



Harrisburg City Council Work Session Minutes July 27, 2021

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors Present: Kimberly Downey, Adam Keaton, Randy Klemm, and Charlotte Thomas.
Councilors Absent: Robert Boese
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer Cathy Nelson, and City Recorder Lori Ross
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:30pm

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

THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE

STAFF REPORT: Sgt Miller started by addressing the memorandum from Lt. Fountain stating LCSO did not meet the contracted hours for the month of June. The City was provided 235 ½ of the 275 contracted hours and she apologized. The Sheriff Department has already made up those hours by tacking them onto July hours. The shortage has been addressed and was caused by Deputies being off work. They hope not to be in that situation again.

Sgt Miller then summarized the report for the month of June 2021. She noted that on average, from January to June, the LCSO has averaged 286.5 hours and 12.6 traffic citations. She stated that they are encouraging Deputies in the contracted Cities, to make more effort on their notes when patrolling. Sgt Miller spoke of a couple incidents with car break ins, including the theft of a firearm, and wanted to encourage people to lock their vehicles.

- Caughey commented that he appreciates the extra patrolling especially at night. Sgt Miller said she would pass that along to the Deputies.

THE MATTER OF REVIEWING HARRISBURG CRIME STATISTICS

STAFF REPORT: Eldridge viewed the crime report stating that property crimes have doubled from the first quarter and traffic offenses were down from 45 to 31. Looking at Facebook, it appeared that there were more vehicles break ins, but we are only one higher than last year at this time. On the

comparison of crime for the last three years, the report shows it's better than last year. The crime report also shows speeding violation locations and different groupings.

- Thomas and Scholz both commented that they liked the report. Thomas said she liked having the two-year comparison.
- Keaton asked what happened in 2018 and why the 50% increase? Duncan thought it was car break ins with everyone leaving their cars unlocked. Thomas said that the concession stand at the high school was broken into during that time.
- Downey remembered a criminal element that was captured involving mail theft. Duncan commented that there was one individual he was aware of, for mail theft, and he believes he is still doing time.
- Eldridge thanked the LCSO for their help during the 4th of July and that the Posse was a lot of fun.
- Downey asked Sgt Miller how she felt the Coburg PD and LCSO worked together. Sgt Miller felt they worked well together, and they got the job done.

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

STAFF REPORT: Eldridge stated that Chief Larson will be rescheduled for the August 24th Council session. He is working with the Lane County Sheriff Department Dispatch on software issues so they can separate Harrisburg data from Coburg which will help with their reporting.

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: Eldridge stated that this was the third time the City has applied for this grant. She has been speaking with ODOT and TGM offices as well. She has adjusted our figure down \$5,000 to \$185,000 to be more in line with a City our size. The amount we will be paying on the approval of the IGA, will be \$22,000 instead of \$26,000. We will be taking \$12,000 out of the Transportation SDC's if we are awarded this grant. If Council approves the resolution, Eldridge will be submitting the permit tonight.

- Downey **motioned to approve the Resolution No. 1259, "A Resolution indicating the City of Harrisburg's intent to apply for Transportation and Growth Management Grant, provide for grant matching and 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 Caughey. **The Council then voted unanimously to approve the Resolution No. 1259, "A Resolution indicating the City of Harrisburg's intent to apply for Transportation and Growth Management Grant, provide for grant matching and the City's willingness to work cooperatively with the Transportation and Growth Management Program to fulfill the objectives of the grant."**

THE MATTER OF APPROVING A LIQUOR LICENSE FOR THE NEW OWNER OF THE GRIDIRON SPORTS BAR & GRILL

STAFF REPORT: Eldridge stated that the applicant, Waylan Wymore lives in Salem and was not required to be at this meeting tonight. She stated that he had originally planned to open for the 4th of July and obtained a temporary liquor license through OLCC.

- Thomas commented that she spoke with Wymore and the reason they weren't open on the 4th of July was because he was not able to hire any employees.
 - Thomas **motioned to authorize the City Administrator or her designee to recommend that the OLCC approve the Liquor License for Waylon Wymore, the new owner of Gridiron Sports Bar and Grill and was seconded by Keaton. The Council then voted unanimously to authorize the City Administrator or her designee to recommend that the OLCC approve the Liquor License for Waylon Wymore, the new owner of Gridiron Sports Bar and Grill.**

THE MATTER OF WATERLINE AND STREET IMPROVEMENTS ON DIAMOND HILL FROM 7TH STREET TO 9TH STREET

STAFF REPORT: Scholz explained that this is the Water Bond Project down Diamond Hill. At the time we did the water bond, we knew there were some areas of the road that needed to be fixed, so we went after a total road replacement and that's what was put out to bid. Bids that came back are provided in EXHIBIT A, with the Engineer's recommendation. Scholz pointed out that on the Agenda Bill, the Engineer's estimated cost is incorrect and should be \$900,000 to \$950,000 and not \$90,000 to \$95,000. Scholz commented that the lowest bidder met all the requirements, and he doesn't know of any concerns.

