. Everything is ready to go for the program.

After SRP, I am planning on having small monthly events at the library, such as puzzle day, bubble day, chalk day, etc. These will likely start in September.

JB Woodworks came in and took measurements to build a new bookshelf.

The library received a pledge of \$1,300 from Varcomm, the new owner of the RTI facilities. We are grateful and excited!

I. REPORTS TO COUNCIL

1. Employee Reports	
d. Council Priorities Report	
Council Action:	NONE
April 11, 2023	

In October of 2021, Council adopted City Council Priorities for 2022-2023. This is a quarterly update on staff progress toward these goals.

1. Water System Improvements: The engineering work will begin this month. The direct funding request submitted to the State Legislature for \$300,000 for Halsey's well made it into SB 5506. It will be final when it is signed by the Governor. Engineering is already in progress, and Civil West Engineering will help with the public procurement process.
2. Building Repairs and Facility Improvements: I paused researching asset management & maintenance tracker software while working on financing for the utility projects since we have a deadline to use the ARPA funds. We will work with Linn Co GIS to create an electronic map of our in the ground utilities. The fuel tanks are on hold until we find out the location of the new well. The Community Center sign is on hold until after the Hwy 99 Project is complete.
3. Wastewater Treatment and Sewer I&I Improvements: The I&I report was complete in September 2022. We have applied for financing through DEQ for the whole project, hoping to receive some loan forgiveness grants as part of the loan. We also applied for a planning grant through DEQ for the Wastewater Facilities Plan. Both loans are approved, and the planning one may qualify for 100% loan forgiveness. We don't yet have the terms for the construction loan.
4. Financial Stewardship: Operation costs continued to be impacted by inflation, but city revenue has also increased slightly due to the housing market. Staff continue to seek efficiencies and opportunities to reduce or eliminate costs. Full page billing is implemented. Staff is working on setting up the e-billing portal. The current goal is to have that live by August 1st.
5. RARE Program Participant: Julia has done an amazing job and is close to finishing the original four projects she was assigned. The second-year RARE member application was approved, and interviews were held on June 29th. We are waiting to see which candidate gets assigned to Halsey.
6. Emergency Response Plan: The draft of the Emergency Response Plan will be considered by Council in this meeting.
7. Halsey Park Improvements: The Park Master Plan is completed. The OPRD grant is submitted. We applied for \$110,000 with a \$60,000 match from the Streets and Pathways Fund. Julia and Hilary made a presentation to the Park Committee on June 26th. We will find out if we were successful in December.
8. Vehicle Replacements: The ditch mower was purchased last July. I have not found a nearby city interested in sharing purchase on a manlift but may have a couple of leads on where we may be able to access existing equipment through an Intergovernmental Agreement. This is paused due to work on infrastructure funding.
9. Improve Street Maintenance: The East B Street Project will be completed this summer. We also will be doing some additional chip sealing to preserve existing streets this summer in partnership with Linn County.
10. Council Leadership and Community Engagement: Several Councilors have joined local and regional community groups and boards. Third Thursdays have been happening for 6 months. Some have been more successful than others. Moving them to the park in the summer might improve attendance.

I. REPORTS TO COUNCIL

2. Council Reports		
a. Sharing Hands		
Council Action:	<i>NONE</i>	July 11, 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:	<i>NONE</i>	July 11, 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:	<i>NONE</i>
July 11, 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.

K. OLD BUSINESS

1. Council Application – Gabriel Flores	
Council Action: <i>NONE</i>	July 11, 2023

Issue Statement: The Departure of Councilor McMillen created a vacancy on Council. The Council may appoint a Councilor to fill the seat.

Summary: We have one application for the position: Gabriel Flores.

The appointed Councilor will serve the remainder of the current term, which ends on December 31, 2024.

To be eligible, a candidate must be registered to vote and have lived in the city limits of the City of Halsey for at least twelve months prior to election or appointment. Gabriel Flores meets this requirement. Gabriel has served on the Halsey Park Committee since October 2022.

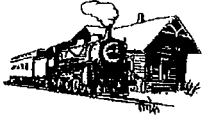
Council may invite the candidate to speak and may ask questions about their background or qualifications or reasons for wanting to serve.

Council may also postpone filling the position.

➤ **Possible Motion:** I move that the governing body of the City of Halsey appoint _____ [name] _____ to the position of City Councilor to serve the remainder of the current term.

- **Council Options**
 1. **Appoint on candidate**
 2. **Postpone appointment**
 3. **Provide further direction to staff**

After the appointment, the City Administrator will administer the oath of office and the Councilor may take their seat.



CITY OF HALSEY
PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522
FAX: (541) 369-2521
TTY: (800) 735-2900

Application for City Council

The following vacancy has been declared by the Halsey City Council: **Councilor**

HALSEY CITY COUNCIL, and is for the following term: from: **January 1, 2021 to December 31, 2024**

Name of Applicant: Gabriel Flores

Address: 91 W. 5th St.

Phone Number: 361-774-4834

Have you been a resident of the City of Halsey for at least one year? ☒ Yes ☐ No

Are you registered to vote in the City of Halsey? ☒ Yes ☐ No

The following information is requested but is not mandatory in helping the Council to choose the best qualified applicant:

Education: Automotive_Repair_Certificate|Bachelor of Science in Biology

Employer: USDA-Agriculture Research Service-National Clonal Germplasm Repository

Please list below any Governmental experience you have had, and/or any Boards, Commissions, or Committees you have served on.

