



City Council Business Meeting Minutes January 12, 2021

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton, and Charlotte Thomas
Councilors Absent: Randy Klemm
Staff Present: City Administrator John Hitt, Asst. City Administrator/City Recorder Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and PW Director Chuck Scholz
Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:32pm.

THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL PRESIDENT. The City Recorder administered the Oath of Office to the Mayor, for a term ending December 31, 2022, and the Oath of Office for two Council Members, Mike Caughey and Robert Boese for terms ending December 31, 2024. Copies of the signed Oath of Office forms are available in the City Recorders' office.

THE MATTER OF SELECTING A COUNCIL PRESIDENT FOR A TWO-YEAR TERM. The City Council voted in an open ballot for who would be selected as the City Council President for the next two years. **Mike Caughey, with 5 votes will continue to be the Council President for Calendar Years 2021 and 2022.** Kim Downey had one vote. Ballots with detail of which Councilor voted for whom are available in the City Recorders Office.

CONCERNED CITIZEN(S) IN THE AUDIENCE. All present were there for the meeting and for items on the agenda.

THE MATTER OF PUBLIC INPUT CONCERNING STATE OF OREGON COVID-19 BUSINESS RESTRICTIONS

STAFF REPORT: Hitt presented the State Summary of Covid-19 Restrictions for Counties considered, "Extreme Risk". The City is trying to remediate impact to City businesses by offering grants. Staff is looking at offering more grants this month.

- Thomas stated that she is wanting to provide more help for businesses. She asked what we can, as the Council, do to implore the Governor to lift the freeze. She

suggested a letter be sent to the Governor and State Representatives from the City Council addressing the freeze.

Downey noted that Gridiron's tent was ruined in a storm. Scholtz stated that business cannot put up structures or other stuff on sidewalks per the City's contract with Delta in specific parts of Harrisburg. Eldridge stated that she spoke with Jack from Gridiron and let him know that we can allow less parking spaces for outdoor sitting. Restaurants can contact the City to work out the details. She also informed Council that there is a go-fund-me account to raise funds to replace the tent. Keaton spoke with Diane, a local business owner, who is frustrated with the response. She thought the City had jurisdiction over business Covid compliance. He explained to her how the authority flows from the State to the County to the City. She seemed to understand the situation better after the discussion. Thomas added that we did not set the rules, so we cannot lift the mandates. We cannot offer protection from those. Boese said that owners of food establishments are suffering. He agrees with sending a letter with stern language. Thomas added that we have no enforcement authority. We are supporting our businesses by not enforcing. Eldridge said she will create and send a letter on behalf of Harrisburg businesses. She could reach out to the state to ask if perhaps the City could determine if a restaurant is meeting the highest standards, whether they would allow us to confirm it instead, in order to allow a restaurant to be open. Scholz suggested sending the letter out in utility billing for residents to send to the Governor. Thomas requested that we include a section to ask if we can change the requirements in our area from red to orange.

Caughey said that businesses are following the rules. He recently visited Lincoln City that is in the Orange area. The businesses there had followed the rules well. He did not visit places that do not follow the rules. He agreed with what we have done so far. He likes Eldridge's suggestions on the letter and future grants. He reiterated that we cannot tell or encourage businesses to break the law. Downey asked him if he would be comfortable eating in a tent. He replied that it depended on the ventilation. Mayor Duncan then apologized for asking Downey to respond to a Facebook post, which explained what the City has done so far in support of our businesses. He stated that he is frustrated that we, the City, have no authority, and the situation is unjust. Supermarkets are open, so why not restaurants. He liked Scholz idea to send a form letter in the utility billings. Caughey commented that Downey did a good job writing the response on Facebook. Most people have no idea what the City can really do.

