



City Council Business Meeting Minutes May 21, 2020

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm (absent), Charlotte Thomas (absent), and Youth Advisor Quinton Sheridan
Staff Present: City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and 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

CONCERNED CITIZEN(S) IN THE AUDIENCE.

THE MATTER OF MEETING WITH LCSO AND THE CITY OF COBURG POLICE DEPARTMENT STAFF REPORT: Chief Larry Larson was present and presented the City Council with a report from February to this point in May. (Please see Addendum No. 1 for a copy of the Report – a more detailed report is available in the City Records Council files.) Due to COVID-19, their normal response to people in violation of traffic rules was limited. They are working out the areas in town that are hot spots in terms of traffic violations.

Council liked the detail that they were providing and asked how the employees were liking extending the contract to Harrisburg. Chief Larson told them that they like it. They have recently moved dispatch to Lane County, so they are working with Don Messick at LCSO to have a channel to call directly to LCSO. Chief Larson also related how they were assisting LCSO when needed.

THANKING THE HARRISBURG YOUTH ADVISOR TO THE CITY COUNCIL AND PLANNING COMMISSION

- Mayor Duncan said that this was the last meeting that Quinton is attending tonight, and gave him a framed plaque of appreciation, as well as his Council and Planning Commission name tag. Quinton related that Council seemed more fun and were more talkative than the Planning Commission. Keaton commented that it makes sense, because the Planning Commission has to be stricter than the City Council, due to all the legalities. Council thanked him for his service, and especially for

serving on two different government committees. Quinton thanked them for giving him the opportunity to serve.

THE MATTER OF ALLOWING VOLUNTEER WORKER'S COMPENSATION COVERAGE FOR 2020-2021 BY APPROVING RESOLUTION NO. 1237

- Downey motioned to approve Resolution No. 1237, "A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF HARRISBURG FOR POLICY YEAR 2020-2021". She was seconded by Caughey, and the City Council voted unanimously to approve Resolution No. 1237, and thereby allowing City volunteers to be covered under the City's Worker's Compensation Coverage.

THE MATTER OF THE ELECTIONS PROCESS FOR HARRISBURG CANDIDATES FOR THE GENERAL ELECTION

STAFF REPORT: Eldridge went over the elections procedure during the days of COVID-19, and noted that unfortunately, for those cities that allow only the petition process, like Harrisburg, that the State Election Office will not allow any work arounds. The petition process is the only method that Harrisburg candidates can use. She had altered the election procedures to allow for some ways that candidates can avoid going door to door, that would still allow them to get petition signatures.

- Caughey remarked that it was too bad that Harrisburg had set it up that way. He understood that people didn't want to allow the declaration method because it felt like people were trying to buy their way onto Council.
- Eldridge added that she would be bringing packets to the meetings and reminded everyone that they would need 15 valid signatures in order to be a valid candidate, and that the entire process had to be completed by August 21st, 2020.

THE MATTER OF GRANTING THE CITY ADMINISTRATOR AUTHORITY TO ENTER INTO CERTAIN INTERGOVERNMENTAL AGREEMENTS.

STAFF REPORT: Hitt noted that these types of IGA's were relatively normal processes, and don't necessarily need to be reviewed by Council. Giving the City Administrator the ability to approve routine IGA's like this will allow us to focus time on more important issues. Mutual aid IGA's were routinely needed for temporary periods of time. In this case, the City of Monroe lost their licensed certified water treatment operator, and therefore, are asking to serve under our Public Works Director's certification. Anytime that he does one of these, he proposes that he will place them into the Consent Agenda, so that Council can ask questions, and can move it to regular business if they feel so inclined. He added that they had a number of these in Lebanon; typically, it was for temporary water use, or for transportation needs.

- Downey was ok with it, as long as it was in the consent list. If she as a citizen were to see Rick Nelson (Harrisburg's Public Works Foreman) in Monroe, she might be wondering what was going on. Having it in the list will help to make them feel secure that the Council knows what's going on.
- Caughey had some concerns about the contract, on page 40.
- Hitt told him this was a draft form, and Scholz added that their employees do the routine, normal everyday type of tasks. The City of Monroe has lost their water plant operator, their DRC, the City Administrator, and the Contract DRC in the last 3 years. The Oregon Health Authority requires that water providers must have certified operators and allows a DRC if a City doesn't have one.
- Both Boese and Keaton were ok with it being in the consent list. Keaton however, added that he was wondering how many IGA's the City has right now? What are the scopes of the agreements we have?