Halsey Parks Committee, Safety Committee @ work, National Society of Leadership and Success Community Service Chair, Los Patos University of Oregon Alumni Group (Events Chair)

Why do you wish to serve on City Council?

So that I may provide my best efforts in serving all of the Halsey community in addition to using my diverse and well rounded background to provide constructive input.

Any other Comments:

Signed:

Date:

06/12/23

The City of Halsey is operated in accordance with federally established policies which prohibit discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

L. ORDINANCES & RESOLUTIONS

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

Council Action: <i>MOTION</i>
--

July 11, 2023

Issue Statement: Council is asked to consider adopting an Ordinance Amending the Halsey Municipal Code Chapter 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.

- **Possible 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

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



ORDINANCE 2023-446

AN ORDINANCE AMENDING CITY OF HALSEY MUNICIPAL CODE CHAPTER 6.15 RELATING TO TRAFFIC.

WHEREAS it is necessary to regulate public use of the right of ways to ensure safety for all; and

WHEREAS parking certain types of vehicles on the right of way may obstruct streets, driveways, sidewalks, walkways, building accesses or vision clearance areas; and

WHEREAS storage of personal property on the right of way may obstruct access to public utilities for emergency repairs;

NOW THEREFORE, THE CITY OF HALSEY ORDAINS AS FOLLOWS:

Section 1: 6.15.030 Definitions

The definition of Recreational Vehicle is amended to read as follows:

“Recreational vehicle” means a motor home, fifth wheel with living space, camper, travel trailer, or livestock trailer with living space.

Section 2: The Halsey Municipal Code Chapter 6.15.175 is amended, in total, to read as follows:

6.15.175 Regulating the parking of trucks, recreational vehicles, trailers, and boats.

(1) Except as provided in subsections (2) and (3) of this section, it shall be unlawful to park any motor truck, trailer, or boat upon streets within the city.

(2) This prohibition shall not apply to the following:

(a) Utility trucks, when parked at the location of utility installation, repair or maintenance work in progress;

(b) Mail trucks, when actually in use for the delivery of mail;

(c) Trucks of any kind when actually in use for the delivery or loading of material, products or property. When trucks are parked in the restricted area of the city, delivery or loading activities must be continuous with no break in such activities lasting for more than 30

minutes. In the event delivery or loading activity ceases for more than one hour, the truck shall be deemed to be parked in violation of this chapter;

(d) Semi-trucks and semi-truck trailers parked on West 1st Street or West 2nd Street for a period of less than 72 hours;

(3) Except as provided in Chapter 5.60 Public Camping, it shall be unlawful to park any recreational vehicle upon the streets within the city.

Section 3 - Effective Date

This ordinance will go into full force and effect on the 30th day after City Council enactment as provided in the Halsey Charter.

PASSED AND ADOPTED by the City Council this _____ day of _____.

READ before the Council this 13th day of June 2023

READ before Council this ____ day of _____ 2023

Adopted this ____ day of _____ 2023

Effective this ____ day of _____ 2023

APPROVED:

Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator/Recorder

L. ORDINANCES & RESOLUTIONS

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

Council Action: **MOTION**

July 11, 2023

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

- **Possible 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

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



RESOLUTION 2023-726

A RESOLUTION OF THE CITY OF HALSEY ADOPTING AN EMERGENCY RESPONSE PLAN FOR THE CITY OF HALSEY

WHEREAS The City of Halsey is vulnerable to natural and human caused hazards that could give rise to potentially disastrous events which could threaten the safety of citizens; and

WHEREAS the proposed Emergency Response Plan provides the foundation and structure for advance planning, coordination with partners, and response to a natural or human caused disaster; and

WHEREAS the City has worked with the Linn County Emergency Management Coordinator to develop this plan;

NOW THEREFORE, the City Council of the City of Halsey adopts the Halsey Emergency Response Plan.

ADOPTED by the City Council this 11th day of July 2023.

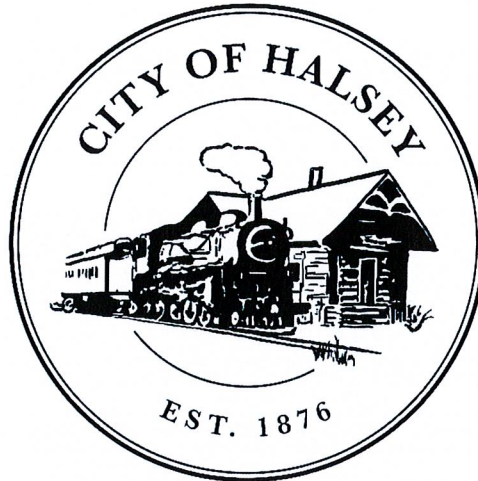
Jerry Lachenbruch, Mayor

ATTEST:

Hilary Norton, City Administrator

DRAFT

Halsey Emergency Response Plan



DISCLAIMER:

This plan documents general agreements reached among emergency responders in the city of Halsey and Linn County. This document generally shows the roles and responsibilities, and serves as guidance for the management of major emergencies and disasters. This plan is not intended for day-to-day emergency response in Halsey, nor is it intended to constrain persons involved in managing emergencies from taking other approaches, if necessary, under the circumstances. No emergency operations plan can replace the common sense and good judgment of emergency response personnel, department directors, and other decision makers. Phone numbers and names listed in the appendices and annexes of this plan are subject to change at any time and are updated periodically.

