



City Council Work Session Meeting Agenda

April 28, 2020

6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas and Youth Advisor Quinton Sheridan.
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
8. *City Council members will be participating via conference call.*
9. *Citizens are welcome to participate in person; the room is disinfected, and 6' separation of space is observed. If you would like to participate, but don't want to do so in person, you are welcome to submit comments to us in written form or can call us to relay a message to the City Council. Staff can also contact you during the meeting for you to submit your own verbal comments.*
10. *Please do not attend in person if you are actively coughing, or running a fever.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

ORDINANCES

1. THE MATTER OF ADOPTING ORDINANCE NO. 974, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE”

STAFF REPORT:

Exhibit A: City of Harrisburg Residential Building Permit

Exhibit B: Oregon Fire Code Application Guide for Harrisburg

Exhibit C: Revised Land Use Application

Exhibit D: Draft Fire Code Ordinance

Exhibit E: Ordinance No. 974

ACTION: Motion to approve Ordinance No. 974, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 15.15 IN RELATION TO FIRE CODE”.

RESOLUTIONS

2. THE MATTER OF APPROVING RESOLUTION NO. 1232, EXTENDING THE TERMINATION DATE OF RESOLUTION NO. 1229 FROM APRIL 28, 2020 TO JUNE 9, 2020

STAFF REPORT:

Exhibit A: Resolution No. 1229

Exhibit B: Resolution No. 1230

Exhibit C: Proposed Resolution No. 1232.

ACTION/MOTION: MOTION TO ADOPT RESOLUTION NO. 1232, “A RESOLUTION AMENDING RESOLUTION NO. 1229, SECTION 6, EXTENDING THE DATE THAT RESOLUTION NO 1229 SHALL REMAIN IN EFFECT UNTIL JUNE 9. 2020”

3. THE MATTER OF APPROVING RESOLUTION NO. 1233, AUTHORIZING STAFF TO SUBMIT A PLANNING GRANT TO THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD) IN ORDER TO DEVELOP AN UPDATE TO THE 2004 HARRISBURG PARKS MASTER PLAN , REVISE THE PARKS SDC REQUIREMENT AND FURTHER REFINE THE CITY’S 2016 ‘100-ACRE PARK FEASIBILITY STUDY’ TO ASSURE INTEGRATION WITH EXISTING AND FUTURE CITY PARK DEVELOPMENT

STAFF REPORT:

Exhibit A: Draft Resolution No. 1233

ACTION/MOTION: "I MOVE TO APPROVE RESOLUTION NO. 1233, "A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR AN OREGON PARKS AND RECREATION DEPT. (OPRD) PLANNING GRANT IN THE AMOUNT OF \$40,000 AND RESERVING A CITY MATCH IN THE AMOUNT OF \$10,000 FROM THE CITY'S PARKS SYSTEMS DEVELOPMENT RESERVE FUND.

4. **THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO PROVIDE UP TO A \$100 CREDIT TO THOSE LOCAL BUSINESSES ENGAGING IN RETAIL SALES OR SERVICES.**

STAFF REPORT:

Exhibit A: Proposed Resolution No.1234

ACTION/MOTION: I MOVE TO APPROVE RESOLUTION NO. 1234, "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR THE AUTHORITY TO CREDIT CERTAIN UTILITY ACCOUNTS."

5. **THE MATTER OF ESTABLISHING A \$500 TO \$1,000 CITY GRANT FOR THOSE LOCALLY OWNED HARRISBURG COMMERCIAL BUSINESS LICENSEES WHO FIT PROGRAM PARAMETERS.**

STAFF REPORT:

Exhibit A: City of Newberg Newspaper Article

Exhibit B: Proposed Resolution No. 1235

ACTION/MOTION: I MOVE TO APPROVE RESOLUTION NO. 1235, "A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH A GRANT PROGRAM TO AID SMALL HARRISBURG BUSINESS LICENSEES WHO ARE IN RETAIL SALES OR SERVICES."

