



City Council Work Session Meeting Minutes March 24, 2020

Mayor: Robert Duncan, Presiding (In Person)
Council President: Mike Caughey, Present via Conference Call
Councilors Present: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas, all present via conference call.
Absent: Youth Advisor Quinton Sheridan
Staff Present: In Person; City Administrator John Hitt, and City Recorder/Asst. City Administrator Michele Eldridge. Via Conference Call, Finance Officer Tim Gaines.
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan, at the hour of 6:30pm. He noted that the Council was participating via conference call tonight, and that he would be calling on each of them in order to comment on, and vote during the meeting on each subject.

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

- Harrisburg Fire/Rescue District Chief Bart Griffith was present and spoke briefly with Council about the COVID-19 responses from an EMS (Emergency Medical Service) standing. They had kept a good storage of PPE, so were doing well compared to many other organizations. He also informed them of their protocol when going into people's homes and treating them.
- The City Council thanked him, and his volunteers for the work that they do. They cannot say how much they appreciate all of them.

THE MATTER OF A DISCUSSION WITH THE LINN COUNTY SHERIFF'S OFFICE (LCSO) – FEBRUARY REPORTS

LCSO Report: Sergeant Greg Klein related the information on the February Reports for the City Council. They also had adequate PPE, and he described how they are dealing with interactions with the public. They are being careful to have mostly phone interactions with people when following up on issues such as burglary.

Downey thanked them for apprehending the person who had gotten out of the correctional institute, and that was responsible for some of the area burglaries, and Caughey thanked them for the February response to traffic. He was surprised with the number of people driving uninsured! Klemm asked him to tell his deputies of how much we thanked them for their service.

RESOLUTIONS

THE MATTER OF CITY OF HARRISBURG DECLARING A LOCAL STATE OF EMERGENCY AND APPROVING RESOLUTION NO. 1229.

STAFF REPORT: Hitt reviewed the actions allowed by the resolution in declaring our own state of emergency. This was a recommendation by the City Attorney. It leaves no questions or doubt as to whether we qualify for emergency assistance. It also shows that we are cooperating with all the other agencies. He reviewed the actions allowed by the resolution language. He did want to point out specifically that he has an end date on this, but technically, the Governors Executive Order No. 20-12 does not have an end date.

Keaton appreciated that we had an end date on our declaration, as the state does not have them. Thomas agreed with him, as did Caughey. Klemm asked if he had taken actions already, as it says this has ratified previous orders. Hitt told him that we have City facilities closed to public access, and employees are working from home on a scheduled basis. Klemm felt that the resolution was thorough, and well written. Downey thought it looked great.

- Thomas **motioned to approve Resolution No. 1229, “A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY RELATED TO THE NOVEL INFECTIOUS CORONAVIRUS (COVID-19)”**. She was **seconded** by Klemm. **The City Council voted unanimously to approve Resolution No. 1229, and thereby establishing a State of Emergency in the City of Harrisburg.**

THE MATTER OF REDUCING OR ELIMINATING WATER SERVICE LATE FEES AND WATER SHUTOFFS FOR THOSE WHO DO NOT PAY ON A TIMELY BASIS AND APPROVING RESOLUTION NO. 1230

STAFF REPORT: Hitt explained the reasoning behind the program he was suggesting. As noted in his report, it also eliminates tags being hung. It will likely affect revenues by \$3,500 to \$5,000, or possibly more. He suggested amending the resolution to tie it to the emergency declaration of the City.

Keaton commented once again that he appreciates an ending date to the program, to which Caughey also agreed. Thomas agreed, but thought that the city should maybe revisit this at the end of May, if necessary. She didn't think many people would see it as free water. If people are struggling, we want to help them. Boese agreed, as did Klemm.

- Keaton **motioned to approve Resolution No 1230, “A RESOLUTION GRANTING THE CITY ADMINISTRATOR TEMPORARY AUTHORITY TO WAIVE CITY UTILITY LATE FEES AND MANDATORY WATER SHUTOFFS DUE TO NON-PAYMENT FOR SERVICES”**, and amending it by adding at the end of the last paragraph, **that this authority will sunset with the state of emergency in Harrisburg.”** He was **seconded** by Klemm. **The City Council then voted unanimously on the amendment language and followed that with a motion on the original Resolution No. 1230. This therefore allows the City Administrator to temporarily waive City utility late fees and water shutoffs, which is tied to the emergency declaration in Harrisburg.**

THE MATTER OF APPROVING THE HARRISBURG 2020-2025 STRATEGIC PLAN AND RESOLUTION NO. 1231

- Klemm **motioned to approve Resolution No. 1231, “A RESOLUTION ADOPTING THE CITY’S 2020-2025 STRATEGIC PLAN AND REPEALING RESOLUTION NO. 1209.”** He was **seconded** by Boese. **The City Council then voted unanimously to approve Resolution No. 1231, and thereby adopting the 2020-2025 Strategic Plan for the City of Harrisburg.**

NEW BUSINESS

THE MATTER OF A DISCUSSION CONCERNING ASSISTANCE/SUPPORT CITY MIGHT PROVIDE TO CORONAVIRUS IMPACTED BUSINESSES AND/OR CITIZENS

STAFF REPORT: Hitt reiterated the information in his agenda report, relating the types of credits that could be offered to our small businesses that are affected by the pandemic the most. He had included the memo from Beaverton, as being one of the more aggressive assistance programs. He also referred to a service that was online from the City of Albany, at www.albanyrecovers.org. He liked the idea of this type of a program, which gives citizens the choice of needing something, and getting assistance, to volunteering for a part of the program, or finding resources for the program. The challenging part of a program like this, is what happens when you don't have a volunteer who can go when and where it's needed. Does that mean that we would need to have a staff member do it? This type of program is better suited to a larger City and staff.