Executive Summary

Emergency Contacts

CONTACT NAME	POSITION	PHONE	EMAIL	LOCATION
HILLARY NORTON	City Administrator	541-801-0231	Admin@HalseyOR.gov	Halsey City Hall
LARISSA GANGLE	City Recorder	541-554-7294	Larissa@HalseyOR.gov	Halsey City Hall
MADI LACOSTE	Municipal Clerk	541-905-5585	Clerk@HalseyOR.gov	Halsey City Hall
ABI VINSON	Librarian	541-369-2705	Library@HalseyOR.gov	Halsey Library
ANDY RIDINGER	Public Works Director	541-501-9132	Andy@HalseyOR.gov	Halsey City Hall
BILLIE JONES	Public Works	541-990-5993	Billie@HalseyOR.gov	Halsey City Hall
JERRY LACHENBRUCH	Mayor	541-369-2522	Mayor@HalseyOR.gov	Halsey City Hall
JACOB RANDALL	Deputy	541-967-3950	jrandall@linnsheiff.org	Halsey City Hall
TRAVIS HEWITT	District Fire Chief	541-602-0814	halseyfire@rtinet.com	Station 51
EOC INCIDENT COMMAND	Emergency Operations Center	541-812-9208	EOCIC@linnsheiff.org	Linn County Sheriff's Office
RIC LENTZ	Linn County Emergency Manager	541-812-2274 x4693	rlentz@linnsheiff.org	Linn County Sheriff's Office
SCHOOL DISTRICT ROOME	District Office	541-657-8192	dena.crowell@centrallinn.k12.or.us	P.O. Box 200
TELECOMUNICATION PACIFIC POWER	Halsey Office	541-369-2211	support@rtinet.com	707 W First Street
DEQ AIR QUALITY	Power Outage Line	877-508-5088		
	Eugene Office	541-686-7838		165 East 7th Avenue, Suite 100

Public Works Departments Surrounding Halsey

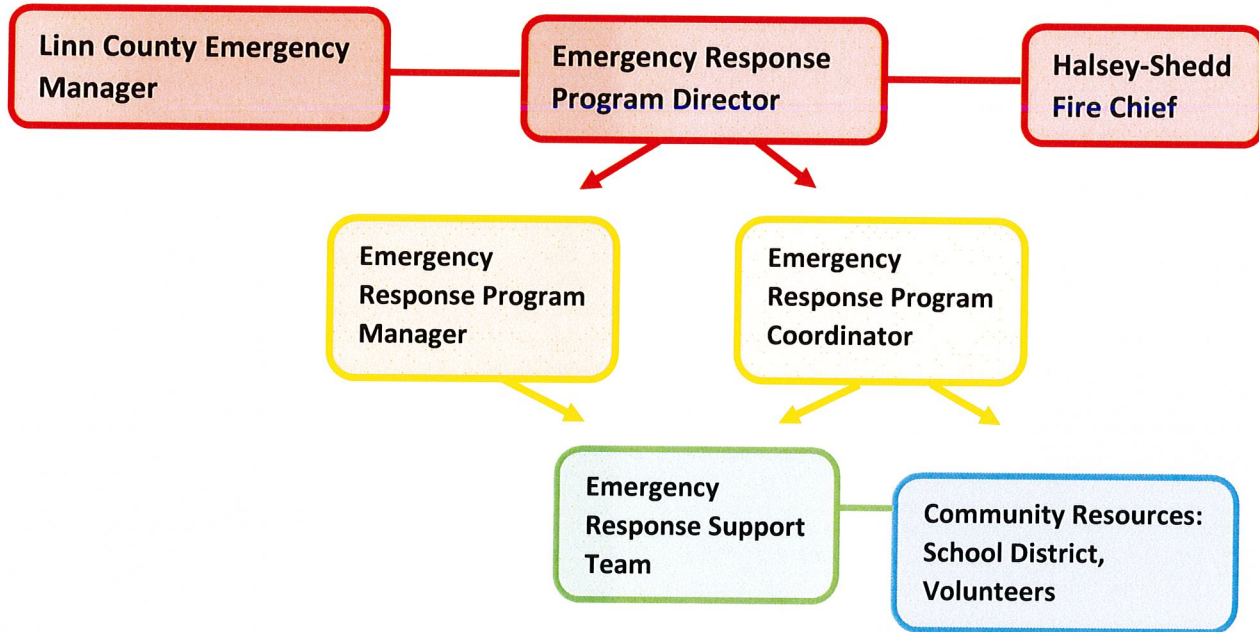
Adair Village	541-745-5507	Harrisburg	541-995-6655	Philomath	541-929-3579
Albany	541-917-7600	Junction City	541-998-3125	Scio	503-394-8152
Brownsville	541-466-3381	Lebanon	541-258-4913	Sweet Home	541-367-6359
Corvallis	541-766-6916	Lyons	503-859-2167	Springfield	541-726-3753
Eugene	541-682-8421	Monroe	541-847-5175	Veneta	541-935-2191

Emergency Radio Channels

Linn County Sheriff's Office: 154.710, 155.475, 155.595, 155.850
Linn County fire dispatch channels: 154.310, 154.130, 153.995, 155.565
Amateur Radio Emergency Services (ARES): 3964.0 KHz

