



City Council Business Meeting Minutes July 28, 2020

Mayor: Robert Duncan, Present.
Councilors Present: Mike Caughey, Kimberly Downey, Robert Boese and Adam Keaton,
Councilors Absent: Randy Klemm and Charlotte Thomas
Staff Present: City Administrator John Hitt (via Zoom), City Recorder/Asst. City
Administrator
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at 6:00pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. People present were for items on the agenda.

THE MATTER OF MEETING WITH LCSO

- Lieutenant Bandon Fountain was present and reviewed the information from the June report. Caughey asked about the item that appears like it was actually from March. Fountain determined that it was an incident that occurred in March, but due to circumstances, wasn't cited until June. Caughey also asked about the missing vehicle. Fountain said that he will need to follow up on that; there was a BOLO put out on the vehicle, but it hasn't yet turned up to his knowledge.
- Mayor Duncan said that Coburg Police Chief Larry Larson was in the audience, and that he had asked him to come due to citizens asking about the possibilities of Harrisburg having its own police department.
- Chief Larry Larson had brought information for the City Council in relation to creating a police department. He personally has not started a police department; he has actually rebuilt one. These are guidelines from the Department of Justice on a national level. (The guidelines are available in the City Records office but are also on-line with the Department of Justice.) He talked about some nearby police departments, and the budgets that they had, ranging from a little under \$700,000 to \$1.2 million. If Harrisburg started one, you would need to have additional security, and a location for paperwork, and evidence. The LEDS (Law Enforcement Database Software) and CJIS (Central Justice Information Software) requirements are stringent. There are bullet proof vests, which cost \$1,000 each,

and a police car typically costs around \$45,000, which is what we spent in 2017 for one. There is approximately \$50,000 that they budget for equipment on an annual basis. Dispatch costs are annual; they pay \$70,000 a year, and that's a bargain. There are multiple policies that will take time to review and adopt. His department has about 170 policies, that are recommended by the state and federal agencies. There is an annual report that is required by the federal government, and that includes stops, racial profiling information, and information about body wires, etc. For juveniles, there is a separate report. Hiring takes a long time; there are a lot of people retiring right now. There are so many departments looking, that the City of Eugene is offering an \$8,000 signing bonus for officers seeking a lateral move. A police department is an investment and is quite expensive. Cities have to figure out what the purpose of having one is; what is your motivation? It's expensive, but if your goal is to make the city safer, and to increase property values, then it might be worth it. That's just some information he wanted to leave for the Council to consider. He then added some more information in relation to the strong IT department that they are required to have. LEDS is managed by the Oregon State Police, and you do get audited by them as well. Coburg has a police department, but it was started a long time ago.

- Mayor Duncan thanked him for coming and knew that the Department of Justice has to approve the efforts too.
- Both Downey and Caughey thanked him for providing them with the information from the DOJ.

THE MATTER OF APPROVING A RESOLUTION AUTHORIZING THE SUBMISSION OF A TRANSPORTATION GROWTH MANAGEMENT (TGM) GRANT APPLICATION TO UPDATE AND ENHANCE THE CITY'S 1999 TRANSPORTATION SYSTEM PLAN (TSP)

STAFF REPORT: Hitt told the Council that it is important to have an updated TSP, therefore, we are applying for this grant in order to afford the costs of updating ours. This will include the update of our transportation SDC's.

- Caughey **motioned to approve Resolution No. 1241, "A RESOLUTION INDICATING THE CITY OF HARRISBURG'S INTENT TO APPLY FOR TRANSPORTATION AND GROWTH MANAGEMENT GRANT, PROVIDE FOR GRANT MATCHING & THE CITY'S WILLINGNESS TO WORK COOPERATIVELY WITH THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM TO FULFILL THE OBJECTIVES OF THE GRANT", and was seconded by Downey. The City Council then voted unanimously to approve Resolution No. 1241.**

THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT AND APPROVING RESOLUTION NO. 1242

PERSONNEL COMMITTEE REPORT: Chairperson Downey briefly reiterated the information in the staff report, and Hitt added that it's a good policy that we have put together, in order to strengthen the one, we already had.