- Keaton **motioned to award the contract for the Diamond Hill Rd Water Line Replacement Street Improvements to M.L. Houck Construction in the amount of \$986,389.80 and was seconded by Klemm. City Council then voted unanimously to award the contract for the Diamond Hill Rd Water Line Replacement Street Improvements to M.L. Houck Construction in the amount of \$986,389.80.**
- Thomas questioned the motion for the bid amount of \$986,389.80 and Scholz informed the Council that the awarded contractor made a mathematical error, which was noted on the recommendation, that was easily corrected and allowed by BOLI.
- Caughey asked when the completion date for the project is and Scholz responded by the end of the year.
- Duncan asked how much water line is going in? Scholz responded that the road was done 22 years ago by the County, but they did not replace the water line. One of the problems with that job was they put it on soft clay and only used 12 inches of river rock instead of quarry rock which caused base failures. This job includes two feet of quarry rock with a five-inch asphalt to give more longevity.

THE MATTER OF APPROVING AN IGA BETWEEN OREGON CASCADES WEST COUNCIL OF GOVERNMENTS AND THE CITY OF HARRISBURG FOR A RESILIENCY AND RECOVERY FUNDING GRANT

STAFF REPORT: Eldridge stated this was a simple grant with a fast turnaround. They are looking for a specific event/program ready to go and it was a \$10,000 grant. The City did not have anything in gear, but the community event, Taste of Tri-County, held by the Chambers of Commerce. This event would be held in Harrisburg and would benefit the City. Eldridge felt comfortable applying for the grant because it was a short grant, and it did not require a cash match. Money is deposited and no receipts are required for the reimbursement. Chamber will decide what items to purchase with the \$5,000 that was awarded. The City of Harrisburg, as a Chamber Member, will have an opportunity to use the items purchased for free. Some of the items they are looking at are sandwich signs and canopies, which local business could use for special events. Eldridge stated Council could make stipulations for the use of that money if they chose to as long it falls within perimeters of what was approved by the organization.

- Caughey **motioned to authorize the City Administrator to sign the IGA with OCWCOG for the CWEDD Grant and was seconded by Thomas. City Council then voted unanimously to authorize the City Administrator to sign the IGA with OCWCOG for the CWEDD Grant.**

THE MATTER OF APPROVING THE CONSENT LIST

- Thomas **motioned to approve the Consent List and was seconded by Downey. City Council then voted unanimously to approve the consent list.**

OTHER ITEMS

- Scholz stated that the water plants and treatment tanks are out to bid now and will come in next week. He will bring to Council at the August 24th meeting if we have an engineer's recommendation. He informed the Council that he had mandatory pre bid walk through with anyone who wanted to bid on the project, and he had 24 contractors.
- Caughey asked how many people have put up a storage tank before? Scholz replied that there are only a couple companies that put up tanks and they would be subcontracted by the contractor and are nationwide.
- Duncan asked if it was a 500,000-gallon tank and Scholz replied there is a 500,000 at the south plant and a 1.5-million-gallon tank at the north tank.
- Duncan asked what was going to happen with the old tank and Scholz replied that will go to Council later, but the tank will be taken out of service. There are questions on what can be done to it legally.

CITY ADMINISTRATORS VERBAL REPORT

- **VFW:** Eldridge informed Council that she did speak with the new Commander for the VFW, and they are doing fine. The VFW has taken over the work out at Alford Cemetery to compensate for their spaghetti feed fundraisers. He commented that they appreciate us looking out for them.
- **Nation Night Out:** Eldridge handed out a flyer showing that National Night Out is scheduled for Tuesday, August 3rd (**ADDENDUM 1**). There will be a BBQ from 5:30pm to 7:30pm and LCSO will be present along with Coburg Police and the Harrisburg Fire Department. Information about Neighborhood Watch will be available, and she has reached out to non-profits including God's Storehouse to attend. Eldridge stated that is also combined with our Summer Concerts series so McKayla Marie and her band will be playing from 6:30pm to 8:30pm. Free ice cream will also be provided by Dari Mart.
- **AT&T:** Eldridge stated the AT&T Franchise Agreement will be coming before Council possibly by the end of August and that it expires this year.
- **Vacation:** Eldridge informed Council that she will be going on vacation effective tomorrow and will return next Wednesday. She will have limited cell service at times but will return calls.
- **Executive Session:** Is scheduled for August 10th. The regular business meeting will be held August 24th. Both City Attorney's David and Jim will be present to discuss the BN Franchise Agreement. Duncan asked about having a representative at the meeting and Eldridge stated she would work on that. Eldridge stated she met with Commissioner Sprenger yesterday and she talked about coming down and speaking with Council and asked if that was something that Council would want Eldridge to follow up on? Duncan answered yes and stated they are always welcome to attend. Downey remembered years ago, Commissioners would frequently attend meetings, but it's been a while