Executive Summary

Emergency Response Line of Command



Designated Roles

Emergency Response Program Director	City Administrator Hillary Norton
Emergency Response Program Manager	Public Works Director Andy Ridinger
Emergency Response Program Coordinator	Mayor Jerry Lachenbruch
Emergency Response Support Team	City Staff and Council
Emergency Response, Law and Safety	County Sheriff's Department
Fire and Medical	Fire District Chief

Emergency Response Priority Phases

Phase 1	Declaration, Communication	ERP is implemented; Communication lines operational for emergency responders
Phase 2	Transportation, Emergency Resources	Roads cleared for emergency vehicles; Emergency resources set up in coordination with Fire and School Districts
Phase 3	Public Works, Public Information	Public Works status assessment begins; Ongoing emergency status report communicated with residents and Emergency Staff
Phase 4	Volunteers, Donations, Clean-up, Utilities	Volunteers and donations are properly documented and managed in coordination with Fire and School Districts; Clean-up and utility restoration begins

TABLE OF CONTENTS

I. PURPOSE AND OBJECTIVES

A. Preface	4
B. Purpose	4
D. Legal Authority.....	5

II. HAZARD ANALYSIS

A. Hazards	6
B. Hazard Analysis for City of Halsey	6

III. EMERGENCY MANAGEMENT PLANNING AND POLICIES

A. Emergency Management Organization.....	7
B. Phases of Emergency Management.....	7
C. Severity of Incidents and Levels of Response.....	9

IV. CONCEPT OF OPERATIONS

A. ERFs and ICS.....	10
B. Synopsis of ERFs & ICS.....	10
C. Activation of ERP.....	10
D. Task Assignments	11

V. EXECUTION OF OPERATIONS

A. Normal Phase	12
B. Preparation Phase.....	12
C. Emergency Phase	12
E. Recovery Phase.....	13

Appendix

Emergency Map.....	14
Emergency Inventory Checklist.....	15
Incident Notification Checklist.....	16
Situation Report Sheet.....	17
Public Works Cooperative Agreement.....	18

I. Purpose and Objectives

A. PREFACE

Like any other community, Halsey is vulnerable to a number of natural and human-caused hazards that could give rise to potentially disastrous events threatening personal injury or death and substantial property damage to citizens of the community.

This Emergency Response Plan is intended to provide the foundation and structure for advance planning to prepare for and/or react to natural or human-caused, non-routine, emergency situations that may have potentially disastrous consequences for the community.

B. PURPOSE

I. The purpose of this plan is to minimize the impact of natural or human-caused disasters in Halsey by:

- Providing a framework for an organized, coordinated response to non-routine emergency or disaster situations.
- Assuring that all affected organizational subdivisions of the City and community are aware of their responsibilities to:
 - Prepare for known potential and unforeseen disasters;
 - Provide response to disaster situations;
 - Provide post-disaster support for recovery/redevelopment.
- Establishing uniform policies and procedures consistent with disaster plans of Linn County and the State of Oregon.
- Providing for organized post-disaster relief operations, with short- and long-range recovery assistance from a variety of local, state, and federal forces.

II. Emergency defined:

For purposes of this plan, a “disaster” or an “emergency” is defined as any natural or human-caused event that produces a significant disruption of customary routine life and meets any of the following criteria:

- Threatens or causes injury or death to a large number of persons;
- Threatens or causes substantial property damage;
- Exceeds, threatens to exceed, or places extraordinary demand on the total emergency response capability of the City and the Fire District;
- Requires extraordinary use of resources and time to bring conditions back to normal.

C. LEGAL AUTHORITY

I. County

- a. **ORS Section 401.305 of the Emergency Management and Services Act: Emergency Management Agency of County or City; Emergency Program Manager; Coordination of Emergency Management Functions.** Each county of

this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city. The executive officer or governing body of each county or any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration, and operation of such agency, subject to the direction and control of the county or city. The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff, and establish lines of communication, succession, and authority of elected officials for an effective and efficient response to emergency conditions.

II. City

- a. **Pursuant to the provisions of Oregon Revised Statutes, Chapter 401**, the responsibility for preparation and response to major emergencies within the City of Halsey is vested with the City Council and delegated to the City Administrator (the City's Emergency Management Program Director).
- b. As delegated by the City Administrator, the Halsey Public Works Director will serve as the City's Emergency Management Program Manager
- c. **Mutual Aid and Intergovernmental Agreements State law (ORS 402.010 and 402.015)** authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant to **ORS 476 (the Oregon State Emergency Conflagration Act)**.

II. HAZARD ANALYSIS

A. Hazards

- I. **Hazards:** Defined as potential catastrophic and chronic physical events that are both naturally occurring or man-made.
- II. **Vulnerable systems:** defined as a population, economy, environment, cultural assets and infrastructure that is sensitive to a given hazard.
- III. **Risk assessment:** the measurement of a community or organization to mitigate, respond to, prepare for, and recover from a disaster or emergency. Risk is also measured by relevant contextual factors, such as: Past recurrences of an emergency; Future probability of an emergency; Speed at which an emergency is onset; Magnitude; Duration, and; Spatial extent. All of these should be considered when assessing hazards and risks to Halsey.

