



Harrisburg City Council Meeting Minutes December 10, 2019

The Harrisburg City Council met on this date in a regular business meeting at the Harrisburg Municipal Center, located at 354 Smith St., at the hour of 6:33pm. Presiding was Mayor Robert Duncan. Also present were Mike Caughey, Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas and Youth Advisor Quinton Sheridan. Staff members present were Interim City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, and Finance Officer Tim Gaines.

CONCERNED CITIZEN(S) IN THE AUDIENCE. Members in the audience were present for items on the agenda, or as general observers.

THE MATTER OF ADOPTING THE LIBRARY POLICY HANDBOOK VIA RESOLUTION, REPEALING RESOLUTION NO. 800, AND APPROVING ORDINANCE NO. 971, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 2.20".

- Downey thanked the Library Board for the terrific job they did in updating the policy handbook. She then **motioned to approve Resolution No. 1224, "A RESOLUTION ADOPTING A NEW LIBRARY POLICY HANDBOOK, AND REPEALING RESOLUTION NO. 800", and Ordinance No. 971, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE CHAPTER 2.20."** She was seconded by Thomas, and the City Council voted unanimously to approve both Resolution No. 1224, and Ordinance No. 971, modifying the Public Library Ordinance to match the Policy Handbook.

THE MATTER OF APPROVING A NEW LIQUOR LICENSE FOR KARAMDEEP KAUR DOING BUSINESS AS EZ STOP MARKET AN DELI

Staff Report: Hitt noted that when we approve these, we are actually only making a recommendation to the OLCC (Oregon Liquor Control Commission) to approve the issuance of a license. The City doesn't have the authority to approve or deny a liquor license application.

- Klemm asked what sort of vetting would go into an application.
- Hitt told him that the locality doesn't get involved, unless the applicant is known by the City to have issues or problems. In this case, it's a brand-

new applicant; it will be up to the OLCC as to whether they want to issue or deny a liquor license.

- Caughey **motioned to authorize the City Administrator or his designee to recommend that OLCC grant the new liquor license and was seconded by Keaton. The City Council then voted unanimously to authorize the City Administrator, or his designee recommend to the OLCC that they grant the new liquor license to Karamdeep Kaur, dba EZ Stop Market.**

THE MATTER OF PROVIDING TECHNOLOGY SERVICES FOR THE CITY OF HARRISBURG

Staff Report: Finance Officer Tim Gaines said that the former City Administrator wanted to contract with OCWCOG (Oregon Cascades West Council of Governments) for IT services and made the switchover from Cobalt Computers. Cobalt is a terrific company; he (Gaines) had worked for Hewlett Packard for ten years prior to coming to the City. Nobody there was as good as Steve Church, the owner of Cobalt Computers. He emphasized the reasons provided in the agenda bill for making the switch back to Cobalt Computers as our main IT provider.

- Council briefly discussed why the switch in companies was being made. Gaines related that we two years ago, we did find a ransom virus in our computer systems, and Cobalt was able to catch the virus, isolate it, and remove it before it could do any damage. Sweet Home recently lost all of their data, due to a similar situation. Gaines related that the virus was actually open, and operating, but hadn't yet gone critical. Thomas said that she knew that sometimes companies don't get their information back when that happens. However, Keaton noted that the information is not seen by them; you are simply locked out being able to access your data. Downey had done some research, and the prices that we were being charged were really good and were slightly better than what the private sector is being charged. She wondered why Latta had made the switch, and Eldridge remarked that he wanted to go with another government group. Eldridge agreed with Gaines that Steve at Cobalt provided superior services, and was more knowledgeable, plus, had faster response times than what we had been receiving from CWOCOG. Both Gaines and Eldridge noted that OCWCOG was a good option to have as backup assistance in IT services. Gaines commented that they are nice people; they just aren't able to respond to us with the speed we need, as well as the other issues outlined in his staff report.
- Thomas **motioned to authorize the Interim City Administrator to Enter into a Future Agreement with Cobalt Computer Services Inc., to manage our IT needs, and was seconded by Downey. The City Council then voted unanimously to authorize the change to make Cobalt Computer Services, Inc., our main IT Service provider.**

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the consent list and was seconded by Caughey. The City Council then voted unanimously to approve the consent list. The action of Council approved the following items on the consent list:**

- **The City Council Minutes for September 10, and September 24, 2019.**
- **The payment approval report for November 2019**

THE CITY ADMINISTRATOR PROVIDED ORAL REPORTS IN RELATION TO THE FOLLOWING SUBJECTS: (Unless otherwise stated, all opening comments were made by John Hitt.)

- IGA/City of Coburg: We have a draft agreement put together and will bring it to the January business meeting.
- LCSO Contract: We don't yet have a contract but expect it shortly. The report we had does not have any hours in it, and he prefers that format; however, he didn't want to start it until January. Traffic enforcement is hard for the deputies to quantify, and he prefers we focus on crime issues. Council briefly discussed the issue and were still somewhat reluctant to move away from tracking hours spent on traffic enforcement issues. Hitt reminded Council that the contract from Coburg will give us 25 hours of pure (mostly) traffic enforcement. Klemm felt that there should be a way for LCSO to provide us with the services we need in relation to traffic without it being cumbersome for the deputies. Downey would like to have them explain why they are limited to how they can report things through their software. She knows its difficult when they do so many things in one day. She went on a ride along with Deputy Tracy White, and she can see that it could be hard for them to separate it.

