



City Council Business Meeting Minutes April 13, 2021

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Present
Councilors Present: Kimberly Downey, Adam Keaton, and Charlotte Thomas
Councilors Absent: Randy Klemm and Robert Boese
Staff Present: City Administrator Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and Public Works 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 6:31pm.

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

THE MATTER OF REVIEWING AND APPROVING THE PROPOSED CHANGES TO THE LIBRARY POLICY THAT SUPPORT BECOMING A FINE FREE LIBRARY ON A TRIAL BASIS
STAFF REPORT: Eldridge reviewed the proposed changes to the Library Policy. The Library Staff present is Ross and Spangler. The Library Board wants to eliminate the admin fee of 25% to lost or damaged books. They also want to specify that suspension of library services are proposed to start when fines for lost or damaged books reaches \$20.

- Thomas asked at what point is a book considered lost. Ross replied that patrons have 21 days to renew and can renew another two times. Then 21 days after the final renewal or if the book is not renewed it goes into the lost mode within the system. After another 30 days it is considered lost.
- Keaton asked for clarification that if they lose 1-3 books they can still use the library services. Ross said that was correct as long as they did not go over the \$20 limit.
- Caughey **motioned to approve the Library Policy changes to support the fine free library trial. He was seconded by Keaton. The City Council voted unanimously to approve the Library Policy changes to support the fine free library trial.**

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO

LCSO REPORT: Sergeant Beth Miller reviewed the last report on the month of March 2021. She highlighted that catalytic converters are still being stolen. It seems like RVs and pick-up trucks are

being targeted, probably due to easier access to the undercarriage of the vehicle. LCSO is working with scrap yards, which are supposed to keep records. However, some do not.

- Thomas asked about the wrecks on the bridge. Miller replied that OSP handled the call, so she did not have any information. Thomas stated that she thought there should be more signage about the upcoming construction. Scholz said that the current signage meets ODOT requirements, and an inspector is always on site during active construction. Miller suggested to contact Coburg or Lane County and see if they could place a reader board about the upcoming construction and MPH reduction. Scholz stated there are already two reader boards coming up to the construction site and they are set by federal standards.

THE MATTER OF DISCUSSING AND APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TRI-COUNTY CHAMBER OF COMMERCE AND THE CITY OF HARRISBURG TO SUPPORT THE ANNUAL SUMMER CONCERT SERIES

STAFF REPORT: Eldridge discussed the MOU between the Tri-County Chamber of Commerce and the City of Harrisburg to support the Annual Summer Concert Series. She pointed out that John Hitt created the original proposal found on page 63 of the agenda packet. The Chamber agreed at that time to take over the Concert Series. She has started working again with the Tri-County Chamber of Commerce after the pause last year due to COVID-19. She has spoken with our attorney to make sure the proposed MOU is appropriate for the current situation and restrictions. If approved the concerts will start-up in July and run through mid-August. The City will help with sponsorship letters and act as a fiduciary for donations.

- Keaton asked if the COVID-19 specific language was necessary. Eldridge said it was not. Keaton suggested removing everything other than the first sentence on the 9th Chamber responsibility item. Amending the MOU to read “9. The Chamber is required to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the Summer Sounds Concert Series.”
- Thomas **motioned to amend the Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series as discussed. She was seconded by Caughey, and the City Council voted unanimously to amend the Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series as discussed.**
- Thomas **motioned to approve the amended Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series. She was seconded by Caughey, and the City Council voted unanimously to approve the amended Memorandum of Understanding (MOU) between the Tri-County Chamber of Commerce and the City of Harrisburg regarding the collaborative partnership between the two organizations to support the Annual Summer Concert Series.**

THE MATTER OF APPROVING A LOCAL GOVERNMENT GRANT PROGRAM AGREEMENT WITH THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD)

STAFF REPORT: Eldridge reported that the City of Harrisburg has received the Parks & Rec. \$40,000 grant. The city has a matching amount of \$25,000. We will use the grant funds to hire a consultant to create our Parks Master Plan. According to our attorney, we can go with McCarthy

without going out for other bids. However, another group wants to bid. She asked Council if they wanted to fast start or follow a competitive bid process.