B. Hazard Analysis for Halsey

- I. Linn County's overall risk assessment identified several hazards that pose significant risk to the entire county:
 - a. **The Cascadia Earthquake**
 - b. **Winter Storms**
 - c. **Floods**
 - d. **Wind Storms**
 - e. **Wildfires**
- II. Halsey, in addition to the hazards identified by Linn County, identified several hazards specific to the area in and around Halsey:
 - a. **Transportation:**
 - i. Road closures on I-5 or Highway 99 could cut the city off from supplies and emergency services.
 - ii. An active railroad running through town poses the risk of train derailments.
 - b. **Infrastructure:**
 - i. Many buildings and houses in town are vulnerable to earthquakes and windstorms and have not undergone a seismic assessment.
 - ii. Public water facilities are in need of repair. They also have not undergone a seismic assessment.

III. Emergency Management Planning and Policies

A. Emergency Management Organization (EMO)

Halsey's EMO is comprised of city staff, city council, the fire department and the Linn County Emergency Manager. The EMO will work together to continuously manage and update the Emergency Response Plan and the responsibilities listed therein.

- I. **City of Halsey:** Responsible for carrying out emergency management within the city's jurisdiction, which includes public works and utilities, the public right of way, and servicing Halsey residents.
- II. **Linn County Sheriff's Office:** Responsible for the County's Emergency Management Program. The Emergency Management Coordinator directs planning and trainings for the county's emergency preparedness, disaster response and recovery, and hazard mitigation. During an emergency, they will address transportation, firefighting, care and shelter for the county and its residents, and coordinate resources and emergency communications at the request of municipalities.
- III. **Halsey-Shedd Rural Fire Protection District:** Serves Halsey, Shedd, Peoria and Oakville. They provide fire protection, rescue, ambulance and EMT services for those living within the district.
- IV. **Linn County Emergency Operations Center:** Activated only when disasters occur which affect Linn County. Anytime the EOC is activated whether the incident is big or small, the Incident Commander phone line will be turned on. This line is to be used by official personnel (First responders, EM's, City Managers etc.) so that they can get in touch with EOC staff immediately and not be placed in a queue. **The section chief phone lines will only be turned on if an incident grows to the size/complexity that requires those roles to be filled.** The civilian line will still be active but, that is only for questions and answers that call takers will be monitoring.

B. Phases of Emergency Management

- I. Mitigation
 - a. The Emergency Response mitigation phase will be designed and updated with current risk assessment information from Linn County, the Halsey-Shedd Fire Department, The City of Halsey and its Public Works Department.
 - b. **Public Works:** This Halsey department, as part of their routine work, will document potential risks to the Halsey community, and implement general upkeep and maintenance to prevent potential hazards and emergencies.
 - c. **Fire Department:** The Halsey-Shedd Fire Department, on a reoccurring basis, will conduct city-wide fire hazard assessments and communicate with residents about fire prevention and safety.
 - d. **The City of Halsey:** City staff will create and track a list of public buildings that have already undergone a seismic assessment and those that still need one. They

will also periodically coordinate emergency preparedness trainings and educational materials to staff, council, and the greater Halsey community.

- e. **City Council:** The council and mayor will attend periodic educational and training events to prepare for emergencies.

II. Preparedness

- a. **Emergency Response Plan:** The city will adopt, maintain, and update an Emergency Response Plan. The Emergency Response Plan will be kept on file in the city's Cloud Data Shares under the Emergency Preparedness file, and physical copies shall be securely stored in the following locations: Halsey City Hall, the City Shop, and the Library.
- b. **Partnerships and Cooperative Agreements:** The city will maintain a partnership with the City of Brownsville through the Emergency Preparedness Committee. The city will also maintain the Oregon Public Works Emergency Response Cooperative Assistance Agreement and update the agreement terms as needed.
See Appendix for a Copy of the Cooperative Assistance Agreement.
- c. **Emergency Response Inventory:** It is recommended that cities be prepared with enough emergency supplies to last at least two weeks. Halsey may not receive state or federal assistance right away, and, as it is possible, will need to prepare accordingly. **See Appendix for Recommended Inventory Items.**
- d. **Community Outreach:** Individuals and families that are prepared for an emergency are less taxing on city resources during the event of an emergency. The city will provide information about emergency preparedness to its residents on a periodic basis, and will gather and update a list of residents interested in volunteering for the city during an emergency. As opportunities become available, the city will notify residents on training and workshop opportunities available in Halsey and Linn County.
 - i. **Community Emergency Response Team (CERT):** The Linn County Sheriff will provide the city with information about trainings for volunteering in emergency situations. The CERT program trains volunteers in basic disaster response skills so that professional responders can rely on them in emergency situations, allowing them to focus on more complex tasks.
- e. **City Staff Training:** City staff will undergo emergency response trainings on a periodic basis.

III. Response

- a. **Documentation**
 - i. At all phases of the City's emergency response, room for staff to properly document its response efforts must be made to ensure good safety protocol and proper reimbursement from the state/federal government.
 - ii. **Monitoring a Potential Emergency Situation:** The city will monitor reports about incidents that have the potential to turn into emergency-level threats. Monitoring will include identifying potential hazards and

threats that the incident poses, and, as necessary, issuing a warning to city staff, council, city residents, and other emergency partners.

See Appendix for Incident Notification Checklist Example.

- iii. **Emergency Reporting:** Upon activation of the ERP, the city will report on the emergency situation and response efforts as they occur.