- Downey **motioned to approve Resolution No. 1242, "A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT." She was seconded by Caughey, and the City Council voted unanimously to approve Resolution No. 1242.**

THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE, APPENDIX D AND APPROVING RESOLUTION NO. 1243

PERSONNEL COMMITTEE REPORT: Downey said that this was also recommended for approval by the Personnel Committee.

- Downey **motioned to approve Resolution No. 1243, “A RESOLUTION AMENDING THE CITY OF HARRISBURG EMPLOYEE MANUAL, TO UPDATE POLICY NO. 129, GENERAL LEAVE OF ABSENCE AND APPENDIX D.”** She was **seconded by Keaton**, and the City Council voted unanimously to approve Resolution No. 1243.

THE MATTER OF RECOMMENDING LEAGUE OF OREGON CITIES (LOC) LEGISLATIVE PRIORITIES FOR THE 2021 LEGISLATIVE SESSION

STAFF REPORT: Eldridge summarized the agenda bill, and pointed out that in the 1st Choice matrix, that there were several clear favorites, with J, Infrastructure Financing & Resilience being first, followed by U, Property Tax Reform, and W, Right-of-way/Franchise Fee's Authority Preservation, and H, Housing and Services Investment. Hitt added that the Council didn't need to go with these as their choices, and that's why we wanted to have discussion about these. There are several other people in the room who had different choices, and they might want to talk about the ones that didn't come out on top.

Caughey said that he and Boese both liked A, Beer and Cider Tax Increase. He added that like the other 'sin' products, Tobacco, and Liquor, there are a lot of people using these during the pandemic. He thought it was something that was realistic and was surprised that nobody else voted for it. Boese agreed with him and thought it time for a change. However, Keaton didn't like that thought, and didn't think it was a good concept to increase those taxes. Scholz agreed with him. New York put taxes on fountain drinks, and on candy bars, and it looks like never-ending taxes. He feels like it's individually taxing people and finds it over the top. Keaton agreed, and said that if we are taxing something, we shouldn't single out specific things. He thinks it's a bad concept for government to tell you what you should and shouldn't do. After some more discussion, Downey added that she feels like the state does fine on taxing things already. She thinks that cigarettes are already taxed at \$2 a pack. We should pick our battles. Mayor Duncan said that he was concerned with some of the things on the list, and really disliked them. He doesn't want to necessarily give the state more money. Caughey appreciated their comments. Keaton said that's his reasoning, and why he doesn't like a lot of what's on this list. He's rather liberal in his leanings when it comes to taxation.

Eldridge suggested that we could just go over each of these and see if the rest of Council wanted to go with what's on the matrix. Council can discuss if they want to add or remove any of the topics.

- J: Most of Council and Keaton agreed with J being the top choice.
- U: Downey was nervous about messing with property taxes. Keaton was too; he didn't like to have them touch stuff like this; it didn't make sense. But, he's also ok with it being a choice; Downey agreed, and said that she's sort of on the fence, but could go with that being Council's choice.
- W: Keaton really liked that one, and Mayor Duncan agreed, although he's happy either way.
- H: Downey said that she had voted for that one. She liked that one, but she also liked the one that Chuck liked (Z); they were the only ones who did. Keaton was in favor of having more resources, but he didn't choose it; we spent a decent chunk of taxes on those kinds of services already, and we seem to be better than California on it. But Eugene spends a ton, and they have the highest concentration of

homelessness on the west coast. Mayor Duncan was fairly upset with the state of homelessness; being in construction, he sees how much it costs to build a home, and the prices being put on them. The amount of regulations they have to put up with is ridiculous. It's quite frustrating that a first time home now costs close to \$350,000. Council discussed that a while longer.