- Mayor Duncan asked for consensus from Council to send the letter from the Council and include a form letter (Addendum No. 1) with the Utility Bills. Council agreed.
- Eldridge shared that she had received a "thank you" for what the Council has done so far for Harrisburg businesses. She and Hitt are working on a new program to help business establishments. They are both willing to go visit each business owner and highlight what the city has available. She also reluctantly noted that the Governor has extended the Extreme Risk level for Linn County for an additional two (2) weeks.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO

LCSO REPORT: Lieutenant Brandon Fountain reviewed the last report on the month of December. Caughey stated that reports vary greatly, particularly in the rate of speed. He asked if there was a general rule that Deputies follow for how far over the speed limit a person must go to get stopped. Deputy Hauke, who was also present, responded that there is not a general rule. It depends on the area, time of day, etc. Lieutenant Fountain noted that the Sheriff's Office can give more details on the report if needed. Thomas asked the school zones were an exception. Deputy Hauke stated that more citations are written in the school zones.

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM COBURG POLICE DEPARTMENT

STAFF REPORT: Eldridge noted that a representative not available. Captain Larry Larson could not make it to this meeting but will give his report during the Council Workshop on January 23, 2021.

THE MATTER OF APPROVING A LIQUOR LICENSE FOR THE NEW OWNER OF AMERICAN MARKET

STAFF REPORT: Eldridge discussed the Copy of Redacted Liquor License Application. The DMV is providing different formats during the pandemic, so this is what we received. The applicant is not present because he is working tonight.

- Thomas **motioned to authorize the City Administrator or his designee to recommend that the OLCC approve the liquor license for Biraj Sharma Kwinkel, the new owner of American Market. She was seconded by Keaton, and the City Council voted unanimously to recommend that the OLCC approve the liquor license for Biraj Sharma Kwinkel.**

THE MATTER OF APPROVING AN IGA WITH PSU FOR THE COMPENSATION AND BENEFIT ANALYSIS PROJECT

STAFF REPORT: Eldridge discussed the Proposed IGA for a wage analysis with PSU (Portland State University), noting that we are following the schedule set by the Personnel Committee, and City Council. LGPI (Local Government Personnel Institute) did the last one for us, but they have since restructured. PSU quoted \$4,522 for the complete analysis using five cities as a comparison base. The timeframe given for the completion of the analysis is February 28, 2021.

Thomas asked if we were doing the comparison to make sure we were compensating enough to not lose employees. Duncan replied that we want to retain workers. Boese stated that the timing seemed off due to the economy. Caughey added that he does not want to get in a position of underpaying employees like they did before. He likes the idea of doing it now, regardless of the pandemic. Thomas asked if CWCOG (Cascades West Council of Governments) provides this service. Duncan replied that CWCOG discussed possibly doing it in the future during one of his recent meetings. Eldridge added that CWCOG recently lost their director and stopped several of their programs. She also noted that the City through piggy-backing on the Junction City RFP was able to obtain the lowest rates from amongst the government providers we have worked with; and that the price was further dropped for us through negotiation. Thomas expressed her frustration with the requirements for cities, because her husband had recently completed a wage comparison for his (private) employer for far less than what the City is paying.

- Keaton **motioned to approve the IGA with Portland State University for a compensation and benefit analysis for FY 2021-2022. He was seconded by Downey. City Council voted with Caughey, Downey, Boese, and Keaton voting in favor for the IGA, and Thomas voting against. Motion was therefore passed to approve the IGA with Portland State University.**

THE MATTER OF REVIEWING STAFF PROPOSALS FOR CITY ADMINISTRATOR RECRUITMENT

STAFF REPORT: Eldridge discussed the process required to begin recruitment for a City Administrator. Council reviewed the recruitment schedule, advertisement, budget, and brochure prepared by staff. Council directed staff to continue with process.

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded by Caughey. The City Council voted unanimously to approve the Consent list. The items approved by this action were as follows:**

- **The City Council Minutes for November 10, and December 8, 2020**
- **The Payment Approval Report for December 2020**
- **The appointment of Rhonda Giles to the Planning Commission for a term ending December 31, 2024**

CITY ADMINISTRATOR VERBAL REPORT

1. Zoning Code Update. The timeframe for the zoning code updates has been moved back due to several new land use permits taking precedence. Downey asked if Sommerville was set to be repaired. Scholz stated that the CIP does not include it at this time.