See Appendix for Situation Report Example.

b. Best Practices

- i. Halsey's response and priorities will follow the best practices and most recent information provided by the Linn County Sheriff's Department.
- ii. **Declaring a State of Emergency with Linn County:** Due to the city's low capacity, a significant portion of Halsey's emergency response systems will be undertaken, impacted by and/or supported by the Halsey-Shedd Fire Department and Linn County. To declare a state of emergency with the county, a city must have reached a state of emergency beyond its capacity and resources to handle.
- iii. Emergency response in Halsey must be executed with cooperation and strong communication with the Halsey-Shedd Fire Department and Linn County Sheriff's Office.

IV. Continuity of Operations

- a. The city will make every attempt to continue delivery of essential services to Halsey residents during an emergency. However, a major disaster or long-term emergency will likely require the reallocation of city equipment, facilities, and/or personnel to meet higher priority needs. In the event of an emergency, Emergency Response staff may suspend low-priority city functions and determine the priority of essential services to maintain and recover:
 - i. **Tier 1:** Services that should not be interrupted, or if interrupted, should be resumed within 24 hours.
 - ii. **Tier 2:** Services that may be interrupted for up to one week without causing adverse impact.
 - iii. **Tier 3:** Services that may be interrupted for up to one month without causing adverse impact.

V. Recovery

- a. City staff will follow local, county, state, and federal guidelines and best practices in the recovery process.

C. Severity of Incidents and Levels of Response

The following list provides the different levels of an emergency as defined by the Federal Emergency Management Agency (FEMA). This is good to have on hand for City Staff to better understand when to expect outside agency involvement.

- I. **Level one:** A level I disaster is a massive disaster that results in presidential disaster declaration, with federal, regional and national resources involved. This disaster results in significant damage. This kind of emergency requires full staffing with all emergency support functions activated.
- II. **Level two:** A level II disaster is a moderate disaster that will most likely result in presidential declaration of an emergency in addition to moderate federal assistance. This kind of disaster requires mid-level staffing and most, but not all, emergency support functions.
- III. **Level three:** A level III disaster is classified as a minor disaster with minimal damage, but could still result in a presidential declaration of an emergency. This disaster requires moderate staff, with only specific emergency support functions.

IV. CONCEPT OF OPERATIONS

A. ERFs and ICS

- I. What are ERFs?
 - a. **Emergency Response Functions:** An assembly of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities recover after a domestic incident.
- II. What is an ICS?
 - a. **Incident Command System:** A standardized and streamlined approach to the command, control, and coordination of emergency response that can provide a common hierarchy through which responders from multiple agencies can be effective.

B. Synopsis of ERFs, ICS and Lines of Succession

- I. Transportation: Public Works Director, Fire District Chief, City Administrator
- II. Communications: Linn County Sheriff's Department, County Sheriff, Fire Chief, City Administrator
- III. Public works: Public Works Director and Public Works Assistant, City Administrator
- IV. Fire and medical services: Fire District Chief
- V. Hazardous Materials: Fire District Chief

- VI. General staff: Administrative Clerk, Librarian, Municipal Clerk, Mayor and City Council

C. Synopsis of Task Assignments

I. City Administrator: Emergency Management Program Director

- a. Oversee the Emergency Response Plan for Halsey, with the authority to:
 - i. Activate the Emergency Response Plan.
 - ii. Coordinate response and recovery efforts with the Fire Chief, Sheriff's Office, city staff and council.
 - iii. Implement mutual aid agreements and request county, state, and federal resource assistance.

II. Emergency Management Program Manager: Public Works Director

- a. Oversee public works facilities, public works staff, and coordinate with outside entities and volunteers to get public works facilities operational.
- b. Coordinate with Fire District to open Halsey's roads for emergency vehicles.
- c. Coordinate with the city administrator in requesting emergency public works support from other cities. **See Page 1 for list of participating cities.**

III. Emergency Management Program Coordinator: Mayor

- a. Work with the city administrator to coordinate aid from outside agencies as needed.
- b. Work with previously identified volunteers in Halsey to assist with resource disbursement and other emergency services.
- c. Responsible for emergency volunteer recruitment during mitigation phase.

IV. Emergency Management Program Support Team

- a. **City Council:**
 - i. Continue to perform policy-level tasks, including the authority to issue a Declaration of Emergency and to invoke incident-specific Emergency Measures.
 - ii. Assist the city administrator and staff with communications to residents and other city response and recovery efforts.
- b. **City Staff:** responsible for delegation of tasks under the city administrator and public works director, including record keeping and, as possible, the continuity of normal city operations.
 - i. **Librarian:** Act as a Supplemental Guide during an emergency. Coordinate and communicate with emergent volunteers that often turn out in emergency situations to help out. Coordinate and collect donations and direct emergent volunteers to activities that are both safe and useful for them to do.

V. EXECUTION OF OPERATIONS

A. Normal Phase

- I. Everyday operations and routine procedures occur in this phase
- II. Practice small-scale risk management on a daily basis: maintain clear roads for emergency vehicles, and report city facility or infrastructure damage as it occurs.

B. Preparation Phase

- I. **Training:** Provide annual trainings for city staff and offer annual volunteer trainings to the community.
- II. **Risk Assessments:** conduct and document risk assessments to public buildings, facilities and roads.
- III. **Periodic Emergency Inventory Checks:** ensure city emergency supplies are still usable, duplicate supplies for on and off-site storage.

C. Activation of Emergency Response Plan

The Emergency Response Plan will be activated by the Emergency Response Program Director. In the event of an emergency that the Emergency Response Program Director is incapacitated or otherwise unable to activate the Emergency Management Plan, the next designated personnel in succession will activate it, and so forth.