- Caughey thought it was too bad that we couldn't vote for 5, because he likes Mental health Service Delivery too.
- **Council consensus was to go with those issues, as shown in the matrix with the top votes, J, U, W & H.**
- Scholz suggested that perhaps Council would like some feedback from staff on these in the future. The right-of-way authority issue is always a top concern with him, because here we are fighting with the railroad, and trying to keep franchises on the utilities. He was surprised that Council didn't vote for it. Another thing Council may not have thought of, is that we had to spend \$88,000 recently to replace a sewer pump, just because too many people were using wipes, and were flushing them. They really aren't flushable. (Issue V, Reducing Wastewater Impacts from Wipes and Other Non-Flushables). He thought it might be useful if Staff could provide our recommendations and the reasons for them. We know more of this stuff, dealing with it on a regular basis.

Downey liked that idea a lot, as did Mayor Duncan. Hitt said that's one of the reasons that he added staff into the votes. Caughey said that if you have information like that, then he would like staff to share it. We had no clue about that.

THE MATTER OF APPOINTING SUSAN JACKSON TO A VACANT TERM ON THE PLANNING COMMISSION

- Downey **motioned to appoint Susan Jackson to the vacant Planning Commission Term Ending Dec 31, 2021. She was seconded** by Keaton, and the **City Council voted unanimously to appoint Susan Jackson to the Planning Commission.** Caughey added that he thought she was a wonderful choice for the Planning Commission and thanked her for serving the City in several other capacities!

THE MATTER OF APPROVING A PROFESSIONAL SERVICES CONTRACT FOR AN INTERIM FINANCE OFFICER.

STAFF REPORT: Hitt summarized the report, and said that since Gaines has already been providing these services to us, it's easier to have him continue to do so until we have our new person hired in.

- Downey **motioned to Approve the Professional Services Contract between Tim Gaines, as an Independent Contractor, and the City of Harrisburg. She was seconded** by Keaton, and the **City Council voted unanimously to approve the professional services contract with Tim Gaines.**

THE MATTER OF APPROVING A PERSONAL SERVICES CONTRACT BETWEEN THE CITY OF HARRISBURG AND ERIC HALL ARCHITECTS

STAFF REPORT: Hitt briefly reviewed the report.

- Downey thought that Jordan Cogburn was already hired. She wasn't sure why we were doing this.

- Hitt explained that Jordan is already familiar with our code, and has acted as Planner for several months, so it made sense for him to continue to do so after he changed employment.
- Keaton then **motioned to approve the Independent Contractor Agreement between Eric Hall Architects and the City of Harrisburg. He was seconded by Downey, and the City Council voted unanimously to approve the Independent Contractor Agreement with Eric Hall Architects, and to keep Jordan Cogburn as the contracted planner to work when needed.**

THE MATTER OF AN ACCOUNTING OF INTERGOVERNMENTAL AGREEMENTS (IGA'S) WITH OTHER GOVERNMENT ENTITIES

STAFF REPORT: Eldridge had put together the spreadsheet in the report and had sorted it in a way for the Council to better understand the types of IGA's we had. She had included some older ones that were still in effect, such as the 1990's agreements, and had the PERS agreement from 1951...pointing out that once you join PERS, you can never leave. She was happy to answer questions if Council had any in relation to the report.

- Keaton was surprised to see that agreement with the Fire District and was glad it was on here.