2. City Tax Collections. Due to connection issues, Hitt was not able to share the report. Nelson confirmed that all tax requirements have been met. Eldridge noted that Hitt would send the information to Council later when he returned to work.

3. Miscellaneous. Scholz gave updates on Public Works projects.

- a) Survey of 9th Street from Lasalle to Diamond Hill and the 6th Street waterline has begun.
- b) Construction off Territorial started this week.
- c) Lasalle from 6th to 9th Street construction is 99% finished. Waiting on the weather to complete.
- d) Smith and 2nd Street HRA project is on schedule to finish at the end of May.
- e) Diamond Hill from 7th to 9th Street plan is 60% complete. This project includes waterlines, service lines and an overlay.
- f) Site plan for the treatment plant is 60% completed on the utility plan portion. Minor bid packets to prepurchase some equipment will be completed in the next few months. Two (2) generators will be purchased with the Government Purchase Program.
- g) RFP for the test well is out. Well No. 9 site needs to match Well No. 8 of 300 gallons/min.
- h) There is one (1) pipe under the slow speed tracks for wastewater. The gravity set to alleviate the problem is completed. The emergency pump plan is 70% completed. Plans will be available in the next few meetings for review.

Keaton asked if the timeline for 6th Street. Scholz stated it should be done by the end of March. Caughey asked how long the water was going to be off during construction. Scholz replied worst case scenario is eight (8) hours. Caughey followed-up by asking who the preferred contact for questions is on projects. Scholz replied either himself or Mike from J & H.

4. External Electronic Device Reminder - Policy Sign Off. Eldridge reminded Council that we need the signed policies returned.

5. Paper Vs. Electronic Packets. Thomas stated that she would like an electronic packet.

6. Verification of Email set up on new Fire Pads. All councilors were able to access their emails.

7. Schedule new Council Picture/Individual Pictures. Council preferred waiting until the masks were not required or find an appropriate way to social distance.

8. Bio Updates. Council was asked to go to the City website and review their personal biographies. Send any updates to Eldridge for uploading.

OTHER ITEMS. None discussed.

ADJOURN: At the hour of 8:10pm; the meeting adjourned with no further business.

Mayor

City Recorder

February 1, 2021

Honorable Governor Kate Brown
Attn: Citizens' Representative
900 Court Street, Suite 254
Salem, Oregon 97301-4047

Dear Governor Brown:

As a citizen of the City of Harrisburg, I respectfully ask that you reconsider your stance in relation to eating and drinking establishments, that are not allowed to have indoor dining while our county (Linn County) is still considered Extreme Risk.

Our restaurants and drinking establishments have all adjusted to the High-Risk guidance, with limitations to capacity, removal of dining tables, installation of plexi-shields where possible, and other guidance as required by the State of Oregon. They all comply with stringent disinfection requirements. Many of them are barely surviving and are now in danger of closing for good. Allowing take out only, and outdoor seating, has limited them to only a few employees, while many of the remaining employees are furloughed, and are struggling to support themselves.

Having a business close will leave those few employees who are working, and the owners, without the means to support themselves. Those people in turn will rely on more of the dwindling state resources that are still available. Our small retail and service businesses are also struggling to comply with the requirements that you have mandated. Frankly, our already fragile local economy is in danger of dwindling even further.

I would like to point out that these small types of businesses (especially locally owned restaurants) generally don't have enough traffic to create higher infection rates. In fact, most of the infections are coming from exposure in social gatherings, especially in the younger age groups. As you and your staff consider the great many factors involved in this process, I would urge you to keep in mind

the needs of small towns, and small business owners, as well as the urgent need to keep our families wage earners employed.

We ask that you re-consider the more stringent requirements in relation to our businesses. Please allow them to operate at the high-risk standards, while the remaining extreme risk guidelines stay in place, if warranted.

I live in a town that is resilient, that has been operating since 1866. Please help us to maintain our economy and help to support our businesses in town. Thank you for your consideration and recognizing that we are all in this together.

Sincerely,

Citizens Names

Addresses/Emails (Optional)