- Hitt told him an example of them are the agreements we have with the Coburg Police, or LCSO. It also includes the Linn County Building Department agreement.
- Eldridge added that we had them with OCWCOG, for both IT services, and our recruitment for city administrator.
- Scholz then added that an almost any city will respond to another asking for assistance. We have more agreements with the OSMB, the Linn County Road Department, etc.
- Keaton would like to know what IGA's we currently have, if it's not extensive work to provide that for them.
- Hitt told him that we would bring it to a future meeting.
- Caughey said that he didn't have a problem with the current City Administrator doing this, but if in the future, we had a City Administrator who was poor, then he would want to make sure that we have some kind of oversight on these.
- Downey was satisfied with that oversight if it was on the consent list.
- Downey then **motioned to move to grant the City Administrator permanent authority to enter into Intergovernmental Agreements (IGA) with other municipal entities in the State of Oregon, for mutual aid and assistance, provided that the City of Harrisburg is fairly compensated and City services and functions are not significantly impacted, and to have any new IGA's included in a report in the Consent Agenda. She was seconded by Caughey, and the City Council voted unanimously to approve the ability of the City Administrator to approve routine IGA's with other cities, for mutual aid reasons, as long as they were reported to City Council in the Consent Agenda.**

THE MATTER OF APPROVING THE CONSENT LIST

- Downey **motioned to approve the Consent List and was seconded by Keaton. The City Council then voted unanimously to approve the Consent List. The motion to approve the consent list approved the following:**
 - **The City Council Minutes for the February 25 and March 24, 2020 Meetings.**
 - **The payment approval report for April 2020**

CITY ADMINISTRATOR VERBAL REPORTS

1. Building Department – JC/Linn County: Hitt related that we had entered into some negotiations with the City of Junction City, in order to research whether the City would like to switch Planning and Inspection services to a municipality, rather than the County. Advantages would be responsiveness, and more coverage, such as having the ability to have an inspector attend pre-application meetings. In addition, they would have a slightly higher payback to the City, over what the county currently offers. The only drawback is that it appears that we will not be able to terminate with Linn County, until the end of this year. If we are able to proceed, it could be in July; otherwise, it will be in the spring of the following year.

Caughey asked later in the meeting if staff thought it would be a problem if Linn County will accept signatures/signoffs from Junction City, since they are located in a different county? Hitt told him that the state is who regulates inspections, and who is allowed to sign off on them; he doesn't think that there will be any problems with the state allowing Junction City to sign off on inspections.

2. Front Lobby Security/Protection: Hitt informed the Council of what we were doing to both provide more security in our front lobby, as well as protection under the COVID safety precautions. For now, we are obtaining a smaller plexishield, which will help until we get the more permanent protection in place. He spoke of some of the other precautions that staff were doing in order to protect both our employees, as well as citizens.

3. Scheduling a Special Meeting in the future to award bid for the Smith, Macy, & 2nd St. Rehabilitation Project: Scholz related that we will need to arrange for a special meeting of the HRA Board, in order to accept the bid on this street improvement project. Keaton and Downey didn't mind a quick five-minute meeting to approve that. Scholz told them that it would be likely the 8th of June, or slightly afterwards, as the City Engineer needed to review the winning bid to make sure that they are compliant with all the requirements.

4. TGM Grant: Hitt said that the state has some uncertainty of how much revenue there will be for specific grants due to the Coronavirus. The OPRD (Oregon Parks and Recreation Department) Parks Master Plan Grant is somewhat doubtful, and we aren't certain that the SRTS (Safe Routes to School) grant will be viable either. They aren't postponed indefinitely, but he's afraid the response and needs for everyone will be overwhelming. If the Council feels strongly about getting these, he can put them back in the budget. All grants are questionable at this point, unless you cashed your check already. He felt regardless that it was important to keep the matching part of these grants in the budget, because if we do receive them, we will need to have the budget set up for them. Mayor Duncan didn't think that was a problem, and Caughey agreed with his plan.

OTHER ITEMS:

Hitt reminded the Council that Budget Meetings are upcoming. We do expect to send the proposed budget to you on or about May 28. In just the last few weeks, we've had a number of potential development proposals, in both commercial and residential projects; he's optimistic that we will have a fairly good building budget.

Downey related to Council what a wonderful experience the 5th Street Improvement Project has been. The contractors are wonderful to work with, they are nice and friendly, and helpful. All of her neighbors are really, really pleased. She said that they found a bunker, which was amazing; It was 16' x 16' x 10' deep. There were supposed to be 4 of them from what she knows. Scholz knows where 3 of them are. They were created for storm water infiltration. The construction was impressive. Unfortunately, none of them are on their maps. He related too, that there has been a bit of an issue with people in the neighborhood; not those in this room, who have been getting too close to the work they are doing. He had to talk to the contractors about not allowing people to get closer than 20', because otherwise, they have to wear the same PPE's (Personal Protective Equipment) that the contractors are wearing. He said that if any Councilors would like to see it, that they need to get PPE first, and check in with him. He's been working on outfitting all of our trucks with an extra hard hat and safety vest for people who want to look at the construction. He had never seen one like this before.