THE MATTER OF APPROVING THE CONSENT LIST

- Caughey did have some questions on the expense report, but he contacted Eldridge, who had excellent answers to his questions.
- Downey **motioned to approve the consent list and was seconded by both Caughey and Keaton at the same time. The City Council then voted unanimously to approve the consent list. The motion to approve the consent list approved the following:**
 - **The City Council Minutes for May 21, 2020**
 - **The payment approval report for June 2020**

CITY ADMINISTRATOR/STAFF VERBAL REPORT:

1. **Perdue Pharma:** Hitt said that this was a prescription company who was in a class action lawsuit. The city received information that allowed us to participate, and if allowed by the court, there is a possibility of receiving money from it. Chances are low that we will see anything, but it cost nothing to send in the form.
2. **Utility Billing Changes:** Hitt said that as we reinstituted the utility billing shut offs, we recognized that with all the time it took for PW staff to go out and hang tags, that it might be time to make some changes. We discussed this with staff, and realized that it's simpler, and cheaper to mail the shut off notices. We will discuss how we want to make this change and will bring it to you. He feels that overall, time spent by staff on this will be reduced. We can try it over a few months, and see how citizens react to it, and see if it works.
3. **City Engineering Contract Addendum:** Hitt said that when we were originally setting up Jordan as our planner at Branch Engineering, that we signed an addendum with Branch. Branch Engineering didn't realize this, but it inadvertently terminated the contract. We have a new amendment now, which states that we don't want to terminate the contract. They are working on so much with them on the water bond project, that it's important that we continue the relationship. He wanted to mention it, so if Council would prefer it come to them for review, we can do that. Otherwise, we will sign the addendum and re-institute the agreement.

4. Cascades West Leadership Institute: Hitt said that he has decided to take a class with Michele, to work on management skills and relationships together. He discovered about five years ago with a different employer, that it's really useful to take the class together when mentoring someone because we can share information. He felt Eldridge was really strong, but he wanted to make her even stronger, in the hopes that she will be in a better position to possibly take the leadership role if Council should want to put her in that position. It's well within our budget, and there are only about six class days that we will take together. The classes will be from September through December.

OTHER ITEMS

PW Director Report: Scholz wanted to give an update on what's happening around town, because there are so many projects that are in gear right now. First, is the downtown street rehabilitation project. The contractor has started moving in equipment and is getting ready to start on Monday. They will begin near Key Bank, on Macy, and 2nd St. Then they will move down 2nd St. from Moore to Smith St. They will get the majority of that work done, with the water line replacement, sidewalks, and pavement, by October at the latest. Then they'll move to Smith St. The contract requires them to be done by the end of May.

Then, for the water line replacements, you've seen already the work we've done on 5th St. Now, you'll see the bids for the LaSalle St. project, in which we will replace the old water line, as well as it being an entire street project. The rest of what you'll see in the future will mostly be straight water line replacements, rather than a combination of street and water line together. We are in various design stages. They will proceed with Eagles Way, S. 8th St., and then on 9th St., they will work from Diamond Hill Rd to LaSalle. There are other spur lines that will be replaced as part of those projects too.

On the water treatment side, he met with the design team about two weeks ago; he couldn't have a better team for this kind of work. We have three different engineering firms that are working independently with him. Those 3, used to work for the 3 largest design firms in the entire country...that's who is work with him on this project. We will walk the areas tomorrow, and in late August, we should have a conceptual layout. He feels really good about how we will move forward with this project.

Caughey said that he had someone asking him questions about wanting to know what's going on with the street projects, and then someone else asked him about utilities. They want to know if someone is going to send them a letter before they start tearing up the streets. Scholz told him that there will be two letters, which go to anyone who is both owning, and renting. After we get the bids approved, you will see letters going out. Downey said that she was notified at least 4 different times, from the engineer, and the contractor. She saw that complaint on Facebook; people complain about the water, and then they complain when we are trying to fix the water. Scholz agreed and said that people were really upset about the paint showing up on their properties. They did that on 5th St., because most people didn't realize how much they were encroaching on the right-of-way. Hitt said that we will put more information on the website, and on Facebook. It's out there already, but we will add more. Scholz said that the contractor is required to make contact with the occupant of the house, especially if there are any limited access areas.

ADJOURN: With no further business to discuss, the meeting was adjourned at the hour of 7:42pm.

Mayor

City Recorder