6. **THE MATTER OF CONSIDERATION OF A RESOLUTION TO AUTHORIZE STAFF TO SUBMIT AN APPLICATION TO ODOT FOR A SAFE ROUTES TO SCHOOL GRANT IN THE AMOUNT OF APPROXIMATELY \$625,000**

STAFF REPORT:

Exhibit A: Resolution No. 1236

ACTION/MOTION: I MOVE APPROVAL OF RESOLUTION 1236, "A RESOLUTION SUPPORTING THE CITY OF HARRISBURG'S APPLICATION FOR A 2020 SAFE ROUTES TO SCHOOL INFRASTRUCTURE GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION TO CONSTRUCT CURB, GUTTER, AND SIDEWALK ON THE WEST OF 9TH STREET BETWEEN DIAMOND HILL DRIVE AND TERRITORIAL STREET, PROVIDING A SAFE

**ROUTE BETWEEN THE NEIGHBORHOODS NORTH OF TERRITORIAL STREET
AND THE HARRISBURG SCHOOLS”**

**7. THE MATTER OF PROCLAIMING THE MONTH OF MAY AS MENTAL HEALTH
MONTH.**

STAFF REPORT:

Exhibit A: Proclamation

**ACTION: THE MAYOR WILL READ THE PROCLAMATION ESTABLISHING
MAY AS MENTAL HEALTH MONTH.**

NEW BUSINESS

**8. THE MATTER OF CONSIDERATION OF AN INFRASTRUCTURE TIMING AND
SECURITY AGREEMENT BETWEEN THE CITY AND THE OWNER OF LOT 2,
PARTION PLAT 2018-68.**

STAFF REPORT:

Exhibit A: Draft of Proposed Agreement

Exhibit B: Plat Map

Exhibit C: Partial Planning Commission Packet from 06/19/2018

**ACTION/MOTION: I MOVE TO APPROVE THE CITY OF HARRISBURG/ANITA
CASPER INFRASTRUCTURE AND TIMING AND SECURITY AGREEMENT**

9. THE MATTER OF APPROVING HARRISBURG HIGH SCHOOL PARADE PERMIT

STAFF REPORT:

Exhibit A: Harrisburg Parade Permit Application

**ACTION/MOTION: “I MOVE TO APPROVE THE PARADE PERMIT APPLICATION
SUBMITTED BY THE HARRISBURG SCHOOL DISTRICT.**

10. THE MATTER OF BUDGET OVERVIEW FOR FISCAL YEAR 2020-2021

STAFF REPORT:

Exhibit A: Budget Calendar

ACTION: FOR INFORMATIONAL PURPOSES ONLY

**11. THE MATTER OF REVIEWING THE 2ND QUARTER FY 2019-2020 FINANCIAL
REPORT DOCUMENT.**

STAFF REPORT:

Exhibit A: 2nd Quarter Financial Report

ACTION: I MOVE TO APPROVE THE 2ND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-2020.

CONSENT LIST: Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

12. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for January 28, and February 11, 2020, as well as Dec 5, and Dec 9. (Executive Sessions, public portions only.)

Exhibit B: Payment Approval Report for March 2020

Exhibit C: Personnel Committee Minutes for October 21, 2019
November 20, 2019, and Jan 20, 2020.

ACTION: MOTION TO APPROVE THE CONSENT LIST

A motion to approve the consent list will approve the following:

- 1. The City Council Minutes for the December 5 and 9th 2019 Executive Session (Public) Minutes, as well as for January 28, and February 11, 2020.**
- 2. The payment approval report for March 2020**

13. CITY ADMINISTRATOR VERBAL REPORT

1. A request from a Harrisburg business from outside the jurisdiction.
2. City Zoning/Subdivision Code Project
3. Election Update
4. John Hitt Vacation (May 10 to June 2)
5. COVID-19 City Disinfection Update

OTHER ITEMS

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