D. Emergency Phase

- I. Operations: The following are operations that can and may take place within the jurisdiction of Halsey
 - a. Communications
 - b. Public Works
 - c. Fire Fighting
 - d. Public Information
 - e. Transportation
 - f. Volunteers and Donations
 - g. Search and Rescue
 - h. Law Enforcement
 - i. Hazardous Materials
- II. Designated Emergency Personnel
 - a. **Emergency Response Program Director:** City Administrator
 - b. **Emergency Response Program Manager:** Public Works Director
 - c. **Emergency Response Program Coordinator:** Mayor
 - d. **Emergency Response Program Support Team:** City Staff and Council
- III. Order of Emergency Phases
 - a. **PHASE ONE:** The Emergency Response Plan is activated by the City Administrator; Communication lines are operational and designated emergency personnel are contacted; City Council and Staff convene to implement the

Emergency Response Plan; Contact with Halsey-Shedd Fire District and Linn County Sheriff's Office is established.

- b. **PHASE TWO:** Public Works assist the Fire District in clearing roads for emergency vehicles; Emergency resources are set up in coordination with Fire and School Districts.
- c. **PHASE THREE:** Public Works systems status assessment begins; An ongoing emergency status report is communicated with residents and the Emergency Management Organization (EMO).
- d. **PHASE FOUR:** Volunteers, donations, and outer-city assistance are properly documented and managed; Clean-up and utility restoration begins.

E. Recovery Phase

This phase will be implemented and completed with the support of Linn County and the state of Oregon. The following components of Halsey must be returned to their original functional capacity to complete the recovery phase.

- I. Firefighting, Health and Medical Services, Law Enforcement
- II. City Infrastructure and Public Works
- III. Schools, Housing, Utilities, Commercial, Industrial, and Agricultural Operations

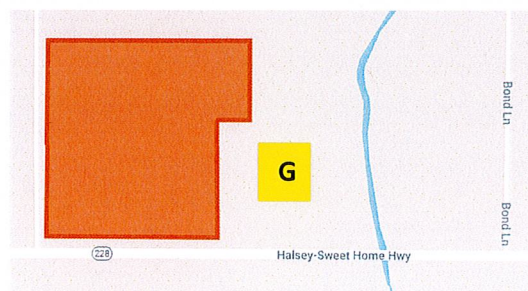
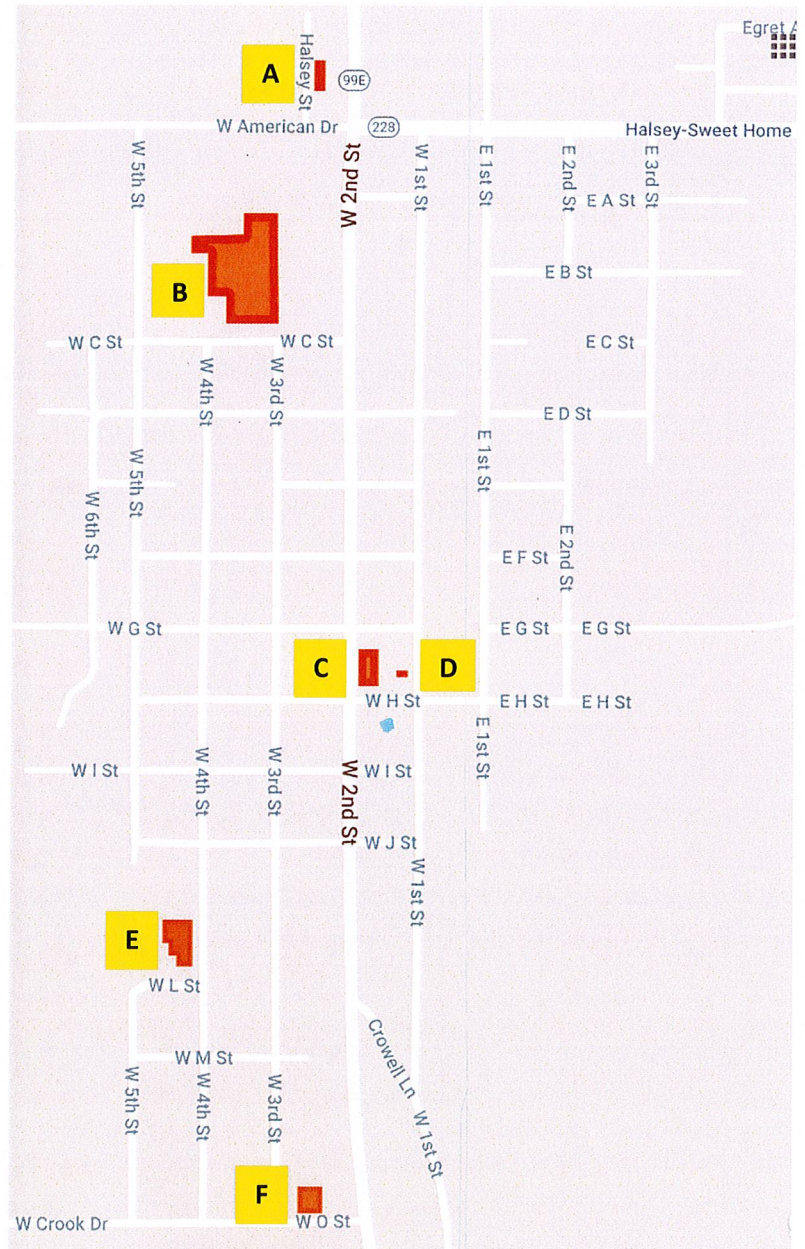
Appendix