The City Council started a discussion in relation to this issue. More concern was related to our businesses and keeping them going. While the City Council was opposed to the Reader board being used for advertisements, they didn't mind a more generalized type of statement. The suggestion was made several times for Hitt to contact the businesses directly, to find out what they would feel would assist them best. While everyone was concerned about our citizens, it was noted that there were a lot of churches, and social agencies in the larger towns, who all worked together on something like that.

Downey suggested that perhaps we could allow sidewalk signs like the one she used to put out. Caughey felt that relaxing that sign code would be really beneficial; other Councilors agreed on that on a temporary basis. They felt anything in relation to coming up with a program that could help businesses get back on their feet would also be useful, but likely wouldn't be sustainable. Licenses and land use issues wouldn't be useful, because one is development, which generally doesn't affect our businesses, while licenses are in December, and too far out to make a difference.

Thomas didn't think that the City should step into connecting people as of yet. She liked the idea of incorporating the reader board, and would like to help support the restaurants, as they seem to be at the higher risk of closing. We don't want to see any businesses closing after we've worked hard to fill any empty spots. She liked the idea of providing information on who was open, and who was closed, and providing numbers for takeout, and hours, etc. Eldridge noted that she was already planning on a generic statement for businesses on the reader board, and was planning on both Facebook, and a dedicated web page. Hitt liked that and wasn't opposed to more specific references. Boese liked the thought of providing grant money for businesses that have a hardship. This is going to affect all of us, throughout the City, state, and nation. Klemm agreed and wanted the City to reach out and find out what the business owners wanted the most. He thought anything we can do to assist them in providing them with resources would be extremely good.

Hitt had an advantage in contacting our business owners, due to the license program. He will do some checking into trying to set up a fund that would operate like a grant. The HRA wouldn't work, because it only applies to businesses in the boundaries. He would look at some one-time credits, because we wouldn't be able to sustain it otherwise. He will check in personally with the businesses. To summarize, we will look at allowing temporary signs, and to relieve the regulations in relation to that. We could add some information to the reader board. We will add in web information pages and will also use Facebook. He will talk with businesses to gather ideas. Thomas suggested that we pin the resources on the Facebook page to the top, so that people always come first to that. Hitt said that he would return in the next month with some possible actions for the City Council to approve.

THE MATTER OF DISCUSSING EMPLOYEE BENEFITS IN RELATION TO CORONAVIRUS (COVID-19)

STAFF REPORT: Eldridge reiterated the information in the staff report, and noted that when she started the report, it was right before they finally came out with the COVID-19 leave laws, and the other information became available. Therefore, the bulk of the report is not now applicable. None of us knew for certain when these guidelines would come out. Exhibit C

was provided less than a half hour before the Council agenda was being published. She reviewed the procedures that staff would go through if they had an acute respiratory illness or were diagnosed with COVID-19.

Thomas was glad that the City has the grasp of the resources available that we do; and Caughey said that he just wants to have our employees taken care of, and Eldridge is able to handle that as HR for the City. Hitt noted that we will take care of any employees who are diagnosed or are otherwise affected by the pandemic. He hoped that we might be able to obtain reimbursement for some of the expenses, but we will cover our employees whether we are or not.

Klemm remarked that somebody could be impacted by COVID, not once, but as much as 3 or more times, depending upon mutations, and taking care of family members. It could become extremely expensive for the City if people have complications and are absent for extended periods of time. The bottom line, though, is taking care of people. Eldridge added that there are other benefits our employees receive as well, such as the EAP program. (Employee Assistance Program.) She would be sharing that information with employees. No motion is necessary, because of the late breaking information the City received on Friday.

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded** by Thomas. **The City Council then voted unanimously to approve the Consent List. The motion to approve the Consent List approved the following:**
 - 1. The appointment of Barb Shipley, Marilyn Pollard, and Ruby Bennett to three-year terms that end on December 31, 2023.**
 - 2. The City Council Minutes for the December 10, 2019 and January 14, 2020 Business Meetings.**
 - 3. The payment approval report for February 2020**

CITY ADMINISTRATOR VERBAL REPORT:

1. Future Meetings Discussion
 - Hitt noted that we would only be meeting once a month during the pandemic, in order to meet the requirements of the governor. He asked if there was a preference on April 14th or 28th. There were none, so he decided on the 28th of April as being the next meeting. He then said that other dates will likely be May 12th for Council, and May 26th, and June 2nd for the Budget Committee Meetings.
2. Miscellaneous
 - Eldridge reminded everyone that the Oregon Government Ethics Commission, or OGEAC, had rapidly approaching deadlines of April 15th.
 - Hitt agreed, and said that Tax Day may have been extended, but your ethics statement is still due on April 15th.
 - Mayor Duncan made a statement of how pleased he is for everyone on Council to be involved and serving at this time. He can't think of a better group of people to go through a crisis with. He is proud to sit at this table, and to go through these

discussions. He hopes that everyone knows that he has their backs, and how much he appreciates everyone for serving.

ADJOURN: The Meeting was adjourned at the hour of 8:09pm.

Mayor

City Recorder