- **Law Enforcement Ad-Hoc Committee:** Eldridge stated that she has a tentative date of October to start discussing this with the public. She recently spoke with Travis Crossman, and he is looking forward to those meetings. LCSO contract is coming up in 2022 and we will probably start the crime forum meetings in December or January to discuss any changes we might want to make.
- **Mainstreet Program:** Eldridge informed Council that she has closed out the main street revitalization grant and will be sending almost \$100,000 to Patrick and Donnell Freeman for the work they have done on the Oddfellows Building. The Freemans have submitted another grant request to the HRA which will be discussed August 24th. Eldridge did let them know that the City has already put \$150,000 of HRA funds into that building so far and we would need to discuss if we are wanting to put more funding into that building or have available for other structures. The City budgeted close to \$100,000 from Community and Economic Development to do the same type of thing the HRA does. Nelson and Eldridge will be going through paperwork from the Treasury Department and will be submitting a request of ARP Funds that are available to us from the State of Oregon. They will be following through with an IGA and so far, the uses to which we had planned on using the funds are still available to us.
- **OHA:** Eldridge received a new notice today from the Oregon Health Authority, recommending masks for indoor settings. Eldridge stated that she will be sending out an employee email informing them of the change.

OTHER ITEMS:

- Nelson stated that today, she received ADDENDUM 2 stating that the Oregon Short Term Fund, which is where we have our grants invested, is once again changing their interest rate for the revenue we receive from .60% to .55%. The City will be getting \$7,101 less than what we had budgeted.
- Duncan would like to thank all of the staff and volunteers for an amazing 4th of July and asked to please pass on his thanks from himself and Council.
- Mrs. Duncan asked if the City was still having the City-wide garage sale. Staff answered, yes and it's on the 14th of August.

ADJOURN at the hour of 7:24pm

Mayor

City Recorder

July 26, 2021

City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Attn: Chuck Scholz, Public Works Director



**RE: Diamond Hill Road Waterline Replacement & Street Improvements
Notice of Apparent Low Bidder and Engineer's Recommendation for Award
of Contract**

The City received the following bids for the Diamond Hill Road Waterline Replacement & Street Improvements.

1. <u>M.L. Houck Construction.</u>	\$ <u>988,889.80</u>
2. <u>Tornado Soft Excavation</u>	\$ <u>1,035,298.77</u>
3. <u>Wildish Construction Co.</u>	\$ <u>1,082,730.00</u>
4. <u>H&J Construction Co.</u>	\$ <u>1,105,298.00</u>

I have reviewed all bid packages and found all to be complete and responsive. M.L. Houck had a discrepancy in a unit price and extended price. Per the bid documents the unit price shall prevail, therefore M.L. Houck's corrected bid amount is \$986,389.80.

I recommend that the contract be awarded to M.L. Houck Construction in the amount of \$986,389.80.

Sincerely,

Branch Engineering Inc.
Damien Gilbert, P.E.
City Engineer

CITY OF HARRISBURG

TUESDAY - AUGUST 3, 2021



POLICE-COMMUNITY PARTNERSHIPS

NATIONAL NIGHT OUT 2021

National Night Out & BBQ: 5:30 - 7:30

Meet Linn County Sheriff Office Representatives
~ Coburg Police Officers ~ Harrisburg Fire/
Rescue District Engine & Boat on Display ~
Sign up for Neighborhood Watch

Summer Sounds Presents:

McKayla Marie & Band - Playing 6:30 - 8:30

Sponsored by:



**Tri-County Chamber of Commerce and
City of Harrisburg**

Free Icecream while Supplies Last!

*Free BBQ While supplies Last:
Balloons & Stickers for the kids*



**CITY HALL/GAZEBO
120 SMITH ST.
HARRISBURG, OREGON**



**TOGETHER, WE ARE MAKING COMMUNITIES
SAFER, MORE CARING PLACES TO LIVE AND WORK**

Cathy Nelson

From: Local-Gov-News <local-gov-news-bounces@omls.oregon.gov> on behalf of OST NEWSLISTS <OST.NEWSLISTS@ost.state.or.us>
Sent: Tuesday, July 27, 2021 12:53 PM
To: local-gov-news@omls.oregon.gov
Subject: [Local-Gov-News] Oregon State Treasury | OSTF Rate Change

Oregon Short Term Fund

Rate Change

Effective Thursday, July 29, 2021, the Oregon Short Term Fund (OSTF) rate will change from 0.60% to 0.55%. Additional information about the OSTF, including historical rate data, is available online [here](#).



**OREGON
STATE
TREASURY**

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