Emergency Map

- A. City Hall & Community Center:** ERP, Go-Bags, Commercial Kitchen, Open Space, Important Documents, Vehicle, Tech Equipment.
- B. Central Linn Elementary School:** Seismic-Proofed Spaces, Kitchen, Pavilion.
- C. Halsey-Shedd Fire District:** Seismic-Proofed Space, Water, Emergency Disaster and Medical Equipment.
- D. Library:** ERP, Gathering Space, Tech Equipment.
- E. City Shop:** ERP, Go-Bags, Public Works Equipment, Vehicles, Water Reservoir (750,000 Gallons), Utilities.
- F. Memorial Park:** Pavilion, Open Space, Outdoor Cooking Facilities.

*Separate Map:

- G. Central Linn Jr. High and High School:** Seismic-Proofed Spaces, Kitchen, Water Reservoir.



Emergency Inventory Check List

Assemble a "go-bag" with the following inventory:

	ERP Paper Copy		Cellphone		Pens		Water Facility Map		Cash
	Face masks		Chargers		Lap Top		Sewage Facility Map		Flashlight
	Crank radio		Notebooks		Facility Keys		Time Sheets		Credit Card

Go-Bags should be found at the following locations: City Hall, and the City Shop.

As funds are available, assemble an emergency storage unit with the following inventory:

	Five-Gallon Buckets		Maintenance Tools		Adult & Infant Diapers		FEMA Tents
	Water purification Supplies		Flashlights		First-Aid Kits		Wood Chips
	Non-perishable food		Sanitation Supplies		Garbage bags		Survival Blankets

Incident Notification Checklist

Name: _____

Date: _____

Incident description:

Check which Staff/Community Partners were notified:

☐ **City Manager: 541-369-2522**

Cell Phone: 541-801-0231

Name: Hilary Norton

Time Notified: _____

☐ **Asst. City Recorder: 541-369-2522**

Cell Phone: 541-554-7294

Name: Larissa Gangle

Time Notified: _____

☐ **Municipal Clerk: 541-369-2522**

Cell Phone: 541-905-5585

Name: Madi LaCoste

Time Notified: _____

☐ **Public Works: 541-369-2550**

Cell Phone: 541-501-9132

Name: Andy Ridinger

Time Notified: _____

☐ **Library: 541-369-2705**

Cell Phone: 541-913-6232

Name: Abi Vinson

Time Notified: _____

☐ **Mayor: 541-369-2522**

Cell Phone: 406-439-1321

Name: Jerry Lachenbruch

Time Notified: _____

☐ **Fire District: 541-369-2419**

Cell Phone: 541-602-0814

Name: Travis Hewitt

Time Notified: _____

Other Community Partners:

☐ Linn County Sheriff's Office: 541-967-3950

Time Notified: _____

☐ School District: 541-657-8192

Time Notified: _____

☐ ODOT: 888-275-6368

Time Notified: _____

☐ Pacific Power: 1-888-221-7070

Time Notified: _____

Situation Report Sheet

Situation Report # _____

Incident Name: _____

Date: _____

Prepared by: _____

ERP Status:	City ERP Manager:
Time:	City ERP Phone/Fax:

1. Situation

City Declaration Status: _____ Date: _____ Time: _____

Incident Description: _____

Current Situation: _____

2. Impacted Areas (Citywide)

3. Transportation Status (Road Closures, restrictions, reopening info, public transport)

4. Utility Status (Water, power, gas, telephone)

5. Emergency Notifications (Agency, time, delivery method)

6. Current Casualty Data (Indicate if estimates used are for missing/injured/confirmed dead)

7. Damage Assessment

8. Evacuation Status

9. Shelter Status (Locations, shelter population, total population)

10. Critical Resources Status (ID critical resource needs/availability/mutual aid status)

11. Next Expected Steps

Oregon Public Works Emergency Response Cooperative Agreement

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions;

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in, ORS 401.025 (5), the parties

who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support;

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency;

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 402.010 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities.

NOW THEREFORE, the parties agree as follows:

1. **Request** - If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

2. **Response** - Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

A. Determine whether it has the personnel, equipment, or material available to respond to the request.

B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.

C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.

D. Provide appropriate access to the available material.

E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

3. Incident Commander - The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

4. Documentation - Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

5. Release of Personnel and Equipment - All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

6. Compensation - It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.

B. Compensation for equipment at Responder's established rental rate.

C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.

D. Without prejudice to a Responder's right to indemnification under Section 7 herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:

1) Maximum liability shall not exceed the cost of repair or cost of replacement, whichever is less.

2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.

3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators. Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

7. Indemnification - This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision. To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

8. Workers Compensation Withholdings and Employer Liability - Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

9. Pre-Incident Plans - The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

10. The Agreement -

A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter

into this Agreement and that all parties who execute this Agreement will be considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. Above, to all others who have entered this Agreement.

B. The Oregon Department of Transportation (ODOT) Maintenance and Operations Branch shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the Agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.

C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:

1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.

2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

11. **Non-exclusive** - This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

12. **Parties to This Agreement** - Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON
DEPARTMENT OF TRANSPORTATION
12/30/2022
Galen McGill Date
Statewide Maintenance and Operations Engineer