- Keaton asked if we own the feasibility studies that McCarthy completed. Eldridge said that we do, and that is our starting point.
- Thomas asked if we would have to deal with change orders or do they have to do the bid as submitted. Eldridge stated they must do the bid as submitted. Scholz said he did not think that more bids would equal a lower bid and that the bid we have from McCarthy is good. Caughey suggested to do more research on the subject and bring it back during the next meeting.
- Keaton **motioned to approve the Local Government Grant Program Agreement for the Parks Master Plan update. He was seconded by Downey. The City Council voted unanimously to approve the Local Government Grant Program Agreement for the Parks Master Plan update.**

THE MATTER OF DISCUSSION REGARDING THE 4TH OF JULY CELEBRATION

STAFF REPORT: Eldridge said that we are moving forward with having fireworks and a parade. We need to get the message out to residents to stay home for the fireworks, as hopefully they will be high enough to see throughout Harrisburg. Barricades will be put in place down by the riverfront to prevent people from trying to drive down there and possibly injuring a pedestrian. Currently, we are not planning on having bands and vendors. However, if COVID-19 restrictions are lifted, we can always add them back in. The 5K event will happen as normal. Some of the children's events can also happen. We are still working on a parade. ODOT is not allowing parade permits, meaning, we will have to stay off Hwy. 99. There are several other options on local roads. We will also have to keep away from 4th Street due to railroad tracks. The reverse parade is still an option. We have reserved Coburg Police for the 4th of July event. Eldridge asked if we want to use the American Relief Plan (ARP) funds for additional security.

- Thomas asked if we need to police COVID-19 restrictions. Eldridge said we do. Duncan said it was for insurance reasons and for security. Thomas asked if we were concerned about lawsuits. Duncan replied that if we want a parade or fireworks, we need to have the extra security. Thomas asked for clarification on what we are asking and paying security to do. Duncan said to enforce OHA regulations. Eldridge added that our attorney recommends extra security to protect against any insurance claims. Duncan stated that he wants to move forward with parade, and he is willing to do whatever it takes. Thomas said she is okay with the extra security for crowd control, but not with the extra stuff related with COVID-19.
- Eldridge said we are going to talk to local businesses and allow outdoor and sidewalk events and dining. Keaton asked why we were not having vendors. Eldridge replied to keep people from congregating.
- Keaton asked how much funds do we need. Eldridge said she was requesting \$10,000.
- Keaton **motioned to approve the request to use American Relief Plan (ARP) funds, not to exceed \$10,000, on additional security for the upcoming 4th of July Celebration. He was seconded by Downey. The City Council voted unanimously to approve the request to use American Relief Plan (ARP) funds, not to exceed \$10,000, on additional security for the upcoming 4th of July Celebration.**

THE MATTER OF THE MAYOR PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG

Council President Mike Caughey read the proclamation found on page 79 of the agenda packet.

THE MATTER OF APPROVING THE CONSENT LIST

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

- **The City Council Minutes for February 9, February 10, February 23, and March 9, 2021**
- **The Payment Approval Report for March 2021**

CITY ADMINISTRATOR VERBAL REPORT

1. Oregon Government Ethics Commission (OGE) deadline is April 15, 2021.
2. The Building/Electrical Permits Assumption Plan has been approved for Junction City and Acela. We are researching costs for Linn County data drops and US Bank fees. We are also working on creating new applications. The cut-off date for Linn County is July 1st, 2021.
3. We are looking at applying for a CBDG Grant and acting as a fiduciary agent for the Mid-Valley Partnership.
4. Mid-Valley Local Emergency Planning Committee (MVLEPC) Function Exercise will be on April 22, 2021 from 8am – 11am. Scholz said that we have already done a tabletop exercise. We will now be doing a virtual simulation of a hazardous leak on a rail car. Next year we will do an actual live functional exercise.
5. We have not hired a new City Recorder yet. Eldridge is going to reorganize job descriptions for a more equal workload.

OTHER ITEMS.

- Downey shared that she had a council member from another city ask if we were meeting in person or still on Zoom. She wanted to thank staff and Council for being wise and actively trouble shooting during the pandemic.
- Duncan asked if the staff was vaccinated for COVID-19. Eldridge said that most are. Everyone that wanted to have been.
- Public Works Update:
 - Scholz said that two (2) pressure lines start tomorrow and should be done in two (2) months.
 - Smith Street is getting asphalt.
 - Macy and Moore Streets are almost complete.
 - Diamond Hill is out for bid next month.
 - The Water Treatment plants will be out for construction bids in the fall.

ADJOURN: At the hour of 8:07pm; the meeting adjourned with no further business.

Mayor

City Recorder