Scholz said that the HHFA (Harrisburg Harvest Festival Association) is not able to be open to the public, due to the constraints of the coronavirus pandemic, but that they would have the sled down, and the pullers will be allowed to pull. It's a private event. There won't be any fees for it, but it will allow them to get some practice in, since they've missed all the other events. In the future, they would like to livestream to Facebook, or another platform, with cameras on the pulling truck or on the sled, and hope to offer that next year. Next year, we'll be able to continue with donations to Ag programs, and they are providing some supplies to FFA. (Future Farmers of America.)

Caughey asked if the HFEA (Harrisburg Festival and Events Association) were planning on getting information out to the newspapers or something, about the 4th of July. Eldridge said that they were still preparing for a 4th of July that would include a reverse parade. They would be working on the communication pieces so the public can participate and understand what they are doing. It will likely be on Facebook, and in the newspapers.

Downey wasn't happy about all the mail that is getting stolen lately. You can see from the LCSO report, and from people commenting online, that there are more thefts. Keaton thought that it would be lessened now that the Primary Election is finished, and if the checks from the government are slowing down. Boese said that people are installing security cameras on their mailboxes. He can watch his when mail is being delivered, or if anyone messes with the box. Keaton suggested that locked mailboxes also work well.

Caughey asked about other street projects in town; people are curious and are asking when there are going to be other projects. Scholz told him that 5th Street will be completed by summer of this year. It's a large project, with street, sewer, water, storm, curbs, gutters, and sidewalks, along with all new phone lines, gas lines, cable, etc. They are on schedule. The new water line is in, and it's getting pressurized and tested. The Smith Street bid opens up next week. H & J hopes to get that bid; they are the ones who did Moore St. Next month, we will go out to bid on LaSalle St. from 6th to 9th, for the SCA grant. That will include ADA stuff, some storm, and water lines, and we estimate that will be completed in the spring next year. At a certain point, we'll work on S. 8th and Eagles Way. 6th Street from Territorial to Dempsey will be next. He also explained that the one 'lake' across property on the corner of LaSalle and South 6th, will get cleaned up soon. Valley Agronomics and the farmers are joining together to split the cost. They hope to get that completed this week. He said that Council will start seeing water line replacements, which will go quickly. He will be updating the City website with that information.

Downey asked how come the water was turning brown and yellow in their neighborhood, when they were shutting the water off. Scholz explained the changes, because iron and manganese are in our water system. When chlorine comes in contact with them, it becomes visible. The water is the same, and there is no problem with it, but you are able to see the colors because they are oxidized. When there is a water line break, it scours the line, because water goes through so quickly. The water filtration plants will pull 99% of the iron and manganese from the water system. He explained how the water lines will be replaced, and how that will help scour the existing lines. Eventually, a large portion of the water lines will no longer have that in them. There are still sediments, which is present in both the wells, and in the Willamette River.

Quinton Sheridan wanted to say how much he's enjoyed coming to the meetings, and that it was an honor to spend time with Council.

ADJOURN: *With no further business, the meeting adjourned at the hour of 8:11PM.*

Mayor

City Recorder

TRAFFIC STOP MONTHLY BREAKDOWN:

February	13 citations	27 traffic stops
		(16 residents)
		(11 nonresidents)

March 8th COVID 19 LOCK DOWN

March	8 citations	16 stops
		(9 residents)
		(7 nonresidents)

April	5 citations	15 stops	7 written warnings
		(1 resident)	
		(14 nonresidents)	

May	4 citation	10 stops	3 written warnings
	(May to the 18 th)	(4 residents)	
		(6 nonresidents)	

CITATION VIOLATIONS WRITTEN:

Speeding	16
Driving While Suspended violation	4
Fail to obey a traffic control device	2
No valid driver's license	2
Cell phone	2
Driving uninsured	7
Expired vehicle tags	3
	36 violations
	30 citations

7th and Quincy

3rd and Territorial

4th and Territorial

7th and Territorial

8th and Territorial

9th and Territorial

10th and Territorial

9th and Burton

Coburg Road and Detering Orchard

99 and Harrisburg Bridge

3rd and Harrisburg Bridge

6th and Priceboro

2nd and Kesling

3rd and Kesling