Caughey felt that Lieutenant Duncan addressed it really well and provided us with a reasonable explanation for why they reported it the way we do. However, he felt that they could still provide some type of ballpark hours for us. We called for 75 hours of traffic a month, and we've received that only twice in 2 ½ years. We reduced that to 50 hours, and we still aren't getting it. For some reason, traffic is real issue for LCSO to report on. He had thought having that number for some time would be a help. He understands that Coburg is coming in just to do traffic, which will be what we ask, and which areas we want assistance in. Maybe after that, when we can see citations and warnings, we will have something to compare to. Mayor Duncan saw his point, and he thinks it's doable, but he also agrees with Kim. He puts on his tool belt in the morning, and they put on a gun belt, and mace, and bullet proof vests.... traffic enforcement is not high priority on their list. Klemm agreed that it isn't public safety.

Traffic Control Solutions: Hitt said that Coburg will be doing an informal traffic survey, with some equipment they've recently purchased. They will be able to record traffic, average speeds, compare it to the speed limit. It can also be targeted to monitor if vehicles are coming to a complete stop. This is something that is part of our contract, without additional charges to us. We would need time to set up the equipment, and then to move it, but the time would be relatively small. It's an important tool, that we can use, which will show us trouble spots for traffic in town. It will give us lots of flexibility to get a base line of what traffic is doing in various parts of town. Caughey loved that; and thought we really need it. We get input from citizens from certain locations, and they are informed, but we get some really unhappy people in relation to traffic enforcement. It may not be as serious as what they are reporting, but we will be able to have actual numbers.

Interim City Administrator Contract: Hitt said that we are not dealing with his contract tonight, but we will talk about some of the things we need to do in the future, including

increasing his hours from 30 to 40 hours a week. Michele had some discussion with CIS, and they will allow him to waive his insurance, although he needs your approval to do it. However, they do require that we provide him with a basic life policy, AD&D and LTD. Those costs are \$186.46 a month; but you won't need to pay PERS. That saves us approximately \$1,800 a month. Klemm asked if that was Tier 1 or Tier 2, and Hitt told him neither, as he is retired. The benefits savings comes to roughly \$1,600 per month, or \$40,000 a year. He would like PTO and holidays as well; he'd like to return to Texas and his home from time to time. He will still be earning sick pay, although he virtually never gets sick. He'd like to take vacation every month if he can. Downey asked if he had a place to stay yet, and Hitt told her that he is still commuting from Lebanon. He'd like to find someplace closer so he could avoid that commute. Klemm said that if you are increasing from 30 to 40 hours, that your salary is proportionately increasing. Hitt agreed, and said it was.

Hitt also asked if Council wanted to adopt the agenda or not. He was used to doing that in Lebanon. It makes no difference to him if you do it or not, but he was used to doing that, and if he has last minute things to enter, such as a proposal, he could do so. Downey asked him what the benefit of that would be. Hitt told her it would be just if something came in at the last minute. Downey said we can just table it. Klemm thought that was just what we call 'others'. Caughey thought they would be 'other' others. Klemm said that the School Board had that kind of agenda, along with a consent list. Mayor Duncan said maybe it's something we can consider.

Knife River Property Purchase: Hitt said that the plat is still not officially approved, although it's been finalized, and re-surveyed. We are still moving forward on the revised contract, and hopefully will be able to close escrow soon. Eldridge added that we will also need to pay the \$52,000 owing to Knife River. Hitt was still a little worried about meeting the newest deadline. One thing easily resolved, is the additional insured certificate that we need. The other one that is a little trickier, is the reclamation issue. There is a one-year plan on the reclamation, in which DOGAMI might come back and require replacement of something. (Department of Geology and Mining Industries). We might need to have a MOU (Memorandum of Understanding) with them. Hopefully, we will get there. Caughey asked if that dealt with the slope of the ponds, and Hitt told him yes, it does. There are also trees that are planted, he thought it was around 200 that are required. The current reclamation plan is from the 70's and was amended in 2009. We need to make sure that they take care of any monitoring. Downey asked him if that was dry or wet acres, and Hitt told him it was all pretty wet.

Strategic Plan Priorities: Hitt said that we will go over the priorities in February. He was working on the new plan. Some of the priorities will likely change, as we are closing to being done with Knife River. There is also the sanitary crossing beneath the railroad tracks.

OTHER ITEMS: Eldridge reminded everyone to turn in their fraud risk inquiry letters. Gaines said that he knows it's everyone's favorite thing to do; if anyone has questions about it, he is available to help. Mayor Duncan said that he didn't answer the first questions; wasn't certain how to. Gaines said that a lot of it is to make sure that nepotism isn't occurring, etc.

With no further business to discuss, the meeting was adjourned at the hour of 7:26pm.

Mayor

City Recorder